



San Jose Charter Academy  
 PTO Agenda – Regular Meeting  
 September 11, 2014 ~ 6:30pm  
 Location: Cafeteria

Executive Board	Officer	Present	Executive Board	Officer	Present
President	Eva Generalao	Y	Room Parent Coordinator	Nikki Lee	N
1 <sup>st</sup> Vice Pres. Fundraising/Sponsorships	Jorge Diaz	Y	Events Coordinator	Melody Alvarado	Y
2 <sup>nd</sup> Vice Pres. Membership/Publicity	Annette Coronado	N	Parliamentarian	Dr. Denise Patton	Y
Secretary	Vanessa Castañeda	Y	Teacher/Staff Rep	Cassie Schaefer	Y
Treasurer	Open	N	Teacher/Staff Rep	Ivonne Boomer	Y
Member at Large 1	Merci Rodriguez	Y	Member at Large 2	Mary Hernandez	Y

I. Call to Order

Meeting called to order by Eva at 6:36p

II. Review and Approve Minutes from 8.21.2014.

Review and Approved minutes from 8.21.14 - Vanessa motioned and Melody 2nd. All in favor - 8 Aye - 0 Nay - 0 Abstain

III. Reimbursements

1. Xochil Velez \$44.00 (Uniform order reimbursement - June 2013)
2. Monika Ramos \$48.00 (Fall cheesecake fundraiser 2013)
3. Dr. Denise Patton \$3770.35 (Golf tournament tech funds \$2870.35 + Donors Choose \$900)
4. Monica Velarde \$441.98
5. Kristina Tombrello \$441.98
6. Liz Gamboa \$441.98
7. Angie Ponce \$479.02
8. Darlene Quezada \$479.02
9. Karly Stevens \$479.02
10. Michele Arvidson \$479.02
11. Tara Carter \$479.02
12. Pene Tackaberry \$479.02
13. Eva Generalao \$9.92 (Ice Pops - Snack Friday)
14. Eva Generalao \$2715.00 (Target - Teacher Welcome Back cards)
15. Eva Generalao \$405.64 (Birando - Inflatable movie screen)
16. Eva Generalao \$175.84 (Teacher Welcome Back lunch)
17. Eva Generalao \$94.49 (Membership envelopes, office supplies etc.)

Reimbursements approval - Mary motioned and Jorge 2nd. 8 - 0 - 0

IV. President Update

1. Tax Preparation - VLS Auditors are preparing tax returns for 2013. This is an annual process.



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2. Welcome Back Update - The teachers plus the entire staff at SJCA were all given their welcome back gifts.
3. PTO Snack Friday Update - We collected \$140 from the ice pops that we sold. We bought them for about \$10 so it was a great fundraiser with not a lot of effort.
4. Possibly getting a PTO debit card - This card could be issued from our account at First Financial Credit Union. We believe it would be of great help, so PTO Board members won't need to cover as many expenses out of pocket - as is currently being done. A formal recommendation and structure will be put together, so it can be voted upon.
5. PTO Liability Insurance - RV Nuccio & Associates - This is a 1 year insurance that renews each year on October 31st. We will ask them to transfer the email address to [PTOPresident@sjcharter.com](mailto:PTOPresident@sjcharter.com) so that this email goes to the PTO President of the given year.

No Motion needed

V. 1st Vice President Update - No Update

VI. 2nd Vice President Update

1. Membership -  
We are already at 53% of students signed up for PTO - that represents families of 644 students. One class is at 100% PTO membership which is Mrs. Pate's class. Following closely, Ms. Velarde with only 4 more student sign-ups needed, and Mrs. de la Torre and Mrs. Tackaberry with 5 each needed.  
We will once again have something for the classrooms to display, for a visual recognition of students with families participating in PTO. (e.g. stars, apples, sharks etc.)

VII. Event Coordinator Update

1. Sign-up Genius - email going out tomorrow for movie night volunteers. Sign-up Genius is all set up for Carnival.

VIII. Room Parent Coordinators Update - No Update

1. Room parent release form
2. Room parent meeting dates

IX. Movie Night Update -

1. Taco Man - We will use Lawrence Polanco again. We will do a taco plate for \$5 - 3 tacos, rice and beans. Chicken or beef burritos
2. Screen Update - We have an inflatable screen we will use.
3. Concession Update - Popcorn, nachos, candy etc.
4. Movie Punch Card - \$5 punch-cards, \$.50 each punch. Taco plate will be a different card for \$5.

X. Bookkeeper Report - Financial reports



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XI. Any new business to be brought before the board.

We discussed possibly having a talent show.

Asking West Covina police to send a crossing guard for Willow crossing.

Enforcing traffic rules before and after school. Adding a sign for one lane by the elementary.

We are no longer able to use SJCA for events such as music performances due to it being a fire hazard. Dr Patton is looking for a new venue.

Meeting adjourned at 7:41p