



San Jose Charter Academy  
 PTO Minutes  
 September 10, 2018 - 6:00p - 7:00p  
 Location: SJCA Elementary Cafeteria

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

1. Meeting Called to Order - **6:10**
2. Parents in attendance: **3**
3. Quorum present: **Yes**
4. Review minutes from May 14, 2018, July 30, 2018, and August 13, 2018 - **May & July approved. August minutes were not included.**
5. Reimbursements/Disbursements:
  - a. Welcome Back \$1,317.58 petty cash
  - b. Boohoo or Yahoo Kinder \$99.11 Petty cash
  - c. Membership envelopes \$41.61 petty cash
  - d. Birthday cards & balloons \$34.76 petty cash
  - e. Starbucks Cards (Teachers) \$130.00 Petty cash
  - f. Party Xtreme CK# 1047 \$50.00 **deposit for carnival**
  - g. Party Pronto CK# 1048 \$1900 **deposit for carnival**
  - h. Carmen Ortiz (Taco Lady) Ck# 1049 \$1000.00 **deposit for carnival**
  - i. Retro Rolling CK# 1050 \$100 **Game Truck - deposit for carnival**
  - j. Swank Motion Pictures Ck# 1051 \$435 **Coco - Movie Night**
  - k. Steve Rodriguez DJ (Deposit) CK# 1052 \$50.00 - **deposit for carnival**
  - l. **Meghan** Ravada (Carnival Banner) CK# 1053 \$72

**\*\*\*Katrina left meeting at 6:17 pm**



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**Sandra motions approval for all reimbursements/disbursements. Diane seconds.**

**All in Favor - 8 Ayes - 0 Nay - 1 Abstain (Katrina left before the vote)**

6. President Update:

- a. "Splashing into the School Year" ~ hydration stations. **Our goal is to provide these stations for the entire campus.**

7. 1st Vice President Fundraising/Sponsorships Update:

- a. Booking updates -
  - i. **September Yogurtland**
  - ii. **October 10th - Band/Choir**
  - iii. **Will continue to schedule out restaurant nights for the rest of the year**
    1. **Each group will be donating 20% of profit to hydration station goal**
- b. Free dress
  - i. **\$248 for Friday collection - waiting on Monday total**

8. 2nd Vice President Membership/Publicity Update:

- a. Membership update
  - i. **All PTO members have joined, we are almost 100% for PTO Board members**
  - ii. **Still working thru the envelopes**

9. Treasurer

- a. **Will close the budget for last year at the end of the month**

10. Volunteer Coordinator Update:

- a. Kinder Boohoo or Yahoo - **reuse luau decorations from the end of the year 5th-grade dance**
- b. Room Parent meeting - **Will be held later on this month with an am/pm for all parent leads. Each room parent will have access to Parent Square for their class.**
- c. Volunteers needed for Carnival - **We need 170 volunteers and our presale carnival tickets end on the 14th.**
- d. Commercial (Mr.Malana) food, price list, deadlines



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11. Events Coordinator Update:

- a. Carnival - **No bouncers will be allowed on the grass. We will be rearranging the carnival layout, more soon. 8th grade arcade will be up and running and we will have grade level game booths.**
- b. Movie night - **October 19th we will be showing Coco. Dia de los Muertos theme. CCC will be helping us as we make alters and have a day of remembrance.**

12. Parliamentarian/Principal Update:

- a. Back to School Nights - **TK - 8th 80%-90% turn out. It was higher at the lower levels but all around good attendance.**
- b. Parent University - **There is a parent university happening on September 13th at 9:00 and 6:00 which will be an overview of what to expect at SJCA.**

13. Any Unfinished Business:

- a. A few items on the budget need to change.
  - i. **Change Art Club to Art Lab**
  - ii. **Increase snack Friday budget from 0 to \$300**
    1. **Vanessa motioned to increase the budget for snack Friday. Esperanza seconded. All in Favor - 8 - 0 -1**

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

- a. **Raffle Winner for Carnival presale tickets - Lucas Miller - Kinder parent from Ms. Tackaberry. \$20 Carnival & Food Tickets**
- b. **Cassandra Faust - Cupcake vendor is willing to give back 20% to SJCA with her cupcake booth. She would like to sell cupcakes and cookies at the carnival.**

15. Date of next meeting: All meetings will be the second Monday of each month unless otherwise stated. Our next meeting is Monday, October 1, 2018.

Meeting adjourned at: **6:48 pm**

Minutes compiled by Vanessa Castañeda, PTO Secretary