



San Jose Charter Academy
 PTO Agenda
 November 1, 2012 – 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	NA	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		Y N
Treasurer	Maria Chavira	Y N	Teacher/Staff Representative #2		Y N

1. Call to Order

2. Minutes: Review of minutes from 10/25/2012 meeting

3. Officers' Update

- a. President's Update
 - 1. Recently Appointed Officer
 - 2. Newly Appointed Teacher Reps (approval)
 - 3. Mediation minutes update
 - 3. Transition update
- b. Vice President's Update
- c. Treasurer's Update
 - 1. Taxes update
 - 2. Account Balance
- 3. T-shirt Sales Funds from October sale

4. PTO Room

- a. Concerns about leaving it open
- b. Parents or PTO board only
- c. Access with key

4. Committee Reports

- a. Book Fair Committee Update

5. Executive Director's Update

- a. Grade level tally chart

6. Membership Update

7. Budget update

- a. Create Budget Committee
- b. Schedule budget/accounting meeting

8. Unfinished (old) Business

- a. Date confirmation for "Family Night" at Lazy Dogs and "Limo Lunch" for fall fundraiser

9. Core Value Assembly Necessities

- a. Pat placing orders within PTO budget



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10. Reimbursements

- a. PTO Reimbursements (approval)

10. Box Tops Update

- a. Counts Update
- b. Incentives revisions/possibilities

11. Snack Friday

12. Fresh and Easy Fundraising

- a. Grocery shopping night
- b. Incentive ideas

13. Entertainment Books

- a. School still has books from last year
- b. Fundraiser for 2012-13 school year

14. Donor Program

15. Bylaw Update

- a. Set date for next meeting

16. Adjournment