



San Jose Charter Academy  
 PTO Agenda  
 September 6, 2016 6:00p - 7:00p  
 Location: SJCA Elementary Cafeteria

Executive Board	Officer	Present	Executive Board	Officer	Present
President	Eva Generalao	Y	Room Parent Coordinator	Esperanza Luna	N
1 <sup>st</sup> Vice Pres. Fundraising/Sponsorships	Mary Hernandez	Y	Events Coordinator	Angie Armendariz	Y
2 <sup>nd</sup> Vice Pres. Membership/Publicity	Annette Coronado	Y	Parliamentarian/SJCA Principal	Erin Shiroma	Y
Secretary	Vanessa Castañeda	Y	Teacher/Staff Rep	Cassie Schaefer	Y
Treasurer	Ana Ulloa	Y	Teacher/Staff Rep		
Member at Large #1	Magda Gomez	Y	Member at Large #2	Diane Sanchez	Y

- Meeting Called to Order - **6:15pm**
- Quorum present: **YES**
- Review minutes from **May 8th at next meeting in October**
- Reimbursements/Disbursements:
  - Action Designz- \$ 5,003.10 - Uniform T-shirt Order 8/16
  - Citrus College- \$150.00 - 8th Grade **Promotion June 3rd**
  - Norma Gonzales- \$83.94 - 8th Grade **Promotion Banquet**
  - Vincenti Lloyd and Stutzman- \$1350.00 - **Taxes**
  - San Jose Charter Academy- \$8,131.40 - **Field Trip Buses**
  - Party Pronto- Deposit for Carnival - \$2,543 - **Carnival**
  - San Jose Charter Academy - Sharkey Tower and Kinder Sharkey Foam -\$25,000 - **Campus beautification**
  - San Jose Charter Academy - Technology Donation- \$12,500 - **Golf Tournament**
  - Miers Ice Cream - Ice Cream (paleta freezer) - \$1512 - **Fundraiser**
  - Tara Carter- Term 3Kinder SFA Cafe'- \$55.72
  - Kerri Cooper - JA Math Grade Level Funds- \$45.82
  - Angie Ponce - Term 3 Kinder SFA Cafe' -\$ 22.99
  - Angie Ponce - Kinder Promotion- \$248.42
  - Elizabeth Tores - 8th Grade Promotion Fund- \$301.54 - **Programs Printed**
  - Rachel Mendoza -8th grade Promotion Fund - \$203.50 - **Gifts**
  - Rachel Mendoza- 8th Grade Promotion Fund \$180.00 - **Teacher Gift Cards**
  - David Borogine - 8th Grade Promotion Fund \$84.00 - **Portos for 8th grade dance**
  - Ravinna Guzman - 8th Grade Promotion - \$ 80.59 - **CD Sleeves / movie**
  - Elizabeth Hauser - 8th grade Promotion Fund -\$ 69.78 - **Flowers 8th grade dance**
  - Rachel Mendoza - Term 3 SFA Cafe' - \$600.46 -

**Annette motioned to approval all reimbursements/disbursements above. Mary seconded.**

**All in Favor: 9 - 0 - 1 absent**



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- President Update:
  - Golf Tournament - **Monday September 19th**
  - Carnival - **Friday, September 23rd**
  - Yearly Budget - **We will discuss this more at the next meeting**
  - Membership - **We are going strong**
  
- 1st Vice President Fundraising/Sponsorships Update:
  - See's Candies - **40/30 split for spring**
  - Snack Fridays - **We will do a total of (4) Nov, Dec, Jan and Feb possibly adding 2 more**
  - Cheesecake - **November 10th rollout - December 2nd. Cheesecake pick-up December 14th & 15th**
  - t-shirts - **We will sell them on movie night October 21st.**
  
- 2nd Vice President Membership/Publicity Update:
  - Membership reports will be available once envelopes are processed and logged.
  
- Treasurer
  - Invoice for Ravinna - **Final invoice for Ravinna. All files have been turned over and Anna will work with Star Cresell beginning in September**
  
- Room Parent Coordinator Update:
  - Email - [rpcoordinator@sjcharter.com](mailto:rpcoordinator@sjcharter.com)
  - Welcome Room Parents
    - Budget - **coffee and donuts - one a term as a check-in**
  - Room Parents Form
  
- Events Coordinator Update:
  - Carnival
    - Tacos La Güera - Booked - 20% back to school
    - Party Pronto - Booked (Rides, inflatables) - package deal
    - David Pfister - Booked (Funnel Cakes) - 30% back to school
    - Ballet Folklorico Internacional of W. Covina - will be performing.
    - 50/50 Raffle - **\$7 for 5 tickets and \$2 for 1 ticket**
    - **We need to get a square and add a \$.50 surcharge**
    - **We will have 3 cash boxes that will need 2 board members each**
    - **DJ will also help promote 50/50**



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■ **Volunteers needed for**

1. **Security**
2. **Pizza**
3. **drinks**
4. **candy station**

○ **Casino/Bingo Night: Hurst Ranch - date TBD**

- **Budget**
- **Vendors - Bashful Butler <http://www.bashfulbutler.com/>**
- **Flyers/Banners**
- **Silent Auction - baskets**

● **Parliamentarian/SJCA Principal Update:**

- **Back2School Night - Parents have been very excited about the items that have been done from the PTO**

● **Any Unfinished Business:**

- **Ravinna needs to be removed from the account at First Financial Credit Union.**

**Cassie motioned to remove Ravinna from the bank First Financial Credit Union. Ana seconded.**

**All in Favor: 9 - 0 - 1 Absent**

- **Star Creswell needs to be added.**

**Mary motioned to give access (online access without withdrawals) to Star Creswell for First Financial Credit Union. Vanessa seconded. All in Favor: 9 - 0 - 1 Absent**

● **Any new business to be brought before the board:**

- **Parent asked if we can adopt a room as a room parent if there is a need?**
- **What is SFA Cafe? It is a reading prize program for the students that get 80% or better for each term. This encourages reading.**
- **Vanessa motioned to allow Admin (Hale, Shiroma, Lemus, Spickler), the Executive Board as well as Pat Silva and Ramona Sanchez to handle cash at all PTO related events. This will be a standing order as needed. Angie seconded. All in Favor: 9 - 0 - 1 Absent.**
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Date of next meeting: All meetings will be the second Monday of each month unless otherwise stated. Our next meeting is Monday, October 3rd.

Meeting adjourned at: **7:21 pm**

Minutes compiled by Vanessa Castañeda, PTO Secretary