

**A. N. Pritzker School
Parent Teacher Organization
May 06, 2009 Minutes**

Date: 6-May-09
Time: 6:00 PM
Location: Pritzker School
 Room 101

Minutes prepared by:
Secretary: Fran Konieczko Parent

Discussion	Notes
Introduction	Meeting was called to order by John Hayford (Chair) @ 6:21PM
Monthly Recap	PTO Bylaws distributed for review for upcoming June 3rd elections & job descriptions for each office/position.
Treasurer's Report	Currently \$15,526.95 not including outstanding receipts. Fronted salaries for Spring Semester 8 to 9 Program
8 to 9 Program	Mrs. Chapman seeking \$100.00 worth of materials for program. 8 to 9 operating in the red - lost 3 (2 withdrawals due to parent layoff); Collected \$5,080 in fees, paid out \$9,000 in salaries -placing payment thru CPS accounts (FICA, taxes etc on CPS payroll). June meeting discuss future of program & fee increases with new officers. Program needs to self supporting - raise fees or discontinue.
Market Day	Earned Approx \$500 YTD. Last sale 5/20, orders due to school 5/14, internet 5/16. Check into changing sale dates for next school yr. Next officers decide to continue sales or discontinue.
Science Nite	April 27th. Estimated 150 Attendees - confusion on rescheduling of primary grades Science Fair lower attendance. Over budget expenses \$650.00. Lori to send formal Thank-you letters to presenters.
Teacher Wishlists	Mrs. Chapman - Half cost of bus \$77.50 Received tickets to Bud Not Buddy @ Merle Reskin Theatre. Sylvia motioned to approve, John Hayford seconded. Passed Unanimous. Mrs. Jenkins - Videography for the Performing Arts 2009-2010 YR, Create music videos, newscasts, documentaries use of green screen technology. Cost \$270.00 for software & green screen Some discussion to inquire about further software applications for more one classroom. John Hayford motioned to accept Susan Bouch seconded. Passed unanimous
June Election of Officers	Review of the roles & responsibilities of officers Chair, Vice Chair, Secretary & Treasurer Board of Directors: Least 4 members including the Chair, Vice Chair to manage the affairs of the PTO. Chair: Official representative of the PTO @ all functions, meeting Vice Chair: Support the Chair Secretary: Conduct all communication of PTO; prepare minutes, agenda, Board of directors to School communication; Maintain the PTO website, Monitor the PTO email account; Assist Treasurer w/8 to 9 communication with parents; Maintain Corporate Books; Maintain Insurance coverage for PTO

Treasurer: Fiscal Management of PTO -Monthly Financial Reports; bal PTO accounts; Administrator of 8 to 9 program & funds; Tax Admin/returns. responsibilities (file State of IL Non-for profit reports); Maintain PTO documents related to PTO monies; reimbursements of PTO funds

<p>Pritzker Upcoming Events</p> <p>**ALL DATES SUBJECT TO CHANGE - PLEASE CHECK WITH SCHOOL OFFICE</p>	<p>5/11 Primary Spelling B</p> <p>5/14 International potluck dinner ; PAC Workshop</p> <p>5/20 LSC 5:30PM Election of parent rep; Last Market Day Sale 6PM-7PM Pac Meeting 9:45AM</p> <p>5/22 Bus Driver Appreciation</p> <p>5/25 No School Memorial Day</p> <p>5/28 Talent Show 10AM & 1PM</p> <p>5/30 Do Division - FOP children's area games & % of door Antique & Junk Sale</p> <p>6/1 Award Assembly K thru 3rd Grades</p> <p>6/2 Award Assembly 4th thru 7th Grades</p> <p>6/3 PTO Meeting - Election of Officers 2009-2010 & 8 to 9 Program Fees restructure</p> <p>6/5 Fun Fest All School Event 10AM to 2PM</p> <p>6/6 FOP Birdhouse Silent Auction</p> <p>6/8 8th Grade Picnic/ Softball game vs. staff Wicker Park Principal Scholars k-3</p> <p>6/9 Principal Scholars 4-7 / 8th gr vs. teachers in Volleyball</p> <p>6/10 8th Grade Graduation / LSC 5:30PM</p> <p>6/11 No School Teacher Institute day</p> <p>6/12 9:30 to 10:30AM Last Day of School</p>
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Adjournment 7:45PM:John Hayford motion to Adjourn meeting, Brenna Michaels Seconded Unanimous