

Meghan Dawson



Letter of Intent for Parent-Elected Board Position

April 9, 2025

Prairie Crossing Charter School
1531 Jones Point Rd.
Grayslake, IL 60030

Dear Prairie Crossing Board Members,

I am writing to express my interest in submitting my candidacy for a Board Member position at Prairie Crossing Charter School. As a parent who has been part of this unique community for seven years, I am eager to contribute my skills, leadership, and experience to furthering our shared goals for Prairie Crossing and its students.

Vision for Prairie Crossing

My vision for Prairie Crossing is centered on three key points: strong academics, student well-being, and open communication. I believe that these elements are essential for creating a thriving school environment.

- **Strong Academics:** Ensuring that all students are not only supported but also challenged to reach their fullest potential is crucial. While Prairie Crossing excels at supporting students who need extra help, I believe we can better serve gifted students and provide accelerated programs to maintain engagement and growth for all learners.
- **Student Well-Being:** The safety and well-being of our students must always be a priority. This includes refining anti-bullying policies to reflect Prairie Crossing's specific needs and being proactive in updating our procedures for emergencies, such as active shooter situations. Collaborating with law enforcement to implement programs like ALERRT will enhance our preparedness. Additionally, supporting our Teachers and Student Services teams with regular training is key to staff retention, as students benefit from consistent, familiar faces in the classroom.
- **Open Communication/Transparency:** Increased parent involvement starts with open, transparent communication. By making it easier for parents to access information and demonstrating that we value their input, we can foster a stronger partnership with them. It's essential that parents feel heard and know that their time and concerns are valued.

Relevant Experience

I have spent 27 years at the same company, progressing from receptionist to holding several key leadership positions. My background includes experience in human resources, benefits, auditing, and finance. Working at a small business has given me a diverse skill set and the ability to tackle challenges outside my formal role. This "All Hands on Deck" mentality is something I will bring to the board, and I'm often called upon to improve processes and relationships by our partners.

In addition to my professional background, I've always been deeply involved in my community. I served as a Classroom Coordinator for several years, where I enjoyed working closely with students, teachers, and parents. I have also volunteered as an Assistant Girl Scout Troop Leader for two years and as an Assistant Youth Soccer Coach for three years. I spent four years on my neighborhood Civic Association, serving as Vice President and President, where I developed key processes that enhanced the board's effectiveness and increased volunteer participation. These experiences taught me how to collaborate, lead, and create impactful change within a community.

Commitment to Prairie Crossing

I believe that my "All Hands on Deck" attitude will be an asset to the board. I genuinely want to see Prairie Crossing exceed its goals and continue to thrive. I am passionate about fostering a culture where every voice is heard—recognizing that even when we may not agree, we can still learn from one another and move forward together.

It would be an honor to join the board and collaborate with others who are dedicated to making Prairie Crossing an even better place for our students and community. Thank you for considering my application.

Thank you,

Meghan Dawson



Meghan A. Dawson

— EXPERIENCE —

NIelsen ENTERPRISES, INC: 11/97 – Present
Lake Villa, IL

**Parts Director /Human Resources/Executive Administrative Assistant:
10/13 – Present**

- Manage new employee recruitment, manage employee files, & I-9s.
- Implement new systems and process for HR department to operate efficiently. Including onboarding, termination, benefit enrollment and employment laws.
- Administer benefits programs – health, vision, dental, 401k, accidental, disability, and life insurance.
- Prepare and submit weekly payroll. Compute commissions monthly.
- Develop monthly reports - flooring analysis of inventory of whole goods, sales tax reports, and payroll analysis.
- Completes annual audits – 401k and workman's comp.
- Process travel plans, expenses, and reimbursements.
- Prepare analytical and query work, as well as compile reports based on data.
- Prepare logistics for trade shows – Chicago Boat and RV Show, International Motorcycle Show and Nielsen Enterprises Grand Finale SnoCross.
- Provide high level administrative support to President, such as taking calls, scheduling meetings, managing executive requests, and other office duties.
- Forecasting parts needs to maintain optimal inventory levels
- Develop and implement cost accounting policies, procedures, and operational reporting.
- Work with Service Director to improve overall profitability of the dealership

Finance Manager: 07/05 – 10/13

- Collect and review customer credit applications. Negotiate applications with lenders to have contracts bought and declines turned over.
- Complete all loans for funding per each lenders guidelines.
- Implement new programs from manufacturers and lenders and communicate to Sales Team.
- Prepare cost analysis spreadsheets for Sales Managers on all product models.
- Oversee inventory process – enter orders and receive inventory of motorcycles, ATVs, UTVs, watercraft, jet boats, and snowmobiles.
- Handle multiple projects from President, Sales Manager, and Assistant Sales Managers.
- Implement new policies to keep up with ever changing financial industry.
- Transition company from paper processes to computer.

Sales & Finance Assistant: Part Time 05/98 – 6/02, Full Time 6/02 – 7/05

- Prepare and complete all paperwork with customers at delivery and satisfy any needs to make sure a positive customer satisfaction survey.
- Ensure all accessories are ordered, delivered, and installed for customer.
- Developed initial company website.
- Update product on the website with the correct descriptions and pricing.
- Develop a sales program for the sales department to replace paper sales
- pricing books with a computer program on Excel for instant updates.

Receptionist: Part Time 11/97 – 5/98

- Responsible for answering and directing 11 incoming lines.
- Prepared all paperwork to be sent to the state for title work.

— PROFILE —

I describe myself as a strong communicator with excellent organizational skills. My background, which includes a variety of positions at Nielsen Enterprises, has helped me develop a unique ability to adapt to new projects and tasks.

Working for a successful family owned company has driven me to learn new programs and help develop new processes to make the work environment a more efficient space.

— EDUCATION —

**BACHELOR OF BUSINESS
ADMINISTRATION (1998-2002)**
EMPHASIS: Finance & Accounting



**Northern Illinois
University**

— SKILLS —

MICROSOFT OFFICE

- Excel, Word, PowerPoint, Outlook

Paylocity

Human resource and payroll software that manages payroll, benefits, talent, & workforce.

ADP LIGHTSPEED

A powersports dealer management system

— SPECIAL POSITIONS —

G.E. DEALER ADVISORY BOARD

Board Member (2007-2013)

Responsibilities include:

- Quarterly conference calls
- Attend annual board meetings
- Represent all Midwest powersports dealers to discuss industry best practices
- Provide on-the-ground feedback to GE to uncover best practices for financing

Grandwood Park Civic Association

President – 2018 – 2020

Vice President 2016 - 2017

*Help keep the community engaged by planning neighborhood events such as Spaghetti Dinner, Fish Fry, Music in the Park, and Oktoberfest. Also raising money for our neighborhood scholarship fund.

Youth Assistant Soccer Coach

3 Years

I have always loved being on the sidelines and helping the kids learn good sportsmanship.

4/7/2025

Prairie Crossing Charter School
1531 Jones Point Rd.
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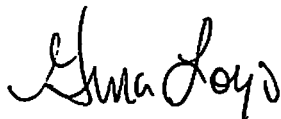
Dear Prairie Crossing School Board Members,

I am writing to highly recommend Meghan Dawson for the position on the Prairie Crossing School Board. I have had the pleasure of working with Meghan for over 25 years. Although this is in a capacity outside of the school system, I have had many opportunities to observe her dedication, professionalism, and passion for education, working with students and community development.

Throughout Meghan's career, she has demonstrated exceptional leadership, sound judgement and communication skills. She has consistently shown the ability to work collaboratively with a wide variety of individuals to achieve shared goals. Over her many years at Nielsen Enterprises, Meghan has successfully led and held supervisor roles in various departments across the dealership and has been nominated and served on various manufacturer advisory boards. Meghan also has a strong background in finance and administration, which will undoubtedly be valuable in her role on the school board. While I do not have direct experience with the school system, I know that Meghan is passionate about education and the success of young people. Her support and involvement in youth sports and other extracurricular activities shows a strong commitment to supporting students.

I have every confidence that Meghan will bring the same level of enthusiasm, hard work, and dedication to your school board as she has in every other role she has undertaken. I strongly support her candidacy and encourage you to consider her qualifications as you make your decision. Thank you for your time and consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Gina Loizzo". The signature is fluid and cursive, with the first name "Gina" and last name "Loizzo" clearly distinguishable.

Gina Loizzo
Finance Manager,
Nielsen Enterprises, Inc.

Leah Stender

Grayslake, IL 60030

4/7/2024

Prairie Crossing Charter School Board
1531 Jones Point Rd
Grayslake, IL 60030

Dear Fellow Members of the Prairie Crossing Charter School Board,

I'm writing to strongly recommend Meghan Dawson for the Prairie Crossing Parent-Elect School Board position. I've had the pleasure of knowing Meghan for 7 years, and in that time, I've come to know her as someone who is not only incredibly dedicated but also a person of strong character and integrity.

Meghan has been a part of the Prairie Crossing Charter School community for the past 7 years and has always been an active and supportive presence. With two kids in 5th and 6th grades, she's been involved in supporting various extracurriculars from band to basketball to soccer and drama—and she makes sure to support other families in the community in any way she can.

But it's not just her role as a parent that stands out. Meghan has an impressive history of serving in various capacities on boards where she's consistently demonstrated strong leadership and a knack for tackling challenges head-on. She served on the Grandwood Park Civic Association for four years—two as Vice President and two as President—showing her ability to manage responsibilities and lead a team.

She has also made a significant impact through the Little Learners Parent Advisory Board, serving for two years, and her dedication to helping young children thrive in the community is truly admirable. Through these roles, she's demonstrated a great ability to bring people together and find common ground, which would be invaluable for any school board.

In addition to her board work, she's been a PCCS Room Parent for four years, organizing numerous volunteer efforts, coordinating parent involvement for school parties, and making sure everything runs smoothly. Their communication is top-notch—they're always keeping people informed and making sure everyone's on the same page.

She's also served as the Assistant Troop Leader for Girl Scouts for two years, helping guide and mentor my own daughter and other young girls in the community. Their commitment to supporting kids extends to sports, where they've been an Assistant Youth Soccer Coach in Gurnee for three years, encouraging teamwork and sportsmanship in the next generation.

On a personal note, I can tell you that Meghan is dependable, thoughtful, and hardworking. She genuinely cares about the community and always puts the needs of others first. I have no doubt she would bring the same level of dedication and passion to the Prairie Crossing Charter School Board.

Thanks for considering this recommendation. I'm confident that Meghan Dawson would make a fantastic addition to the board, and I fully support her candidacy.

Best regards,

Leah Stender

Member, Prairie Crossing Charter Board of Directors

Member, Prairie Crossing Charter Governance Committee

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To Whom This May Concern:

I am pleased to recommend Meghan Dawson on her attempt to become a parent elected board member for the Prairie Crossing Charter School. Over the past 6 years of knowing Mrs. Dawson, I have been consistently impressed by Mrs. Dawson's dedication, leadership, and focus on improving education for the Prairie Crossing Charter School community.

Mrs. Dawson has shown remarkable strategic thinking, particularly in getting parent involvement and facilitating communication between the school and the student body it serves. Mrs. Dawson's ability to listen to diverse perspectives and make decisions that prioritize students' needs is a testament to Mrs. Dawson's commitment to our district's success.

Additionally, Mrs. Dawson brings a wealth of knowledge in educational policy, financial oversight, and equity, making her an invaluable asset to the board. Knowing Mrs. Dawson, I am sure she would consistently work to ensure that all voices are heard and respected.

I am confident that Mrs. Dawson will continue to be a strong leader for our district. Please feel free to contact me at [REDACTED] if you need further information.

Sincerely,
Oliver Cachola