



San Jose Charter Academy  
 PTO Minutes – Closed session  
 December 10, 2018  
 Location: SJCA PTO Room

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	Open		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	Lauren Mejia	N
Member at Large #1	Katrina Pacheco	Y	Member at Large #2	Kennya Diaz	Y

1. Meeting Called to Order - **5:15 pm**
2. Quorum present: **Yes**
3. Review minutes from October - November was an informal morning meeting - **October minutes approved with corrections. November meeting notes discussed.**
4. Reimbursements/Disbursements:
  - a. **SJCA - Golf Tournament \$2,650.00 Ck #1082**
  - b. **Ronda Fish - SFA Cafe \$77.93 Ck #1083**
  - c. **Ronda Fish - First Financial voided checks \$63.34 Ck#1084**
  - d. **SJCA - After-school Basketball game (\$124.20) \$1,779.20 Ck#1085**
    - i. **- 8th Gr LA Zoo field trip (\$1,655.01)**

**Melody motioned to approve reimbursements/disbursements above. Mary second.**

**All in Favor: 9 Aye - 0 Nay - 0 Abstain**

5. President
  - a. Bylaws Articles I-V - **We read and reviewed bylaws, articles I - III. We stopped at Article III due to lack of time. A few suggestions were made which we will review at the end of this school year. Some suggestions include:**



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- i. **Combining 2nd VP Membership and Publicity duties into the Secretary. The Secretary position would take on Membership duties.**
  - ii. **Creating a new Member at Large #3 position which would possibly be in charge of hospitality and publicity.**
- b. Budget revisit
- i. Core value awards/AMP
    1. **Core value award line will be added to the budget. These purchases are done every other year for TK - 5th\**
    2. **AMP awards are pulled from walk-a-thon funds and doesn't need to be a line item in the budget.**
  - ii. Bookfair
    1. **Add a line for bookfair for next year in the amount of \$200 for any items needed to support the bookfair.**
- c. Reflect calendar dates up to now **To be discussed at the next meeting**
6. 1st Vice President Fundraising/Sponsorships Update:
- a. Yogurtland \$475.69 **(PTO fundraiser)**
  - b. Coin Drive \$3,405.43 **(PTO fundraiser)**
  - c. Box Tops \$372.70 **(PTO fundraiser)**
  - d. Cheesecake about \$24,000, we take 40% **(PTO fundraiser)**
    - i. Cheesecake delivery 12/12 and 12/13. I will not be here 12/14
      1. **12th - Cassie and Melody to help**
      2. **13th - Mary and Melody**
      3. **14th - Kenya for 1 hour**
    - ii. 49 kids will be attending Limo lunch 12/12
      1. **Diane and another parent will help out**
      2. **Donna Hale will also attend in case EPI is needed**
  - e. Book Fair estimate \$7,000 if paid in points 40% if cash taken 25% **(PTO fundraiser)**
    - i. **Mary propose to give a percentage of the book fair cash/points profit to book club once all profits are tallied so that they can increase their library.**
  - f. Two Friday sales free dress passes estimated \$200 each **(PTO fundraiser)**
  - g. Uniform sales profit checks for this year.
    - i. **November and December will be coming soon**



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- h. Thank you to all that have helped me make all these Fundraisers possible. Special thanks to Book Club.

7. 2nd Vice President Membership/Publicity Update:

- a. Two more classes are at 100%
  - i. 6th - Sherred
  - ii. 7th - Shreck
  - iii. 7th - Mejia is close with 2 more needed for 100%
    - 1. 7th grade needs 2 more PTO memberships and the entire grade will be at 100%
- b. TK - 5th is at 75%
- c. 6th - 8th is at 80%
- d. **\$100 extra came in from membership for 10 classes. Vanessa will email teachers to see what families could benefit from a PTO sponsorship.**
- e. Election Time in February
  - i. **Condensing two board positions into one - 2nd VP of Membership and Secretary**
    - 1. **Secretary would take on membership duties.**
  - ii. **Tax duty should be added to a PTO Board Member role for President and possibly add this duty to the bylaws.**
  - iii. Roles up for election:
    - 1. 1st VP Fundraising & Sponsorship
    - 2. Secretary
    - 3. Treasurer
    - 4. At-Large Member #1

8. Treasurer

- a. First Financial Credit Union.  $\$2,719.98 + 100.00 = \$2,819.98$ 
  - 1. Reimburse old check **if needed which is not required by law but we can access on a case to case basis**
  - 2. **Propose we close First Financial Credit Union and transfer \$2,819.98 to SCE Federal Credit Union - A motion was requested on October 29, 2018, via email**



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**voting and passed. The letter can be emailed to Irene Montano - Member Sales Executive [imontano@ffcu.org](mailto:imontano@ffcu.org) according to WeChat texts.**

***Closing First Financial Credit Union bank account (First Financial Credit Union 2530 E Workman Ave. West Covina, CA 91791 NMLS#101173 FFCU NML# 787237) for SJCA PTO as this account is no longer in use.***

b. SCE Federal Credit Union Balance as of today \$ 58,441.67

C. **We have grade level funds**

1. 1st grade \$542.04

2. 2nd grade \$234.69

3. 4th grade \$823.52

4. 5th grade \$59.42

D. Budget was handed out

9. Volunteer Coordinator Update:

- a. Teacher Favorites lists posted - **next year lets ask for fewer questions so it can fit on one sheet.**
- b. PS advertising/volunteer request -
- c. Celebration of Learning--PTO involvement. Can we raffle off last basket?
  - i. **Possible sell food items using the 7 habits.**

10. Events Coordinator Update:

- a. **JA Staff Basketball game on February 15th**
  - i. **If it rains, we may be able to use Edgewood gym or Cameron Park gym**
- b. **Dances coming**
  - i. **Girls dance - March 15th**
  - ii. **Boys dance - May 17th**

11. Parliamentarian/Principal Update:

- a. School Improvement Plans - **a survey has been sent out. About 88 people responded in 2 hours.**
- b. **Winter break coming from December 17th - January 7th**



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12. Any Unfinished Business:

a.

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

a. **Cassie Schaefer asked if PTO would be willing to pay \$3 per student so that the 4th-grade kids could go to the San Gabriel Mission as one of their field trips. The cost would be \$408 for admissions.**

i. **PTO declined request because we did not grant the same request from 7th grade a month earlier when they requested to go to the zoo. Next year we will look at possibly adding a budget to accommodate field trips such as these and still be able to grant the 2 field trip request.**

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

Meeting adjourned at: **7:54 pm**

Minutes compiled by Vanessa Castañeda, PTO Secretary