



San Jose Charter Academy  
 PTO Minutes  
 January 10, 2013 – 6:00pm  
 Location: Multi Purpose Room

Executive Board	Officer	Present	Executive Board	Officer	Present
President	Liz Bradbury	<u>Y</u> <u>N</u>	Room Parent Coordinator	Mary Hernandez	<u>Y</u> <u>N</u>
1 <sup>st</sup> Vice Pres. Fundraising/Sponsorships	Stefany Villegas	<u>Y</u> <u>N</u>	Events Coordinator	Vacant	<u>Y</u> <u>N</u>
2 <sup>nd</sup> Vice Pres. Membership/Publicity	Annette Coronado	<u>Y</u> <u>N</u>	Parliamentarian	Dr. Denise Patton	<u>Y</u> <u>N</u>
Secretary	Selena Robledo	<u>Y</u> <u>N</u>	Teacher/Staff Representative #1	Kristina Jackson	<u>Y</u> <u>N</u>
Interim Treasurer	Ravinna Guzman	<u>Y</u> <u>N</u>	Teacher/Staff Representative #2	Pati de la Torre	<u>Y</u> <u>N</u>
Board Member	Theresa Alvarez	<u>Y</u> <u>N</u>			

**Also Present: See Attached List**

**1. Call to Order:** Meeting called to order at 6:10pm by PTO Board President, Liz Bradbury

**2. Minutes**

a. Review of minutes from 12/06/2012 and 12/10/2012 meetings

1. Approval of minutes

Motion by Annette Coronado and seconded by Pati de la Torre to approve minutes from 12/06/2012 and 12/10/2012 meeting with corrections.

Vote: 6-0 Unanimous

**3. Officers' Update**

a. President's Update

1. Retained legal counsel with Young, Minney & Corr, LLP

2. Secured auditor to move forward with audit of PTO account

Discussion: Liz Bradbury would like to secure the auditor that cost a little less and more what we were looking for. Auditor was confident that they will be able to conduct the audit even though we don't have all of the documents that she requested. We will be able to get any bank records necessary, but we will have,

Motion by Kristi Jackson and seconded by Selena Robledo to secure the auditor

Vote: 6-0 Unanimous

3. Reimbursements

a. Dora Enriquez	\$ 89.16	Eighth grade promotion
b. Nadine Shiroma (Say it with Aloha)	\$492.00 6/2011	General PTO
	\$510.00 6/2012	General PTO
c. Maria Mendoza (Alyssa Mendoza)	\$ 34.00	General PTO

Motion by Pati de la Torre and seconded by Ravinna Guzman to approve the reimbursements to those named above.

Vote: 6-0 Unanimous

4. Snack Friday January 25, 2013

Discussion: PTO will sell churros on our Snack Friday.

5. Carnival Date

Discussion: If PTO decides to do the Carnival the tentative date will be 5/17/2012

6. Educational Matching Program

Discussion: Some employers have a program where if you donate from your paycheck to a non-profit they will match the amount. We received a check for \$140.00 from a parent but we aren't sure who their student is. When we determine who the student is we will put the amount towards the Donor Program in their name.

7. Walk-a-thon

Discussion: Mr. Orozco states it is time to start planning for the Walk-a-thon, he would like to raise \$20,000.00 which is approximately \$20.00 per student. He would like to have it a few weeks before Open House on Friday 3/08/2012 so it isn't so hectic. He would also like to focus on each grade level instead of just highest class overall so they may have more participation. Parent states if Specialists and other teachers let parents know what they are purchasing or saving up for they may be more willing to give. PTO Board agrees that rewarding each grade level is going to really help also.

8. Donor Program

Discussion: Parents gave input regarding the Donor program. Some really like the option, and a few were concerned about the amounts that were listed. PTO Board will discuss whether the amounts listed on Donor program are comparable to the amount earned per student from actual fundraising profits.

b. 1<sup>st</sup> Vice President's Update

1. Cheesecake Fundraiser



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2. New Family Eat Out nights (Jersey Mike's)
3. New fundraisers
4. Upcoming fundraisers

Discussion: Limo Lunch date not determined yet January 30, 2013 20% of proceeds will be given back to the school. We will also look into Shakey's, The Habit, etc... There are no new fundraisers or upcoming fundraisers at this time.

c. 2<sup>nd</sup> Vice President's Update

1. Membership

Discussion: No new spreadsheets to give at this time

2. Sponsoring Memberships

Discussion: Annette Coronado drafted a letter for teachers to discuss with the parents of their class that have not joined PTO yet.

d. Treasurer's Update

1. Reconciliations of accounts
2. Account Balance
3. Reimbursements

Discussion: Ravinna Guzman reports she is still trying to determine and learn how the previous PTO Board Budget works because some figures don't add up. She is reporting each month how much is deposited and how much is going out and what it is for. She would like to know if she can add things to the budget, Board suggests we do so during the next Budget Committee meeting.

**4. Committee Reports**

1. Fresh and Easy
  - a. Unable to schedule Shopping Night
  - b. Concluded receipt collection for this school year

Discussion: We will need all receipts turned into office by 1/18/2013

2. Book Fair
  - a. Second book fair in March ~ need to start seeking out potential committee members.

Discussion: Mary Hernandez has agreed to Chair the committee for Book Fair as long as she has enough volunteers and a firm commitment from volunteers.

3. T-shirt
  - a. New form, online ordering
  - b. Chair person meeting with Sam from Red Dot to create new process

Discussion: Pati de la Torre has agreed to Chair the T-shirt committee so Liz Bradbury will put her in touch with Sam so they can figure out the logistics. She states she will report back at next Board meeting.

4. Box Tops
  - a. Teachers announce that any grade level reaching 1,000 at our next collection period will receive a free dress day. Next collection day is March 28, 2013

**5. Next Meeting will be held on February 7, 2013 at 6:00pm in SJCA Cafeteria Changed to February 6, 2013 at 5:30pm**

**6. Any new business to be brought before the board**

Annette Coronado is requesting changing the date for meeting to Wednesday because of her prior commitment every other Thursday.

**7. Adjournment**

There being no further business to come before the Board, the PTO Meeting of 01/10/2013 was adjourned at 7:40pm by PTO President, Liz Bradbury

Minutes prepared by Selena Robledo