

San Jose Charter Academy PTO Meeting Minutes



Location: Elem. Cafeteria
Aug 31, 2026 @ 6:00PM

Board Attendees:

Executive Board	Officer	Present	Executive Board	Officer	Present
President	Dr. Pam Orozco	☒	Teacher/Staff Rep #1	Katrina Gomez	☒
Vice President / Fundraising	(Open)	☒	Teacher/Staff Rep #2	Yvonne Ronquillo	☒
Secretary	Lillia Vazquez	☒	Member at Large #1	Alexis Medina	☒
Treasurer	Kameren Arias	☒	Member at Large #2	Jennifer Rardin	☒
Events Coordinator	Vanessa Flores	☒	Member at Large #3	Sitarra Ragland	☒
Volunteer Coordinator	Nikki Suzuki-Uyeno	☒	Membership / Community Outreach	Shaunecy Nourak	☒

Quorum requires 2/3 voting members be present (8). Non-voting members listed below.

<i>Parliamentarian / SJCA Principal / Superintendent</i>	<i>Erin Shiroma</i>	☒	<i>Volunteer Chairperson</i>	<i>Megan Rosales</i>	☒
<i>Compliance Chairperson</i>	<i>Brian Nakamura</i>	☒	<i>SLC Chairperson</i>	<i>Miriam Farias</i>	☒
<i>Historian</i>	<i>Kennya Diaz</i>	☒	<i>Fundraising Chairperson</i>	<i>Katia Ramirez</i>	☒

I. Call to Order

- Time: 6:05 pm
- Number of parents/staff in attendance: # ~55
- Quorum present: ☒

II. Approval of Previous Minutes

- Review minutes from previous meeting - **NONE TO APPROVE**
- Motion to approve:
- Seconded by:
- Result: ☐

III. Reports

- President Update:
 - Welcome
- Vice President Update
- Treasurer Update:

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- Final 2026/27 Budget
- Bank Balance: Rize acct-\$32,721.44; BMO acct-\$29,845.21
- Checks cashed:

Check Number	Amount	Description
1652	\$3,000	PTO Room Sink
1658	\$3,000	Core Value Assembly Prizes
1659	\$568.20	Custodial Support
1660	\$2850.50	Field trip/sports busses

- Other payments sent:

Pmnt method	Amount	Paid to	Description
Zelle	\$500	LC Smashed	Staff Welcome Lunch deposit
Zelle	\$155.88	Christina Breceda	Kinder promotion
Zelle	\$185.64	Michelle Arvidson	Kinder promotion
Zelle	\$176.75	Michelle Arvidson	Kinder promotion
~~Cash~~	~~\$151.26~~	~~Michelle Arvidson~~	~~Kinder promotion~~
Zelle	\$713.81	Michelle Ruiz	SFA prizes
Zelle	\$100	Stefany Villegas	Welcome balloons
Zelle	\$36.52	Vanessa Flores	Reimbursement
Zelle	\$40.21	Pam Orozco	Reimbursement
Zelle	\$50.72	Vanessa Flores	Reimbursement
Zelle	\$139.70	Vanessa Flores	Reimbursement
Zelle	\$297.24	Andrea Pate	Staff Little Free Library
Zelle	\$31.82	Vanessa Flores	Reimbursement
Zelle	\$2,400	LC Smashed	Staff Welcome Lunch balance
Zelle	\$9.60	Vanessa Flores	Reimbursement



■ Secretary Update:

- Sign-in
- Free Dress Passes
- Newsletter

■ Membership Update:

Class Membership Progress:

- Review current **class participation and membership totals.**
- Discuss **classes currently in the lead.**
- Continue tracking class progress throughout the membership drive.

PTO Attendance Raffle:

- Every parent, guardian, etc that attends the First PTO meeting are eligible for a raffle of fun giveaway prizes!

Thank you to all of the families; parents, guardians, and grandparents as well as to our SJCA Staff and Faculty. Thank you for joining and making a difference in San Jose Charter Academy's PTO!

■ Volunteer Coordinator Update:

● **Room Parents Needed: TK–8th Grade**

- We are still looking for Room Parents across all grade levels! If you're interested in getting involved, please see me for a Room Parent Interest Form or you can pick-up a form from your child's homebase teacher.
- Completed forms must be returned to your child's homebase teacher or directly to me by **Friday, September 4th** so that we can finalize Classroom Support Teams.

● **Room Parent Meeting:**

- Scheduled for: **Wednesday, September 16th from 9:00am-10:15am in the Elementary Cafeteria.**
- All Room Parents will receive a ParentSquare message with additional information and next steps.

● **Volunteers Needed:** Please complete the sign-up sheet if interested. Must be available for the entire shift.

- **Hearing and Vision Screening:** Minimum of 4-6 volunteers for each date. Volunteers will receive a Free Dress Pass for their children.
 - **Tuesday, September 29th from 8:00am - 12:30pm**
 - **Tuesday, October 20th from 8:00am - 12:30pm**
- **Picture Day:** Minimum of 7 volunteers. Volunteers will receive a \$10 voucher for picture orders.
 - **Tuesday, September 22nd from 7:00am - 10:00am**

■ Events Coordinator Update:

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- Fun Run/Warrior Run - September 25, 2026
 - Register your student
 - School Kick Off - September 4th
 - Popsicle celebration
 - Volunteers Needed - Sign-ups available
- Trunk or Treat - **Saturday, October 17th**
 - Volunteers for Committee needed & day off
 - Community Trucks needed
- Fall Book Fair
- Teacher/Staff Update:
 -
- Members at Large Update:
 - Thank you to everyone who came out to support our first restaurant fundraiser of the school year at Yogurtland! We appreciate our SJCA families and community for participating. PTO will receive 20% back from all purchases made during the fundraiser, helping support our students, staff, and school programs.
- SLC Chairperson Update: Nothing to Report.
- Fundraising Chairperson Update: Nothing to Report.
- Volunteer Chairperson Update: Nothing to Report.
- Historian Update: Nothing to Report.
- Parliamentarian/Principal Update:
 - Thank you for attending
 - Grade Level shout outs - events & community depend on each other; When we collectively contribute we get stronger!
 - Free dress is a token of appreciation - signifies parent participation in PTO meetings. Students can take pride in recognition of how their parents connect.

IV. Old/Unfinished Business:

V. New Business to be brought before the board:

- Family Smiley Face - PTA Families in Cafeteria
- Raffle Winners

VI. Adjournment:

- Meeting adjourned at: 6:47 PM
- Date of next meeting: Monday, Sept 28th