



**San Jose Charter Academy
PTO Minutes
DATE: September 11, 2017
Time: 6:00 - 7:00 pm
Location: SJCA Elementary Cafeteria**

Executive Board	Officer	Present	Executive Board	Officer	Present
President	Mary Hernandez	Y	Volunteer Coordinator	Diane Sanchez	Y
1st Vice President - Fundraising	Melody Alvarado	Y	Events Coordinator	Sandra Chavez	Y
2nd Vice President - Membership & Publicity	Annette Coronado	Y	Parliamentarian /SJCA Principal	Erin Shiroma	Y
Secretary	Vanessa Castañeda	Y	Teacher/Staff Rep #1	Cassie Schaefer	Y
Treasurer	Esperanza Luna	Y	Teacher/Staff Rep #2	Kim Salamone	Y
Member at Large #1	Katrina Pacheco	Y	Member at Large #2	Magda Gomez	Y

1. Meeting Called to Order - **6:05 pm**
2. Quorum present: **Yes**
3. Review minutes from: August 14th **Approved**
4. Reimbursements/Disbursements:
 - a. Ck.# 435 San Jose Charter Academy \$925.55 (After school sports buses)
 - b. Ck.# 436 San Jose Charter Academy \$2,742.75 (5th grade science camp and Art club buses)
 - c. Ck.# 437 San Jose Charter Academy \$12,817.74 (field trips buses)
 - d. Ck.# 438 San Jose Charter Academy \$5,235.40 (field trips buses)

Above are last year expenses (a-d)

 - e. Petty Cash for 15 starbucks gifts cards of \$10 each for Teacher Attendance.
 - f. Ck # 439 Viral Booth \$375.00 (Photo Booth Deposit) - **Carnival**
 - g. Ck#440 Party Pronto \$ 2,283.00 (Deposit for Carnival Jumpers)
 - h. Ck# 441 Robert Bountra \$ 400.00 (Deposit for Laser Tag) - **Carnival**
 - i. Ck# 442 Terry Lynch \$50.00 (Deposit for DJ) - **Carnival**

Vanessa motioned to approve the above reimbursements/disbursements. Magda second.

All in Favor - Aye 11 - 0 - 0

5. President Update:
 - a. School clubs profit - **school groups have asked if they can receive 100% of their profit during carnival to help them with expenses for their clubs. PTO board would**

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like to discuss this further and have tentatively agreed on giving school club groups 75% of the profit for fundraising.

- b. Leader in Me
 - c. Golf tournament - **September 18th - Admin team will be volunteering as will Vanessa taking pictures.**
 - d. Text and emails - **Thank you for the transparency**
6. 1st Vice President Fundraising/Sponsorships Update:
- a. SJCA Family Night Out - **Yogurtland raised about \$200 and our next one is Wednesday, September 20th at BJ's only one day is available from 11:00 am - 11:00 pm. Dine in or out.**
 - b. Free Dress Fundraiser Friday - **Our dates are November 3rd; January 19 and March 23**
 - c. PTO meeting banner - **Venti will be creating a banner for us so we can place the banner out to let our families know about our monthly meetings.**
 - d. Coin Drive - **The coin drive will begin on October 16th and it will be a competition on who can raise the most funds in total. We will need to deposit all coins each day so we can have a running tally.**
 - e. **November is bowling fundraiser for SLC week from Mr. Bassett**
7. 2nd Vice President Membership/Publicity Update:
- a. Membership logs are being created; memberships received for this school year will be processed and logged prior to carnival - **PTO bonus bucks will be given to pre-sale only**
 - b. No other membership update at this time
8. Treasurer:
- a. First Financial Credit Union - **outstanding check for DJ from last year. We need to possibly issue him a new check and give him a call. Mary has offered to call him.**
 - b. 2017-2018 Year Budget -
Cassie motioned for the approval of the 2017-2018 PTO budget. Melody seconded. All in Favor - Aye - 11 - 0 - 0
 - c. Monthly Statement - **We still have two banks as we wait for the last few checks to clear. Hopefully we will close out First Financial in November.**

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- d. Bank Accounts - **We hope to have only - SCE FCU by November.**
9. Room Volunteer Coordinator Update:
- a. New families meeting update. **We had 14-15 new families attend the meet-up and we explained the software programs the kids use as well as the terms. Lastly, the ASB kids gave them a tour of campus which was a really great way to welcome them.**
 - b. Expecting to have all room parents identified this week. - **Still gathering teachers forms from all grades and hoping to have our first meet-up next month.**
 - c. Parent Square replacing Sign Up Genius...need to know how to create carnival volunteer sign up - **Diane will be working with Mrs. Shiroma on how to get this going for PTO.**
 - d. Volunteer sheet for carnival - **Diane is suggesting we need about 160 people. Shifts will start at 2:15 - 3:15. All volunteers will get a free dress pass for Monday, October 2nd.**
10. Events Coordinator Update:
- a. Carnival updates.- **All deposits for vendors went out. Will be sending out donation requests flyers. Signs and prizes will be made and will be separated prior to the carnival. We will hand these out as we hand out the tickets. It will be all hand on deck for tickets and for the carnival. Cassie will request grade levels turn in their booth names and all signs will be done by PTO.**
 - b. Casino night updates (attachment) - **Hurst Ranch has the date of February 24th. If we want to hold on to this date, we need to make a deposit of \$500 which is refundable.**
- Vanessa motioned to approve deposit to hold the date of February 24th, Diane seconded. All in favor - Aye 11 - 0 - 0.**
11. Parliamentarian/Principal Update:
- a. New families tour/software workshop - **Wonderful work by Diane and Jason Cabera**
 - b. **Welcome Board - Mrs Ruiz and Mrs Spikler have created a welcome board in the office which looks great.**
 - c. Parent Square for PTO - **All Admins have the app on their phones and are ready to help. We need to have more devices on hand.**

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- d. Meeting with Venti Printing - **Denise and Erin will be meeting with Venti to go over the 20th apparel for the 20th celebration in October.**
- e. **October 20th will be our 20th Anniversary and we plan to have a school wide event. We will be doing something every hour on the 20 so 8:20, 9:20 10:20 etc. It should be a very festive day and the staff and Admin are really excited about it.**
- f. **DELAC Meeting - Next Thursday with Mrs. Gomez and Mrs. Hale.**

12. Any Unfinished Business:

None

13. Any new business to be brought before the board:

- a. Teachers report from staff meeting regarding carnival - **The PTO Board will give grade levels up to \$50 for any items needed for their game booths.**
- b. CCC Members - Would like to address the board - **CCC members attended the meeting. Yamin (3rd & 7th grade kids); Michael Hyatt (2nd grader); Ernesto Garcia (6th & 7th grade kids); Andres (2nd, 5th & 6th grade kids - not present at meeting); Mary Spickler and Erin Shiroma are school reps. We will be covering cultural diversity but also mental health and religious differences. We want all the kids to be well suited for today's day and age in the different diversities across our nation and the world. We are having an open meeting on September 14th in the MPR room and welcome everyone who would like to join us. As for the carnival, we will be having a Lotteria game booth and will be handling the staffing needs and game.**

Date of next meeting: All meetings will be the second Monday of each month unless otherwise stated.

Our next meeting is Monday, October 16th, 2017

Meeting adjourned at: **7:27pm**

Minutes compiled by Vanessa Castañeda, PTO Secretary

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Feb-24th

Hurst Ranch (max occ . 400)

Dinner

Appetizers	\$2,000.00
Dinner (\$19/person)	\$7,600.00
Drinks (\$3/person)	\$1,200.00
Bar Set-up (cash bar) ✓	\$350.00
Total Cost for Dinner	\$11,500.00
<i>*Cost Per Person</i>	<i>\$28.75/person</i>

Rental Hall

Refundable Deposit	\$500.00
Rental (5 hours)	\$500.00
Liability Insurance	\$175.00
Security Guards	
(*min. 2@\$250 ea.)	*\$500.00
Cleaning fee	\$150.00
Total Costs for Rental	\$1,825.00

Approximate cost for Décor

+ Silent auction needs **\$4,700.00**

Entertainment for the evening

Casino (3 hrs)

-21 Dealers/19 tables $\$3,445 + \$1,825 + \$4,700 = \$9,970$

Murder Mystery (2 hrs - 6 actors)

-Crime of the Century $\$2,599 + \$1,825 + \$4,700 = \$9,124$

Dancing only

-DJ $\$200 + \$1,825 + \$4,700 = \$6,725$

Silent Auction

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