



San Jose Charter Academy
 PTO Minutes
 October 1, 2018 - 6:00p - 7:00p
 Location: SJCA Elementary Cafeteria

Executive Board	Officer	Present	Executive Board	Officer	Present
President	Melody Alvarado	Y	Volunteer Coordinator	Diane Sanchez	Y
1st Vice President - Fundraising	Mary Hernandez	Y	Events Coordinator	Sandra Chavez	Y
2nd Vice President - Membership & Publicity	Vanessa Castañeda (Interim VP)	-	Parliamentarian /SJCA Principal	Erin Shiroma	Y
Secretary	Vanessa Castañeda	Y	Teacher/Staff Rep #1	Cassie Schaefer	N
Treasurer	Esperanza Luna	Y	Teacher/Staff Rep #2	Lauren Mejia	Y
Member at Large #1	Katrina Pacheco	Y	Member at Large #2	Kennya Diaz	Y

1. Meeting Called to Order - **6:04 pm**
2. Number of parents in attendance: **4**
3. Quorum present: **Yes**
4. Review minutes from August 13th & September 10th - **Approved**
5. Reimbursements/Disbursements: ***A - G have already been approved in September minutes.***
 - a. ~~1047~~ **Party Xtreme** **\$50.00** **Carnival**
 - b. ~~1048~~ **Party Pronto** **\$1900.00** **Carnival**
 - c. ~~1049~~ **Carmen-Ortiz** **\$1000.00** **Carnival**
 - d. ~~1050~~ **Retro-Rolling-Video** **\$100.00** **Carnival**
 - e. ~~1051~~ **Swank-Motion-Picture** **\$435.00** **Movie-Night**
 - f. ~~1052~~ **Steve-Rodriguez** **\$50.00** **Carnival**
 - g. ~~1053~~ **Meghan-Ravada** **\$72.00** **Carnival**
 - h. 1055 Diane Sanchez \$74.14 Parent Orientation / Silent auction
 - i. 1056 Andrea Pate \$36.06 3rd Carnival Booth
 - j. 1057 Velarde \$36.38 2nd Carnival Booth
 - k. 1058 Cassie Schafer \$50.00 4th Carnival Booth
 - l. 1060 Reto Video \$400.00 Carnival **Balance**
 - m. 1061 Steve Rodriguez **(DJ)** \$150.00 Carnival **Balance**
 - n. 1062 Party Xtreme \$450.00 Carnival **Balance**



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o.	1063	Carmen Ortiz (Tacos)	\$1000.00	Carnival Balance
p.	1064	William Martinez	\$65.00	Carnival - Face Painting
q.	1065	Miguel Vargas	\$60.00	Carnival - Cutouts for photo booth
r.	1066	Party Pronto	\$1794.00	Carnival - Balance
s.	1068	Hena Khan	\$ 600.00	CCC - Author assembly
t.	1072	Cassandra Faust	\$644.80	Carnival - Cupcakes
u.	1074	Hung Tang	\$832.30	Carnival - Boba
v.	1075	Hung Tang	\$857.50	Carnival - Shaved Ice
w.	Cash	Pamore Pizza	\$702.00	Carnival Balance

Vanessa motioned to approve the reimbursements/disbursements. Mary seconded.

All in Favor Aye - 9 - Abstain - 0 - No - 0

Motioned passed

6. President Update:

- a. Purpose of SJCA PTO - **Bylaws, what is our purpose. Melody read the purpose statement and asked that we all reread it as well. We should start to look at the bylaws to see if anything needs changing for the next term.**
- b. Hydration Station Update - **We have two stations on the JA side. We would like to use the funds we have collected to add two more stations to the Elementary side of campus.**

7. 1st Vice President Fundraising/Sponsorships Update:

- a. Update - Hydration stations on the elementary side of campus would cost \$5,593.00 including installation. Could we use the funds from last years golf tournament?

Vanessa motioned to use the golf tournament funds from last year to install two more stations onto the elementary side of campus. Esperanza second. All in favor - 9 - 0 - 0.

Motioned passed - Mary will look for possible donation plaques to add to items PTO is donating to.

- b. **Mary will begin to look for donation plaques so that parents and staff can see what their dollars are working towards.**
- c. **Restaurant fundraisers:**
 - i. **October 10th Islands for Band/Choir from 4:00 - close**



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- ii. **October 15th - 19th coin drive**
- iii. **Will be looking into the Coffee Bean**
- iv. **Will look at doing a Boba fundraiser for after school. Erin will look at health guidelines to see if it will work.**

8. 2nd Vice President Membership/Publicity Update:

- a. Numbers for classrooms - Work in progress on the spreadsheet to share
 - i. Two grades at 100%
 - 1. Mrs. de la Torre and Ms. Garcia - 7th grade
 - a. **October 12th we can do an ice cream party and make an announcement to the classes at the core value assembly.**

9. Treasurer

- a. **\$37,511.91** 10/1/2018 (ck's & dp)
- b. Cash forms in my box - **Please fill out event for petty cash**
- c. Petty Cash (different events) - **When filling out forms for treasurer, please use different forms for different events.**

10. Volunteer Coordinator Update:

- a. **Basket donations were amazing from all the classrooms. We collected 11 baskets from 1st grade alone and kinder came thru with 7 baskets. It really was a great turnout.**
- b. **Thank you to all our volunteers. We had an amazing carnival.**

11. Events Coordinator Update:

- a. **Carnival - Thank you, Thank you**
- b. **Movie Night - October 19th; 6:30pm**
 - i. **Remembrance Day with CCC**
 - ii. **Craft corner - painting Calaveras (\$5) and coloring pages**
 - iii. **Mariachi Band and Folklorico dancers start at 5:30**
 - iv. **\$1 for food**
 - 1. **Hot Dogs**
 - 2. **Pizza**



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3. **Soda, water, juice**
4. **Tamales and Champurrado**
5. **Cupcakes**

12. Parliamentarian/Principal Update:

- a. Hena Khan Update - **Great event for 3rd - 6th. Lots of great compliments from kids and staff. Kids asked many questions. We are looking to see if we can do something for 7th & 8th graders too since many have asked. Possibly thinking of having an Illustrator come to speak to them.**
- b. CCC Open Meeting: **Oct 4 Thursday at 8:00 am. Please come to support.**
- c. Parent Workshop: Oct 9 - **Mindfulness Workshop with childcare available for all parents, 5:30 - 7:30pm.**

13. Any Unfinished Business:

- a. **None**

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

- a. **Feedback from parents - Families loved the carnival.**
- b. **Could we possibly think about doing a survey?**
- c. **Could we possibly look at having soft serve ice cream?**
- d. **Lots of great compliments from the layout on the blacktop**
- e. **Positive feedback from bouncers**

15. Date of next meeting: All meetings will be the second Monday of each month unless otherwise stated. Our next meeting is November 5, 2018, due to holiday on November 12th.

Meeting adjourned at: **7:16pm**

Minutes compiled by Vanessa Castañeda, PTO Secretary