



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

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

1. Meeting Called to Order - **6:07 pm**
2. Quorum present: **Yes**
3. Review minutes from **January 8th - Approved for posting with minor change**
4. Reimbursements/Disbursements:
  - a. **None at this time**
5. President Update:
  - a. Thank you - **Acknowledging Sandra Chavez for the Parent Night Out event which is all going smoothly. We just need to increase our ticket sales.**
  - b. Upcoming events
    - i. **Parents' Night Out - Feb. 24**
    - ii. **Girls Dance - Mar. 16th**
    - iii. **Boys Dance - Apr. 13th**
    - iv. **Staff Appreciation Apr. 30th - May 4th**
6. 1st Vice President Fundraising/Sponsorships Update:
  - a. Restaurant Fundraisers -
    - i. **Jersey Mike's - Feb 7th -17th**
    - ii. **The Habit - Feb. 27th - 28th**
  - b. Venti Uniform Sale - **Feb 22nd**



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- c. Box Tops - **Request to turn into Room Parents on Feb 16th then to PTO by the 23rd. Must be mailed Mar. 1st**
  
- 7. 2nd Vice President Membership/Publicity Update:
  - a. PTO Nomination & Election Documents & Timing
    - i. Election Timeline:
      1. Nomination period: February 8 to 22, 2018
      2. Voting: March 9 to 16, 2018
      3. Ballots counted: April 9, 2018
      4. Winners announced: April PTO meeting, Monday, April 9, 2018
  
- 8. Treasurer
  - a. **No update**
  
- 9. Room Parent/Volunteer Coordinator Update:
  - a. PTO/CCC Social Hour Fri.2/9 @8am **Elementary Cafeteria**
    - i. **Open dialogue for PTO and CCC to meet parents**
    - ii. **Possible volunteer opportunities**
  - b. Volunteers needed for upcoming events :)
  
- 10. Events Coordinator Update:
  - a. **Parents' Night Out - Tickets are still available**
    - i. **Help needed - for Centerpieces and Silent Auction Baskets**
      1. **Basket preparing session - Friday 2/16 4:00 - 6:00**
      2. **Centerpieces preparing session - Friday 2/23 4:00 - 6:00**
    - ii. **MC will help with games and announcing silent auction**
    - iii. **Parking will be in the lot, on the street or at the high school**
  
- 11. Parliamentarian/Principal Update:
  - a. New West Covina High School -
    - i. **Mt. SAC Early College Academy for 2018-2019 school year. Currently accepting freshman only. Informational meeting will take place on 2/7 at 6:00 pm in the MPR room. They will take 100 students as freshman and once they graduate they will have 2 years of college credit.**



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- b. Plaza West Covina Shopping Update
    - i. **Continue to submit receipts until April in the locker marked SJCA over by Best Buy.**
  - c. TLIM Community Coaching Day
    - i. **Extremely successful in our program and complemented what we are doing as a school.**
12. Any Unfinished Business:
- a. **None**
13. Any new business to be brought before the board:
- a. **4th grade field trip - Calif Science Center has a booking fee of \$25. PTO will cover fee as it was already in our budget.**
  - b. **Field Update - A new solar vendor was needed and the bond measure is held up in committee. Project is scheduled to be done before the start of next year.**
  - c. **Crosswalk on Willow - City came to evaluate the crosswalk due to many calls coming from SJCA. They do see that they need to have another option and they are working on it. They have promised to increase patrol in the area and issue citations if needed.**
  - d. **Talent Show update - 30 acts per show of 3 min each, auditions begin next week. Parents will be notified via email if their child is chosen. A budget for the show is still pending.**
14. Date of next meeting: All meetings will be the second Monday of each month unless otherwise stated. Our next meeting is Monday, March 5, 2018

Meeting adjourned at: **7:07 pm**

Minutes compiled by Vanessa Castañeda, PTO Secretary