



San Jose Charter Academy  
 PTO Agenda  
 September 4, 2013 ~ 6:00pm–7:00pm  
 Location: Cafeteria

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	Eva Generalao	<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>
	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>			

I. Call to Order Meeting called to order at 6:10pm by PTO President Liz Bradbury

II. Minutes

A. Review of minutes from 06/05/2013, 07/15/2013,

B. Approval of minutes

Motion by Eva Generalao and seconded by Stefany Villegas to approve the minutes with changes

Vote: 7-0 Unanimous Ravinna Guzman not present at time of vote

III. Officers' Update

A. President's Update

1. Reimbursements

A. Kindergarten LCD's

Michelle Arvidson		\$ 806.21
Angie Ponce		\$ 806.21
Pati de la Torre	Language Arts	\$149.60
Elisa Nazarowski	Music	\$ 39.77
Malynda Salazar	Kinder	\$ 77.80
Liz Bradbury	Language Arts	\$ 88.20
Darlene Quezada		\$ 394.00
Michelle Arvidson		\$1,046.37
Swank Motion Pictures		\$ 346.00
Gaby Barraza	Cheer Acct.	\$ 514.00
Darlene Quezada		\$ 574.48

Motion by Mary Hernandez seconded by Selena Robledo to approve the reimbursements named above.

Vote: 8-0 Unanimous

2. Uniform order procedure update

Discussion: Website is updated with the specific months for uniform sales. September, November, January, March and May. You can place orders the first two weeks of the month and receive the orders the following month.



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### 3. Room Parent/Event Parent Update

Discussion: Still working on putting it together and improving upon it based on comments from parents. Looking to set up dates for a meeting with parents that are interested.

### 4. Taxes

Have taxes for three years to complete. Board members are looking into where we can have them done.

### 5. Insurance Renewal

Insurance renewal is October 25, 2013

Motion by Pati de la Torre and Ravinna Guzman to approve up to \$1000.00 to renew insurance.

Vote: 8-0 Unanimous

## B. 1st Vice President's Update (Disbursement of Information) ~ 5 minutes

### 1. Chuck E. Cheese

A check has been sent but we are not sure how much we raised,

### 2. Pacific Fundraiser profit

We are working on getting 50% profit from company. Cookie dough sales will start November 18th.

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

### 1. Membership

After only 3 weeks into the school year we are only 6% below where we finished our membership last year.

## D. Executive Director's update

PTO Board set aside \$8,500 for school beautification. More than 12 benches have been ordered and should be installed within 2-3 weeks. Dr. Patton would like to ask the PTO Board for an additional 250 chairs for the JA Multi Purpose room and also look into shade/shelter for the benches and front of the school.

Donors choose program- We delivered the polos to the parents.

Computer roll out program for Apple Mac book Air for the sixth graders.

Looking into iPads with keyboards for 3<sup>rd</sup>-, 4<sup>th</sup>, and 5<sup>th</sup> graders.

## E. Event Coordinator Update

### 1. Movie Night

The movie we chose is "Brave" since it had the shortest running time. We will have bacon wrapped hotdogs and also hamburgers and turkey burgers. We are also looking into healthy snack options: small salads, fruit, etc...

Parent suggests we look into purchasing or renting a movie screen. The PTO Board thinks it would be a great investment and will look into prices.



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We had the budget at \$2000.00 but now with the healthy food choices and possibly renting a movie screen we would like to increase the amount to \$3000.00.

Motion by Kirstina Jackson and seconded by Stefany Villegas to approve the Movie budget up to \$3000.00.

Vote: 8–0 Unanimous

#### F. Treasurer's Report

1. Account balance and reports (July–August)
2. Presentation of 2013–14 Budget

Motion by Eva Generalao and seconded by Pati de la Torre to approve the PTO Budget with corrections.

Vote: 8–0 Unanimous

V. Date of next meeting is Wednesday, October 2, 2013 at 6:00pm

VI. Any new business to be brought before the board

Volunteers: Parents want to know how to get more parent involvement. It always seems to be the same parents that help. Kristina Jackson emailed Bishop Amat to find out about their students volunteering for our events. Eva Generalao suggests we have alumni wear their high school shirts to show where you go.

Facebook: Vanessa Castañeda contacted Facebook and they said we need to create a new page. She suggests we use a “dummy account” that isn't attached to a specific person.

VII. Adjournment There being no further business to come before the Board, the PTO Meeting of 09/04/2013 was adjourned at 7:15pm by PTO President, Liz Bradbury.

Minutes prepared by Selena Robledo