



San Jose Charter Academy  
 PTO Agenda  
 October 2, 2013 ~ 6:00pm–7:00pm  
 Location: Cafeteria

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

I. Call to Order

II. Minutes

- A. Review of minutes from 09/04/13 ~ 5 minutes
- B. Approval of minutes (Board Approval)

III. Officers' Update

A. President's Update ~ 10 minutes

- 1. Reimbursements (Board Approval)
  - a. Red Dot Uniforms \$3,069.33 (July Uniform Sales)
- 2. Uniform order procedure update (Pati de la Torre)
- 3. Room Parent/Event Parent Update
- 4. Carnival Information Review
- 5. Taxes: Present contract by VLS (Board Approval)

B. 1st Vice President's Update (Disbursement of Information) ~ 5 minutes

- 1. Upcoming Family Nights
- 2. Upcoming Fundraisers

C. 2<sup>nd</sup> Vice President's Update ~ 5 Minutes

- 1. Membership Update

D. Executive Director's update ~ 10 minutes

- 1. Photo Fundraiser
- 2. Other updates

E. Event Coordinator Update ~ 5 minutes

- 1. Committee updates
- 2. Book Fair Committees
- 3. Book Fair information

F. Treasurer's Report (Board Approval) ~10 minutes

- 1. Account balance and reports (September)

V. Date of next meeting is Wednesday, November 6, 2013 at 6:00pm (Board Discussion) ~5 minutes

VI. Any new business to be brought before the board (Open Discussion) ~10 minutes