



San Jose Charter Academy
 PTO Minutes
 DATE - March 5, 2018 - 6:00p - 7:00p
 Location: SJCA Elementary Cafeteria

Executive Board	Officer	Present	Executive Board	Officer	Present
President	Mary Hernandez	N	Volunteer Coordinator	Diane Sanchez	Y
1st Vice President - Fundraising	Melody Alvarado	Y	Event Coordinator	Sandra Chavez	Y
2nd Vice President - Membership & Publicity	Annette Coronado	Y	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
At-Large Member #1	Katrina Pacheco	Y **	At-Large Member #2	Magda Gomez	Y

1. Meeting Called to Order - **6:07 pm**
2. Quorum present: **Yes**
3. Review minutes from February 5th - **Approved**
4. Reimbursements/Disbursements:

Check #:

- a. #1034 Terry Lynch **(DJ)** \$50.00 **deposit** (Parents Night Out)
- b. #1035 Terry Lynch **(DJ)** \$50.00 **deposit** (**April 13th** Dance)
- c. #1036 Terry Lynch **(DJ)** \$50.00 **deposit** (**May 4th** Dance)
 - i. **\$50 for the DJ is still due**
- d. #1037 Meghan Ravada \$ 50.00 (Parents Night Out **Banner**)
- e. #1038 Meghan Ravada \$ 50.00 (CCC **Banner**)
- f. #1039 Mrs. Tackaberry \$149.85 (Kinder SFA)
- g. #1040 Meghan Ravada \$32.48 (CCC **Banner**)
- h. #1041 San Jose Cheer \$ 500.00 (Venti Bling)
- i. #1042 San Jose Cheer \$ 250.00 (Venti Bling)
- j. #1043 Bashful Butler \$1,611.20 (Food Deposit Parents Night Out)
- k. #1044 Bashful Butler \$1,611.20 (Parents Night Out Food Payment)
- l. #1045 Meghan Ravada \$32.48 (Parent Night Out **Banner**)

Petty Cash disbursements:

- m. \$3,480.00 - Parents Night Out
- n. \$1,000.00 - Mrs. Ruiz (SFA CAFE)



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- o. \$ 150.00 - Erin Shiroma (15 Starbucks cards of \$10 each **for Staff Mtg Attendance**)
- p. **\$30 - Erin Shiroma (3 starbucks cards for Staff Mtg Attendance)**

****Katrina Pacheco came in at 6:13**

5. President Update:

- a. Kinder Field Trip - **Kinder is requesting the entrance fee of \$12 for 1 field trip w/bus for Pasadena Kidspace. They will not be taking another field trip needing buses.**
- b. Student Questions
 - i. **Movie Night/Book Sale - JA students have inquired about bringing back the book fair and movie night. We will address this for next year in our planning session. This may include a special JA movie night where ASB helps run the event.**
- c. SLC Snacks - **PTO will provide goodie bags for teachers during SLC week. We will also have a nacho bar during the week.**

6. 1st Vice President Fundraising/Sponsorships Update:

- a. Box Tops - **Spring Box Tops were sent in, we raised \$195.70. Fall box tops are always much higher than spring.**
- b. Spring Pacific Fundraiser - **Extended until tomorrow. Today was the deadline.**
 - i. **Limo lunch will be Mar. 28th**
- c. "Friday" sale - **Free dress pass sale for the 26th \$1.**
- d. Restaurant Fundraiser -
 - i. **Red Robin Update: Due to a turn over at the restaurant, they are offering \$250 since they can not track the amount we raised at our fundraiser. Melody will be asking them to match what we have done in the past with other restaurants that are similar to Red Robin.**
 - ii. **iHop family night will be March 27-28 from 7:00 am - 10:00 pm at the Citrus location. We will receive 30% back. Flyer can be either a print out or shown on a phone.**
- e. Venti - **Will be selling items on campus during the Celebration of Learning.**

7. 2nd Vice President Membership/Publicity Update:

- a. Election of Officers - **No vote is needed for any PTO member wanting to join the board**



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2. April 12th will be the staff safety meeting for all staff

- ii. Lockdown Drill: March 29
- iii. Next Steps

1. Can goods drive as part of the safety initiative. Run, Hide, Fight

- b. SLC Week - **starts Friday after school**
- c. Celebration of Learning -
 - i. **March 23rd all day - Campus will be open to the public from 4:00-6:00pm.**
 - ii. **Raptor will be used so please be sure you have registered.**

12. Any Unfinished Business:

- a. **None**

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

- a. **None**

14. Date of next meeting: All meetings will be the second Monday of each month unless otherwise stated. Our next meeting is Monday, April 9, 2018

Meeting adjourned at: **7:12pm**

Minutes compiled by Vanessa Castañeda, PTO Secretary

SJCA PTO MONTHLY STATEMENT

1/12/2018	Deposit	PTO Free Dress	\$164.00
1/12/2018	Deposit	Taxe Penalty Reversal	\$1,711.40
1/12/2018	Deposit	Box Top (Fall)	\$1,716.30
1/17/2018	Deposit	PTO Free Dress	\$239.00
1/17/2018	Deposit	Uniforms	\$15.00
1/17/2018	CK# 1033	VOID	
1/17/218	CK# 1034	Terry Lynch	\$(50.00)
		DJ deposit Parents Night Out	
1/17/2018	CK# 1035	Terry Lynch	\$(50.00)
		DJ deposit Mother/Son Dance	
1/17/2018	CK# 1036	Terry Lynch	\$(50.00)
		DJ deposit Father/Daughter Dance	
1/17/2018	CK# 1037	Meghan Ravada	\$(50.00)
		Parent Nigh Out	
1/17/2018	Ck# 1038	Meghan Ravada	\$(50.00)
		CCC	
1/17/2018	CK# 1039	Pene Tackaberry	\$(149.85)
		Kinder SFA	
1/19/2018	Withdrawal	Petty Cash	\$(3,000.00)
1/19/2018	Withdrawal	Petty Cash	\$(2,500.00)
1/19/2018	Withdrawal	Petty Cash	\$(500.00)
1/19/2018	Deposit	Venti	\$2,870.00
1/19/2018	Deposit	CCC	\$462.53
1/19/2018	CK# 1040	Meghan Ravada	\$(32.48)
		CCC	
1/19/2018	CK# 1041	San Jose Cheer	\$(500.00)
		100pc Sold Oct 13-Oct 20	
1/19/2018	CK# 1042	San Jose Cheer	\$(250.00)
		50pc Sold Nov 30 - Dec 14	
1/23/2018	CK# 1043	Bashful Butter <i>Butler</i>	\$(1,611.20)
		Food Deposit Parent Night Out	
1/23/2018	Withdrawal	PayPal	\$(0.33)
1/23/2018	Deposit	PayPal	\$0.33
1/29/2018	Deposit	8th Grade	\$1,360.00
1/29/2018	PettyCash	Parent Night Out	\$(3,489.00)
1/29/2018	PettyCash	Starbucks (Teachers Meeting)	\$(150.00)
1/29/2018	PettyCash	Mrs. Ruiz (SFA CAFÉ)	\$(1,000.00)
1/29/2018	PettyCash	Parent Gatering	\$(100.00)
		<i>gathering</i>	

3480. -

1/12/2018	Withdrawal	Excess Deposit	\$(6.00)
11/3/2017	Deposit	Laughlin Ranch	\$503.00
12/6/2017	Deposit	Laughlin Ranch	\$528.00
1/4/2018	Deposit	Laughlin Ranch	\$528.00
1/8/2018	Withdrawal	Laughlin Ranch	\$(503.00)
1/8/2018	Withdrawal	Laughlin Ranch	\$(528.00)
1/8/2018	Withdrawal	Laughlin Ranch	\$(528.00)
			\$(7,665.00)

SJCA PTO JANUARY MONTHLY STATEMENT (SCE Federal Credit Union)

1/4/2018	Deposit		\$	59,336.71
1/8/2018	CK# 1032	Laughlin Ranch	\$	528.00
1/8/2018	Withdrawal	Hurst Ranch	\$	(500.00)
1/8/2018	Withdrawal	Laughlin Ranch	\$	(503.00)
1/8/2018	Withdrawal	Laughlin Ranch	\$	(528.00)
1/12/2018	Withdrawal	Laughlin Ranch	\$	(528.00)
1/12/2018	CK# 1031	Excess Deposits	\$	(6.00)
1/12/2018	Deposit	Pacific Fundraiser	\$	(14,952.90)
1/12/2018	Deposit	PTO Free Dress	\$	164.00
1/12/2018	Deposit	Taxe Penanlity Reversal	\$	1,711.40
1/17/2018	Deposit	Box Top (Fall)	\$	1,716.30
1/17/2018	Deposit	PTO Free Dress	\$	239.00
1/17/2018	Deposit	Uniforms	\$	15.00
1/17/2018	CK# 1033	VOID		
1/19/2018	Withdrawal	PettyCash	\$	(3,000.00)
1/19/2018	Withdrawal	PettyCash	\$	(2,500.00)
1/19/2018	Withdrawal	PettyCash	\$	(500.00)
1/19/2018	Deposit	Venti	\$	2,870.00
1/19/2018	Deposit	CCC	\$	462.53
1/23/2018	Deposit	PayPal	\$	0.33
1/23/2018	Withdrawal	PayPal	\$	(0.33)
1/25/2018	CK# 1043	Bashful Butter Butler	\$	(1,611.20)
1/26/2018	CK# 1042	San Jose Charter Cheer	\$	(250.00)
1/26/2018	CK# 1041	San Jose Charter Cheer	\$	(500.00)
1/26/2018	CK# 1034	Terry Lynch (Parents Night Out)	\$	(50.00)
1/26/2018	CK# 1035	Terry Lynch (Mother / Son)	\$	(50.00)
1/29/2018	Deposit	8th Grade	\$	1,360.00
1/29/2018	CK# 1036	Terry Lynch (Father / Daughter)	\$	(50.00)
			\$	42,873.84

