



San Jose Charter Academy
 PTO MINUTES
 October 16, 2017 6:00p - 7:00p
 Location: SJCA Elementary Cafeteria

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

1. Meeting Called to Order - **6:05pm**
2. Quorum present: **Yes**
3. Review minutes from: September 11, 2017 **Approved - Board agrees that that minutes should state minutes in the header, not agenda.**
4. Reimbursements/Disbursements: (numbers before items are check numbers)
 1. 444 Brunswick West Covina Lanes (Bowling) \$288.00
 2. 445 Carmen Ortiz (Taco Vendor Carnival) \$1,000.00
 3. 447 Terry Lynch (DJ) \$150.00
 4. 448 Viral Booth (Photo Booth) \$375.00
 5. 449 Carmen Ortiz (Taco Vendor Carnival) \$1,000.00
 6. 450 Party Pronto (Jumpers Carnival) \$1,853.63
 7. 451 Annette Coronado (Carnival Prizes) \$337.05
 8. 453 Diane Sanchez (Carnival Name tags) \$29.98
 9. 454 Venti (2 PTO Meeting Banners) \$156.60
 10. Petty Cash Marie Hernandez \$100.00
 11. 455 Cassie Schaefer (Carnival Wristbands) \$33.89
 12. 456 Cassie Schaefer (4th grade booth) \$43.76
 13. 457 R.V.N.A (PTO insurance) \$394.00
 14. 1001 Glendora Trophy (Golf Tournament) \$1325.31
 15. 1002 Alejandra Medina (Golf tournament) \$167.00
 16. 1003 Judy Fig (Golf Tournament) \$167.00
 17. 1004 Isabelle Huber (Golf Tournament) \$167.00
 18. 1005 Sue Manning (Golf Tournament) \$167.00
 19. 1006 Ascension Alvarado (Golf Tournament) \$167.00



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20.	1007 Martine Rachid (Golf Tournament)	\$167.00
21.	1008 Jason Cole (Golf Tournament)	\$350.00
22.	1009 Denise M. Patton (Golf Tournament)	\$20.00
23.	1010 Norma Montano (Golf Tournament)	\$167.00
24.	1011 Venti (Volleyball Shirts)	\$435.00
25.	1012 Venti (PTO Shirts)	\$191.40
26.	1014 Robert Bontrager (Laser tag Carnival)	\$400.00
27.	1015 Carmen Ortiz (Taco Lady)	\$500.00
28.	1016 3.99 Pizza Co. II (Pizza Carnival)	\$645.00
29.	1017 Hung Tang (Boba Drinks Carnival)	\$917.00
30.	1018 Ana Ulloa (Refund)	\$50.00
31.	Petty Cash (Diane Sanchez Room Parent Meeting)	\$250.00

Motion - Annette Coronado

Second - Esperanza Luna

Motion Carries: 9-0-0

5. President Update:
 - a. Insurance
Was renewed for 1 year. Expires 9/30/18.
 - b. PTO
Proud of the teamwork and cooperation
 - c. Box tops
Room parents are currently counting and cutting
Almost \$900 collected from previous year
Spring Collection after the Holidays - need to check on the due date.
6. 1st Vice President Fundraising/Sponsorships Update:
 - a. PTO meeting banners
Will come down after the meetings and go back up 1 week prior to meetings.
 - b. AmazonSmile
Diane will post on ParentSquare for holiday shoppers
App doesn't link to Smile, so make sure to use a web browser.
 - c. Coin Drive
1st day collected \$551.12
Highest Grade Level = Hot dog/Ice Cream Party
Highest Academy = Free Dress
 - d. Family Night Out
Red Robin - 10/25/17
20% will be given back to the school
Flyer is mandatory for school to receive funds.
 - e. Fundraiser Friday
11/3/17 at 12:45 PTO will be selling Free Dress Passes for Monday, 11/6
2 stations will be set up for the sale.
 - f. Bowling
Tuesday, 11/14 West Covina Brunswick, 1:30-3:30
School has reserved 9 lanes, 5 players per lane. Can add lanes as needed.
Presale dates: 10/26-11/1 - Need a daily count of signups throughout the presale.
 - g. Fall Catalog Fundraiser



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Cheesecake & Wrapping paper sale: 11/9-11/28
Pickup dates: 12/13, 2:30-4:30pm & 12/14, 2:30-4pm.

h. Uniforms

Sales are going great! There has been a lot of profit and it is so much easier to manage. 20th anniversary sales are currently happening. The turnaround time for orders has been really quick - possibly only 1 week. Any concerns about orders or products should be directed to Venti.

7. 2nd Vice President Membership/Publicity Update:

a. PTO Bonus Bucks Update - Carnival

\$2 given to PTO members only during the presale which helped keep the lines moving quickly during the carnival.

b. Membership Update

Class lists are still being generated, but we're at 73% memberships. That's 614 families out of 844.

8. Treasurer

a. Bank Statements

b. Accounting Updates

i. T-Shirt Sales - \$10,406

ii. Family Nights Out - Yogurtland - \$490, BJs - \$822.50

iii. PTO Memberships - \$7,088.72

iv. Golf Tournament - \$17,436
West Covina Kiwanis - \$8,736

PTO - \$4,350.19

SJCA - \$4,350.19

v. Carnival - \$7,869.37

9. Room Parent Coordinator Update:

a. Room Parent Meeting feedback

Introduced Room Parents to ParentSquare, but still need to schedule an evening meeting for those that couldn't attend in the morning.

10. Event Coordinator Update:

Thanks for all the help and support during Carnival!

11. Parliamentarian/Principal Update:

a. 20th Year Celebration Kick Off, October 20, 2017

Students will be celebrating all day on the '20' of every hour with fun in class activities.

b. Crossing Guard Announcement

New crossing guard coming to the Junior Academy crosswalk on Alwood.

Can we also get a guard at Willow too? Will there be another video sent out to show parents what the traffic flow is suppose to look like?

12. Any Unfinished Business:

a.



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

- a. ~~Michael Hyatt – CCG update~~
- b. PTO Board in the front office - decorating needed
Waiting on the new fabric for the board. Board would like it to match the other fabrics used for the other organizations being displayed.
- c. SJCA Flags
School would like PTO to purchase 8 SJCA flags to be displayed around campus.
Each flag costs \$85. Total cost is \$680.
Motion - Mary Hernandez
Second - Magda Gomez
Motion Carries: 9-0-0

14. Date of next meeting: All meetings will be the second Monday of each month unless otherwise stated. Our next meeting will be Monday, November 13, 2018 at 6pm in the Elementary Cafeteria.

Meeting adjourned at: 7:08pm

Minutes compiled by Cassie Schaefer, Teacher/Staff Rep. #1

YOU MAKE A LIVING BY WHAT YOU GET. YOU MAKE A LIFE BY WHAT YOU GIVE. Winston Churchill.
THANK YOU FOR VOLUNTEERING!