



San Jose Charter Academy
 PTO Agenda
 August 14, 2017 6:00p - 7:00p
 Location: SJCA Elementary Cafeteria

Executive Board	Officer	Present	Executive Board	Officer	Present
President	Mary Hernandez	Y	Volunteer Coordinator	Diane Sanchez	Y
1st Vice President - Fundraising	Melody Alvarado	Y	Events Coordinator	Sandra Chavez	Y
2nd Vice President - Membership & Publicity	Annette Coronado	N	Parliamentarian /SJCA Principal	Erin Shiroma	Y
Secretary	Vanessa Castañeda	Y	Teacher/Staff Rep #1	Cassie Schaefer	Y
Treasurer	Esperanza Luna	Y	Teacher/Staff Rep #2	Kim Salamone	Y
Member at Large #1	Katrina Pacheco	Y	Member at Large #2	Magda Gomez	Y

1. Meeting Called to Order - **6:07 pm**
2. Quorum present: Yes
3. Review minutes from **NONE**
4. Reimbursements/Disbursements:
 - a. **Field trip bus (1st grade - Long Beach Aquarium) - \$1,506.50**
 - b. **Field trip bus (3rd grade - Science Center) - \$660.00**
 - c. **Annette Coronado (Opening new bank account at SCE FCU) - \$115.00**

Cassie motioned to approve all reimbursements and disbursements stated above. Mary second. All in favor: Aye - 10 - Nay 0 - Abstain 0
5. President Update:
 - a. Introductions
 - b. Welcome back - **20 yr School Anniversary this year**
 - c. Meetings - **Families that attend PTO meetings will receive a “free dress pass” for their student(s) for the following school day.**
 - d. Accomplishments/Thank you’s
 - e. Key holders for Red Box t-shirt orders
 - i. Need to determine:
 1. monthly date we will set for order submission - **2nd Friday of every month with orders placed on the following Wednesday.**
 2. key person(s) who will

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- a. hold the key - **Melody will be the keeper of the box and another key will remain in the PTO room in case it is needed.**
 - b. processing envelopes timeline - **2nd Friday of every month**
 - c. placing order to Venti - **2nd Friday of every month with order placed on the following Wednesday of the week to Venti**
 - d. organize distribution - **last Friday of the month**
- f. Safe - choose one from list
- i. **We need to nullify the approved motion on August 9th to buy a new safe in the amount of \$299 due to it being out of stock. We need a new motion to buy a safe up to \$500 to cover shipping. Melody found a safe that is \$468.95. Vanessa will purchase it and send it to Erin at the school.**
 1. **Magda motioned to approve up to \$500 to purchase a new safe. Cassie seconded. All in Favor - Aye 9-0-0.**
- g. PTO room - **The PTO room has been reorganized. Please help maintain the space.**
- h. Upcoming events - **Golf Tournament coming up on September 18th and Carnival is on September 29th. Next week we have all the back to school meeting which we will need PTO members to introduce the new PTO.**
6. 1st Vice President Fundraising/Sponsorships Update:
- a. SJCA Night Out- Yogurtland - **Our scheduled date will be August 30th from 3:00 - 11:00 pm and we will get 17% of the proceeds. Flyers will be needed and we cannot hand out flyers at the event or it will be terminated.**
 - b. Snack/Fundraiser Fridays - **Melody will be sitting down with Mrs. Lemus to discuss possible snack Friday dates. We will be doing free dress passes for \$1 and we will have 4 dates in total.**
 - c. Donation Drive - **We looked into a donation drive and it is not possible to do with our school as we would need to house the items.**
 - d. Cheesecake Fundraiser - **Melody and Mary will be speaking to Mr. Rice**
7. 2nd Vice President Membership/Publicity Update:
- a. **Letter and envelopes are all ready to go. Annette send those over prior to her leaving on vacation. PTO Membership drive will be from August 17 - August 31st. The class incentive will be an ice cream party since we are no longer able to do pizza.**



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8. Treasurer

- a. **Budget meeting was held today with Erin and Mary. Will have a budget to present soon to the board.**
- b. **Movie night has been reassigned to the CCC group for the fall and spring**
- c. **Esperanza will write out checks every other Friday each month. Please place all receipts in the cubby on the wall for her.**

9. Room Parent Coordinator Update:

- a. Plans for Kinder & New Student Welcome. Need budget approval & help that morning. **Dlane is requesting \$150 to help kick off the kinder parent meet & greet she has coordinated. She will be buying coffee and donuts on the first day of school for the kinder families as a welcome to SJCA and get to know each other.**
- b. **Possibly asking ASB to help give new Elementary and JA parents a tour of campus**

10. Events Coordinator Update:

- a. **Grab n' Go was successful - expense sheet attached.**
- b. **Carnival - September 29 - we have a ton of prizes so we will use those first. More to come soon**
- c. **Parents Night out - 3 locations still looking at other options and can be more specific once budget is fixed. Some ideas for an event are Murder Mystery or Casino Night or a 20's theme for anniversary which we can do a speakeasy event. More to come.**
 - i. **Possible Venues - expense sheet attached**
 1. **Hurst Ranch (400 ppl) - Must use their caterer**
 2. **Mothers Club Azusa (250ppl) -**
 3. **Monrovia Historical Center - (300pl)**

11. Parliamentarian/Principal Update:

- a. Thank you on behalf of the staff - **Grab n' Go and the raffle was all alot of fun. Great PTO planning to put it together.**
- b. **Parents Square for PTO - need to determine one person to send out messages**
- c. **Back to School Nights 5:30 - 7:00**
 - i. **TK+K: 08.17.17**
 - ii. **JA: 08.22.17**
 - iii. **3-5: 08.23.17**

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iv. 1-2: 08.24.17

12. Any Unfinished Business

- a. Bowling (Mr. Bassett) - **Community Building event - Brunswick Bowling fundraiser during SLC week. November 14th and 16th. \$36 per lane with 2 hours of bowling and shoes. 10 lanes and we can break them up by grades. They do need 50% up front to hold the date. We can pre-sale tickets to see if we do either one night or two.**
 - i. **Vanessa motioned to have a community building event at Brunswick bowling for a PTO fundraiser with the help of Mr. Bassett. Esperanza seconded. All in favor 10-0-0.**
- b. Venti Printing - **Presented the work and samples of what they can do for our t-shirt sales. They can fully run the booths and bring the shirts needed. Afterward they will store any extra shirts.**

13. Any new business to be brought before the board:

- a. Taxes - Update - Vanessa - **Our taxes were filed on August 11th. We paid \$35 total. \$20 to the state and \$15 to get our 501(c)3 renewed. A copy of the filing should be mailed to the school for our records.**
- b. Back to School Nights - PTO Members needed for introductions
 - i. **TK+K: 08.17.17 - Cassie Schaefer will talk to parents**
 - ii. **JA: 08.22.17 - We will do a video introduction**
 - iii. **3-5: 08.23.17 - Esperanza and Katrina will talk to parents**
 - iv. **1-2: 08.24.17 -Diane and Vanessa will talk to parents**

14. Date of next meeting: All meetings will be the second Monday of each month unless otherwise stated. Our next meeting is Monday, Sept. 11 at 6:00pm

Meeting adjourned at: **7:38p**

Minutes compiled by Vanessa Castañeda, PTO Secretary



Breakdown of funds given to me for Grab & Go

Cash (from Mary) 7-24-17 \$500.00

Printer ink/post-it notes	-62.25
Bags/ribbon (Michaels)	-30.09
Bags/tags (Jo-ann's)	-27.03
Donuts (Donut Man)	-120.00
Sandwiches (Walmart)	-152.00
Gas	-24.00
SUBTOTAL	\$84.63

Cash (from Mary) 8-9-17 \$650.00

+84.63
AVAILABLE BALANCE \$734.63

Snacks etc (Sam's Club)	-141.16
Superior	-3.99
Panera	-100.00
Amc	-50.00
Barnes & Nobles	-100.00
Bath & Body Works	-65.55
Edwards	-50.00
See's	-100.45
Subway	-100.00

AVAILABLE BALANCE \$23.48

Cash Withdrawal 8-11-17 \$500.00

+23.48
AVAILABLE BALANCE \$523.48

Target	-300.00
Starbucks	-100.00
Gas	-20.00
Ice	-8.01
Coffee Cups (Smart & Final)	-8.70
FINAL BALANCE	\$86.77



	Hurst ranch (max occ 400)	Azusa Women's Club (250)	Monrovia Historical Museum (300)
Refundable Deposit	\$500.00	\$500.00	\$500.00
*Rental (5 hours)	\$500.00	\$500.00	\$500.00
Liability Ins	\$175.00	\$175.00	\$100-200.00
Security Guards (min. 2@\$250 ea.)	\$500.00	\$500.00*	\$320.00
*Staffing fee	-	-	\$150.00
Cleaning fee	\$150.00	\$150.00	\$70.00
Total Costs for Rental	\$1,825.00	\$1,825.00	\$1,740.00
Dinner			
Appetizers	\$2,000.00	\$1,250.00	-
Dinner (\$19/person)	\$7,600.00	\$4,750.00	-
Drinks (\$3/person)	\$1,200.00	\$750.00	-
Bar Set-up (cash bar)	\$350.00	\$350.00	-
Total Cost for Dinner	\$11,500.00	\$7,100.00	-
Casino (3 hrs)			
21 Dealers/19 tables	\$3,445.00	Approx. \$2,000.00	-
Total cost of evening <u>not</u> including décor	\$16,420.00	\$10,925.00	-