



San Jose Charter Academy  
 PTO Agenda  
 August 19, 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 - **6:13**
2. Number of parents in attendance: **11**
3. Quorum present: **Yes**
4. Review minutes from: **May- Postponed until next meeting due to formatting issue.**
5. Reimbursements/Disbursements: **None**
  
6. President Update:
  - a. Welcome Back- **Parents were asked to introduce themselves. Various new parents from kindergarten**
  - b. Introduction of New Board- **Board members were introduced to parents.**
  
7. Vice President/Fundraising Update:
  - a. **Book Fair: Tentative date for Book Fair will be during SLC Week Nov 12th-14th**
  - b. **Amazon Smile: Families need to choose "San Jose Charter Academy PTO" when on Amazon Smile so that PTO receives the 5% from Amazon purchases. This is different from the "San Jose Charter Academy" choice. We currently only have 81 families signed up.**
  - c. **Box Tops: Box Tops will not be electronic via the box top app. If purchasing a box top item, you can scan your receipt and the app will give us 10 cents back per item.**



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**PTO will still be taking the cardboard box tops until midyear when they expire. Families can send these to students' homebase teachers.**

- i. The app will provide families with data on how much they have contributed to date, along with overall contributions to the school.**
- d. Other Fundraising Ideas: Costco will also give us \$1 back on top of the 10 cents for each box top item purchased (per receipt). Other ideas were to look into the Target Red Card which gives organizations 1% back.**

8. Membership Update:

- a. The Secretary/Membership is still open. Any parents who are interested were asked to inquire about the position or spread the word to interested parties.**
- b. PTO membership drive:**
  - i. This will begin after Labor Day Weekend. Families will receive an envelope and PTO flyer for the drive. PTO membership is \$10 per family, but in support of the new 2020 vision theme for the school year, families are being asked to donate an additional \$10.**
  - ii. There will be a contest between the classrooms. Classes with 100% PTO membership will receive an ice cream party.**
  - iii. Question on what membership pays for: Membership goes to support school events, school district buses, field trips, and overall improvement to school. All of PTO's efforts ultimately go back to the school to support our students.**

9. Treasurer

- a. No updates**

10. Volunteer Coordinator Update:

- a. BooHoo Yahoo recap: Good turn out and positive feedback from families who attended.**
- b. Room parent/volunteer meeting Sept 4: There will be two sessions: one in the morning at 9am and one at 6pm. Any parents who are interested in volunteering were asked to attend.**



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- c. Carnival volunteers/contacts/donations- **Carnival is set for Friday, September 27th from 3:15-8:00.**
- d. Parent Square- **PTO information goes out via ParenSquare under Diane's name. Any replies or questions go directly to Diane and are private.**

11. Events Coordinator Update:

- a. Welcome Back Teacher luncheon- **skipped**
- b. Carnival: **The biggest fundraiser that PTO has to fund our budget for the school year.**
  - i. Budget
    - 1. **The budget for the event is approx. \$13,000. Sandy is currently under budget by \$3,000. Tickets will be \$1 each. We will be selling presale beginning in September (after Labor Day).**
    - 2. **Custodians come under Sandy's budget.**
  - ii. What's new:
    - 1. **There will be no maze or bounce house this year. Only bounce house will be located in the kinder area for younger elementary students.**
    - 2. **Jailhouse: Tentative concept where people will be arrested by students & will have to be bailed out for 1 ticket.**
  - iii. Rides:
    - 1. **Elephant Ride: For Kinder and elementary students. This will be in the corner by kinder.**
    - 2. **Human Foosball: This will be an inflatable course that can fit up to 10 students (more for the older students)**
    - 3. **Tub of Fun: similar to the teacup ride at Disneyland. Students can spin themselves**
    - 4. **Laser Tag: for all ages**
  - iv. Layout
    - 1. **There will be no access to the JA side.**
    - 2. **There will be a taco station near 2nd grade, along with more food vendors**
    - 3. **There will be a dessert set up near the basketball courts: will have ice cream, kettle corn, cotton candy, lemonade, deep-fried Oreos, funnel cake**
    - 4. **Total of 3 stations of food.**
    - 5. **50/50 will be near the entrance of the door.**
  - v. Food/pricing
    - 1. **There will be a vast variety of food: lumpia, nachos, chili cheese, tacos, candy cart**



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- vi. General & game booths & prizes
  - 1. **Game Truck: Family-friendly games. There will also be a rock wall.**
  - 2. **Every grade will have a game. Games will be provided by PTO, however grade levels will have \$50 to spend on making up a new game if interested.**
  - 3. **Students will have a booth where they can turn in tickets to buy a stuff shark animal**
- vii. Craft Corner/Small Business Street Fair
  - 1. **Art Lab will be doing the face painting at the Carnival. Students will be stenciling artwork for face painting. This is a way to incorporate students in a leadership role.**
  - 2. **2nd Grade will be running the cakewalk.**
  - 3. **The yearbook will most likely be monitoring the photobooth**
  - 4. **Craft Corner: 20 spaces will be designated for the craft corner. 11 of these spaces are already**
    - a. **An application needs to be filled to participate in the craft corner. Price is \$25 for SJCA families and alumni, \$50 for nonfamily businesses.**
- viii. Candy Cart
  - 1. **Will be provided throughout the night**
- ix. Volunteers
  - 1. **Composed of parents & students.**
  - 2. **Any interested are asked to reach out to Diane. We need help on the day of the event, along with preparations prior to the event.**
  - 3. **Day of Event: There will be 30-minute spots available for volunteers.**

12. Parliamentarian/Principal Update:

- a. Staff Acknowledgements
  - i. **PTO volunteers work for the benefit of the school. PTO is similar to a PTA, however, we carry a nonprofit status for the school. All profits stay in house and go right back to the benefit of the school.**
- b. Vision for 2019-2020
  - i. **Question is not what do we need to change, but instead "How can we do things differently after 20 years?" Improvement is looking back but also glancing forward. We are using the same systems that have worked in the past but are shifting our lens to see what we can change to have a bigger impact (taking it up a level).**
  - ii. **Back to School Night**



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1. All about building relationships with one another. Everything starts with relationships. The more parents have connected then the more students receive and have.
2. Erin's Challenge: If parents at the meeting bring new parents to the next PTO meeting, then they will receive two free dress passes for their students.
3. Erin also asked parents to write down on their post-it note if they are interested in volunteering for carnival.

13. Any Unfinished Business:

- a. Budget: Kenya highlighted the most profitable events PTO holds.
  - i. For example PTO Membership, Carnival, Movie Night, Book Fair (Fall & Spring), Walk-A-Thon, Spring Fundraiser, and the Uniform Sales.
  - ii. Fall/Spring Fundraiser Buyout: This is per student. Parents have the option to pay \$250 for students to attend limo lunch and do not need to participate in the fundraisers.
  - iii. Walk-A-Thon: Half of the profit goes to Specials (P.E., Music, Art) and the other half to PTO.
  - iv. Correction to the budget:
    1. Book fair was changed from Nov. 12th-18th to Nov. 12th-14th
    2. 2/28/20: Boys Night was changed to Boy's Event
    3. 4/24/20: Girls Night was changed to Girl's Event.

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

- a. Kenya thanked past board members Melody and Vanessa for joining this PTO meeting.
- b. Vanessa Castellanos will be assisting with the membership drive.
- c. August 29th- There will be a Family Night Out from 11am-close.
- d. Position Appointment:
  - Member at Large #3: Desiree Jaojoco a
    - i. Kenya motioned. Alexis seconded. Aye- 8; Nays-0; Not Present- 2.
- e. Motion to approve Budget for 2019-2020 School Year:



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**i. Kenya motioned. Sandy seconded. Aye-8; Nays-0; Not Present-2.**

15. Date of next meeting: All meetings will be the second Monday of each month unless otherwise stated. Our next meeting is **September 9, 2019.**

Meeting adjourned at: **7:26 pm**

Minutes compiled by Lauren Mejia, PTO Teacher/Staff Representative