



San Jose Charter Academy  
 PTO Minutes  
 Monday, February 3, 2020 - 6:00 PM  
 Location: SJCA Elementary Cafeteria

Executive Board	Officer	Present	Executive Board	Officer	Present
President	Kennya Diaz	<b>P</b>	Parliamentarian /SJCA Principal	Erin Shiroma	<b>ab</b>
Vice President/Fundraising	Alexis Medina	<b>P</b>	Teacher/Staff Rep #1	Cassie Schaefer	<b>P</b>
Secretary/Membership	Open	<b>X</b>	Teacher/Staff Rep #2	Lauren Mejia	<b>P</b>
Treasurer	Judy Chan	<b>A</b>	Member at Large #1	Desiree Estorga	<b>A</b>
Events Coordinator	Sandy Salazar	<b>P</b>	Member at Large #2	Veronica Zamora	<b>A</b>
Volunteer Coordinator	Diane Sanchez	<b>P</b>	Member at Large #3	Desiree Jaojoco	<b>P</b>

- 1) Meeting Called to Order - **6:25pm**
- 2) Number of parents in attendance: **3**
- 3) Quorum present: **Yes**
- 4) Review minutes from: **Monday, January 13, 2020**

**- Approved with corrections.**

- 5) Reimbursements/Disbursements:

1/10/2020	1195	Sofia Gonzalez	8th Grade - Dance Invitations	\$ 189.00
VOID	1196	VOID		
1/17/2020	1197	SJCA	Refund of Modern Woodmen - Golf Tournament (Check was written to us by mistake so Deposit then Refund)	\$ 2,500.00

- 6) President Update:

- a) Nominations and Voting

- i) **Nominations for President, Volunteer Coordinator, Events Coordinator, Member at Large #2 (2 year terms) and Secretary (1 year term) will be accepted between 2/11-2/23**
- ii) **Election will be held 3/2-3/6**
- iii) **Ballot count (if needed) at March PTO meeting on 3/9/2020**



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- b) We Love Our Sharks date change Feb 10-23

**Flyers will go out Friday 1/7.**

- 7) Vice President/Fundraising Update:

- a) Box Tops

- i) **Currently have \$350 in Box Tops**
- ii) **Flyer print outs will go out to TK-5th (due 21st through end of February).**
- iii) **Parents can scan receipts via box top scanners**
- iv) **Idea→ Create a Amazon/Box Tops QR code for parents to download the APP**

- b) Book Fair

- i) **Feedback: more cash registers, send grade levels throughout the week**
- ii) **Overall positive feedback.**

- c) Limo Lunch

- i) **44 kids attending**
- ii) **Thursday, February 6th, going to BJ's**

- 8) Membership Update:

- a) Ice Cream Party for 14 classes

- i) **Will be contacting teachers to schedule celebration**
- ii) **Kinder has the most classrooms at 100%**

- 9) Treasurer: **No Update**

- 10) Volunteer Coordinator Update:

- a) **Planning a room parent meeting**

- i) **Trying to delegate out snacks for 9 days of SLC week and Staff Appreciation week**
- ii) **Also planning Parent Lounge during Celebration of Learning second day of March 27th.**

- 11) Events Coordinator Update:



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- a) Boy's Choice Event
  - i) Theme, food, vendors, volunteers
    - (1) February 28, 5pm-8pm**
    - (2) Save the date to come out to build the hype.**
    - (3) Sports Theme: 3 Inflatables (Hungry Hippo, Over the Endzone, Human Foosball), Video game truck, Basketball Tourney (3 levels: TK-2, 3-5, JA categories), DJ**
      - (a) Signups for the Basketball tournament will be via ParentSquare**
    - (4) Tickets: PRESALE: \$35 per Child & Adult pair; \$15 for additional attendees. DAY OF: \$20 per person**
      - (a) 2 year olds and older need a ticket**
      - (b) Tickets are non-refundable**
    - (5) Basketball tournament will have 1st, 2nd, & 3rd place prizes.**
    - (6) Door Prizes will also be raffled off.**
- b) Girl's Choice Event
  - i) Theme, concept & ideas
    - (1) Friday, April 24th**
    - (2) Girls Just Wanna Have Fun - Glow in the dark party**
      - (a) Dance will be in the cafeteria**
      - (b) Food outside**
- c) SLC Week/Staff Appreciation Week
  - i) SLC week (3/9-3/13) + Staff Appreciation (5/4-5/7) = will have all 9 grade levels host a day to provide snacks for staff.**
    - (1) PTO will be providing paper goods for all 9 days.**
  - ii) PTO will provide luncheon on Friday, May 8th**

12) Parliamentarian/Principal Update:

- a) Book Fair THANK YOU on behalf of the SJCA Staff
- b) 2020 Presidential Election Site: Primary Election February 29-March 3
  - i) MPR will be closed**



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13) Teacher/Staff Update:

14) Member at Large Update:

15) Any Unfinished Business:

16) Any new business to be brought before the board:

Date of next meeting: All meetings will be the second Monday of each month unless otherwise stated.

Our next meeting is **Monday, March 9, 2020 at 6:00 PM.**

Meeting adjourned at: **7:19pm**

Minutes compiled by: **Lauren Mejia & Cassie Schaefer**