



San Jose Charter Academy  
 PTO Minutes  
 May 14, 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	Open	<b>Y</b>	Parliamentarian /SJCA Principal	Erin Shiroma	<b>Y</b>
Secretary	Vanessa Castañeda	<b>Y</b>	Teacher/Staff Rep #1	Cassie Schaefer	<b>Y</b>
Treasurer	Esperanza Luna	<b>Y</b>	Teacher/Staff Rep #2	Open	<b>N</b>
Member at Large #1	Katrina Pacheco	<b>Y</b>	Member at Large #2	Kennya Diaz	<b>N</b>

**\*\*Pre Meeting - Voting\*\* 5:10 - 5:14**

**Voting in Member at Large #2 - Vanessa motioned to approve Kennya Diaz as the new Member at Large #2 officer. Diane seconded it.**

**All in favor - 9 aye - 0 nay - 0 abstain**

1. Meeting Called to Order - **6:06p**
2. Quorum present: **Yes**
3. Review minutes from - **March 5, 2018 - Approved with corrections**
4. Reimbursements/Disbursements: **None**
5. President Update:
  - a. Open PTO Positions:
    - i. Member at Large #2 - **Kennya Diaz - 2018-2020 - 2-year position**
    - ii. 2nd VP Membership & Publicity - **open - Vanessa will assume responsibilities as secretary**
    - iii. Donation of water - **We will be donating water and juice boxes to kinder for their camps, daycare, 5th-grade Luau, 8th-grade promotion dance, walk-a-thon and JA last dance of the year. We will be donating it evenly among all clubs and groups.**
    - iv. Last public meeting - **Today will be our last public PTO meeting.**



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6. 1st Vice President Fundraising/Sponsorships Update:
  - a. Restaurant fundraisers - **Trying to get June 13th for Yogurtland**
    - i. **Final numbers for a few restaurant fundraisers**
      1. **\$600 for iHOP**
      2. **\$243 Jersey Mike's**
      3. **\$130.16 Habit**
      4. **Chipotle final restaurant fundraiser - May 22, 23 & 24, 2018**
  - b. Uniform Sale - **Our last uniform sale from Venti will be May 31st.**
7. 2nd Vice President Membership/Publicity Update:
  - a. 100% PTO Membership parties will be scheduled - **Two 6th grade classes in JA - de la Torre and Garcia both have 100% participation in PTO Membership. Ice Cream party will be given based on \$2 per student.**
8. Treasurer
  - a. **Reports \*\*see attached**
9. Volunteer Coordinator Update:
  - a. Need Walk a Thon volunteers - **We are making candy necklaces for each walker. Esperanza, Diane, Vanessa, Katrina, and Sandra will help create them by taking a few home to make.**
10. Events Coordinator Update:
  - a. **Helium tank - It was ½ full for after carnival and now it is empty. We can refill it for \$90 and budget it under office expense.**
11. Parliamentarian/Principal Update:
  - a. End of the Year Dates
    - i. Band/Choir Concerts - **Tuesday and Wednesday**
    - ii. ASP Week - **Will be held the 21st - 24th.**
    - iii. 8th-grade promotion - **June 4, 2018**
    - iv. Kinder promotion - **June 12, 2018**
    - v. **CCC open meeting June 18th at 8:00 am**



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- b. Cash for Schools Program Outcomes - **3rd place for Westfield mall \$1500 estimate**
12. Any Unfinished Business:
- a. **None**
13. Any new business to be brought before the board:
- a. **Ms. Mosqueda & Ms. Farhand would like us to look at possibly installing bleachers which would benefit the kids during games.**
  - b. **Taxes - Vanessa - Wade sent thru an invoice for the past two years. We need to pay for the services rendered.**
  - c. **Safe codes need to be redone to reflect new officers and deleting old board members.**
14. Date of next meeting: All meetings will be the second Monday of each month unless otherwise stated. Our next meeting is **Next school year - TBD**

Meeting adjourned at **7:25 pm**

Minutes compiled by Vanessa Castañeda, PTO Secretary