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PRAIRIE CROSSING
CHARTER SCHOOL



WHERE EDUCATION COMES NATURALLY

Prairie Crossing Charter School
Board of Directors' Meeting
Wednesday, December 16, 2009 7:00 PM
As Approved January 26, 2010

The minutes of a meeting of the PCCS Board of Directors held on Wednesday, December 16th, 2009 in the Conference Area of the Anna B. Comstock Building, Prairie Crossing Charter School, 1531 Jones Point Road, Grayslake, Illinois.

A copy of the board documents for this meeting is available for viewing either on the school website (www.pccs.ws) or in the school office.

Board Members Present

Geoff Deigan, President
Dr. Barbara Provost, Vice President
Steve Achtemeier, Treasurer
Mark Dybas, Secretary
Dr. Eric Hebert
Tom Keenan
Elizabeth Stearns
John Wylie

Board Members Not Present

Dean Thorson (excused)

Staff Present

Myron Dagley, Director
Brian Greene
Kelly Smith
Paul Habel
Sarah Kirch
Stacy Gavin
Dil Dybas

Those members answering roll call to constitute a quorum were:

Roll Call: Present: Geoff Deigan, President, Dr. Barbara Provost, Vice President, Steve Achtemeier, Treasurer; Mark Dybas, Secretary; Tom Keenan; Dr. Eric Hebert, Elizabeth Stearns, and John Wylie.

Pledge of Allegiance recited by Paul Habel

Motion to Approve the Agenda by: Mark Dybas and second by Tom Keenan

Voice Vote: All Ayes

Carried 7:11 PM

Special Presentation: NWEA & ISAT Scores FY09 – Principal Brian Greene

Principal Greene began his presentation by presenting the results of the School's NWEA tests for the Fall, 2009. Mr. Greene reported he was very pleased with how the 6th, 7th, and 8th grades were doing compared to the norm RIT data values. Board members asked questions about what is

done with the data. Mr. Greene explained that this data is used by teachers to identify what help individual students need. Mr. Greene presented ISAT data for the School. Overall, this data was also described as very positive by Mr. Greene. Board members asked questions about the presentation and specifically what steps are being taken to improve scores in writing. Mr. Greene responded to questions asked.

Special Presentation: Outreach Presentation – PR Staff Member Dil Dybas

Mrs. Dybas presented the Board with background information on the School's outreach plan, including our collaboration with the Illinois State Board of Education during the development process and their approval of our outreach plan. Mrs. Dybas provided a brief description of outreach efforts to-date. Information was provided on new sites where open houses are to be conducted this year and how outreach information will be disseminated to the public. Mrs. Dybas reviewed the School's power point outreach presentation with the Board. The Board asked questions about the presentation. There will be an open house in Park City on 1/13/10. Board members made suggestions related the look of the presentation. Further, it was suggested that the School maintain a file documenting, by date, all outreach efforts conducted to ease any future reviews of the School's activities.

Discussion Agenda

1. Review Legal Bills

- October 31, 2009 - Hodges, Loizzi, Eisenhammer, Rodick & Kohn (\$960.36)
- November 30, 2009 - Hodges, Loizzi, Eisenhammer, Rodick & Kohn (\$331.78)
- November 10, 2009 – Franczek Radelet (\$6.75)

No comments.

2. First Reading: Proposed Amended Policy 400.3 – Leave of Absences

Mr. Dagley presented the Policy to the Board. Mr. Dagley noted that the changes being presented were based on the advice of School Counsel. It was clarified that the term child also applies to step-children.

3. First Reading: Proposed Amended Bylaws Article VI

Mr. Deigan presented that the Board had asked the Governance Committee to bring a recommendation to the Board regarding the current need to have a majority of Board members on several Committees per the Bylaws. Mr. Dagley presented the proposed amendments to the Bylaws as recommended by the Governance Committee. The Board had no further comment on the matter.

4. Proposed Position: Director of Development FY-10

Mr. Deigan presented that this issue was presented to the Finance Committee tonight and the Finance Committee recommends that the Board approve the proposed position. The Finance Committee made an addition to the position, to have the position give priority to raising funds needed to cover any FY10 deficit. The Board suggested that the goals for the position be broken out into quarterly goals, not yearly goals. It was clarified that this position will report to the Director.

5. Proposed Contract for Support & Maintenance IT Lighthouse

This issue was reported to have been reviewed and approved by the Finance Committee tonight. Mr. Dagley stated that this contract is needed for the School. Mr. Hebert felt this service would be an appropriate compliment to Mr. Koonan's skill set.

6. Updated Director's Contract

Mr. Deigan stated that the Director's job description and position had been posted on approximately 9 sites that serve the educational and charter school industry. Mr. Deigan believes we have received approximately 24 resumes. The resumes have not yet been reviewed. Mr. Deigan stated he will compile the resumes and distribute them to the Board. Mr. Deigan is hoping to have a working group vet and review the applications. Mr. Deigan stated the possibility of using a search firm that is currently working with INCS. Ultimately, it is likely that the Board will develop and conduct the interviews. Ms. Stearns asked that updates on the process be provided to the parent community. Mr. Deigan stated that costs associated with the search have been minimal at this time.

7. Website Update & Website Policy Discussion

The development of the web site has been delayed due to some of the volunteers being ill. I.T. Lighthouse will not be involved in this project. The web site will mostly be handled by staff. Ms. Provost suggested that we consider not rolling out the web site until we have roles and polices for the site established. Mr. Deigan stated the policy development would be handled by the Governance Committee and the Communications, Fundraising, and Public Relations Committee. The School has also sought, and received, input from Counsel on web policies.. It was agreed the site can be rolled out on a limited basis.

Public Comment

10 minutes

None

Closed Session

Discussion related to 5ILCS 120/2(c) 1-The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine its validity.

8. FY-10 Special Education Teacher Contract

Motion to go into Closed Session

Moved: Barb Provost

Second: Eric Hebert

ROLL CALL

Ayes: Geoff Deigan, Barbara Provost, Steve Achtemeier, Mark Dybas, Eric Hebert, Tom Keenan, Elizabeth Stearns, John Wylie

Carried 8:23 PM

Return to Open Session:

Motion to return to open session

Moved: Mr. Hebert Second: Mr. Achtemeier

ROLL CALL:

Ayes: Geoff Deigan, Barbara Provost, Steve Achtemeier, Mark Dybas, Eric Hebert, Tom Keenan, Elizabeth Stearns, John Wylie Carried 9:50 PM

Consent Agenda

9. Director's Report - includes Principal's, Manager's of Benefits & Facilities and Business Manager's Report
The holiday bizarre raised approximately \$2,100 this will result in more money being available for school activities. Ms. Provost expressed her concern that the school needs cleaning, particularly at the entrance to the office building. The Board indicated they would be willing to help with a service day. Mr. Dybas stated he was pleased to learn of the efforts that were being taken to enhance the environmental focus of the Virginia trip.
10. Financial Statements, November 2009
 - **Written report provided.**
11. Treasurer's Report and Finance Committee Report
 - **Written report provided.**
12. Human Resource Committee Report
 - **No report provided as committee did not meet in December 2009**
13. Governance Committee Report
The work of the Governance Committee will be covered in the discussions of Policies this evening.
14. Communications/Public Relations and Fund Raising Committee Report
 - **Written report provided.**
15. Excellence in Academic Programs Advisory Committee Report
 - **No report provided as Committee has did not meet in December 2009**
16. President's Report
 - **Written report provided.**
17. PSO Report
 - **Written report provided**
18. Review Open Session Minutes – 11/17/2009
No comments
19. Motion to Approve Open Session Minutes – 11/17/2009

Moved by John Wylie and second by Tom Keenan
Voice Vote: All Ayes, Carried

20. Motion to Accept Reports on Consent Agenda
Moved by Mark Dybas and second by Elizabeth Stearns
Voice Vote: All Ayes, Carried

Public Comment

10 Minutes

None

Action Agenda – New Business

1A - Authorize Payment of Legal Bills- \$1298.89
by John Wylie and second by Barb Provost

ROLL CALL:

Ayes: Geoff Deigan, Dr Barbara Provost, Steve Achtemeier, Mark Dybas, Dr Eric Hebert; Tom Keenan; Elizabeth Stearns; John Wylie. Carried

4A – Approve Director of Development Contract FY10
by Elizabeth Stearns and second by Eric Hebert

ROLL CALL:

Ayes: Geoff Deigan, Dr Barbara Provost, Steve Achtemeier, Mark Dybas, Dr Eric Hebert; Tom Keenan; Elizabeth Stearns; John Wylie. Carried

5A – Authorize Contract with IT Lighthouse
by Steve Achtemeier and second by Mark Dybas

ROLL CALL:

Ayes: Geoff Deigan, Dr Barbara Provost, Steve Achtemeier, Mark Dybas, Dr Eric Hebert; Tom Keenan; Elizabeth Stearns; John Wylie Carried

8A – Approve FY-10 Special Education Teacher Contract
by Eric Hebert and second by John Wylie

ROLL CALL

Ayes: Geoff Deigan, Dr Barbara Provost, Steve Achtemeier, Mark Dybas, Dr Eric Hebert; Tom Keenan; Elizabeth Stearns; John Wylie Carried

New Business - Future Agenda Topics

- Please send any suggestions to Mr. Deigan or Director Dagley.

Adjourn: 10:01 PM

Motion to adjourn PCCS Board of Director's Meeting at 10:01 PM by Mark Dybas and second by Elizabeth Stearns.

Voice Vote: All Ayes. Carried