



San Jose Charter Academy  
 PTO Minutes  
 October 8, 2019 - 6:00p - 7:00p  
 Location: SJCA Elementary Cafeteria

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

**\*\*\* Diane Sanchez left at 6:22pm**

1. Meeting Called to Order - **6:13PM**
2. Number of parents in attendance: **6 parents, 0 additional staff**
3. Quorum present: **YES**
4. Review minutes from: September 9, 2019 - **Approved with corrections**
5. Reimbursements/Disbursements:
  
6. President Update:
  - **Our board is still in need of a secretary.**
7. Vice President/Fundraising Update:
  - Family night - Chipotle fundraiser profit \$606.11
  - Box Top and Amazon Smile booth at Movie Night
    - **Raffle prizes will be available**
  - Coin Drive 10/21- 10/25
    - **Parent suggestion: "Penny Wars"**
      - **Coins = positive points; Bills = negative points**
  - IHOP Fundraiser 11/14
    - **Covina location on Citrus; All day long**
    - **30% back to SJCA**
  - Fall Book Fair has been rescheduled to 1/27/2020- 1/31/2020
    - **At this time, the hours of operation are TBD.**



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8. Membership Update:

- **\$2,138 in extra funds raised**
  - **These monies will be added to the general fund.**

9. Treasurer

9/26/2019	1159	Sandy Salazar	Carnival Supplies & Event Deposits	\$4,387.59
9/26/2019	1160	Steve Rodriguez	Carnival - DJ	\$200.00
9/27/2019	1161	Jedediah John Kerkhoff	Coffee Bean for Carnival 1026 x 75%	\$769.50
9/27/2019	1162	Alexis Villalobos	Smart & Final (Chips/Candy/Pixie Sticks)	\$64.45
9/27/2019	1163	Hung Huan Tang	Boba for Carnival \$1766 x 70%	\$1,236.20
9/27/2019	1164	\$3.99 Pizza Co.	Carnival Pizza 129 Pizzas Total	\$1,443.00
10/3/2019	1165	Desiree Jaojoco	Carnival Budget (Custodian Gift Baskets)	\$240.00
10/3/2019	1166	SJCA	Custodian 8 Hours for Carnival	\$244.43
10/3/2019	1167	SJCA	Studio 1 Check for Golf Tournament	\$150.00
10/3/2019	1168	Veronica Cortez	8th Grade Dance Party Rental	\$100.00
10/3/2019	1169	SJCA ASB	Carnival (\$794 x 80%)	\$635.20
10/3/2019	1170	Alexis Villalobos	Snack Friday 09-06-19 Squeeze Pops	\$90.00

10. Volunteer Coordinator Update:

- Thank you carnival committees & parent volunteers
- Kiwanis Key Club & HS student volunteers
- Need volunteers for movie night on 10/18
- Nutrishop wants to be a part of SJCA community

11. Events Coordinator Update:

- Carnival numbers
  - What we learned
    - **2018 carnival net: \$18k; 2019 carnival net: \$39k**
    - **2019 profit: \$26k**
    - **Wristbands: 526 presale; 83 day of carnival**



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- **Tickets: 16,301 sold day of carnival**
  - **Silent Auction: raised \$1,990**
  - Where we can improve
    - **Next year will be seeking out professional security from our law enforcement families and/or properly certified families.**
  - Movie night partnership with CCC
    - Guest speakers, Student Lighthouse, & selected 4th graders will be presenting prior to movie starting.**
    - Food: **Pizza, tamales, churros, snacks, Boba, sodas, juice, water**
    - Craft Corner/ Small Business Vendors:
      - Venti will be issuing 10% off for PTO members.**
    - Security
      - Mr. Watson will be setting up the A/V system for us.**
12. Parliamentarian/Principal Update:
- Red Ribbon Week
    - **October 21-25; Promotes a healthy lifestyle**  
**Monday: Wear red, Tuesday: Bookmark contest begins, Wednesday: wear a cap, Thursday: Crazy socks, Friday: Wear a halloween shirt.**
  - Unity Day - October 23
    - **Bullying Prevention/Awareness Day hosted by our Student Lighthouse team**
    - **Students are encouraged to wear Orange along with their caps for Red Ribbon Week.**
  - Reporting our Local Indicators to the Board of Directors
    - Family relationships have been highlighted by the state to include decision making, communication, and student outcomes
13. Any Unfinished Business:
- need 3 laptops for PTO Board
14. 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 November 4, 2019



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Meeting adjourned at: **7:30pm**

Minutes compiled by: **Cassie Schaefer**