



San Jose Charter Academy
 PTO Agenda
 January 10, 2013 – 6:00pm
 Location: Cafeteria

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

1. Call to Order

2. Minutes

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

- 1. Approval of minutes

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
- 3. Transfer of funds for old account
- 4. Reimbursements
- 5. Snack Friday January 25, 2013
- 6. Carnival Date

b. 1st Vice President's Update

- 1. Fall Fundraiser Limo Lunch
- 2. New Family Eat Out nights
- 3. Lazy Dog Family Night
- 4. New fundraisers
- 5. Upcoming fundraisers

c. 2nd Vice President's Update

- 1. Membership
- 2. Sponsoring Memberships

d. Treasurer's Update

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

4. Committee Reports

- 1. Fresh and Easy
 - a. Unable to schedule Shopping Night
 - b. Concluded receipt collection for this school year
- 2. Book Fair
 - a. Second book fair in March need to start seeking out potential committee members.
 - b. Theme is Science
- 3. T-shirt
 - a. New form, online ordering
 - b. Chair person meeting with Sam from Red Dot to create new process
- 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

5. Executive Director's Update

- a. Donor's Program
- b. School Update

6. Next Meeting will be held on February 7, 2013 at 6:00pm in SJCA Cafeteria

7. Adjournment