

Prairie Home and School Board Meeting
September 9, 2008
9:00 a.m. Room 117

*****FINAL VERSION*****

Attendees:

Vidya Padmanabhan	Susan Casey	Kris Gericke	Bonnie Workman
Mary-Ann Porter	Matt Olejnik	Jodi Glass	Cheryl Huber
Nicole Allen	Tracy Cordeiro	Patty Curran	Suzanne Gutknecht
Katy Paulson			

Meeting was called to order at 9:02 AM.

President's Report:

- Welcome to all. Volunteers make many of the activities and events at Prairie possible.
- An email overview of procedures regarding H&S communication venues, including the copy room, Week-At-A-glance, the monthly newsletter, the marquee, call outs, and Talk 203 was sent to committee chairs via email. If you did not receive this, contact Vidya for a resend.
- Committee chairs should call all of their volunteers at the beginning of the year and after events.

Vice-President's Report:

- Information regarding the Mentor Program is going out to mentors today. Additional volunteers welcome.
- Thirty people participated in LRC orientation. Teachers are finalizing schedules. The program will be fully operating by 10/1.

Treasurer's Report:

- The 2008/09 budget, the current Income Statement, and the Income Statement from the May 2008 H&S meeting were distributed.
- Check request forms are available in the Treasure's box in the H&S office. Committee chairs need to sign expense requests and attach receipts. Tax exempt forms must be used when purchasing items for Home and School.

Secretary's Report: Motion to approve May 2008 H&S minutes by Bonnie Workman was seconded by Cheryl Huber.

Committee Reports:

- Assemblies: First assembly of the year will be on 9/26 featuring The Game Show Gurus.

- Spirit Wear: Samples will be arriving soon and will be on display during conferences. Order forms will be sent home by 9/15.
- H&S Closet: Adrienne Osmun volunteered to organize and label the H&S closet in the gym. Committee chairs are asked to sort through and identify their items, getting rid of things in poor condition. More specifics to follow via email.
- Market Day: Committee wants to increase orders via awareness campaign (posters, flyers) with goal of \$5K profit. Ten percent of sales go to H&S. Will utilize WAAG and Marquee. Cheryl Huber's name is now on the order form. Cheryl and Patty Curran have sampled many products and can make recommendations. Credit for sales at the Sara Lee outlet on Ogden Ave can be designated for Prairie.
- Directory: Small and home-based businesses can advertise in the directory this year, with the goal of ad revenues covering the cost of printing the directory. Business card-sized ads cost \$10 and are due 9/10. The directory will go to the printer by 9/12.
- Copy room schedule is posted. Each day of the week is covered.
- Yearbook: Pictures are welcome. A public upload option is available at www.myyear.com. Prairie's project number: 918951. Users can upload five pictures at a time. Include your name in the upload and the event and student names in caption as space allows. Online orders for yearbooks will be available; a transaction fee applies. Developing a theme around "Follow Your Dreams" using the Prairie "Paw." Contact Bonnie Workman or Jodi Glass with ideas on connecting the two images.
- Staff Appreciation: Welcome back event for staff was well-received. Coordinating schedule for other dates.
- School Store: Fourth grade assignment notebooks were not included in the kits. A limited number of notebooks have been made available to the teachers for distribution/ sale. Teachers will be notified when more are available. H&S will allow for an increase in scholarship kits in next year's budget.
- Gift Wrap: Decorating complete. Student packets will be sent home 9/15, with orders due on 9/29. Game sheets will be distributed on 9/17 to be used for raffle eligibility.
- Manna: Strong start this year. Chamber checks are available for a limited time and expire at the end of this year. Cash-n-carry is held every Thursday in the Prairie Lobby from 2-3 and during Market Day pickup. Income statement from 2007/ 08 reflected activity through 5/13/08. Susan will work with Katy to ensure final numbers correspond to committee finals.

Assistant Principal's Report: Partnership with National City will continue this year. Fourth and fifth grade students serving as tellers and advertisers and will have a field trip at the bank. The school bank will be open on Wednesday mornings at 8 am in the LRC and can accept checks or cash for deposit.

Principal's Report:

- Thank you to all parents who attended orientation and to all volunteers who helped at the Ice Cream Social.
- Mrs. Gamble and Mrs. McKee will serve as crossing guards at Charles and Hillside.
- Virtual Backpack will be used for posting flyers from outside organizations. See www.naperville203.org. Follow "Parents and Students" link to "vB203." Only items directly related to Prairie will be sent home via student backpack. The Prairie website is being revised, to be ready in mid-October. The school calendar for the year will be uploaded after the change. Order forms related to H&S fundraisers cannot be posted on the school website. The vendor for Talk 203 is changing. Email addresses provided by families in their registration packets will be included in the new system.

Unfinished Business and General Orders: None

New Business: A chairperson is needed for Prairie Day and a co-chair is needed for Spirit Wear. Contact Vidya if interested.

Upcoming Events:

- International Walk to School Day Oct 8
- Wrapping Paper Sale 9/15 – 9/29
- Picture Day 9/19
- Assembly 9/26
- Prairie Dog Newsletter deadline 9/12
- Next meeting 10/7 at 7pm in the LRC.

Motion to adjourn by Cheryl Huber was seconded by Suzanne Gutknecht.