



San Jose Charter Academy
 PTO Minutes – Special Meeting
 10/25/2012 – 5:12pm
 Location: PTO Room

Executive Board	Officer	Present	Executive Board	Officer	Present
President	Liz Bradbury	<u>Y</u> N	Events Coordinator	NA	Y <u>N</u>
1 st Vice President Fundraising/Sponsorships	Stefany Villegas	<u>Y</u> N	Parliamentarian	Denise Patton	<u>Y</u> N
2nd Vice President Membership/Publicity	Annette Coronado	<u>Y</u> N	Teacher/Staff Representative #1	Pati de la Torre	<u>Y</u> N
Secretary	Selena Robledo	<u>Y</u> N	Teacher/Staff Representative #2	Kristina Jackson	<u>Y</u> N
Treasurer	Maria Chavira	<u>Y</u> N	Board member	Theresa Alvarez	<u>Y</u> N
Room Parent Coordinator	Mary Hernandez	<u>Y</u> N			

Also present: See attached sign-in sheet

1. Call to order: Meeting called to order at 6:07pm by PTO President, Liz Bradbury.

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

Motion by Annette Coronado and seconded by Stefany Villegas to approve minutes from 10/25/2012 meeting

Vote: 6-0 Mary Hernandez not present at time of vote

3. Officers' Update

a. President's Update

1. Recently Appointed Officer

Discussion: We have recently appointed Theresa Alvarez as a Board Member because of her skills and previous board experience.

2. Newly Appointed Teacher Reps

Discussion: Teachers came to a consensus on the teacher representatives for SJCA PTO Board. They brought before the board: Jr. Academy teacher Pati de la Torre and Elementary teacher Kristina Jackson as interested in being Teacher Representatives.

Motion by Maria Chavira and seconded by Stefany Villegas to appoint Pati de la Torre and Kristina Jackson as Teacher Representatives.

Vote: 6-0 Mary Hernandez not present at time of vote.

b. Treasurer's Report

1. Taxes update

Discussion: Maria Chavira states because of her job she will be working on gathering information and filing the past two years of taxes after election is over.

2. Monthly Account Reconciliation

No report given.

4. PTO Room



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Discussion: Dr. Patton decided that Liz Bradbury President of PTO will have a key to PTO Room and a loaner key will be available in school office with a notebook to sign-in with business; suggest PTO President is aware of your use of the PTO room.

5. Committee Reports

a. Book Fair Committee Update

Discussion: Theme of the Book Fair is All-Star: Every reader is a Star. We had a meeting and discussed elementary not going during lunch because there isn't enough time, and scheduled times to come in with parent volunteers. The entire Multi Purpose Room will not be needed, we will be partitioning the room using the cabinets in the MPR. We need more volunteers to work the morning shifts during the Book Fair.

b. Bylaw Committee Update

Discussion: We've had one working session and got through 2½ Articles so far and need to schedule the next session.

1. Schedule next working session

Discussion: Next session is scheduled for 11/08/2012 from 5:30pm-7:30pm

c. Budget Committee

Discussion: A Budget Committee needs to be created to look at how we do our budgeting and accounting and to update our current budget.

1. Create Budget Committee

Budget Committee: Dr. Patton, Ravinna Guzman, Stefany Villegas, Mary Hernandez, Liz Bradbury and Maria Chavira

2. Schedule budget/accounting meeting

Discussion: First meeting is scheduled for 11/26/2012 from 5:30pm-7:30pm

6. Executive Director's Update

a. Grade level tally chart

Discussion: Dr. Patton has results from parent surveys by grade and what they want money that the school raises to be spent on for their children.

b. Donor Program

Discussion: The Donor Program is for those parents', family members, etc... that want to support the school but choose not to participate in fundraisers. Gold level \$500.00, silver level \$250.00 and bronze \$100.00. Silver level you earn 1 limo lunch and Gold level you earn 2 children to go on a limo lunch.

Motion by Annette Coronado and seconded by Selena Robledo to approve the Donor Program

Vote: 9-0 Unanimous

7. Membership Update

Teresa Alvarez reports we currently have approximately 300 families that we have in membership. All information is now passed on to Annette Coronado. Dr. Patton states we have approximately 880 families and 1206 students total and suggests another kick-start on membership.

Pizza party incentive for every class with 100% classroom participation.

Motion by Annette Coronado and seconded by Theresa Alvarez to work with the Parent Teacher representatives and/or select Board Members to determine incentives and to allow 100% incentives to every class.

Vote: 9-0 Unanimous



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8. Core Value Assembly Necessities

- a. Pat Silva placing orders within PTO budget

Discussion: Liz Bradbury suggests we allow Pat Silva to purchase within the \$2000.00 budget any of the Core Value Assembly necessities.

Motion by Selena Robledo and seconded by Mary Hernandez to allow Pat Silva to purchase any Core Value Assembly supplies within the \$2000.00 budget.

Vote: 9-0 Unanimous

9. Reimbursements

- a. PTO Reimbursements (approval)

1. Rosa Robles	\$ 79.91	8 th Grade Parent Committee
2. Donna Hale	\$ 40.57	Ballot Box
3. Erin Shiroma	\$550.61	SFA Cafe
4. Claudia Palos	\$141.57	Yearbook
5. Dr. Denise Patton	\$ 89.64	Carnival
6. Jenny Batalamakay	\$ 27.18	Art Supplies
7. Wendy Tang	\$ 21.73	Art Supplies

Motion by Theresa Alvarez and seconded by Stefany Villegas to approve reimbursements to those named above.

Vote: 9-0 Unanimous

10. Fundraisers

- a. Box Tops

Discussion: Mrs. Alejo suggested a free dress day incentive for Junior Academy for each grade level that brings in 1000 box tops. Total Box Tops for 2010-2011 \$1891.00; 2011-2012 \$1907.00; March- now \$1200.00. We will readdress at next meeting.

- b. Snack Friday

Discussion: Already missed 2 PTO Snack Friday days, our next date is 11/30/12 supposed to do popsicles, maybe churros would be better.

- c. Fresh and Easy

Discussion: Fresh and Easy Night sounds like it would be a good idea. PTO will speak with Fresh and Easy chairperson Mrs. De la Pena-Kinley about scheduling.

- d. Entertainment Books

Discussion: Do we want to sell these again, the consensus is most likely not.

- e. Lazy Dog Cafe Family Night and Limo Lunch from fall fundraiser

Discussion: Limo Lunch will be November 7, 2012 and Family Night will be November 14-15, 2012

- f. Cheesecake Fundraiser

Discussion: Stefany Villegas states fundraiser will begin on November 9, 2012 and end November 26, 2012. We will need a lot of help to pass out envelopes, count orders and pass out cheesecakes.

- g. October T-shirt Sales

Discussion:

11. December PTO Meeting Time Change

Next meeting December 6, 2012 at 5:00pm

12. Adjournment



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There being no further business to come before the Board, the PTO Meeting of 11/01/2012 was adjourned at 7:39pm by PTO President, Liz Bradbury

New Business

Penny Tackaberry would like to see if Kinder Cafe can come from PTO Budget and if house can do fundraising for Kinder Promotion so it doesn't come from own budget.

Mario Orozco would also like to see if Specials' Teachers can do fundraising for AMP'd Bags or PTO can help pay since it is for Core Value Assemblies.

Minutes prepared by Selena Robledo