

# San Jose Charter Academy PTO Meeting Minutes



Location: Elem Cafeteria  
Jan 12, 2026 @ 8:45AM

## Board Attendees:

| Executive Board              | Officer           | Present  | Executive Board                 | Officer                          | Present  |
|------------------------------|-------------------|----------|---------------------------------|----------------------------------|----------|
| President                    | Kennya Diaz       | <b>P</b> | Teacher/Staff Rep #1            | Katrina Gomez / Yvonne Ronquillo | <b>A</b> |
| Vice President / Fundraising | David Lizarraras  | <b>P</b> | Teacher/Staff Rep #2            | Dr. Pam Orozco                   | <b>A</b> |
| Secretary                    | Lillia Vazquez    | <b>P</b> | Member at Large #1              | Susette Thompson                 | <b>P</b> |
| Treasurer                    | Vanessa Galvan    | <b>P</b> | Member at Large #2              | Alexis Medina                    | <b>P</b> |
| Events Coordinator           | Jaclyn Wong       | <b>P</b> | Member at Large #3              | Sitarra Ragland                  | <b>A</b> |
| Volunteer Coordinator        | Jennifer Martinez | <b>A</b> | Membership / Community Outreach | Kameren Arias                    | <b>P</b> |

Quorum requires ⅔ voting members be present. Non-voting members listed below.

|                                                   |                   |          |                         |                |          |
|---------------------------------------------------|-------------------|----------|-------------------------|----------------|----------|
| Parliamentarian / SJCA Principal / Superintendent | Erin Shiroma      | <b>P</b> | Compliance Chairperson  | Brian Nakamura | <b>A</b> |
|                                                   |                   |          | SLC Chairperson         | Miriam Farias  | <b>P</b> |
| Volunteer Chairperson                             | Nicole Valdovinos | <b>P</b> | Fundraising Chairperson | Vanessa Flores | <b>A</b> |

## I. Call to Order

- Time: 9:05 am
- Number of parents/staff in attendance: **# 30**
- Quorum present: **Yes**

## II. Approval of Previous Minutes

- Review minutes from previous meeting - **December 08**  
**Dec-8-2025 PTO Minutes MONTHLY OPEN Session**
- Motion to approve: Kennya Diaz
- Seconded by: Susette Thompson
- Result: **Approved**

## III. Reports

- President Update:
  - Welcome Back and Happy New Year!
  - These positions have completed their two-year term and must be opened for self nominations. Nominations will open February 2nd, and voting will



occur over a couple of weeks ending on March 6th. More info to be sent out on ParentSquare this month. Feel free to reach out to us via email at [pto@sjcharter.com](mailto:pto@sjcharter.com) if you have any questions or concerns.

- President (2yr term)
- Membership and Community Outreach Coordinator (2yr term)
- Event Coordinator (2yr term)
- Volunteer Coordinator (2yr term)
- Member-at-Large #2 (Fundraising) (2yr term)
  
- Vice President/Fundraising Update:
  - Upcoming fundraising events include the Ontario Reign in March, See's Candies, and Panda Restaurant in February. Be sure to mark your calendars.
    - See's Candy Online sale Feb 15 - March 15
    - Ontario Reign March 14
    - Panda Restaurant - Lunar year event TBA

■ Treasurer Update:

| DECEMBER 2025 FINANCIAL SNAPSHOT  |                     |
|-----------------------------------|---------------------|
| Total Deposits                    | \$5,946.18          |
| Total disbursements               | \$5,122.42          |
| <b>Primary Checking Account</b>   | <b>\$134,281.66</b> |
| <b>Secondary Checking Account</b> | <b>\$322.78</b>     |
| <b>Total Balance</b>              | <b>\$134,604.44</b> |

| CHECK DATE                   | CHECK # | PAYEE                    | DESCRIPTION                                           | EXPENSE AMOUNT      | CHECK TOTAL         |
|------------------------------|---------|--------------------------|-------------------------------------------------------|---------------------|---------------------|
| DECEMBER CHECK DISBURSEMENTS |         |                          |                                                       |                     |                     |
| 12/15/2025                   | 1598    | Monica Hjar              | Bookkeeper Fees and Tax Filing Supplies Reimbursement | \$ 791.81           | \$ 791.81           |
| 12/15/2025                   | 1599    | David Lizarraras         | Oct. Fun Run Fundraiser Prizes                        | \$ 450.00           | \$ 450.00           |
| 12/18/2025                   | 1600    | Nicole Valdovinos        | PTO Supplies and Starbucks for Room Parents           | \$ 81.34            | \$ 81.34            |
| 12/18/2025                   | 1601    | David Lizarraras         | Fun Run Fundraiser Expenses                           | \$ 139.83           | \$ 139.83           |
| 12/18/2025                   | 1602    | David Lizarraras         | Fun Run Fundraiser Rewards                            | \$ 300.00           | \$ 300.00           |
| 12/18/2025                   | 1603    | San Jose Charter Academy | Busses and Admissions                                 | \$ 13,031.25        | \$ 13,031.25        |
|                              |         |                          |                                                       | <b>\$ 14,794.23</b> | <b>\$ 14,794.23</b> |

- Secretary Update:
  - Sign-in
  - Free Dress Passes
  
- Membership Update:
  - Nothing to report



- Volunteer Coordinator Update:
  - We look forward to connecting with you for volunteer opportunities. Thank you in advance for your support!
    - Future opportunities coming soon: Carnival
    - Keep eye on Parent Square
- Events Coordinator Update:
  - SJCA Parents and Guardians, grab your controllers! Our biggest event of the year is officially on the calendar. This year, we are diving into Super Sharky World, an immersive experience designed to help our students "Unlock the Power Within."

SAVE THE DATE

Super Sharky World is Loading...

Friday, March 20, 2026 - 3:30pm-7:00pm

Stay After Today's Meeting on Ways to Get Involved:

- The Hidden Level - Join a Committee!
  - ★ Advertising & Presales: Help us promote the quest.
  - ★ Decorations: Transform the campus into a gaming paradise.
  - ★ Procurement & Logistics
  - ★ Attractions & Games: Be the architect of the fun.
  - ★ Donations & Food (DOOD): Coordinate the fuel for our gamers.
  - ★ Performance & Entertainment
- Parliamentarian/Principal Update:
  - **100 Days of School**
    - **TK/K celebration plans**
    - **New learning zone - Turf area**
  - **Admin Introductions**
  - **Annual Report**
    - **Focus on what is happening in classroom**
    - **Aligned Core Values - the "How" we teach the "What" (content)**
    - **Student needs; Developing student voice**
    - **Community needs**
- Teacher/Staff Update:
  - Nothing to report



- Members at Large Update:
  - MIL#2- nothing to report
- SLC Chairperson Update:
  - Nothing to report
- Compliance Chairperson Update:
  - Nothing to report
- Fundraising Chairperson Update:
  - Nothing to report

**IV. Old/Unfinished Business:**

- Nothing to report

**V. New Business to be brought before the board:**

- Motion in closed meeting: Allocation of up to \$5000 to install hot water access in PTO room
  - Vote:
    - Ayes 9
    - Nay 0
    - Abstain 0
- Achieve 3000 - what is the expectation
  - 2 parent sessions available on Achieve 3000 -
    - Wed @ 2pm in-person, 5pm virtual
  - Teacher expectations vary by student, not always time in class
  - Program is critical piece to literacy development; specifically Reading Comprehension development & writing skills among others
  - Opportunities to explore interests
  - Great tool for parents to support student growth
  - Parent access, reports available
- Attendance reports in Brief
  - Parent observation that rates do not appear to be improving
  - Suggestion given to consider alternative incentives
  - Erin Shiroma clarified there are a both individual and class incentives in place; teacher certificates
  - Tardies have been improving; Traffic becomes a challenge with school this size
  - Open to additional suggestions

**San Jose Charter Academy  
PTO Meeting Minutes**



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**VI. Adjournment:**

- Meeting adjourned at: 9:38 AM
- Date of next meeting: **Tues, February 10, 2026 at 6pm**
- All meetings will be the 2nd Monday of each month unless otherwise stated.