



Home & School Meeting September 13, 2022
Multipurpose Room at Prairie-9am

Attendance: BZ, DA, MP, NK, DH, SS, KS, AH, MG, MH, EK, KV, LH, MH, SV, JD, EK, CT,
KG, EB, JC, MR

A. CALL TO ORDER 9:02am NK

B. WELCOME

- a. Opening
- b. Introductions (Co-Presidents, Vice President, Treasurer, Secretary, Principal, Assistant Principal)

C. APPROVAL OF MINUTES

- a.  DRAFT of H&S Meeting Minutes for 5.10.22 1. EK 2. SS

D. PRESIDENT REPORT

- a. Thank You's
 - i. Erika Gerdes and Liza Schramm, Staff Food Chairs
 - ii. Carolyn Buckingham and Anne Walker, School Supply Chairs
 - iii. Kari Buttera and Brittany Piszynski, Prairie Fest Chairs
 - iv. Erica Bennett, Prairie Partners, Co-Chair
 - v. Allison Kellogg and Megan Pagnucci, Staff Gifts Committee Chairs
 - vi. Emily Kozlowski, Prairie Marquee Chair
 - vi. Tia Claffy and Anne Walker, Special Projects Chairs
 - Vii. Liza Hood, outdoor classroom space
- b. General H&S Updates
 - i. Role of H&S-Survey Coming Soon!
 - ii. District Level Liaisons for 22-23
 - General Home & School-[Emily Kozlowski](#)
 - Board of Education-[Joseph Kozminski](#)
- c. Prairie Volunteer Opportunities
 - i. Committee Chair Openings (2)- co's for Co-Ventures and Direct Donations
 - ii. email sent 9/12 for volunteer sign up, including job descriptions
 - iii. [Committee Sign Up](#)
 - iv. [H&S Meeting Schedule](#) (all 9am this year)
- d. Misc.
 - i. Website Walk Through-Where to find up to date H&S information?
 - Week at a Glance (WAAG) every Sunday via email
 - H&S specific page on the [Prairie Website](#)
 - [H&S Facebook Page](#) (official page)
- e. Upcoming H&S Sponsored Events

- Watch D.O.G.S. returning this year, slightly modified. Zoom informational meeting but online signup
 - Eat Out @ Dairy Queen 9/21/22 on Chicago Ave.
 - Art Awareness
 - Book Fair -11/7, 11/9, 11/10
- f. Contact the board with any questions or suggestions:
- i. Nicole Kmetz, prairiehs@gmail.com
Megan Pagnucci, prairiecopresident@gmail.com
 - ii. Stuart Hong, prairieschoolvp@gmail.com
 - iii. Dana Hall, prairiesecretary@gmail.com
 - iv. Derrick Allen, prairietreas@gmail.com

E. VICE PRESIDENT REPORT

- a. Week at a Glance
 - i. Submissions are due by noon on Wednesday for the following week
 - ii. Email to Stuart Hong at prairieschoolvp@gmail.com
 - iii. Links to flyers need to be marked as shareable. Can attach pdfs or google doc links (preferred.)
 - iv. Please note if you want to run for multiple weeks.
 - v. If you have a submission, review the draft on Thursday and give your approval.
 - vi. Share email fix for contact names in Google

F. TREASURER REPORT

- a. Review current year account reconciliations, P/L reports and transaction detail reports
<https://drive.google.com/drive/folders/1CCAGm8bdrWONy4RJxfsg0qo10TVhK3-W?usp=sharing>
 - i. Savings Account - \$5,002.90
 - ii. Checking Account - \$33,168.59
 - iii. Approval of Reports 1. SS 2. LH
- b. 2022-2023 Budget
 - Prairie Budget 22-23 for Distribution Summary.pdf
 - Prairie Budget 22-23 for Distribution Detail.pdf
- c. Forms
 - i. Deposit form is available in the Prairie office - cash needs 2 signatures
 - ii. Check request form is on the Prairie volunteer google drive and H&S website
- d. All payments need to go through Prairie office
- e. Cannot reimburse tax - Tax exemption certificate on volunteer google drive

G. SECRETARY REPORT

- a. Correspondence
 - i. Thank yous
- b. Email sent to committee chairs to e-sign Policy and Procedure forms
- c. Will go over the google drive information at the chairpersons meeting next week
- d. Attendance Raffle- Katie Smreczak, Prairie tumbler

H. PRINCIPAL REPORT

a. Thank You

Thank you for a great kick off to the 22-23 school year. From your attendance at Meet the Teacher, participation in Curriculum Night, the Welcome Back breakfast, Prairie Fest and most importantly being there to support your learner as we started a school year, the staff and I appreciate all you do.

b. Parent/Teacher Conferences:

Parent/Teacher Conferences will be held virtually or in-person on Thursday, October 6th from 5:00-8:30 PM and Friday, October 7th from 8:00-12:00. PTC Wizard will be utilized to schedule conferences. Sign up for conferences begins on Thursday, September 15th and closes on Thursday, September 29th at 3:00 p.m.

c. Clubs and Activities

Several clubs are up and running with more to come. As of this meeting, we have started:

Garden Club

Sticky Fingers

Bricks4Kidz

Impact Art

First Lego League

d. Staffing

We are still looking for a building substitute as well as a special education assistant. If you know of anyone who is interested, please have them reach out to Ms. Brandes or me.

e. Testing

We are still in the midst of fall testing. Students in K-5 took the MAP assessment and K-2 is currently in the process of taking MAP Reading fluency in lieu of the F/P assessment. Students in grade 3 are gearing for honors math testing. Any testing questions should be directed to your child's classroom teacher or Ms. Brandes.

f. From the Health Office

Please forward any emails, notes or messages about students leaving for appointments/for the day/vacations or any information related to medication or health concerns. Parents don't always share this with the health office.

I. TEACHER REPRESENTATIVE REPORT

- a. Staff- A HUGE thank you for the breakfast provided on the first Friday after school began. It was a delicious treat to have McDonald's, coffee, and juice. Thank you so much! We also had a blast at Prairie Fest. It is always such a wonderful time, and we were happy to see so many families there.

J. COMMITTEE REPORTS

- a. Verbal
- b. Written reports attached.

K. NEW BUSINESS

- a. Fun Run 10/21
 - i. [Overview](#)
 - ii. Addition of Committee/Subcommittee
 - Kasey Gilliam volunteered to help

Change the name of Adult Social to Prairie Adult Social and Fundraising,
motion approved

iii. Approval of Funds 1. LH 2. EK, all in favor

iv. Volunteer Opportunities-Details to come

Adjourn 1.SS, 2.KV

Q&A: Trash cans on playground?

-Present ALICE procedures?

-How to order photos Visual Image Photography VIP

-Attendance line, phone call preferred.

-Assignment notebooks available for younger grades, still waiting for 5th grade.

-Why are we adding a fun run with all the other fundraising? Adult social will be morphed into more of an evening out with less fundraising.

-should we have a sponsorship committee? Shared google sheet? Don't keep bothering the same businesses over and over

-Dick Pond suggested for fun run shirt sponsor

L. UPCOMING EVENTS

- Friday, September 23: Committee Chair First Meeting in MPR, 9:00 AM
- Sunday, September 25: S.U.C.C.E.S.S. Cookout, 1:00-6:00 PM
- Friday, September 30: Deadline for 5th Grade Cover Contest
- Sunday, October 2: National Custodial Worker's Day
- Thursday, October 6: NO SCHOOL-Institute Day
- Friday, October 7: NO SCHOOL-Parent/Teacher Conferences
- Wednesday, October 12: Boosterthon Program launches
- Friday, October 21: Fun Run Event

H&S Committee Reports Month: September 2022

Committee: Marquee

Contact: Emily Kozlowski prairiemarquee@gmail.com

If you have an event, appreciation day or deadline that needs to be on the marquee email me at prairiemarquee@gmail.com as soon as possible. I need to get approval for all posts from the Co-Presidents and Mr Zallis so if you wait until the last minute there may not be enough time to get it approved or the spaces may be full. We have both sides of the marquee, 4 lines and short and sweet for the messages allows them to be read more easily.

Committee: Assemblies

Contact: Matt Wilhelm mattwilhelm43@yahoo.com

I am scheduled to perform two assemblies on the morning of Monday, November 21st. My shows are free of charge, so as not to be a conflict of interest :) Ms. Brandes said maybe we would be doing two assemblies this year, so I plan on booking Tim Hannig with Pro Kids shows for the spring semester. Typically we would do two daytime shows with Tim and a family night.

Committee: Book Fair

Chairs: Claire Cuevas and Hillary Lafferty

Contact: acmorris812@comcast.net; hillarylafferty3682@gmail.com

First book fair will be week of November 7th. Set up will be the Friday before 11/4. There is no school on 11/8 due to Election Day but since our school doesn't have voting book fair is okay to be out. Book fair will be taken down after school on 11/11.

Date was chosen due to limited availability from ABC book fairs. Also November preferred over December as kids will be out of the classroom for other things in December.

Committee: School Supply Kits

Contact: Carolyn Buckingham and Anne Walker cforgue@gmail.com & annewalker011@gmail.com

The extra assignment notebooks for grades 2-4 have arrived. We are waiting for the second shipment of the 5th grade notebooks to arrive which we've been told will ship this week. Once we have all of the assignment notebooks available, Anne and I will send out an announcement and be available in the front lobby before school for a couple days to sell them. After that, they will be available in the front office.

Room Parents

Liza Hood and Katie Smer

Many classes are full, but there are still slots. Head room parent, with supporting committee for planning and executing. Lead for each party. Fall, Winter, and Valentine's parties. If 5th moves to May, \$25 for

Prairiedog Den

Liza Hood

Furniture secured, tables moved to grassy knoll, still coming is electrical added to back of building, locked cabinet with dry erase board, pavers will go in before Sept. selling paver engravers as fundraising

School Enhancements

Liza Hood and Kate Morris

Pulling up on the window covering on the front windows, holes in the mural outside LC will be painted for now.

Safety Committee

Shelly S.

New subcommittee for parents to volunteer for a weekly slot during drop off to help keep cars moving. Also looking at how to better execute the process as a whole. There will be a survey coming out to determine how many riders we have.

Co-ventures

Kim Vigue

DQ eat out 9/21

Little Pop's 9/29

Looking for feedback to mix things up, possibly a Halloween themed kit