



San Jose Charter Academy
 PTO Agenda
 September 9, 2019 - 6:00p - 7:00p
 Location: SJCA Elementary Cafeteria

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

1. Meeting Called to Order - 6:19pm
2. Number of parents in attendance: 7
 - a. One teacher: Nancy Recinos
3. Quorum present: yes
4. Review minutes from: May 2019 and August 2019
 - a. Correction to August Minutes: Vanessa Castañeda
 - b. Motion to approve: Kennya, Diane seconded. Motioned passed 9-0-0
5. Reimbursements/Disbursements:

Check #

2018-2019

1147	SJCA	Fieldtrip & Sport Bus (21 invoices)	\$23,114.68
1148	SJCA	Custodian for Girls/Boys Choice Events & Reprographics	\$1,933.58

2019-2020

1152	Sandy Salazar	PTO Membership Envelopes	\$24.07
1153	Sandy Salazar	Welcome Back Teacher Luncheon	\$1,660.47
1154	Diane Sanchez	Boohoo or Yahoo Welcome breakfast	\$88.20
1155	Erin Shiroma	Donuts for Venti	\$8.75
1156	Kennya Diaz	PTO Binder Supplies	\$72.84



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1157	Judy Chan	Receipt Book	\$11.01
1158	Erin Shiroma	\$10 Starbucks Gift Cards for staff (30)	\$300.00

- Fieldtrip & Sport Bus (21 invoices) was for the majority of the year
- Took out 5th-grade Luau from Check 1148, PTO does not sponsor the Luau.
- Reduce Check 1148 by \$500.
- Added Check #1156 to Kenya Diaz for PTO Binder Supplies in the amount of \$72.84.

6. President Update:

Wellness Policy

- The policy was reviewed: Promotes healthy snacks and eating and a healthy environment for students
 - Provides alternatives to pizza & cupcakes for celebrations
 - Reach out to Ms. Lemus for wellness policy
- The Manuel is on the school website to review and become more familiar on

PTO Parentsquare Communication

- Parentsquares will be sent out in the evening

7. Vice President/Fundraising Update:

- a. Family night - Yogurtland fundraiser 8/29: Profit of \$490.09
- b. Upcoming Family night - Chipotle 9/17→ receive 33% back. It is from 4 pm-8 pm at West Covina Mall location. The flyer can be presented in person or on the phone
- c. Snack Friday- 1st squeeze pops
- d. Will be selling Smencils

8. Membership Update:

- a. Money has been counted and envelopes have been given to Vanessa Castaneda who is helping enter membership data.
- b. SJCA has very generous community, happy to see 20/20 Vision contributions of \$20.
- c. Great turnout for membership - 8th grade is in the lead so far.
- d.



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Grade Level	K-2	1	2	3	4	5	6	7	8
# of Envelops	42	48	44	45	45	60	48	54	92

9. Treasurer

10. Volunteer Coordinator Update:

- a. Room Parent/Volunteer meeting recap - Free dress!
 - i. Great turnout
 - ii. Free dress tomorrow for students whose parents attended
- b. Teacher Favorite Lists
 - i. Lead PTO room parents are sending out to the teachers
- c. Parent Square access & main form of PTO communication
 - i. Trying to reduce the number of messages.
 - ii. Will be sending out all PTO related questions in one parent square post-Parentsquare Newsletter that will be updated.
- d. Carnival sign up going out soon
 - i. These are for PTO, will be different per grade level
 - ii. 213 slots available
- e. PTO Monthly Newsletter
- f. CCC Update
 - i. Marvelous Monday's: looking for volunteers to read books about accepting differences to K-2 students

11. Events Coordinator Update:

- a. Envelope Pre-sales 6th-18th, table sales 18-20th
 - i. Presale went out 9/6.
 - ii. Due by 9/20: Presale is \$1 tickets and \$25 wristbands (\$30 day of carnival)
 - iii. Banners are out in front of JA and by kinder
- b. Baked goods and drinks donation drive 25th & 26th am & pm, 27th am only
 - i. Information will go out via Parentsquare



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- ii. TK & Kinder info is on a flyer.
 - iii. There will be a cart for donations
 - iv. Price list will be sent out ahead of time
 - v. JC Munchies: Cash, check, or credit
 - c. Craft Corner/Small Business Street Fair
 - i. 19 vendors and \$550 in space rentals
 - 1. Can take cash or credit
 - ii. Mostly SJCA Families
 - 1. 4 nonfamilies
 - 2. Shark Tank (JA) run by Mr. Woo and sponsored by PTO
 - d. Carnival Committees & Grade level game booths
 - i. Information is sent out
 - ii. Many room parents are heading carnival- asking for volunteers to take over shifts.
 - iii. Room parents and grade levels are taking care of game booths
 - e. Goal of Carnival
 - i. Increase in profit from last year (approximately \$16,000).
 - ii. Sandy wants to double the profit
 - f. Promotion: video through parent square
 - i. ASB video? Promotion through ASB President?
 - 1. Mr. Watson is helping create a video of carnival using previous years' carnivals and vendors.
 - ii. Colored pre-sale flyer on ParentSquare
 - 1. Went out
 - g. Movie Night 10/18
 - i. Mrs. Schaefer and Ms. Mejia sent out a Google Form page to teachers for students to vote on the movies: Finding Nemo, Wonder, Zootopia, and Trolls
 - ii. The theme is inclusiveness
 - iii. Checking for Jamba Juice fundraiser- maybe at movie night
12. Parliamentarian/Principal Update:
- a. School Safety Reminders - Supervised times 7:25a-3:30p



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- i. Spoke on the 3 reported kidnappings that were proven to be false
- ii. Keep in mind that the school is an open area
- iii. Always a risk if dropping students off prior to supervised times because the gates are open.
- iv. JA LMC and Elem Lab are open Tues and Thurs for students.
- v. Waiting on sidewalks is dangerous; very vigilant community but should not offer a false sense of security.

13. Any Unfinished Business:

- Still missing a secretary. Kenya has reached out to interested parents but still no confirmation. If the position is still open, it will go public.
- Questions:
 - Memberships are by family: Process is as followed:
 - Pull envelopes, tag number of students, then at the end a report is run to sort. Afterward, we can see how many classes and grades are filled.
 - Raw numbers should be presented in October.
 - Question by Vanessa Castañeda: Is there anyway students can play a little more during lunch and allow eating on the grass in the JA?
 - Students cannot run at top speed
 - Response (Ms. Shiroma):
 - Will follow up with noon aids, but the Elementary play space is limited because of the number of kids and space available. Lunches start at 11:05-1:05. Students can eat for 15 minutes, then play.
 - Turf: very sensitive and students cannot eat/drink on turf as a result.

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

- a. Date of next meeting: All meetings will be the second Monday of each month unless otherwise stated. Our next meeting is October 14, 2019 @ 6p.

Meeting adjourned at: 7:06 pm

Minutes compiled by Lauren Mejia