



San Jose Charter Academy
 PTO Minutes
 November 6, 2013 ~ 6:00pm–7:00pm
 Location: Cafeteria

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

I. Call to Order Meeting called to order at 6:06pm by PTO President Liz Bradbury.

II. Minutes

A. Review of minutes from 10/02/13

B. Approval of minutes

Motion by Pati de la Torre and seconded by Kristina Jackson to approve the minutes.

Vote: 6–0 Unanimous Eva Generalao not present at time of vote.

III. Officers' Update

A. President's Update

1. Reimbursements

a. Liz Bradbury (Carnival)	\$ 59.94
b. Selena Robledo (Carnival)	\$ 30.00
c. Angie Ponce (Kinder SFA Café)	\$ 53.25
d. Emfursion Technologies (Kinder)	\$ 73.03
e. Mario Orozco (carnival)	\$ 40.00
f. WCUSD Pizza Party for Walkathon Winner (2012–13)	\$ 36.80
g. 3.99 Pizza Co. (Carnival)	\$ 920.00
h. Ravinna Guzman (Carnival)	\$ 628.32
i. Book Fair Reimbursements up to	\$1000.00
j. Kiwanis (Golf Tournament)	\$1205.84

Motion by Kristina Jackson and seconded by Ravinna Guzman to approve the reimbursements named above.

Vote: 7–0 Unanimous

Motion by Eva Generalao and seconded by Selena Robledo to increase the Book Fair Budget to \$1000.00

2. Carnival Review

Discussion: Overall a great carnival, a few things to fix for next time. We had a great turn out and we raised a little over \$16,000 profit from the carnival. We should invest in lights with generators.

3. PTO Room

Discussion: The PTO Room should be for PTO Board members only. Our auditor has advised that we need to keep the documents and financial records secure

4. Addition of Kinder Café and Kinder Promotion to Budget

Motion by Kristina Jackson and seconded by Eva Generalao to approve a Kinder Café Budget for \$450.00

Vote: 7–0 Unanimous

Motion by Kristina Jackson and seconded by Eva Generalao to approve a Kinder Promotion Budget for \$250.00.



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Vote: 7-0 Unanimous

5. Purchasing JA uniform loaners (School or PTO)

This item has been tabled until it is discussed with the Leadership team.

6. Buses for 5th grade Science Camp

Motion by Eva Generalao and seconded by Pati de la Torre to approve up to \$1000.00 for buses.

Vote: 7-0 Unanimous

7. JA Reading incentive for Achieve3000

To motivate our Junior Academy to use the Achieve3000 we are thinking about a monthly drawing for students that complete at least two Achieve articles a week.

Motion by Kristina Jackson and seconded by Eva Generalao to approve a budget of \$1000.00

Vote: 7-0 Unanimous

8. PTO member incentive for Book Fair

Incentive for Fall Book Fair: If you are a PTO member then your child will receive one extra raffle ticket for purchasing a book. 1extra raffle ticket per child in your family.

9. CV Award samples

New Core Value Awards have arrived.

B. 1st Vice President's Update

1. Upcoming Family Nights

We have scheduled Yogurtland for November 15th, flyers will be given out. We will receive 20% of profits. Also looking into The Habit or California Pizza Kitchen for future Family Nights.

2. Upcoming Fundraisers

Mr. Rice from Pacific Fundraising will be talking with Junior Academy to motivate them during Cheesecake Fundraiser.

C. 2nd Vice President's Update

1. Membership Update

Teachers will talk to families during SLC's to try and increase membership.

D. Executive Director's update

Information: Eileen Miranda Jimenez, a parent at SJCA, has been re-elected to the West Covina Board of Education.

Golf Tournament is scheduled for July 28, 2014 at South Hills Country Club.

Kiwanis is having a Texas Hold'em and Bunko Tournament on December 7, 2013.

Safety Committee: Staff has had a 2 hour training.

E. Event Coordinator Update

1. Committee updates

2. Book Fair Committees



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3. Book Fair information

Information: Students have coloring pages and prize will be awarded to a student from each grade level.

Evening book fair will be on Wednesday and the hours are from 4:00–7:00pm.

F. Treasurer's Report

1. Account balance and reports (October)

IV. Date of next meeting is Wednesday, December 4, 2013 at 6:00pm

V. Any new business to be brought before the board

VI. Adjournment There being no further business to come before the Board, the PTO Meeting of 11/06/2013 was adjourned at 7:30pm by PTO President, Liz Bradbury.

Minutes prepared by Selena Robledo