



San Jose Charter Academy  
 PTO Minutes  
 February 6, 2013 ~ 5:30pm–6:45pm  
 Location: Cafeteria

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

1. **Call to Order** Meeting called to order at 5:37pm by PTO Board President, Liz Bradbury

**2. Minutes**

a. Review of minutes from 1/10/2013

1. Approval of minutes

Motion by Annette Coronado and seconded by Stefany Villegas to approve minutes from 1/06/2013 meeting with corrections.

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

**3. Officers' Update**

a. President's Update

1. Audit Update

a. Legal Question: How do we get PTO documents that are not being given to us?

Discussion: Liz Bradbury states we are auditing our account and we are slowly getting paperwork and invoices in that we need from previous two years. She posed a question to our legal counsel and is waiting for a response on how we can get the PTO documents that are not being given to us. Her impression is that the documents belong to PTO and not necessarily a person since that is what is delaying the audit. Parent questions why accounts are being audited. President states that PTO accounts should be audited annually and that it hasn't been done for the past 8 years by the previous Board.

2. Reimbursements

- a. Angela Robles (Fall Fundraiser money returned) \$44.00
- b. Liz Bradbury (Churros) \$87.50
- c. Scholastic Book Fair Payment \$5711.57
- d. Collections Bill \$68.00
- e. PE (for mats) \$2,382.00
- f. Art (for 500 AMP Bags) \$1,099.48

Discussion: Liz Bradbury asks if we should pay the collection bill from First National Processing. Board suggests we pay notice and also close the account associated with it since we are no longer using their services.

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

Vote: 8-0 Unanimous

Motion by Kristina Jackson and seconded by Selena Robledo to close the account associated with First National Processing collection notice.

Vote: 8-0 Unanimous

3. Kinder LCD projectors

Discussion: Kinder would like to purchase 3 LCD projectors (approx. \$390.00 ea.) and 3 document cameras (approx. \$325.00 ea.) using the money in their account. \$1412.26 is current balance and we don't know how much they have earned from current fundraisers so perhaps we can motion to approve a purchase of these items up to the amount that they have in their account. Ramiro Gonzalez states that Northrop Grumman is providing \$300.00 grants to schools to purchase technology equipment. He will submit a request and keep us updated on status.

Motion by Selena Robledo and seconded by Pati de la Torre to approve the purchase of the technology equipment requested up to the amount in their account.

Vote: 8-0 Unanimous

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

1. Fall Fundraiser Limo Lunch Date

Discussion: Limo lunch date scheduled for February 20, 2013 at Lazy Dog Café, which will be the same day as Family Eat Out Night. Parent states that Kindergarten Field trip is that same day, date and time may need to be changed if it conflicts with field trip.

2. Jersey Mikes

Discussion: School raised \$163.47 from sales. Even though the amount raised was close to amount raised at Lazy Dog Cafe it did show more families participated possibly because it is a more affordable option for some families.

3. New fundraisers



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Discussion: Would like to schedule a date in March for Chuck E. Cheese fundraiser. PTO can earn 15% of sales and can also schedule on a Friday evening.

4. Upcoming fundraisers
  - a. Coin Drive for February

Discussion: If we want to do a Coin Drive than we can motion to approve one now and decide the dates and incentives later. Each grade level would keep what is brought in.

Motion by Kristina Jackson and seconded by Annette Coronado to approve a coin drive for February.

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

1. Membership

Discussion: Annette Coronado passed out spreadsheets that show PTO membership participation by grade and percentage achieved. If 100% class participation is achieved then a pizza party is given. We have apples to give to the teachers to update their classrooms.

2. Sponsoring Memberships Update

Discussion: We have a form that acknowledges they are accepting a sponsored membership for the specified school year.

- d. Treasurer's Report

1. Reconciliations of accounts
2. Account Balance
3. Update on Balance
4. Reimbursements

Discussion: Ravinna Guzman is still trying to figure everything out; she has spreadsheets to show Revised Budget, Monthly Account balance with income and expenses, also all the profits from school fundraisers except for the Fall fundraiser which is still unknown. Yearbook is going to be transferred over to ASB, so we need to transfer current available funds from yearbook to ASB minus the \$700.00 check written in October for yearbook.

Motion by Mary Hernandez and seconded by Ravinna Guzman to transfer funds from yearbook to ASB minus the check written in October.  
Vote: 8-0 Unanimous

#### 4. Executive Directors Update

1. Donor Program Update

Discussion: Second announcement is going to go out through an email; we have identified the families that have donated; looking into vendors for embroidering polo shirts; have created an envelope that will be in the office to fill out when making a donation; Dr. Patton and Ms. Lemus will be creating the donor wall and placing names on website; and Ms. Lemus will work together with Stefany Villegas to schedule limo lunches.

#### 5. Committee Reports

1. Dr. Seuss/Read Across America
  - a. Activities Planned
  - b. Committee

Discussion: Open to parents to help plan the week's events and get kids excited. We need at least one board member to be a part of any Committee. It will take place during the last week of February. The bank has volunteered to come and read to classes.

2. Book Fair
  - a. Second book fair in March ~ need to start seeking out potential committee members.
  - b. Approve purchase of items with Scholastic dollars
  - c. Approve profit taken as cash

Discussion: Mary Hernandez is Committee Chair and is already looking for volunteers to help. Book fair is a big project and we need plenty of volunteers, especially during the week of the Book fair (March 11-15). The theme is Laboratory. She would like a \$50 budget to purchase tablecloths and other supplies that aren't donated.

Book fair Committee has decided to take the profit from previous Book fair as straight cash in the amount of \$2,674.31.

The Scholastic dollars left over from last year will be spent on multi-level book sets, prizes, 3 coin counters and 20 headphones for computer lab.

Motion by Mary Hernandez and seconded by Kristina Jackson to approve the Scholastic profit from Fall Book fair to be taken as cash.

Vote: 8-0 Unanimous

Motion by Stefani Villegas and seconded by Pati de la Torre to approve a \$50.00 budget for Spring Book fair.

Vote: 8-0 Unanimous

Motion by Annette Coronado and seconded by Selena Robledo to approve the purchase of the mentioned items with the Scholastic dollars.

Vote: 8-0 Unanimous

3. Walk-a-Thon
  - a. Form Committee



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Discussion: Need to form a Committee, every child will get a raffle ticket for each \$20 collected for a chance to win an Ipod; the highest class in each grade level will be getting a pizza party; would like a letter from each grade level stating what they would like to purchase from funds raised; and need people to make phone calls for donations (water, etc.). Distribution of funds raised: Specialists are asking for \$3,600.00, a small percentage will go into a Reserve fund for PTO and the rest will be disbursed amongst grade levels. The exact split amongst grade levels still needs to be calculated.

**7. Next meeting scheduled to be held on March 6, 2013 at 5:30pm**

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

Check into the "Endorse Program"

**9. Adjournment** There being no further business to come before the Board, the PTO Meeting of 02/06/2013 was adjourned at 6:49pm by PTO President, Liz Bradbury

Minutes prepared by Selena Robledo