



**PCCS Board of Director's Meeting**  
**AGENDA**  
**Tuesday, September 22, 2009 6:30 PM**  
**Anna B. Comstock Building – Conference Area**  
**1531 Jones Point Road**  
**Grayslake, IL 60030**

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**Call to Order**

President Geoff Deigan

**Pledge of Allegiance**

**Motion to Approve Agenda**

**Closed Session**

Discussion related to 5ILCS 120/2(c)3 The selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance.

1. Interview Candidates for Appointment to the Board

Discussion related to 5ILCS 120/2(c) 21-Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi annual review of the minutes mandated by Section 2.06

2. Review Closed Session Minutes – 9/1/2009

**Introduction of new Board Recorder – Terry Wrzesinski**

**Consent Agenda**

3. Director's Report - includes Principal's, Manager's of Benefits & Facilities and Business Manager's Report
4. Financial Statements, August 2009
5. Treasurer's Report and Finance Committee Report
6. Human Resource Committee Report
7. Governance Committee Report
8. Communications/Public Relations and Fund Raising Committee Report
9. Excellence in Academic Programs Advisory Committee Report
10. President's Report
11. PSO Report
12. Review Open Session Minutes – 9/1/2009, Special Board Mtg. 9/10/09
13. Motion to Approve Open Session Minutes – 9/1/2009 & Special Board Mtg. 9/10/09
14. Motion to Accept Reports on Consent Agenda

**Public Comment**

10 Minutes

## Discussion Agenda

15. Review Legal Bills
  - July 31, 2009 - Hodges, Loizzi, Eisenhammer, Rodick & Kohn (\$76.85)
  - August 31, 2009 - Franczek, Redelet (\$756.30)
16. First Reading – Amended Policy 200.22 – Board Meeting Attendance
17. First Reading – Policy 400.3.10 – Sick Bank
18. Second Reading – Amended Policy 200.17 – Criteria for Taskforce Reporting to the Board
19. Revised Protocol for Committee Management
20. Discuss Need for Technology Repairs/Maintenance
21. Review Draft 6 – FY10 Amended Operating Budget
22. Receive FY10 Executive Compensation Report
23. Discuss Extension of Line of Credit with Lake Forest Bank
24. Discuss Proposal of Audit Services by Clifton Gunderson, FY10 and FY11
25. Progress Discussion: Update on Closed Session Minutes
26. Receive and Review FY09 Final Audit Report

## Public Comment

10 Minutes

## Action Agenda – New Business

- 2A – Approve Closed Session Minutes – 9/1/2009
- 15A - Authorize Payment of Legal Bills- \$833.15
- 18A – Adopt Amended Policy 200.17 – Criteria for Taskforce Reporting to the Board
- 19A – Adoption of Revised Protocol for Committee Management
- 20A – Authorize Expenditure Not to Exceed \$10,000 for Technology Repairs/Maintenance
- 21A - Approve FY10 Amended Operating Budget
- 23A – Approve \$300,000 Line of Credit with Lake Forest Bank – October 1, 2009- September 30, 2010
- 24A – Approve Audit Firm, Clifton Gunderson for FY10 @ \$20,000
- 26A – Accept FY09 Audit Report

## Public Comment

### Identify Topics to Guide Future Agendas

- Board’s Role in Approving Teacher Contracts
- Gallagher HR Advantage Compensation Study

10 Minutes

## Adjourn

Thank you for attending the meeting of the PCCS Board of Education. You are asked to limit your remarks to the Public Comment opportunities and to under four minutes. Respect and courtesy toward everyone present is expected. Public comment by any person acknowledged is not to be interrupted by anyone else. Individual board members do not respond to public comment, nor does the board at its business meeting engage in discussion with the public.

For questions or comments, please e-mail the Board at [board@pccs.ws](mailto:board@pccs.ws). Board e-mails are received and responded to by the Board President as soon as possible, usually within a week. Other board members are also informed of these correspondences prior to each monthly board meeting. The PCCS Board of Directors:

Steve Achtemeier, Treasurer

Bob Creviston

Barb Provost, Vice President

Eric Hebert

Geoff Deigan, President

Elizabeth Stearns

Bob Bentz

Mark Dybas, Secretary

John Wylie

**A sample copy of the board documents for this meeting is available for viewing either on the school web site or in the office beginning Friday afternoon, September 18, 2009.**

*Prairie Crossing Charter School is a public school that transforms our children through academic discovery and interaction with our unique natural, ecological, and community resources.*

1531 Jones Point Road  
Grayslake, IL 60030-3536

847-543-9722 Phone  
847-543-9744 Fax

School Director: Myron Dagley  
Principal: Brian Greene

Visit us at [prairiecrossingcharterschool.org](http://prairiecrossingcharterschool.org)



To: Members, Board of Directors

From: Myron

Date: 9-16-09

Re: Director's Report, September 22, 2009 Board of Directors Meeting

**Progress on Outreach:**

On Friday, September 11, 2009 we sent by email our outreach materials as required by the new charter to ISBE for review. Our dead line was 9-15-09. I am attaching electronically most of the materials we sent ISBE so that you may see these items. I have not attached the list of some one hundred twenty five contacts who will receive information from us during this campaign, as that list contains names, addresses, and phone numbers of individuals some of which are not for public use. The list was shared with ISBE.

Dil and I have now turned our attention to forming the Administrative Task Force on Outreach to work with us in further brainstorming outreach strategies and implementing the ones we have already suggested. Invited to serve on this group are: Mrs. Carol Flaig, parent; Mrs. Janette Siegel, parent; Mrs. Amy Hernandez, citizen from a geographic area within Woodland District 50; TBA, citizen from a geographic area within Fremont #79; Dil Dybas, Chairperson; and myself. Elizabeth Stearns from the Board of Directors has volunteered to serve and we are asking her to be "of counsel" since most of our meetings will be held during the day time, midday beginning yet later this month. I will keep Elizabeth within the information loop and seek her input and reactions to concepts and ideas as they are generated. We intentionally seek to keep this group small and manageable. Those volunteering have done so with the stated preference for daytime meetings, albeit our meetings will be open to the public. Right now, we intend to meet on Friday's given the intensity of meetings on other days here at PCCS.

**Technology Issues:**

We have been experiencing numerous issues with our technology system. Classroom access to workable computers has been an issue and Brian and Jim Coonan have just rolled out a new distribution system of the workable laptops including the new one graciously provided by the donation of funds from the PSO. Until last Friday most days we have had intermittent loss of access to the internet within the system. Graphtec/Techcare was brought in to trouble shoot that issue. The original firm installing our wireless network, they found the need to reprogram the server and nearly all of the switches. They have advised updating some of the operating software and our security software and the replacement of one part immediately. I have already authorized those acquisitions and installation. They have also advised:

- Replace the server itself, \$3500-\$4500.
- Replace one faulty switching device, not quote yet
- Contract for ongoing monthly technical support, \$850 per month remote service only-\$1200 per month combination remote and on site service.

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I have not authorized this work as there are unanswered budget questions and unanswered questions about our long term needs.

Brian and I have resolved that we must again reactivate our volunteer technology task force to chart the course we wish to follow with technology here at PCCS. Serving on that task force have been: Kelly Smith, teacher; Brain Greene, Principal; Mr. Eric Hebert, parent; Mr. Mark Biersdorf, parent; and Mrs. Jodie Johns, parent. More recently Mr. Alex Harvey has begun doing some volunteer work in this arena as has Mr. Mark Dybas and we have added Mr. Jim Coonan to our staff. Brian has been asked by me to pull these folks together and focus their attention on our needs while we limp along. Long term solutions must be framed in the new technology reality for PCCS. Then we can see what budget needs exist and what is feasible.

Currently throughout the system, people are intermittently “kicked off” the email system, sometimes several times a day. When this happens communication is seriously disrupted or stopped all together. While Jim can reset the server access, he is spending most of his time doing just that to keep us up and running. Frustrations levels are quickly rising as a result of this phenomenon. Significant numbers of staff are also “locked off” from printing, I think another switching problem. Some of our volunteer tech group are pretty confident that this is not related to the server problem but rather is a symptom of a software problem. Whatever, it is very disruptive of our educational setting and getting the work of this school accomplished.

We will continue seeking consultation regarding this problem until solutions are found and implemented. Elsewhere on the agenda I have placed a discussion item and an action item seeking authority to spend money if necessary to end this nightmare. We can not operate a school system when communication, which is difficult anyway, is further compromised by mechanical failures over which we have no control and limited facility at managing!

#### **PA 96-0434 Effective 8-13-09**

The public act referenced above deals with Executive Compensation and requires School Districts to develop a report of any employee who holds an administrative certificate and who works in a position within the district requiring that certificate. That report must make transparent all forms of compensation given those employees. Once developed, the report shall be presented to the board, placed on the district’s website, and a copy sent to the appropriate ROE by October 1, 2009 and annually thereafter. A parallel bill was also passed which will require an additional report to ISBE. That law takes effect January 1, 2010, and ISBE has advised us that they will design the report and send it to us through their electronic accountability system, IWAS. That report will be due July 1, 2010.

Elsewhere in this board packet you will find our report which we plan to submit by October 1, 2009.

#### **Boom Troupe:**

This morning we held assemblies on bullying, one for K-4 and a separate one for grades 5-8. These assemblies were made possible by generous funding from the PSO, a very classic example of how that organization partners with the school using its proceeds to benefit the children and school community. Bullying is a fast growing problem in schools across this nation. While we don’t see a lot of it here at PCCS, it has occurred some each of the last few years and this assembly was designed to help students to feel empowered to “change it” for PCCS. It was exceptionally well done by a troupe of young actors who role played various forms of bullying and then interacted with the students on what they had seen, what could they do about it, how they felt about it, etc.

The administration is grateful to the PSO for helping make this possible as a springboard to intensifying our work with the Tribes Curriculum this year. We encourage ongoing discussion with our students about the problem and how they can “change it” here at PCCS.

## **Principal's Report:**

Students have completed the fall NWEA testing. Teachers are already utilizing the results to differentiate instruction in their classrooms. September's teacher in-service was dedicated to analyzing and interpreting data. Individual test results were sent home last Friday.

In mid September, Dawn Barnes resigned. We hired Kelly Lazar to take her place in second grade. She is off to a great start. She is already incorporating her experiences from working at Independence Grove into her lessons. After observing her for a few lessons, I have complete confidence that she will do a great job.

Students had the opportunity to view the speech given by President Obama in the gym the day after it was given. Here at PCCS we will ask and encourage our students to be active contributors to their own education and the school. We asked them to continue to work hard and give 100% at everything they do at school and at home.

On September 11<sup>th</sup> students helped remember 9/11/01 by donating apples in memory of those that were killed. As a school we collected almost 1,500 apples. These apples were then donated to PLAN to help feed the homeless in Lake County. We were mentioned in the Daily Herald and they also included a beautiful picture taken from the balcony. I have contacted them for a photo that we can frame and display. Later that afternoon, the 8<sup>th</sup> grade put on the 1<sup>st</sup> annual 9/11 fun fair. It was a great community builder. The students raised \$1,200.00 that will help offset the cost of the Virginia trip in May.

In a way to be proactive, the PSO helped financially to bring in the Boom Troupe. The group performed two shows focused on bullying and bullying prevention in schools. The programs were age appropriate and sent a wonderful, meaningful message. This program ties into the TRIBES program that we are really focusing in on this year. A big 'thank you' goes out to Caryn Meyer for taking the lead on TRIBES training and implementation for the entire school.

On Friday, September 18<sup>th</sup> we had a whole-school fire drill. The administration worked extremely hard to create a comprehensive plan to assure that all students, employees and visitors are safe in the event of an emergency. The Grayslake Fire Department was very impressed.

On Monday, September 28<sup>th</sup> I will be attending a meeting with Jim McGrath, president of Green Charter Schools network. The focus will be to get schools communicating that are or want to become green schools. More information to follow.

## **Employee Benefits and Facilities Manager's Report:**

Benefits & Facilities Report  
September 2009

Aetna came back with the final rate for the FY10 year and it was higher than their initial quote. They originally quoted the rate based on the Humana applications which were filled out in the spring. Final applications were used to quote the actual rates which were higher than the BCBS rate we received. Given this information we renewed negotiations with BCBS to see if we could get a more favorable rate for the FY10 school year. We were able to bring the increase down to an 8% increase as opposed to the original 16% quote. This was due to several factors including tweaking plans and pushing back on HSA rates and plans.

The liability of the school remains at \$300 per employee who is part of the PCCS health plan. Whether or not we opted to remain with BCBS or switch to Aetna had no material effect on the budgetary commitment of PCCS but did directly affect employees. We have kept employees up to date on all negotiations so that they may make the best decisions for themselves and their families. It remains the

administrations goal to offer our employees the best and most cost effective options for health and dental coverage.

The facilities department is gearing up for flu season. We are in the process of moving the maintenance office into the room next to the stage in the gym. This will enable us to have a sick bay for students and have a more secure area for storage of equipment and supplies.

I expect our efforts to stay ahead of the flu season will stretch our maintenance staff thin. I will have our custodians' track the hours they spend on this task and we will order supplies separately so that we may get a better idea of the time and manpower associated with this task.

We are on track with hiring a third person to complete our custodian staff. The hours will remain at 16 per day, but we will split the time so that some jobs will be done when the buildings are empty. I had hoped to hold off on this position until November to give us a little wiggle room in the budget, but given our commitment to keeping our students and staff safe from the flu, I will need to move up the time table on the third person.

We were sad to see Randy Sheridan leave us, but are excited for the opportunities that await him. We are very thrilled to have Tom Moran back as our day time custodian! He jumped in knowing all the procedures as well as most of the staff and students. Welcome back Tom!!

## **Business Manager's Report:**

### **August Financial Statements and Highlights**

Included in the package are the following statements:

1. A Balance Sheet as of August 31, 2009 vs. August 31, 2008.
2. A Profit and Loss Statement for August, 2009 Year-To-Date vs. August, 2008 Year-To-Date.

Note that the statements are not in the standard format due to the finalization of the audit and the pending update of the current year budget.

The balance sheet as of August 31, 2009 shows cash totaling approximately \$484,000 and includes the collection of FY2010 school fees, and the 1<sup>st</sup> quarter per capita tuition reimbursement (PCTR) from ISBE of approximately \$804,000, received on Aug 12. The higher cash balance in 2008 was the result of an advance on the line of credit, and is reflected as a liability as of August 31, 2008.

The asset side of the balance sheet includes a Deposit required by Finance Agreement representing a \$307,000 CD pledged as additional collateral and as a payment reserve account in conjunction with the mortgage financing and is not accessible to the School.

Also included in Current Assets is an investment account where funds have been escrowed to meet the first sinking fund payment of \$155,000 on September 1, 2009 for the September 2008 bond issue.

Liabilities include Accounts Payable., and a Capital Lease for the copier/printer/scanner placed in service during July, 2006. Deferred Revenue – School Fees and Deferred Revenue – ISBE represent cash received but not yet earned under the accrual method of recognizing income for school fees and the PCTR from ISBE. Also included in liabilities is a taxable loan payable (original loan amount of \$235,000) to Lake Forest Bank and the associated mortgage agreement which was refinanced during September 2008.

Operating results for the month ended August, 2009 reflect expenses for the first two months of the fiscal year.

Management and General Expenses primarily include office salaries, which are relatively constant throughout the year. Operating expenses include utilities and maintenance costs. Debt service payments have averaged approximately \$53,000 per month thus far for FY2010.

**Line of Credit**

Lake Forest Bank extended the School's Line of Credit thru September 30, 2009 (\$300,000, 7.25%), and is in the process of reviewing the School's final Audit Report in order to renew for another year.

**Long-term Financing**

The school has been engaged in discussions and negotiations to secure long-term financing at a more favorable interest rate. See the Treasurer's report for further details.

**FY2010 Budget**

The FY2010 Budget was approved by the Board at its April 28, 2009 meeting and has been posted on the website.

Revisions, including the impact of the new long-term financing agreement, are reflected in the Draft 6 Operating Budget to be presented to the Board for approval at the September 22, 2009 meeting. Once approved, the Amended FY2010 Budget will be posted on the website.

**FY2009 Audit**

The final FY2009 Audit Report is included in this month's Board packet. A proposal to extend our contract with the current auditors is also to be presented to the Board for approval at the September 22, 2009 meeting.

**Prairie Crossing Charter School**  
**Balance Sheet**  
As of August 31, 2009

09/18/09

Accrual Basis

	<u>Aug 31, 09</u>	<u>Aug 31, 08</u>
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
1100 · Cash		
1110 · LFB Operating 379719	408,932.41	777,258.19
1115 · Money Market 8100003238	775.22	0.00
1120 · Bank of America 5201235297	34,317.85	1,325.58
1130 · PCCS Building 379727	4,886.14	825.56
1140 · PCCS Holdings 393851	6,427.48	6,654.31
1150 · PSO State Bank	28,714.63	31,202.40
1160 · Petty Cash	193.34	62.98
<b>Total 1100 · Cash</b>	<u>484,247.07</u>	<u>817,329.02</u>
<b>Total Checking/Savings</b>	484,247.07	817,329.02
<b>Other Current Assets</b>		
1250 · Grants Receivable	-4,379.01	4,071.00
1300 · Other Assets		
1320 · Prepaid Expense	29,630.26	0.00
1330 · Charter Renewal Fees	42,022.41	10,117.50
1350 · Short-term investment - Escrow	155,000.19	0.00
8999 · Due to Holdings	-144,565.00	0.00
9999 · Due from PCCS - LLC	144,565.00	0.00
<b>Total 1300 · Other Assets</b>	<u>226,652.86</u>	<u>10,117.50</u>
<b>Total Other Current Assets</b>	<u>222,273.85</u>	<u>14,188.50</u>
<b>Total Current Assets</b>	706,520.92	831,517.52
<b>Fixed Assets</b>		
1400 · Fixed Assets		
1405 · Software	48,882.01	26,802.01
1420 · Computers - New Building	197,378.26	197,378.26
1430 · Equipment	100,472.29	100,472.29
1440 · Office Equipment - Other	107,061.70	107,061.70
1450 · Furniture & Fixtures - New Bldg	148,000.41	148,000.41
1460 · Furniture & Fixtures - Other	42,322.55	42,322.55
1490 · Accumulated Depreciation	-459,948.00	-368,196.65
<b>Total 1400 · Fixed Assets</b>	<u>184,169.22</u>	<u>253,840.57</u>
<b>Total Fixed Assets</b>	184,169.22	253,840.57
<b>Other Assets</b>		
1600 · Investment in LLC		
1605 · Investment in PCCS Holdings LLC	1,163,907.00	1,763,930.00
1607 · Capitalized Closing Costs	514,692.52	1,000.00
1610 · PCCSHI-Pledged Deposit	306,696.43	500,000.00
1620 · PCCSHI-Phase I Building	3,623,888.18	3,623,888.18
1630 · PCCSHI-Buildings	1,369,027.82	1,365,762.82
1640 · PCCSHI-Phase II Building	4,946,265.81	4,946,265.81
1650 · PCCSHI-Land	976,852.54	949,089.00
1655 · PCCSHI - Land Improvement	157,961.40	157,961.40
1660 · PCCSHI-Accumulated Depreciation	-1,043,215.44	-777,487.32
1699 · Consolidate	-1,163,907.00	0.00
<b>Total 1600 · Investment in LLC</b>	<u>10,852,169.26</u>	<u>12,530,409.89</u>
<b>Total Other Assets</b>	10,852,169.26	12,530,409.89
<b>TOTAL ASSETS</b>	<u><b>11,742,859.40</b></u>	<u><b>13,615,767.98</b></u>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
2002 · Accounts Payables	46,456.75	43,529.60
<b>Total Accounts Payable</b>	<u>46,456.75</u>	<u>43,529.60</u>

**Prairie Crossing Charter School**  
**Balance Sheet**  
As of August 31, 2009

09/18/09

Accrual Basis

	<u>Aug 31, 09</u>	<u>Aug 31, 08</u>
<b>Other Current Liabilities</b>		
2150 · Deferred Revenue - 09/10 Fees	32,633.30	0.00
2151 · Deferred Revenue - 08/09 Fees	0.00	81,745.60
2152 · Deferred Revenue - ISBE	643,003.60	613,971.00
2155 · Deferred Revenue - B/A Care	7,050.00	0.00
<b>2201 · Accrued Payroll Liabilities</b>		
2240 · Vanguard - 403B(7) Payable	50.00	50.00
2245 · THIS Payable	350.32	332.72
2250 · TRS Payable	3,920.21	3,831.62
2255 · FSA Payable	2,617.81	1,058.11
2275 · AFLAC Payable	-626.80	-31.38
2280 · HSA Payable	-175.00	0.00
<b>Total 2201 · Accrued Payroll Liabilities</b>	<u>6,136.54</u>	<u>5,241.07</u>
2300 · Capital Lease Obligations - ST	3,134.41	2,895.73
2325 · Current Maturities of Note Pay	0.00	55,000.00
2350 · Line of Credit	0.00	300,000.00
2400 · Note Payable - Foundation	0.00	150,000.00
2450 · Taxable Loan Payable	215,379.80	0.00
<b>Total Other Current Liabilities</b>	<u>907,337.65</u>	<u>1,208,853.40</u>
<b>Total Current Liabilities</b>	953,794.40	1,252,383.00
<b>Long Term Liabilities</b>		
2500 · Capital Lease Obligations - LT	5,656.16	9,794.68
2600 · PCCSHI-Mortgage Payable Phase I	0.00	4,941,982.74
2605 · Mortgage Payable Phase II	0.00	4,214,999.08
2606 · Current Maturities of LTD	0.00	-55,000.00
2607 · Series 2008 Revenue Bonds	9,440,000.00	0.00
2608 · Interest Rate Swap Liability	356,559.67	0.00
<b>Total Long Term Liabilities</b>	<u>9,802,215.83</u>	<u>9,111,776.50</u>
<b>Total Liabilities</b>	10,756,010.23	10,364,159.50
<b>Equity</b>		
3200 · PCCS Net Assets	2,197,652.14	1,918,359.50
3210 · PCCS - Temporarily Restricted	-1,525.00	-35,625.00
3500 · LLC Net Assets	1,163,907.00	1,637,422.00
3900 · Retained Earnings	-474,923.69	-33,614.36
3999 · Consolidate	-1,637,422.00	0.00
Net Income	-260,839.28	-234,933.66
<b>Total Equity</b>	<u>986,849.17</u>	<u>3,251,608.48</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>11,742,859.40</b></u>	<u><b>13,615,767.98</b></u>

**Prairie Crossing Charter School**  
**Profit & Loss**  
 July through August 2009

	<u>Jul - Aug 09</u>	<u>Jul - Aug 08</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
4100 · Reimbursement From ISBE	160,750.90	153,492.75
4200 · Grants		
4230 · Other Grants	15,000.00	5,000.00
<b>Total 4200 · Grants</b>	<u>15,000.00</u>	<u>5,000.00</u>
4300 · Student Fees		
4310 · Books/Materials/Activities	1,618.60	1,046.18
4320 · Summer School	0.00	3,680.00
4325 · Before and After School Program		
4359 · Before and After School Care	9,000.00	14,515.00
4369 · Summer Enrichment Program	8,285.00	0.00
4370 · Getting to Know You	1,560.00	1,260.00
<b>Total 4325 · Before and After School Program</b>	<u>18,845.00</u>	<u>15,775.00</u>
4350 · Clubs		
4364 · Drumming	0.00	80.00
4368 · Champions Club	1,415.00	0.00
<b>Total 4350 · Clubs</b>	<u>1,415.00</u>	<u>80.00</u>
<b>Total 4300 · Student Fees</b>	<u>21,878.60</u>	<u>20,581.18</u>
4400 · Out-of-District Tuition		
4402 · Out-of-District Tuition 08/09	1,389.00	0.00
4400 · Out-of-District Tuition - Other	1,443.61	666.67
<b>Total 4400 · Out-of-District Tuition</b>	<u>2,832.61</u>	<u>666.67</u>
4500 · Fundraising		
4501 · Other	12.45	62.95
4503 · Holiday Cards	0.00	10.00
4824 · Spirit Wear	197.20	0.00
<b>Total 4500 · Fundraising</b>	<u>209.65</u>	<u>72.95</u>
4600 · Hot Lunch		
4602 · Hot Lunch - Pizza	90.00	22.00
<b>Total 4600 · Hot Lunch</b>	<u>90.00</u>	<u>22.00</u>
4700 · Interest Income		
4702 · Interest Income - LFB	116.46	102.85
4703 · Interest Income - LLC	615.07	1,294.52
<b>Total 4700 · Interest Income</b>	<u>731.53</u>	<u>1,397.37</u>
4800 · Other Income		
4805 · Contributions		
4810 · General Contributions	595.74	0.00
4811 · Sponsorships	0.00	157.50
4813 · Annual Appeal	450.00	50.00
4814 · Restricted Contributions	0.00	100.00
4816 · ACH Donations	1,300.00	1,450.00
4828 · Matching Gifts	203.24	2,250.00
<b>Total 4805 · Contributions</b>	<u>2,548.98</u>	<u>4,007.50</u>
4820 · Other		
4823 · 8th Grade Trip	1,335.70	0.00
4827 · Graduation	10.00	0.00
4830 · Reimbursed Expenses	-91.53	197.10
<b>Total 4820 · Other</b>	<u>1,254.17</u>	<u>197.10</u>
4825 · Rental Income	1,284.50	656.00
<b>Total 4800 · Other Income</b>	<u>5,087.65</u>	<u>4,860.60</u>
<b>Total Income</b>	<u>206,580.94</u>	<u>186,093.52</u>
<b>Expense</b>		
5100 · Instruction		
5105 · Classroom Supplies	6,577.44	1,147.79

**Prairie Crossing Charter School**  
**Profit & Loss**  
 July through August 2009

	<u>Jul - Aug 09</u>	<u>Jul - Aug 08</u>
5110 · Educational Materials	16,408.63	10,828.96
5115 · Computer Supplies	223.95	0.00
5116 · Computer Support	1,875.00	0.00
5130 · Instruction Salaries	44,613.40	50,096.31
5131 · Allocated Stipends	-9,906.32	-1,960.36
5135 · Related TRS Expense	3,562.39	1,786.68
5140 · Related Medicare Expense	2,419.41	2,312.49
5145 · Related FICA Expense	1,934.50	1,537.67
5150 · Related Health Benefits Expense	15,032.99	12,714.91
5155 · Other Expenses for Clubs		
5158 · Yearbook	186.80	0.00
5159 · Band	2,500.00	2,500.00
5171 · Interscholastic Sports	0.00	556.00
5172 · Before and After School Care	8,659.32	960.36
5176 · Champions Club	1,360.00	0.00
5190 · Getting to Know You	485.00	0.00
<b>Total 5155 · Other Expenses for Clubs</b>	<b>13,191.12</b>	<b>4,016.36</b>
5160 · Other		
5161 · Other- Educational Activities	745.00	0.00
5162 · Other- Farm Education	5,000.00	0.00
5163 · Graduation	0.00	54.61
5164 · Summer School	0.00	2,892.50
5168 · 8th Grade Trip	300.00	294.75
<b>Total 5160 · Other</b>	<b>6,045.00</b>	<b>3,241.86</b>
<b>Total 5100 · Instruction</b>	<b>101,977.51</b>	<b>85,722.67</b>
5200 · Administration		
5205 · Administrative Salaries	53,658.36	50,632.14
5206 · Administrative Contractual	2,741.49	2,332.30
5215 · Related Medicare Expense	844.94	716.82
5220 · Related FICA Expense	2,635.89	2,409.18
5225 · Related Health Benefits Expense	2,191.56	727.09
5230 · Supplies	364.33	352.36
5235 · Furniture	0.00	1,678.91
5241 · Computers	124.00	818.25
5242 · Computer Support	0.00	1,000.00
5250 · Equipment Maintenance	1,388.23	1,190.33
5260 · Telecommunication Usage	3,807.86	2,519.12
5265 · Accounting and Audit Fees	17,800.00	13,000.00
5270 · Payroll Service Fees	1,381.19	1,331.83
5280 · Postage and Shipping	413.98	562.81
5285 · Insurance (incl. Building Ins.)	18,322.50	15,236.80
5290 · Dues and Subscriptions	306.25	2,451.00
5291 · Board Related Expenses	486.27	5,028.17
5294 · Legal Fees - LLC	0.00	78.00
5295 · Legal Fees	53.00	9,385.71
5297 · Other	719.65	635.96
5298 · Related FSA Expense	55.00	80.00
<b>Total 5200 · Administration</b>	<b>107,294.50</b>	<b>112,166.78</b>
5300 · Support Services		
5301 · Special Ed Salaries	14,100.00	6,754.33
5302 · Related Medicare Expense	0.00	89.38
5303 · Related FICA	0.00	276.17
5304 · Related Health Benefits	2,888.46	2,299.84
5305 · Contractual Expense for Spec Ed		
5325 · Speech Services	6,240.00	900.00
5326 · OT Services	3,962.02	4,320.02
5327 · Psychological Services	2,305.24	4,001.54
5328 · Other Services	5,566.05	4,915.28
<b>Total 5305 · Contractual Expense for Spec Ed</b>	<b>18,073.31</b>	<b>14,136.84</b>
5308 · Special Ed Legal Fees	58.50	19.50
5309 · Special Ed CR Mats & Sups	1,540.54	530.17
5310 · Professional Development	5,468.27	1,650.62

**Prairie Crossing Charter School**  
**Profit & Loss**  
 July through August 2009

	<u>Jul - Aug 09</u>	<u>Jul - Aug 08</u>
5315 · Transportation	89.00	0.00
5316 · Transportation Stipend	180.00	0.00
5320 · Food Service		
5321 · Pizza	630.00	0.00
5322 · Hot Lunch - Farm to Table	0.00	40.00
<b>Total 5320 · Food Service</b>	<u>630.00</u>	<u>40.00</u>
<b>Total 5300 · Support Services</b>	43,028.08	25,796.85
5400 · Operations and Maintenance		
5410 · Utilities		
5411 · Water and Sewer	293.76	51.00
5412 · Other	2,551.50	0.00
5413 · Gas and Electricity	1,899.31	3,744.75
5414 · Garbage	286.00	290.00
<b>Total 5410 · Utilities</b>	<u>5,030.57</u>	<u>4,085.75</u>
5415 · Maintenance Salaries	5,065.50	3,547.50
5416 · Facilities Management	3,085.00	0.00
5420 · Related Medicare Expense	83.62	51.44
5421 · Related Health Benefits	563.20	0.00
5425 · Related FICA Expense	358.38	219.94
5430 · Maintenance Contractual		
5431 · Cleaning	225.00	0.00
5432 · Life Safety	1,028.30	1,125.00
5436 · Other	2,621.00	2,543.25
<b>Total 5430 · Maintenance Contractual</b>	<u>3,874.30</u>	<u>3,668.25</u>
5440 · Maintenance Supplies	2,018.96	2,163.28
5445 · Long-Term Maint & Repairs	0.00	2,198.37
<b>Total 5400 · Operations and Maintenance</b>	<u>20,079.53</u>	<u>15,934.53</u>
5500 · Other Expenses		
5510 · Fundraising		
5512 · Rummage Sale	0.00	50.00
5517 · Edible Harvest	0.00	3,285.15
5525 · Spirit Wear	0.00	668.00
5529 · Poker Night	1,195.00	0.00
5550 · Fundraising Salaries	3,500.00	0.00
5551 · Related FICA	60.00	0.00
5552 · Related Medicare	15.00	0.00
<b>Total 5510 · Fundraising</b>	<u>4,770.00</u>	<u>4,003.15</u>
5515 · Bank Fees	453.49	1,506.15
5520 · Recruitment and Employment	118.00	903.65
<b>Total 5500 · Other Expenses</b>	<u>5,341.49</u>	<u>6,412.95</u>
5600 · Grant Expense		
5603 · Title I FY08	0.00	2,895.05
5604 · Title II Teacher Quality	0.00	1,082.00
5608 · Title I FY09	625.00	0.00
5609 · ARRA Grant	11,509.00	0.00
<b>Total 5600 · Grant Expense</b>	<u>12,134.00</u>	<u>3,977.05</u>
<b>Total Expense</b>	<u>289,855.11</u>	<u>250,010.83</u>
<b>Net Ordinary Income</b>	-83,274.17	-63,917.31
<b>Other Income/Expense</b>		
<b>Other Income</b>		
7100 · Non-Operating Income		
7101 · PSO Revenue		
7102 · Fundraising		
7106 · Natural Ovens	13.92	0.00
7107 · SCRIP	165.40	99.89
<b>Total 7102 · Fundraising</b>	<u>179.32</u>	<u>99.89</u>

**Prairie Crossing Charter School**  
**Profit & Loss**  
 July through August 2009

	<u>Jul - Aug 09</u>	<u>Jul - Aug 08</u>
Total 7101 · PSO Revenue	179.32	99.89
Total 7100 · Non-Operating Income	<u>179.32</u>	<u>99.89</u>
Total Other Income	179.32	99.89
<b>Other Expense</b>		
7200 · Non-Operating Expense		
7220 · PCCSHI-Mortgage Loan Interest		
7221 · Base Interest Expense	37,069.45	108,941.63
7222 · SWAP Adjustment	42,353.26	0.00
7223 · LOC Fee	22,615.52	0.00
7224 · Draw Fee	900.00	0.00
7225 · Remarketing Fee	<u>2,950.00</u>	<u>0.00</u>
Total 7220 · PCCSHI-Mortgage Loan Interest	105,888.23	108,941.63
7240 · Taxable Loan Interest Expense	2,679.26	0.00
7241 · LOC Interest Expense	355.56	791.67
7244 · Lease Interest Expense	195.89	272.36
7246 · Depreciation	12,984.66	14,893.66
7247 · Amortization	4,262.31	1,801.50
7248 · Depreciation - LLC	44,325.14	44,216.32
7300 · PSO Expense		
7301 · Postage	202.65	49.98
7302 · Water	47.28	38.94
7304 · Bank Fees	10.20	15.00
7308 · Plant Sale	0.00	-3.05
7311 · SCRIP	6,750.00	0.00
7312 · Natural Ovens	0.00	73.92
7322 · Teacher Sup Exp Reimb	0.00	24.31
7323 · Community Care	<u>43.25</u>	<u>0.00</u>
Total 7300 · PSO Expense	<u>7,053.38</u>	<u>199.10</u>
Total 7200 · Non-Operating Expense	<u>177,744.43</u>	<u>171,116.24</u>
Total Other Expense	<u>177,744.43</u>	<u>171,116.24</u>
Net Other Income	<u>-177,565.11</u>	<u>-171,016.35</u>
Net Income	<u><u>-260,839.28</u></u>	<u><u>-234,933.66</u></u>



**Prairie Crossing Charter School  
Governance Committee Meeting  
Committee Report 6-1-09**

*Where education comes naturally!*

The report of the PCCS Governance Committee meeting held on September 1, 2009, 1531 Jones Point Road, Prairie Crossing Charter School, in Grayslake, Illinois 60030.

**Members Present**

Myron Dagley  
Mark Dybas  
Chris Hershiser  
Eric Hebert

**Parents and Guests Present**

None

**Staff**

None

**Mission/ Purpose of this committee**

*Our vision and aspirations for the future:*

- *The Board is an effective governing body; all board members contribute and uphold their responsibilities.*
- *The work of the Board is transparent and focused on the school's charter and mission.*
- *The School maintains a positive relationship with our chartering body, the Illinois State Board of Education.*

**Proposed Goal(s) for Year 1**

1. Hold board members accountable for meeting their responsibilities (Board Policy 200.2) through tools and procedures such as clear statements of board roles, board member agreements, policies, and an annual board evaluation process.
2. Update and streamline the Board's committee structure to address key strategic areas (e.g., communication, governance).
3. Committees publish a statement of responsibilities and an annual work plan to show how its work supports the strategic plan.
4. Adhere to all provisions of the Open Meetings Act (OMA) and all other applicable state and federal laws.
5. Monitor progress on strategic plan on a regular basis and conduct an annual process to validate goals and set new targets.



**Prairie Crossing Charter School**  
**Governance Committee Meeting**  
**Committee Report 6-1-09**

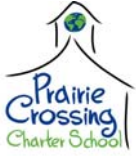
*Where education comes naturally!*

**Agenda Topics**

- Discussion of Policy 200.22 Board Meeting Attendance
- Discussion of Sick Bank Policy
- Discussion of Administrative Procedure for Instructional Fee Collection Policy
- Discussion of Policy 200.17 Criteria For Task Forces Reporting to the Board
- Review of Minutes of 7-21-09 Governance Meeting

**Discussion**

- Discussion of Policy 200.22 Board Meeting Attendance  
Mr. Hebert proposed changing the wording of the Policy such that it would have a more logical flow. The Committee agreed with the proposed language presented by Mr. Hebert.
- Discussion of Sick Bank Policy  
Mr. Hebert sought clarification of who this Policy would apply to. Mr. Dagley explained that the term Certified Instructional Staff used in the Policy has specific meaning and informed the Committee of who this term covers. The Committee proposed various minor revisions to the draft Policy designed to add clarification and consistency to terms used. The Committee members agreed these changes were appropriate and were incorporated into the draft Policy.
- Discussion of Administrative Procedure for Instructional Fee Collection Policy  
Mr. Dagley explained the history of this Procedure and how it had been amended as a result of changes that had been made to the Policy 800.2 by the Board of Directors. The Committee provided Mr. Dagley with suggestions that could help add clarification to the Procedure and insure congruence with language in Policy 800.2
- Discussion of Policy 200.17 Criteria For Task Forces Reporting to the Board  
Mr. Dybas explained to the Committee that this Policy had been remanded back to the Committee by the Board as the Board desired the Policy to more clearly state what bodies this Policy applies to. The Committee agreed to insert language referencing the applicable section of the School's bylaws that defines what bodies this Policy applies to.
- Review of Minutes of 7-21-09 Governance Meeting  
No changes to these minutes were proposed.



**Prairie Crossing Charter School**  
**Governance Committee Meeting**  
**Committee Report 6-1-09**

*Where education comes naturally!*

**How the work of this committee supports the Mission and Values of PCCS**

<p><b>Mission</b>          Prairie Crossing Charter School is a public school that transforms our children through academic discovery and interaction with our unique natural, ecological, and community resources.</p>	
<p><b>Value Statements</b></p>	
<p><i>Environmental Stewardship:</i> We respect the Earth and conserve, protect and restore the natural environment.</p>	
<p><i>Ecological Understanding:</i> We believe the natural environment provides a fertile ground for creativity, wonder, inquiry and integrated learning across academic disciplines.</p>	
<p><i>Academic Rigor and Innovation:</i> We use effective and innovative teaching practices that result in consistently high student achievement.</p>	
<p><i>Partnering with Parents:</i> Parents are our children’s first teachers and their support and involvement strengthens our school.</p>	
<p><i>Promote Personal Responsibility:</i> Our small school fosters an academic community where students, staff and parents are compassionate, just, caring and health conscious individuals.</p>	

Respectfully Submitted,

**Mark Dybas**



**Prairie Crossing Charter School**  
**Communications, Public Relations and Fundraising**  
**CPR&F Board Report**  
**September, 2009**

**Mission/ Purpose of this committee**

The purpose of the CPR&F committee is to meet goals as assigned by the strategic plan, oversee communications, fundraising and public relations strategies using the school mission and values as criteria for planning.

**Proposed Goal(s) for Year 1**

Communications and Public Relations

- 5.1 Standardize and streamline internal communications.
- 5.2 Establish the PCCS Website as vehicle for marketing, public relations and outreach
- 5.3 Use effective and interactive communication to build PCCS community (including Board, staff, teachers parents and students).

**5.1 /5.3Standardize and streamline internal communications.**

**Use effective and interactive communication to build PCCS community...**

Committee member, Jeff Werfel, has offered to work with administration to come up with an outline for the strategic communication plan. We should have more to report on this topic next month.

**Brand/Logo Rollout**

A brand/identity project is not over once the new logo has been unveiled. Key talking points were established through the branding exercise, which can now be used in strategically to help in outreach, communications and fundraising. It provides a great opportunity for reintroducing ourselves to the outside community—this was already begun through the Partner with Parents letter and should be continued throughout the year.

**FY 10 Fundraising Calendar and Criteria**

It has been reported indirectly that our first three new fundraisers (bike race, Greenraising and Fun Fair) focused on offsetting the costs of the 8<sup>th</sup> grade trip to Virginia have both met our mission, upheld our values and raised more than our past fundraiser and it is only September! Thanks to our new events coordinator Sarah, Roz Diegan, Darin Minter and Mr. Greene's fun fair (which was fun!) and all the 8<sup>th</sup> graders and their parents who worked the events. Estimated funds raised are \$3,400.

Thanks also the administration fundraising team of parents, staff and administration who met all summer to work on this project to establish the calendar and coordinate new events.

Fundraising efforts to solicit sponsorships and direct contributions are currently being organized under the Partner with Parents program name.

Annual appeal will begin soon to coincide with the school year.

Please join in the 5k race/walk and the Edible Harvest at the Lake County Wellness Celebration on October 4.

**Goal 5.3 Website as Primary Communication Tool**

Although original goal was to have the site up by the start of school it looks like we were overly ambitious. Again special thanks are due to Erik Hebert for taking on this project. A basic design interface is being



**Prairie Crossing Charter School**  
**Communications, Public Relations and Fundraising**  
**CPR&F Board Report**  
**September, 2009**

refined and should be presented soon. The site will undergo some testing by parents, administration and teachers, parents and children, as well as outsiders. Before the launch administration will have to work out who will update the site and level of access. The new web address is [www.prairiecrossingcharterschool.org](http://www.prairiecrossingcharterschool.org) and new email addresses for staff will match. Thanks to the PSO for underwriting this project.

The new website will allow us to create new methods of communication, allow all teacher's pages to be housed on the server, save us money on a new exchange server. It will also be a fresh design that reflects the new brand and identity of the school as we enter our next decade.

**How the work of this committee supports the Mission and Values of PCCS**

<b>Mission</b> Prairie Crossing Charter School is a public school that transforms our children through academic discovery and interaction with our unique natural, ecological, and community resources.	
<b>Value Statements</b>	
<i>Environmental Stewardship:</i> We respect the Earth and conserve, protect and restore the natural environment.	<b>Use as criteria in overseeing communications, fundraising and public relations efforts.</b>
<i>Ecological Understanding:</i> We believe the natural environment provides a fertile ground for creativity, wonder, inquiry and integrated learning across academic disciplines.	<b>Whenever possible recyclable materials will be used for special events, communications and fundraising.</b>
<i>Academic Rigor and Innovation:</i> We use effective and innovative teaching practices that result in consistently high student achievement.	<b>Our unique teaching staff is part of our brand. Innovation should be shared through communication vehicles including website, newsletters and press releases. It is part of the responsibility of our charter.</b>
<i>Partnering with Parents:</i> Parents are our children's first teachers and their support and involvement strengthens our school.	<b>Involve the parents in creating and supporting fundraising efforts while being sensitive to creating "fundraising fatigue."</b>
<i>Promote Personal Responsibility:</i> Our small school fosters an academic community where students, staff and parents are compassionate, just, caring and health conscious individuals.	<b>Fundraisers must be sensitive to personal responsibility issues by measuring events against this value as criteria.</b>

Respectfully Submitted,

**Elizabeth Stearns, CPR&F Committee Chair**

## President's Report September 2009

### Global Statement

As we move forward into the school year, we continue to recognize that fundraising is an integral part of our existence. We have many groups, many volunteers and a lot of hard work, passion and commitment that are poured into our events, whether they are on the smaller scale such as the *Greenraising* and the *Fun Fair* or on a larger scale such as the *Edible Harvest Fest*. It is great to see the community roll up their sleeves and work together for the advance of this School.

As Board Directors, our responsibility is to seek and support ways that the School's recognition becomes noticeable by potential donors and partners. One of the most important ways to achieve this undertaking is to support the events and fundraisers that our committees and groups are putting together. It is the Board's duty to not only attend these events but also show support by volunteering at them. The Edible Harvest Fest is right around the corner on October 4. To date, only three Board Directors have signed up to support the event.

This event, along with the long list of others scheduled for this year, is a great platform to introduce the surrounding neighborhoods to our School. It is a way to enhance outreach initiatives that this Board has committed to assuring meet the charter mandate. It is a way to balance the budget that this Board has approved and holds the Administration accountable for implementation. It is a way to connect the community to which we have vowed to serve.

Sarah Kirsch, the event planner for the School is diligently working to gather volunteers and support and has been doing a great job. Sarah can be reached in the School's office during normal business hours, please show your support of this School by contacting her with your efforts to help.

*I found that the men and women who got to the top - were those who did the jobs they had in hand, with everything they had of energy and enthusiasm and hard work.*

*Harry S Truman*

Respectfully submitted,



Geoff Deigan  
Board President

**Prairie Crossing Charter School  
Parent Staff Organization (PSO)**

**PSO Mission Statement**

All Parents and staff are members of the Parent Staff Organization. We foster community and support the school to fulfill the mission and vision of PCCS. We achieve this through communication, coordination of volunteers, school-community development and financial means.

**Report to the Board  
22 September 2009**

**September Focus**

The past month has continued to be both busy and productive for the PSO Officers as we focus on gathering volunteering information from our parent community.

We have secured Parent Coordinators for all classrooms, identified Team Leaders for the majority of the PSO Teams and have collected, catalogued and disseminated the volunteering availability and interest information to the appropriate entities within the school.

We are amazed with how many parents are willing to take time out of their busy schedules to contribute to our school. It is part of what makes PCCS unique and we are grateful to our parent body for embracing these opportunities.

**Election**

Applications for candidates wishing to run for the parent-elected board position were due September 9. Dean Thorson was the only applicant to step forward and was subsequently “elected” to this position (see policy 200.21). We would like to thank Dean for his willingness to serve our school community in this way and welcome him as our newest Board member!

Although use of a balloting process was not needed this time around, the Election Team, lead by Stacy Gavin, put much thought and time into the process that would have been undertaken had such an election been necessary. The PSO Officers would like to thank Stacy along with Tammy Steinbeck and Mary Burks for their help with this endeavor.

**School/Community Development**

The PSO approved funds to be used towards the purchase of materials needed to further implement our TRIBES program, as well as assemblies on bullying that will be presented to our students. We would like to thank Brian Greene for presenting this opportunity to the PSO and for making all the arrangements.

We have assembled “care packages” for our new families which included a PCCS 101 handbook to help familiarize the newest members of our community to the ins-and-outs of life at PCCS.

Sandi Hansen has generously offered her services again this year for putting together the school directories. We appreciate how much time and attention to detail this project requires and how important these books are to the families at PCCS. We would like to extend our heartfelt gratitude to Sandi for making these directories a reality every year!

**Executive Council**

We would like to thank Katy Fields for stepping forward to be the teacher liaison on our Executive Council this year. We also need to confirm a member of the Board to join us in this regard. Executive council meetings occur the second week of each month, time TBD on availability of all participants.

Thank you all for your time and dedication to PCCS.

Respectfully submitted,  
Jennifer Ropke, PSO President

**PCCS - PSO Treasurer Report  
PSO Income Statement  
July - Aug 2009**

	<u>May-09</u>	<u>June-09</u>	<u>July 08 - June 09 YTD</u>	<u>July-09</u>
<b>Revenues</b>				
<b>On-Going Fundraising</b>				
SCRIP, net	6,114.95	4,164.39	8,343.63	157.93
Box Tops	-	-	1,146.80	-
Target	-	-	1,670.34	-
Natural Ovens, net	(110.00)	27.38	133.79	-
<b>Annual Fundraising</b>				
Holiday Bazaar/Staben House	-	-	2,327.13	-
Plant Sale, net	9,560.26	(7,752.71)	5,464.10	-
Other, net	-	-	(584.96)	-
<b>Total</b>	<b>15,565.21</b>	<b>(3,560.94)</b>	<b>18,500.83</b>	<b>157.93</b>
<b>Expenses &amp; Disbursements</b>				
<b>Annual Fundraising</b>				
Staben House	-	-	1,133.99	-
<b>Programming</b>	-	-	1,360.30	-
<b>Community Care</b>				
Teacher Supplemental Expense Reimburserr	-	151.97	2,522.32	-
In-School Grants	-	-	1,942.50	-
Other	-	336.00	3,699.03	-
<b>Office</b>				
Postage Machine	-	91.97	658.73	49.98
Water	33.19	33.25	411.17	23.64
Bank Fees	115.96	117.59	1,188.97	9.88
Directory	-	-	568.72	-
Office	-	-	55.00	-
<b>Total</b>	<b>149.15</b>	<b>730.78</b>	<b>13,540.73</b>	<b>83.50</b>
<b>Net Income</b>	<b>15,416.06</b>	<b>(4,291.72)</b>	<b>4,960.10</b>	<b>74.43</b>
<b>Ending Cash Balance</b>	<b>36,446.55</b>	<b>35,005.17</b>		<b>39,068.75</b>



To: Members, Board of Directors

From: Governance Committee and Myron

Date: 9-16-09

Re: First Reading Amended Policy #200.22, Board Meeting Attendance

**Background Information:**

The Governance Committee continues reviewing policies in Section 200 of our manual. Upon review of the Board Policy on Board Meeting Attendance, the committee decided to rewrite the policy for readability but has made no change in content.

Attached is a revised edition of the policy as amended. It is considered much more “readable”.

**Administration’s Recommendation:**

The administration respectfully recommends that the Board of Directors declare a first reading on amended Policy #200.22, Board Meeting Attendance.

*Prairie Crossing Charter School is a public school that transforms our children through academic discovery and interaction with our unique natural, ecological, and community resources.*

1531 Jones Point Road  
Grayslake, IL 60030-3536

847-543-9722 Phone  
847-543-9744 Fax

School Director: Myron Dagley  
Principal: Brian Greene

Visit us at [prairiecrossingcharterschool.org](http://prairiecrossingcharterschool.org)

Prairie Crossing Charter School  
Board of Director's Policy

Board Meeting Attendance-Absenteeism and Voting

Policy #: 200.22

Governance

~~It shall be the policy of the Prairie Crossing Charter School Board of Directors to permit board members who must be absent from a meeting to participate in the meeting with a vote under the following circumstances:~~

- ~~-When a quorum of the board is physically present, and~~
- ~~-When the absent member wishes to attend by other means due to personal illness or disability, or~~
- ~~-When the absent member wishes to attend by other means because of employment purposes or the business of the public body, or~~
- ~~-When the absent member wishes to attend by other means due to a family or other emergency, and~~
- ~~-When the absent member wishes to attend by other means has made contact with the chairperson of the board in advance of the meeting advising of his/her absence unless such notice is impractical, and~~
- ~~-When the absent member has made arrangements to call into the board meeting at his/her own expense.~~

It shall be the policy of the Prairie Crossing Charter School Board of Directors to permit board members who must be absent from a meeting to participate in the meeting with a vote when all four criteria below are met:

1. A quorum of the board is physically present.
2. The absent board member has stated their need to attend absentee in advance to the board chairperson unless such notification is impractical.
3. The absent board member assumes all costs for attending the board meeting.
4. One of the following conditions is true:
  - a. Board member is absent because of employment purpose or the business of the public body.
  - b. Board member is absent due to a family or other emergency.
  - c. Board member is absent due to personal illness or disability.

Absences for other reasons will not carry voting rights for the board member who is absent, but would not prevent participation in discussion if all other conditions outlined above have been met.

Adopted: Board of Directors. Sept. 25, 2007



To: Members, Board of Directors

From: Governance Committee and Myron

Date: 9-16-09

Re: First Reading New Policy #400.3.10, Sick Leave Bank

**Background Information:**

The staff last year asked that we consider creating a policy on Sick Leave Bank from which participating teachers could draw additional days in the event of a serious illness or injury. The concept was discussed twice at the Human Resource Committee Level and was finally approved there, but remanded to the Governance Committee for further review.

Summer break began without my getting this policy before the Governance Committee, so it has been taken to the Governance Committee in September and now comes before the Board for a first reading.

The Board makes a one time commitment of days and teachers who wish to participate contribute two days each year. The operational rules of the bank are included in the policy itself. See the attached Policy.

I am addressing one remaining question, namely does creating this bank create an unfunded liability which would cause a declaration of such in the audit report. I have a call into the current auditor's which has not yet been addressed by them. However, we already maintain a data base on teacher accumulated sick leave which our regular policy on sick leave empowers and that practice does not constitute an unfunded liability which is declared as such in our annual audit report. I plan to have the auditor's response before Tuesday evening.

**Administration's Recommendation:**

The Governance Committee and administration respectfully recommend that the Board of Director's declare a first reading on new Policy #400.3.10, Sick Leave Bank for Teachers.

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Prairie Crossing Charter School  
Board of Directors Policy

**Personnel:**

**Policy 400.3.10**

**Sick Leave Bank for Certified Instructional Staff**

It is the intent of this plan to make available to the certified instructional staff a plan which allows the staff and Board of Directors in partnership to supplement a teacher's sick leave upon the occurrence of a major illness or accident resulting in an extended loss of working days.

The following provisions shall apply to ~~this plan~~ the Sick Leave Bank for Certified Instructional Staff (the Plan):

-Each certified instructional teacher may voluntarily contribute two of his/her sick leave days to the Bank Plan each school year on or before September 15<sup>th</sup> in order to participate in the plan; except that in the initial year of the Bank Plan, the contribution shall be within 15 school days of the date that the plan is approved by the Board of Directors.

-Access to the plan is only available to those ~~teachers~~ who contribute to the Plan bank on an annual basis for the current Plan year.

-To help establish and initiate the Bank Plan, the Board of Directors shall contribute once only forty (40) sick days. This contribution shall be non reoccurring.

-Once a participant teacher makes his /her voluntary contribution for a school year, those days contributed are forfeited to the plan upon his/her written request to withdraw from the plan.

-To access the Bank Plan, the teacher participant shall have exhausted all accumulated sick leave as a result of a significant illness or serious accident himself/herself or as a result of same with an immediate member of the family, spouse or child. Significant illness shall mean an illness which may be life threatening, resultant from a surgical procedure, or recuperation from an accident which threatened survival. It shall not refer to illnesses such as flu, pneumonia, broken limbs, etc. Cosmetic surgery shall not be considered an eligible illness unless it is made necessary as a result of an accident.

-The maximum number of days an employee a participant may withdraw from the bank Plan within one school year is fifteen work days and that employee participant shall not be eligible to make further withdrawals until such time that he/she has again made a voluntary contribution of two days to the sick ~~bank Plan~~.

-~~One employee~~ A participant may not make a two day contribution on behalf of another eligible employee participant as a means of recreating eligibility for an employee a participant who has exhausted both his own sick leave and the withdrawal of the maximum number of work days he was otherwise eligible to withdraw from the sick leave bank Plan.

-The Bank Plan shall be administered by a Governing Committee comprised of one teacher chosen by the faculty, one Board of Director member appointed by the President of the Board and the School Principal. The Governing Committee shall receive written requests to withdraw days, review same and approve those meeting the eligibility criteria, and maintain all records necessary to assure the effective operation of the Sick Leave Bank Plan. The teacher representative on ~~the Governing C~~ommittee shall serve for only one year and be replaced each school year by a representative elected by the teachers from among their ranks.

-The Governing Committee shall make an annual written report based on the fiscal year on the status of the Sick Leave Bank Plan and its function to the Board of Directors and the School Director who shall make the report available and to to the members of the faculty.

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**Cross Reference:**

Policy 400.3 Leaves of Absence

Adopted:



To: Members, Board of Directors

From: Governance Committee and Myron

Date: 9-16-09

Re: Second Reading/Adoption, Amended Policy # 200.17, Criteria for Taskforces Reporting to the Board

**Background Information:**

The Governance Committee has previously recommended that this amended policy be adopted by the Board. The Board, however, remanded the policy to the committee to clarify which taskforces are covered by this policy. The committee feels the revised draft achieves the clarification. Reference is made to the definition provided by the actual bylaws of the corporation. Therefore, any taskforce which meets the definition of a taskforce as outlined in the bylaws would be covered by the provisions of this policy.

The revised policy is attached with “change tracking” still in place to show the revisions recommended.

**Administration’s Recommendation:**

The Governance Committee and the administration respectfully recommend that amended policy # 200.17, Criteria for Taskforces Reporting to the Board be adopted effective immediately.

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Prairie Crossing Charter School  
Board of Director's Policy

Criteria for Other Bodies Reporting to the Board

Policy #: 200.17

Governance

From time to time, special projects and needs of the PCCS require work by commissions, task forces, advisory bodies or other such bodies ~~an ad hoc task force reporting,~~ reporting to the board\* as provided for in Article VI Section 3 of the PCCS Bylaws. For those occasions, the following criteria will apply to setting up the group, in order to bring about the most effective composition to get the task or project done expeditiously and with quality.

1. ~~Task forces~~ Such bodies will typically be composed of 1 - 7 members, depending on the complexity of the project and the discretion of the President. The President may decide to confer with the school director regarding size.
- ~~2. In most cases task forces will have 3—5 members, in order to ensure enough input and distribute the amount of volunteer work without complicating the work process.~~
- ~~3.2.~~ Typically, ~~A~~ at least one member of the task force will be a board member.
- ~~4.3.~~ Unless the ~~director~~ President determines it to be inappropriate, at least one member will be an administrative staff person designated by the school director or principal.
- ~~5.4.~~ Unless the ~~director and principle~~ President determines it to be inappropriate, at least one member will be a teacher designated by the school director or principal.
- ~~6.5.~~ If the ~~board p~~ President determines that an issue requires professional expertise, at least one member will be a person who has that professional expertise. If such a person cannot be found within the board, staff, and parent community, the President may decide to find, contact and appoint such a person from outside the school community.
- ~~7.6.~~ All members of the ~~task force~~ body will be chosen on the basis of their interest in the issue or project, their skills and talents relating to the issue, and their ability/willingness to take the time needed to complete the project in a timely manner.
- ~~8.7.~~ Each ~~task force~~ body will be constituted in such a way as to support effective governance, and to represent the interests of the whole parent community if representation is important to the project.
- ~~9.8.~~ In accordance with our bylaws\*\*, the President shall appoint and/or remove members of a ~~task force~~ body. The President may wish to consult with whoever is appointed as the chair of the ~~task force~~ body to make appropriate assignments based on the above ~~1-8~~ stipulations.
- ~~10.9.~~ The President or someone appointed by the President will be responsible for charging the ~~task force~~ body with their scope and specific goals.
- ~~11.10.~~ All ~~task forces~~ bodies created by and reporting to the board will be informed of the requirements of the Open Meeting Act and will abide by them.

\* In most cases, special task forces or committees will report to the administration. The school director ~~of the school~~ will set criteria for such groups. Only in the case of work which is directly related to the business of the board, should a task force or other such body reporting to the board be formed. Examples of these include bylaw changes, long range strategic planning preparation, and other board level governance issues.

\*\* The bylaws state "Except as otherwise provided in such resolution, members need not be directors of the Corporation, and the President shall appoint the members thereof. Any member of such bodies may be removed by the President whenever in the judgment of the President the best interests of the Corporation would be served by such removal."

Adoption Dates:

**Suggested Protocols for Committee Management and Management of Board of  
Director Meeting Agendas, Minutes, and Meeting Packet Information  
Section I: Committees**

**Agenda Preparation:**

1. Committee Chairs will consult with Director regarding Agenda Content and send to School Director's Office Final Agenda for Posting at least three days before the established meeting date.
2. School Director's Office will assure in compliance with OMA(48 hour notice)
  - Timely posting of agenda on door of building where meeting is to be held-**Kathy Beyer**
  - Timely posting of agenda on door of administration building if different than building where meeting is to be held.-**Kathy Beyer**
  - Timely placement on Web Page-**Kathy Beyer**
  - Timely distribution to list serves of parents and constituents, and to **members of specific committee. (Note: When using list serves mailing lists use Blind CC to avoid communicating addresses which are not public.) -Kathy Beyer and Yvonne**

**Minutes of Committee Meeting:**

1. Committee Chair shall either prepare minutes or see that a committee member does-**Committee Chair.**
2. Committee chairs/designee will be responsible for preparing draft minutes of meetings in a timely manner and send them to the committee members or request the School Director's office to do so.-**(Note: When sending out minutes use Blind CC to avoid communicating addresses.) Committee Chair or Kathy Beyer.**
3. Upon approval of minutes by committee, the final approved minutes will be forwarded to School Director's Office not more than two days after the approval date.-**Committee Chair or designee.**
4. Final approved minutes will be placed on the Web Site not later than the Monday following the date of committee approval-**Kathy Beyer**
5. Notice of the posting of minutes shall be sent to Jo Ann Price, ISBE by School Director's Office not later than the Monday after the approval date of the minutes. **Kathy Beyer.**
6. Thereafter, access to the minutes of that specific meeting by committee members and the public at large shall be by accessing the web site.-**all parties.**

**Committee Meeting Packets:**

1. Materials for a specific committee meeting shall be prepared by the chair in cooperation with the School Director.-**Committee Chair and School Director**
2. If materials are to be circulated in advance of the meeting to committee members, such materials shall be forwarded to the committee members and the School Director's Office by the Committee Chair. (Note: When using email, please be sure to use Blind CC to avoid revealing non public email addresses.) **Committee Chairs.**

3. Materials to be circulated to committee members shall be sent via email to committee members in time for same to be thoughtfully reviewed by committee members in advance of the meeting date and time. **Committee Chair(timely= at least the night before the meeting)**

#### **Administrative Representation:**

1. Every effort shall be made to have a representative of the administration present at every Board Committee Meeting-**Chair of Committee and School Director's Office**
2. If an admin representative can not be present, the proceedings of the meeting shall be reviewed with the School Director within forty-eight hours of the meeting date by telephone or email.-**Committee Chair or designee.**

### **Section II: Board of Director's Meeting Agendas, Minutes, and Packet Materials**

#### **Agenda Preparation:**

1. Board of Director's Meeting Agendas shall be developed in collaboration with the School Director, Board President, and Board Vice President at least by Wednesday in advance of the week during which time the meeting is to occur. **School Director, Board President, and Board Vice President**
2. A draft of the agenda shall be circulated to Board of Director Members and other contributors by the close of work on that Wednesday.-**Kathy Beyer**
3. Board of Director Members and other contributors must have their committee reports and any other documents to be included in the agenda to the School Director's Office not later than 10:00 A.M. of the Friday preceding the Board Meeting if same is to be included in the Packet for publication on the school's web site by 3:30 P.M. of that Friday. (*Items not received by that time will not be part of the packet posted on the web site. Such omissions defeat efforts at transparency and threaten our compliance with the Open Meetings Act.*) –**Board of Director Members, Administrative Staff, and other Contributors.**
4. The completed board agenda and packet will be posted on the web site by 3:30 P.M. on the Friday preceding the Board Meeting Date.-**Kathy Beyer**
5. The approved agenda will be posted on the door of the Kennicott Building and the door of the building in which the Board of Director Meeting is to be held by 4:00 P.M. on the Friday preceding the Board Meeting date in accordance with OMA. (timely = at least 48 hours in advance).-**Kathy Beyer**
6. The agenda will be sent via the list serve address lists to parents, staff, interested constituents, and board members by 4:30 P.M on the Friday preceding the Board Meeting date. (Note: Care shall be taken to use Blind CC when employing list serves addresses with the exception of staff whose addresses are public information.)-**Yvonne Schaefer and/or Kathy Beyer.**

#### **Minutes of Board Meetings**

1. Open session draft minutes of the board meeting will be prepared in a timely fashion by the Board Secretary or designee and circulated to the Board President and School Director for comment and/or input.-**Board Secretary.**

2. When appropriate, revised draft open session minutes will then be circulated to Board Members and the School Director as a tool to guide future work and agendas.-**Board Secretary and/or Administrative Assistant upon request-(Note: Care shall be taken to assure use of Blind CC to avoid revealing non public email addresses.)**
3. Closed Session draft minutes will be prepared by the Board Secretary and sent to the Board President and when appropriate the School Director for comment and input.-**Board Secretary**
4. Draft Closed Session minutes and other Closed Session Materials will be sent to the Board of Director members and the School Director using “back pack mail” and or U.S. Mail early morning on the Friday preceding the Board Meeting date. Materials sent home via “back pack mail” will be in sealed envelopes. **Kathy Beyer**
5. Once approved draft open session minutes shall be relabeled approved and be sent not later than two days following approval to the School Director’s Office for posting on the Web Site.-**Board Secretary/Designee.**
6. Once approved draft Closed Session Minutes shall be relabeled approved and be sent not later than two days following approval to the School Director’s Office for filing in the Closed Session Meeting Minutes Notebook for that year.-**Board Secretary**
7. Not later than the Monday following approval of the Open Session Minutes, they shall be posted on the Web Site and notice of their location forwarded to ISBE in care of Mrs. Joann Price.-**Kathy Beyer**
8. Not later than the Monday following approval of the Closed Session Minutes, they shall be filed in the appropriate Closed Session Meeting Minutes Notebook maintained in the School Director’s Office.-**Kathy Beyer**

**Administrative Representation:**

1. It is expected that the School Director and Principal shall be in attendance at all public sessions of the Board of Directors unless excused or unless a personal emergency prevents attendance.-**Myron Dagley and Brian Greene**
2. It is expected that the School Director shall be in attendance at all Closed Sessions of the Board of Directors unless the topic of discussion therein involves his/her professional performance and or contract provisions from which the School Director is excused.-**Myron Dagley**



To: Members, Board of Directors

From: Myron and Stacy

Date: 9-16-09

Re: Adoption of Amended Operational Budget, FY-10

**Background Information:**

The current operating budget for school year 2009-2010 is actually the version adopted at the April, 2009 Board of Directors Meeting. Since then, there have been many changes we have had to make in order to accommodate changing circumstances, a partial list of which follows:

- Reduction of student instructional fees from \$250 per student to \$100 per student
- Reduction of Federal Grant Revenues from \$78,000 for ARRA to \$70, 300
- Reduction of revenue and expenses related to the Reading Improvement Grant
- Replacing four teachers with new teachers earning at different levels than those formerly employed
- Changes in budgeted benefits relating to the teacher changes.
- Changes in number of hours worked by one or more employees.
- Reduction in costs to accommodate higher interest payments on long term debt refinancing.

These and others have been reflected in drafts # 5 and now Draft #6 which now needs to be adopted to meeting prescribed legal standards.

The Finance Committee reviewed final changes to the budget at its meeting on September 15, 2009. Consensus was reached to make two further adjustments and then bring Draft #6 as amended on 915-09 to the full board for approval/adoption. That version is now attached!

Once approved by the Board of Directors, this amended budget needs to be posted on our Web Site, sent to ISBE and loaded into our computer so that all future reports are based upon this version for comparison purposes. Further, Stacy will need to develop a new cash flow statement based upon this budget document and share same with ISBE.

**Administrative Recommendation:**

The administration respectfully recommends that the Board of Directors adopt the amended budget for FY-10 as presented effective immediately.

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	C	AC	AN	AO	AP	AQ	AU	AV
134	<b>PRAIRIE CROSSING CHARTER SCHOOL</b>		<b>FY2009</b>		<b>FY2010</b>		<b>FY2010</b>	<b>change:</b>
135	Revised Budget and Estimated Cash Flow		<b>ACTUAL</b>		<b>APPROVED</b>		<b>Draft 6</b>	<b>Draft 6 vs.</b>
136	For the year ending June 30, 2010		<b>JUN YTD</b>		<b>BUDGET</b>		<b>BUDGET</b>	<b>approved budget</b>
137								
138	<b>Fundraising</b>							
139	Salaries for Fundraising Personnel		21,115		18,136		18,136	0
140	Related Medicare Expenses (employer's share)		163		263		263	0
141	Related FICA Expenses (employer's share)		670		1,124		1,124	0
142	Related Health Benefits		0		0		0	0
143	Other Fundraising Expense		30,735		5,000		5,000	0
144	Fundraising Events Expense		20,027		30,000		30,000	0
145	Total		72,710		54,523		54,523	0
146								
147	<b>Grant Expenditures</b>							
148	IDEA Grant		27,022		119,838		42,512	(77,326)
149	ARRA Grant						70,000	70,000
150	Spec Ed Personnel		39,442		52,630		52,630	0
151	Reading Improvement Block Grant		10,829		14,296		7,148	(7,148)
152	Title I - Low Income		14,830		10,239		10,239	0
153	Title II - Teacher Quality		3,405		3,405		3,405	0
154	Title IV - Safe & Drug Fee		669		669		669	0
155	Title V - Innovative Programs		0		0		0	0
156	Nutrition Education		5,000		0		0	0
157	Learning Farm		0		0		0	0
158	Other		300		15,000		15,000	0
159	Total		101,497		216,077		201,603	(14,474)
160								
161	<b>Other Expenses</b>							
162	Contingency		0		5,000		5,000	0
163	Bank Fees		2,715		2,000		2,000	0
164	Community Outreach/Advertising		2,691		6,000		6,000	0
165	PSO Net		(4,960)		0		0	0
166	Recruitment and Employment Expenses		1,242		1,500		1,500	0
167	Total		1,689		14,500		14,500	0
168								
169	<b>Total Expense</b>		2,930,189		2,965,509		2,928,953	(36,556)
170								0
171	<b>Net Operating Income</b>		824,201		958,753		962,578	3,825
172	Adjustment for Capital Items		0		(15,000)		(15,000)	0
173	Interest Expense		563,569		580,839		531,349	(49,490)
174	Amortization Expense		24,809		21,800		27,800	6,000
175	Depreciation Expense		354,660		365,000		350,000	(15,000)
176								
177	<b>Net Income/(Loss)</b>		(118,837)		6,114		68,429	62,315



To: Members, Board of Directors

From: Myron and Stacy

Date: 9-16-09

Re: Engagement Letter FY-10 Auditor Service.

**Background Information:**

The audit firm of Clifton and Gunderson has been providing audit services for Prairie Crossing Charter Schools for each of the last two years. We have been most satisfied with their services and they have established a most collaborative working relationship with our Business Office Staff.

The audit fee for FY-09 was \$19,500.

We have asked Clifton and Gunderson to submit a multiyear proposal for the provision of services in the future. Attached please find their proposal. They are proposing a three year relationship, but have quoted audit costs for only two of those three years.

**Administration's Recommendation:**

The Finance Committee and the administration respectfully recommend that the Board of Directors approve a contract for the provision of audit services to Prairie Crossing Charter School for FY-10 at a cost not to exceed \$20,000 without further authority from the Board to increase cost if and when necessary.

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