



**PCCS Board of Director's Meeting**  
**AGENDA**  
**September 1, 2009 7:00PM**  
**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**

**Correspondence**

**Consent Agenda**

1. Director's Report - includes Principal's, Manager's of Benefits & Facilities and Business Manager's Report
2. Financial Statements, June & July 2009
3. Treasurer's Report and Finance Committee Report
4. Human Resource Committee Report
5. Governance Committee Report
6. Communications/Public Relations and Fund Raising Committee Report
7. Excellence in Academic Programs Advisory Committee Report
8. President's Report
9. PSO Report
10. Review Open Session Minutes: 6/23/09, 7/1/09- Special Mtg.
11. Review Strategic Planning Steering Committee Minutes - 4/14/09, 7/22/09 & 7/23/09
12. Review Governance Committee Minutes – 6/1/09
13. Motion to Approve Open Session Minutes– 6/23/09, 7/1/09- Special Mtg.
14. Motion to Approve Strategic Planning Steering Committee Minutes - 4/14/09, 7/22/09 & 7/23/09
15. Motion to Approve Governance Committee Minutes – 6/1/09
16. Motion to Accept Reports on Consent Agenda

**Public Comment**

10 Minutes

**Discussion Agenda**

17. Review Legal Bills
  - May 31, 2009 - Hodges, Loizzi, Eisenhammer, Rodick & Kohn (\$1912.24)
  - June 30, 2009 - Hodges, Loizzi, Eisenhammer, Rodick & Kohn (\$53.00)
  - June 30, 2009 – Sraga, Hauser, L.L.C. (\$58.50)
  - May 27, 2009 - Franczek, Redelet (\$2371.50)
  - June 30, 2009 - Franczek, Redelet (\$2869.60)
  - July 30, 2009 - Franczek, Redelet (\$4872.68)
18. Second Reading – Amend Policy 200.13 - Frequency of Board and Committee Meetings
19. Review of Committee Agenda/Minutes/Packets/Management Protocol
20. Charter Agreement Compliance Tasks
21. Progress Discussion: Closed Session Minutes Review/Redaction

**Public Comment**

10 Minutes

**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.

- 22. FY10 Special Education Resource Teacher Contract
- 23. FY10 7<sup>th</sup> Grade Teacher Contract
- 24. Discuss Director’s Performance Evaluation – FY09

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

- 25. Review Closed Session Minutes – 6/23/09

**Action Agenda – New Business**

- 17A - Authorize Payment of Legal Bills- \$12137.52
- 18A – Adoption of Amended Policy 200.13 - Frequency of Board and Committee Meetings
- 19A - Adoption of Committee Agenda/Minutes/Packets/Management Protocol
- 22A – Approve FY10 Special Education Resource Teacher Contract
- 23A – Approve 7<sup>th</sup> Grade Teacher Contract
- 25A – Approve Closed Session Minutes – 6/23/09

**Public Comment**

10 Minutes

**Identify Topics to Guide Future Agendas**

**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, August 21, 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)

# SRAGA HAUSER, LLC

ATTORNEYS AT LAW

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Alan T. Sraga • Teri E. Engler • John M. Izzo • Raymond A. Hauser  
Daniel M. Boyle • Joel R. DeTella • Christopher L. Petrarca • William F. Gleason

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## SUMMARY OF 2009 AMENDMENTS TO THE ILLINOIS FREEDOM OF INFORMATION ACT

(PUBLIC ACT 96-542)

**EFFECTIVE DATE:** January 1, 2010

**HIGHLIGHTS:**

- Creates new, speedier enforcement procedures through Illinois Attorney General's office.
- Requires public bodies to designate Freedom of Information officers, who will receive annual training from the Attorney General's office.
- Puts heavier burdens (administrative, financial, and legal) on public bodies to prove applicability of exceptions to general right of access to records.
- Narrows exception for "personal information" and creates new exception for "private information."

**NEW ROLE FOR ATTORNEY GENERAL'S OFFICE:**

- Creates new office of "Public Access Counselor." ("PAC")
- PAC receives and reviews requests for review of denials by a public body and the public body's response.
- PAC must annually train employees designated by public bodies.
- The Attorney General may issue binding decisions (reviewable in court), and may also exercise mediation or issue advisory opinions.

**DISTRICT'S BURDEN:**

- Enunciates public policy of the State that access to records is a "fundamental obligation of government" and a "primary duty."
- The Act must be construed to require expeditious disclosure.
- Public bodies must comply *despite* fiscal burden.
- The presumption is that records are open to inspection and copying. To overcome presumption, a public body has to show that the subject records are exempt "by clear and convincing evidence."

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19730 Governors Highway - Suite 10, Flossmoor, Illinois 60422-2083 • Phone: (708) 799-6766 • Fax: (708) 799-6866  
2215 York Road - Suite 206, Oak Brook, Illinois 60523-2392 • Phone: (630) 928-1200 • Fax: (630) 928-1300

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ATTORNEYS AT LAW

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## PROCEDURAL CHANGES:

- Time to respond: 5 business days, plus 5 business day extension (instead of 7 and 7)
- Districts may require that requests be in writing (including mail or fax), but not on a standard form and cannot require that a reason be given.
- Eliminates the appeal to the “head of the public body” at the local level.
- Prohibits charging any fee for first 50 pages of black-and-white documents; after that, no more than 15 cents per page.
- Commercial requests may be treated differently:
  - 21 working days to respond
  - may respond with estimate of time and cost to provide records
- Each public body must designate an F.O.I. officer.
- Failure to timely respond prevents use of unduly burdensome exception.
- Denials based on “personal information” or “preliminary drafts” exceptions must be forwarded to PAC directly without waiting for an appeal.
- Copies must be provided in the format (paper or electronic) requested.

## SUBSTANTIVE CHANGES:

- Creates new exception for “private information.”
  - includes “unique identifiers” such as social security number, passwords, personal phone numbers and e-mail addresses, home addresses, license plates, etc.
- Narrows definition of “personal information.”
  - removes personnel file from definition
- Broadens definition of “public records.”
  - explicitly includes electronic communications
  - includes records prepared for, as well as by, the public body, such as those of a contractor
- Settlement agreements must be disclosed.

## ENFORCEMENT:

- Public body’s denial must include the reasons for the denial, factual details, and contact information for PAC.
- Person denied records may file request for review with PAC within 60 days.
- If a denial is based on “personal information” or “preliminary drafts” exceptions, matter should have already been sent to PAC.
- Public body may be compelled to provide information to PAC.
- AG may attempt mediation or chose to issue advisory opinion.
- AG decision may be appealed to courts.
- Civil penalties (\$2,500 to \$5,000 per occurrence) may be imposed for willful violations, but no criminal sanction.



To: Members, Board of Directors

From: Myron

Date: 20 August, 2010

Re: Director's Report, August 25, 2009 Meeting

**Enrollment:**

As of this date, our enrollment is 358 plus two out of district students on a tuition basis. We are awaiting a response from a 4<sup>th</sup> grade offer, which if accepted would fill the one open vacancy. A sibling on the 1<sup>st</sup> grade waiting list would then be moved to the next call position and that is where we have the other vacancy. Potentially we could be a full enrollment by the time this report is made public.

Two families were dropped for failure to follow through with their registration and payment of fees. To my knowledge neither formally notified us of the withdrawal and signed the appropriate forms. Both of those families were given the benefit of two certified letters of notice about pending actions, but only one responded to the letters and still refused to inform us within the stipulated timelines of the intent to withdraw. That family did register their student in Woodland Middle School on Tuesday of this week.

I will seek to hand carry a full report of enrollment by grade level to the Board of Director's meeting.

With respect to one of the families on out of district tuition, I am working with them to establish a payment plan which would enable them to remain enrolled here. Our tuition to them is \$9,189 for this year and paying same in four equal installments is more than they can tolerate. Their son has been previously enrolled and they are desperately seeking to assure stability in his educational experience. Their FY-09 fees were paid in full, albeit about a month later than expected. I am proposing a plan that would enable them to be paid in full by June 30, 2010 should they remain out of district for the whole year, although that is not their intent.

**Fundraising/Development:**

Sarah Kirch has been working consistently on getting several fundraising/development endeavors underway as follows:

Our Parents as Partners Business Solicitation for Sponsorships campaign is nearly ready to be launched, and probably will be by next week when we meet. We are using the survey results of last spring to establish a contact list for this endeavor.

We are nearing the launch point for the annual funds appeal which has been moved forward from December to early fall.

*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.*

We have issued a From the Director's Desk Communication launching our new identity campaign including the new logo seen above.

We are issuing yet this week another From the Director's Desk Communication about our new fund raising strategies including the new annual fund raising calendar.

Sarah is working with Cheryl Pytlarz and many others to bring forth the final plans for the Lake County Wellness Celebration (Formerly the Edible Harvest Festival) October 4, 2009. This year the separate pieces have been wrapped under a new umbrella, Lake County Wellness Celebration, but otherwise will continue to include a 5K run, children's runs, bake sale, harvest festival, cook off, locally grown organic food exhibits, fitness exhibits, children's activities and wonderful treats. We will still be using the Learning Farm location this year for everything. Our publicity campaign is already launched and our appeal for volunteers to make this happen is well underway. Watch for mailings and flyers. The event website is [www.LCWellnessCelebration.org](http://www.LCWellnessCelebration.org). Please look there for more information.

**Budget/Finance:**

The administration has recommended additional substantial modifications to the FY-10 Budget to assure a positive balance between proposed expenditures over revenues. More work will be done during the month of September to prepare for final budget adoption at our September meeting.

The audit report has been received in draft form and reviewed by the Finance Committee. Pending any final changes that would alter the picture we have again achieved an unqualified audit for FY-09. The auditors were very impressed with our records, the readiness of the Business Office for the audit, and the cooperation of our business staff during the course of the audit. This is again a tribute to Betsy Jung for her work, but also to Stacy who was already aboard during much of the field work here on site.

Our financial picture is being made tighter each week that lapses without resolution to the negative interest impact of our long range bond finance plan. We had hoped to have a new picture by September 30, 2009 but it is looking less likely. Each month of inaction means more cuts that will need to be made. Further, our need to raise money through our events and development work is more critical now than formerly.

**Staffing:**

We are fully staffed with the exception of final resolution of the one custodian position soon to be vacated by Randy Sullivan. Randy is returning to formal education to pursue a dream he has long had and we wish him well. We will miss him, but know we'll hear from and about him as his school work unfolds. Our best, Randy!

**Facilities:**

Our school grounds and buildings looked just wonderful for school's opening on August 17, 2009. Kudos' to Mary Burks and her summer staff for the wonderful efforts. The hall floors in the Rachel Carson building have never looked as good as they do now. Thanks Jessie and Randy! Your efforts and caring really show.

If we had more funds there is a lot more work needed in terms of maintenance, but the budget doesn't allow for it. We have two areas where new carpet is really needed primarily for appearance sake, but to some degree we have a liability exposure. Failed seams in carpet can become the cause of falls even when taped, and we have some parting seams in the Wright School House and the Kennicott Building. Real cleanliness in both areas is no longer possible either. Anyone with leads on real bargains in that arena should contact the School Director or Business Office.

## **Principal's Report:**

The school year got off to a great start. Though the rain came on the first day, we were well prepared and held a modified welcome back announcement for the students. On Tuesday, we had blue skies and sun as we 'officially' rang in the new school year. We introduced staff, new students and even welcomed new parents that were present. Current 8<sup>th</sup> graders that were starting on their ninth and final year at PCCS rang the bell in the Wright School House. The prior evening families picnicked at the school and came together for the Welcome Back Picnic. We introduced staff and had groups around the gym showing the many opportunities available at PCCS.

The staff had a very successful 3-day in-service. We discussed moving forward from where we were last year. There was a sense of relief knowing that this was a year of continuation and not a year of starting over again. Differentiation, PowerSchool, EDUSS and of course a big push on farm integration and environmental education rounded out the week.

The grounds look absolutely beautiful! A huge thank you to Mary, Randy, Jessie, Tom and others, that really dug in to make this place shine. Many parents commented how nice and fresh the school seems. Our goal is to keep the grounds looking like this on a day-to-day basis.

Though it is only the first week, classrooms are up and running. All academic subjects have started. Teachers have even assigned homework! ☺ The special education staff is making sure that all IEP's, 504's and other accommodations are up and running and being met. Naomi's environmental education schedule is set and Erica from the farm has started meeting with teachers. There is no resting on this staff.

In the next three weeks, NWEA testing will take place and that data will be immediately put into action. I will have a report ready for the board at the next meeting.

We are making changes when we see the opportunity to strengthen academics, provide an even safe school environment and continue to foster a 'family-like' atmosphere for all stakeholders.

We are looking at technology needs and are grateful for the \$5,000 computer purchase made available by PSO. We are reviewing curriculum needs and making sure we have the best we can in the hands of our students. This will be an on-going process.

Here's to decade number 2!  
Brian

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

The beginning of school marked the end of our crazy summer. The following is a list of some of the projects the facilities department did this summer...

Stripped and waxed all floors in classroom in Carson bldg. Painted halls in Carson and Comstock buildings. Stripped paint, sealed and waxed hall floor in Carson building (this was a huge project). Cleaned and buffed classroom rooms in Comstock. Painted 1<sup>st</sup> and 2<sup>nd</sup> floors in Wright Schoolhouse. Painted outside entry of Kennicott building. Cleaned all light fixtures and fans in both school buildings. General ongoing maintenance, including outside projects.

Again, given budget constraints we didn't do as much as we would have liked, but we managed to get quite a bit done for a reasonable amount of money.

We are in the process of switching medical coverage to Aetna which would become effective on September 1. The exposure to the school continues to be \$300 per employee that opts to be part of our health plan.

Randy Sheridan will be leaving PCCS as of August 28, 2009. We will miss him very much. He has done a wonderful job in the year he has been here and will be missed by both staff and students. The interview process is underway to replace him. I am looking at different ways of providing coverage to better serve our unique needs.

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

#### **June Financial Statements and Highlights**

Included in the package are the following statements:

1. A Balance Sheet as of June 30, 2009
2. A Profit & Loss Report, Budget vs. Actual, for the period ended June 30, 2009

The balance sheet as of June 30, 2009 shows cash totaling approximately \$193,000 and includes the collection of FY2009 school fees and all per capita tuition reimbursement (PCTR) checks from ISBE. The asset side of the balance sheet includes a Deposit required by Finance Agreement representing a \$306,000 CD set aside as part of the refinancing arrangement.

Liabilities include Accounts Payable, reflecting primarily operating expenses. The Capital Lease reflects the copier/printer/scanner placed in service during July, 2006. Deferred Revenue – School Fees represents cash received but not yet earned under the accrual method of recognizing income for school books and activities. 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.

Operating results for the twelve months ended June 30, 2009 reflect expenses for the entire fiscal year. The School's major revenue category, Reimbursement from ISBE, is based upon the total checks received for all 4 quarters. The School received all four FY2009 ISBE checks each in the amount of \$767,000. Revised budgeted numbers for all 4 reimbursements are based upon reimbursement rates of \$8,653 for 297 Woodland District students and \$7,978 for 63 Fremont District students.

Contribution Revenue consists of general contributions and include \$27,000 from the Annual Appeal received through June, 2009. Donated Services for the twelve months ended June 30, 2009 reflect a zero balance, as this income is recognized in conjunction with the annual audit subject to materiality. Other Grant Revenue includes the grants related to Nutrition Education, the Circle of Service Foundation, EDUSS, and Bio-Diversity Impact. Fundraising Revenue includes the revenue from the Edible Harvest Festival, the Auction, Earth Week, and other small fundraisers.

Program Services Expense reflects instructional expenses from August – June. Also included is an accrual of \$120,000 (\$10,000 per month for July through June) for summer instruction salaries. Management and General Expense primarily include administrative salaries, which remain relatively constant throughout the year. Fundraising Expense primarily includes costs for the Edible Harvest Festival, the Auction, Earth Week, Rummage and the other small fundraisers. Operating Expense includes utilities and maintenance costs. Debt service payments were approximately \$65,000 per month through September and have averaged approximately \$56,000 per month for October through June. See note below.

#### **Items of Budgetary Significance (See Profit and Loss, Budget vs. Actual, Report)**

**Revenues** - note that most variances in Revenue Categories are due to timing or change in programming. Other revenue items of significance include the following:

1. Account 4230 Other Grant Revenue includes the EDUSS grant that was not included in the original budget.
2. Account 4400 Out of District Tuition is based upon 2 students, not 3 as planned.
3. Account 4500 Fundraising Income is greater than budget due to unanticipated small fundraisers.
4. Account 4602 Hot Lunch – Pizza based upon 2 trimesters of pizza offered, not 3 as anticipated.
5. Account 4700 Interest Income is less than anticipated due to lower than anticipated interest rates.
6. Account 4820 Other Income is conservatively budgeted, but is typically a breakeven.

**Expenses -**

1. Account 5110 Educational Materials is significantly over budget due in part to the unanticipated purchase of textbooks for the 5<sup>th</sup> and 6<sup>th</sup> grade classes (approximately \$4,500).
2. Account 5130-5133 Difference is due to salary expense being straight lined for budget. Reclass is also needed for line 5133.
3. Account 5150 Related Health Benefit Expense is over budget due to 2 additional employees taking benefits after the revised budget was prepared.
4. Account 5226 Unemployment Compensation primarily reflects expense related to two former employees.
5. Account 5241 Computer Expense includes printer ink and cartridges for instructional use. This is a separate budget line in FY2010's budget.
6. Account 5304 Related Health Benefit Expense is currently being analyzed.
7. Account 5295 Legal Fees is over budget due to counsel required to address issues of governance, a personnel grievance, and unanticipated FOIA requests.
8. Account 5321 Pizza Expense is less than anticipated due to 2 trimesters of pizza offered, not 3 as anticipated.
9. Account 5399 Allocated Grant Expense is recorded at the end of each quarter rather than monthly. Entry is still needed for last quarter.
10. Account 5410 Utilities Expense is over budget due to a colder than anticipated winter.
11. Account 5415 Maintenance Salary Expense is less than budget based upon the actual start dates of the 2 maintenance employees.
12. Account 5430 Maintenance Contractual Expense is over budget is due to recurring geo-thermal issues and the installation of the sump pump in the gym.
13. Account 5510 Fundraising Expense is greater than budget due to the fact that small fundraisers are not budgeted for.
14. Account 5603 and 5608 Title I Expense should be analyzed together for comparative purposes.
15. Account 7220 Interest Expense is over budget due to the change in market conditions mentioned above.

**Actual Results Compared to Forecasted Results**

Forecasted FY09 Net Loss per the May 31, 2009 Business Manager Report	(\$87,000)
Changes	
Lower than anticipated Other Revenue	(5,000)
Greater than anticipated Interest Expense	(5,000)
Greater than anticipated Salary Expense	(18,000)
Other	(5,000)
Revised FY09 Net Loss	(\$118,000)

**FY2010 Budget**

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

**FY2009 Audit**

The audit field work is in-process.

**Line of Credit**

Lake Forest Bank extended the School's Line of Credit thru September 30, 2009 (\$300,000, 7.25%). The Business Office anticipates using the line before the end of July.

**School Fees**

See attachment.

**Cash Management Strategies and Investment Policy**

Cash management strategies were discussed with representatives from Lake Forest Bank and the School has obtained a cash debit card tied to the School's operating account. Access to this card is limited to use by the Director and Principal. In addition, in order to maximize interest on its cash balance, the School transfers excess operating funds to a Max Safe Account. The investment policy is currently being updated.

**Long-term Financing Update**

Prior to Spring Break, members of the Administration and the Board Treasurer met with representatives from Lake Forest Bank and BMO (to discuss current financial market conditions. The School's Letter-of-Credit bank has been downgraded, and as such, has impacted the School's financing arrangement. The impact to the School is as follows: for FY09, the School paid additional interest of \$68,000. For FY10, the School could pay an additional \$100,000 of interest expense (an additional \$140,000 has been included in the operating budget). Options are being discussed as to how the School could minimize the impact of the current arrangement. See the Treasurer's report for further details.

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

	<u>Jul 31, 09</u>	<u>Jul 31, 08</u>
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
1100 · Cash		
1110 · LFB Operating 379719	68,540.01	28,495.18
1115 · Money Market 8100003238	775.03	0.00
1120 · Bank of America 5201235297	17,725.29	2,453.63
1130 · PCCS Building 379727	4,135.21	2,998.61
1140 · PCCS Holdings 393851	6,451.41	6,666.05
1150 · PSO State Bank	38,932.96	34,286.22
1160 · Petty Cash	193.34	62.98
<b>Total 1100 · Cash</b>	<u>136,753.25</u>	<u>74,962.67</u>
<b>Total Checking/Savings</b>	136,753.25	74,962.67
<b>Other Current Assets</b>		
1250 · Grants Receivable	13,599.89	13,164.00
1300 · Other Assets		
1310 · Other Receivables	49.87	0.00
1320 · Prepaid Expense	46,421.37	233.00
1330 · Charter Renewal Fees	37,887.29	9,908.25
<b>Total 1300 · Other Assets</b>	<u>84,358.53</u>	<u>10,141.25</u>
<b>Total Other Current Assets</b>	<u>97,958.42</u>	<u>23,305.25</u>
<b>Total Current Assets</b>	<u>234,711.67</u>	<u>98,267.92</u>
<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	-449,157.28	-360,749.82
<b>Total 1400 · Fixed Assets</b>	<u>194,959.94</u>	<u>261,287.40</u>
<b>Total Fixed Assets</b>	194,959.94	261,287.40
<b>Other Assets</b>		
1600 · Investment in LLC		
1605 · Investment in PCCS Holdings LLC	1,763,930.00	1,763,930.00
1607 · Capitalized Closing Costs	516,092.52	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	-1,020,731.49	-755,379.16
<b>Total 1600 · Investment in LLC</b>	<u>12,639,983.21</u>	<u>12,552,518.05</u>
<b>Total Other Assets</b>	<u>12,639,983.21</u>	<u>12,552,518.05</u>
<b>TOTAL ASSETS</b>	<u><b>13,069,654.82</b></u>	<u><b>12,912,073.37</b></u>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
2002 · Accounts Payables	30,777.70	14,940.91
<b>Total Accounts Payable</b>	<u>30,777.70</u>	<u>14,940.91</u>
<b>Other Current Liabilities</b>		
2001 · Accounts Payable	0.00	5,000.00
2150 · Deferred Revenue - 09/10 Fees	30,712.50	0.00

7:33 PM

08/17/09

Accrual Basis

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

	<u>Jul 31, 09</u>	<u>Jul 31, 08</u>
2151 · Deferred Revenue - 08/09 Fees	0.00	75,635.00
2155 · Deferred Revenue - B/A Care	1,150.00	900.00
2166 · Refunds Payable	-420.00	0.00
2201 · Accrued Payroll Liabilities		
2210 · Accrued Salaries	45,000.00	40,000.00
2245 · THIS Payable	331.56	276.91
2250 · TRS Payable	3,710.06	3,253.02
2255 · FSA Payable	2,156.13	112.17
2275 · AFLAC Payable	-347.98	76.51
2280 · HSA Payable	-100.00	0.00
<b>Total 2201 · Accrued Payroll Liabilities</b>	<u>50,749.77</u>	<u>43,718.61</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	200,000.00	100,000.00
2400 · Note Payable - Foundation	0.00	150,000.00
2450 · Taxable Loan Payable	217,190.54	0.00
<b>Total Other Current Liabilities</b>	<u>502,517.22</u>	<u>433,149.34</u>
<b>Total Current Liabilities</b>	533,294.92	448,090.25
<b>Long Term Liabilities</b>		
2500 · Capital Lease Obligations - LT	5,656.16	9,794.68
2600 · PCCSHI-Mortgage Payable Phase I	0.00	4,952,642.77
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	9,297,916.48	0.00
<b>Total Long Term Liabilities</b>	<u>9,303,572.64</u>	<u>9,122,436.53</u>
<b>Total Liabilities</b>	9,836,867.56	9,570,526.78
<b>Equity</b>		
3200 · PCCS Net Assets	1,918,359.50	1,918,359.50
3210 · PCCS - Temporarily Resticted	-35,625.00	-35,625.00
3500 · LLC Net Assets	1,637,422.00	1,637,422.00
3900 · Retained Earnings	-145,121.79	-33,614.36
Net Income	-142,247.45	-144,995.55
<b>Total Equity</b>	<u>3,232,787.26</u>	<u>3,341,546.59</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>13,069,654.82</b></u>	<u><b>12,912,073.37</b></u>

## Prairie Crossing Charter School

## Profit &amp; Loss

July 2009

08/20/09

Accrual Basis

	Jul 09	Jul 08
Ordinary Income/Expense		
Income		
4300 · Student Fees		
4320 · Summer School	0.00	3,190.00
4325 · Before and After School Program		
4359 · Before and After School Care	0.00	40.00
4369 · Summer Enrichment Program	2,955.00	0.00
4370 · Getting to Know You	1,560.00	1,260.00
Total 4325 · Before and After School Program	4,515.00	1,300.00
4350 · Clubs		
4368 · Champions Club	180.00	0.00
Total 4350 · Clubs	180.00	0.00
Total 4300 · Student Fees	4,695.00	4,490.00
4400 · Out-of-District Tuition	1,443.61	0.00
4500 · Fundraising		
4501 · Other	12.45	1.00
Total 4500 · Fundraising	12.45	1.00
4600 · Hot Lunch		
4602 · Hot Lunch - Pizza	0.00	22.00
Total 4600 · Hot Lunch	0.00	22.00
4700 · Interest Income		
4702 · Interest Income - LFB	24.38	62.18
4703 · Interest Income - LLC	302.49	636.30
Total 4700 · Interest Income	326.87	698.48
4800 · Other Income		
4805 · Contributions		
4810 · General Contributions	50.00	0.00
4811 · Sponsorships	0.00	57.50
4813 · Annual Appeal	450.00	0.00
4816 · ACH Donations	650.00	775.00
4828 · Matching Gifts	203.24	1,650.00
Total 4805 · Contributions	1,353.24	2,482.50
4820 · Other		
4827 · Graduation	10.00	0.00
Total 4820 · Other	10.00	0.00
4825 · Rental Income	560.00	506.00
4830 · Reimbursed Expenses	-91.53	197.10
Total 4800 · Other Income	1,831.71	3,185.60
Total Income	8,309.64	8,397.08
Expense		
5100 · Instruction		
5105 · Classroom Supplies	1,610.00	0.00
5110 · Educational Materials	34.29	2,479.50
5115 · Computer Supplies	17.98	0.00
5130 · Instruction Salaries	5,187.54	385.50
5131 · Allocated Stipends	-5,576.21	-500.00
5135 · Related TRS Expense	1,982.24	856.80
5140 · Related Medicare Expense	1,160.16	1,094.13
5145 · Related FICA Expense	772.93	442.84
5150 · Related Health Benefits Expense	8,271.02	18,734.71
5155 · Other Expenses for Clubs		
5158 · Yearbook	186.80	0.00
5172 · Before and After School Care	4,216.21	0.00
5176 · Champions Club	1,360.00	0.00
Total 5155 · Other Expenses for Clubs	5,763.01	0.00
5160 · Other		

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

	<u>Jul 09</u>	<u>Jul 08</u>
5164 · Summer School	0.00	2,073.50
<b>Total 5160 · Other</b>	<b>0.00</b>	<b>2,073.50</b>
<b>Total 5100 · Instruction</b>	<b>19,222.96</b>	<b>25,566.98</b>
<b>5200 · Administration</b>		
5205 · Administrative Salaries	23,781.11	16,392.48
5215 · Related Medicare Expense	326.19	229.01
5220 · Related FICA Expense	978.35	979.23
5225 · Related Health Benefits Expense	1,095.78	996.66
5230 · Supplies	329.12	0.00
5235 · Furniture	0.00	1,678.91
5241 · Computers	124.00	818.25
5242 · Computer Support	0.00	500.00
5260 · Telecommunication Usage	2,516.96	0.00
5270 · Payroll Service Fees	678.92	599.69
5280 · Postage and Shipping	206.99	281.57
5290 · Dues and Subscriptions	257.25	2,234.00
5291 · Board Related Expenses	103.36	2,502.84
5297 · Other	-23.15	-0.45
5298 · Related FSA Expense	55.00	80.00
<b>Total 5200 · Administration</b>	<b>30,429.88</b>	<b>27,292.19</b>
<b>5300 · Support Services</b>		
5304 · Related Health Benefits	1,444.23	2,299.84
5305 · Contractual Expense for Spec Ed		
5325 · Speech Services	1,248.00	900.00
5326 · OT Services	0.00	1,050.17
<b>Total 5305 · Contractual Expense for Spec Ed</b>	<b>1,248.00</b>	<b>1,950.17</b>
5310 · Professional Development	2,451.00	300.00
<b>Total 5300 · Support Services</b>	<b>5,143.23</b>	<b>4,550.01</b>
<b>5400 · Operations and Maintenance</b>		
5410 · Utilities		
5411 · Water and Sewer	165.24	0.00
5412 · Other	509.19	0.00
5413 · Gas and Electricity	1,880.10	803.79
5414 · Garbage	143.50	139.00
<b>Total 5410 · Utilities</b>	<b>2,698.03</b>	<b>942.79</b>
5415 · Maintenance Salaries	2,106.50	1,578.50
5416 · Facilities Management	1,085.00	0.00
5420 · Related Medicare Expense	43.13	22.89
5421 · Related Health Benefits	281.60	0.00
5425 · Related FICA Expense	185.27	97.87
5430 · Maintenance Contractual		
5431 · Cleaning	225.00	0.00
5432 · Life Safety	1,028.30	1,125.00
5436 · Other	993.00	25.00
<b>Total 5430 · Maintenance Contractual</b>	<b>2,246.30</b>	<b>1,150.00</b>
5440 · Maintenance Supplies	516.90	588.54
5445 · Long-Term Maint & Repairs	0.00	2,198.37
<b>Total 5400 · Operations and Maintenance</b>	<b>9,162.73</b>	<b>6,578.96</b>
<b>5500 · Other Expenses</b>		
5510 · Fundraising		
5512 · Rummage Sale	0.00	50.00
5529 · Poker Night	250.00	0.00
5550 · Fundraising Salaries	1,000.00	0.00
5551 · Related FICA	60.00	0.00
5552 · Related Medicare	15.00	0.00
<b>Total 5510 · Fundraising</b>	<b>1,325.00</b>	<b>50.00</b>
5515 · Bank Fees	320.21	1,429.26
5520 · Recruitment and Employment	0.00	509.90

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

	Jul 09	Jul 08
<b>Total 5500 · Other Expenses</b>	1,645.21	1,989.16
<b>5600 · Grant Expense</b>		
5603 · Title I FY08	0.00	1,395.04
5604 · Title II Teacher Quality	0.00	1,082.00
<b>Total 5600 · Grant Expense</b>	0.00	2,477.04
<b>Total Expense</b>	65,604.01	68,454.34
<b>Net Ordinary Income</b>	-57,294.37	-60,057.26
<b>Other Income/Expense</b>		
<b>Other Income</b>		
7100 · Non-Operating Income		
7101 · PSO Revenue		
7102 · Fundraising		
7107 · SCRIP	157.93	91.35
<b>Total 7102 · Fundraising</b>	157.93	91.35
<b>Total 7101 · PSO Revenue</b>	157.93	91.35
<b>Total 7100 · Non-Operating Income</b>	157.93	91.35
<b>Total Other Income</b>	157.93	91.35
<b>Other Expense</b>		
7200 · Non-Operating Expense		
7220 · PCCSHI-Mortgage Loan Interest		
7221 · Base Interest Expense	19,632.61	54,145.83
7222 · SWAP Adjustment	21,488.27	0.00
7223 · LOC Fee	11,307.76	0.00
7224 · Draw Fee	300.00	0.00
<b>Total 7220 · PCCSHI-Mortgage Loan Interest</b>	52,728.64	54,145.83
7240 · Taxable Loan Interest Expense	1,323.33	0.00
7244 · Lease Interest Expense	195.89	272.36
7246 · Depreciation	6,492.33	7,446.83
7247 · Amortization	2,124.75	900.75
7248 · Depreciation - LLC	22,162.57	22,108.16
7300 · PSO Expense		
7301 · Postage	49.98	49.98
7302 · Water	23.64	0.00
7304 · Bank Fees	9.88	7.50
7312 · Natural Ovens	0.00	73.92
7322 · Teacher Sup Exp Reimb	0.00	24.31
<b>Total 7300 · PSO Expense</b>	83.50	155.71
<b>Total 7200 · Non-Operating Expense</b>	85,111.01	85,029.64
<b>Total Other Expense</b>	85,111.01	85,029.64
<b>Net Other Income</b>	-84,953.08	-84,938.29
<b>Net Income</b>	-142,247.45	-144,995.55

# PRAIRIE CROSSING CHARTER SCHOOL



WHERE EDUCATION COMES NATURALLY

## **Treasurers Report August 23, 2009**

### **Treasurers Message**

We continue to work with Lake Forest Bank to restructure our financing. Lake Forest Bank is in talks with two major banks in hopes of finding a replacement letter of credit provider (the role M&I currently provides). If they are successful, we are hopeful that the new structure can be in place by October. If they can not come to agreement, or the school does not find the replacement bank suitable, we will push to continue the direct placement bond issuance with Lake Forest Bank. Our goal was to have the direct placement financing done by September, but the bank would prefer to keep our current bond structure and replace just the letter of credit bank, and this process is taking more time than we had hoped.

The process of refinancing has once again identified a significant shortfall, our lack of liquidity. Our financial condition does not meet the criteria of typical banking standards. It is my opinion that we need to examine our operations from every angle and create an operating model that will allow us to create a significant cash position. We will need to refinance in just over two years and without additional capital we will have few options. The Administration and Finance Committee will work with our consultants to model a recommended financial condition for 2011 (when we need to refinance) and work backward to have a recommended financial model. Based on the model, the school will need to examine operational changes to achieve the needed result.

### **Audit Status**

Clifton-Gunderson presented the draft audit to the Finance Committee this month. They intend to provide unqualified opinions of our financial condition, which is the best outcome we can expect, but this is pending reports from our attorneys regarding any pending litigation. They will issue the final audit report for the September Board of Directors Meeting. The audit team spoke highly of our staff and the readiness for the audit.

### **Financial Status**

The Administration has made recommended spending reductions to offset our increased cost of financing and also the loss of the student fees per our re-charter. The committee reviewed a draft restated budget this month and had consensus that it appeared conservative and attainable. While we don't plan on adopting a restated budget until next month, Director Dagley has assured the committee that the staff will operate with the reduced spending model in the draft budget until further notice.

Although the increase in finance cost has eroded our projected cash balance, we still are in better standing than a year ago. The Administration and Finance Committee is committed to operating to a balanced budget, or better, this year.

### **Future Business**

The renewal of the line of credit will be addressed.

Establish a strategic goal for reduction in spending.  
The committee will continue the strategic planning efforts.

Respectfully Submitted, Steve Achtemeier – Board Treasurer

*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

### HR Committee Meeting

August 11, 2009

### Committee Report

*Where education comes naturally!*

The report of the PCCS HR Committee meeting held on August 11, 2009, 1531 Jones Point Road, Prairie Crossing Charter School, in Grayslake, Illinois 60030.

#### **Members Present**

John Wylie  
Mark Dybas  
Steve Achtemeier

#### **Board Members Excused/Absent**

Linda Wiens

#### **Parents and Guests Present**

John Rizzo

#### **Staff**

Myron Dagley

#### **Discussion**

- The Committee reviewed and discussed FY 10 Special Education and FY 7<sup>th</sup> Grade Teacher contracts, with input from Myron Dagley. The Committee then agreed to recommend that the Board approve those contracts.
- The Committee also discussed the proper role of the Committee and the Board with respect to teacher contracts and decided to bring that matter to the entire Board for further discussion.
- The Committee briefly discussed whether its efforts have complied with the school's strategic plan. We concluded that our work has in fact been congruent with the plan.
- The minutes of the July 14, 2009 meeting were approved.

Respectfully submitted,

John Wylie



**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 July 21, 2009, 1531 Jones Point Road, Prairie Crossing Charter School, in Grayslake, Illinois 60030.

**Members Present**

Bob Bentz  
Mark Dybas  
Myron Dagley

**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**

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**Agenda Topics**

- Discussion of Policy 200.13 Frequency of Board & Committee Meetings
- Discussion of Policy 200.17 Criteria for Taskforces Reporting to the Board
- Discussion of Policy 200.20 Board Meeting Preparation
- Review of Minutes of 5-5-09 Governance Meeting

**Discussion**

The Committee did not have a quorum. As no action could be taken the meeting was adjourned. As previously stated, the Committee has cancelled the August, 2009 Meeting.

**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.	
<i>Ecological Understanding:</i> We believe the natural environment provides a fertile ground for creativity, wonder, inquiry and integrated learning across academic disciplines.	
<i>Academic Rigor and Innovation:</i> We use effective and innovative teaching practices that result in consistently high student achievement.	
<i>Partnering with Parents:</i> Parents are our children's first teachers and their support and involvement strengthens our school.	
<i>Promote Personal Responsibility:</i> Our small school fosters an academic community	



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

*Where education comes naturally!*

where students, staff and parents are compassionate, just, caring and health conscious individuals.	
---	--

Respectfully Submitted,

**Mark Dybas**



Prairie Crossing Charter School  
Communications, Public Relations and Fundraising  
CPR&F Board Report  
July and August, 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).

**Brand/Logo Rollout**

Although this goal was set for next year for the committee, it was set for the past school year for the director. It also needed to be accomplished before the other goals around communication and the website could be done. Now that it is ready we need to develop communication strategy around introduction of new logo. It provides a great opportunity for outreach to parents, businesses, partners--reintroduce ourselves. Implementation of outreach will fall to administration and is off to a great start.

**FY 10 Fundraising Calendar and Criteria**

A working calendar is now available with several new events added including: PC Bicycle Race, Fun Fair, Concert and 5K Earth Day Walk at Independence Grove.

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

Annual appeal will begin in September of this year to coincide with the school year. Parents will be kept apprised as to the status of the goal on a monthly basis.

**Goal 5.3 Website as Primary Communication Tool**

The website is currently being worked on. Although original goal was to have the site up by the start of school it looks to be delayed by a month due to delay of the approval of the logo. 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.



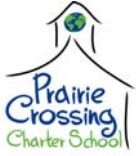
**Prairie Crossing Charter School**  
**Communications, Public Relations and Fundraising**  
**CPR&F Board Report**  
**July and August, 2009**

**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><b>Use as criteria in overseeing communications, fundraising and public relations efforts.</b></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><b>Whenever possible recyclable materials will be used for special events, communications and fundraising.</b></p>
<p><i>Academic Rigor and Innovation:</i> We use effective and innovative teaching practices that result in consistently high student achievement.</p>	<p><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></p>
<p><i>Partnering with Parents:</i> Parents are our children’s first teachers and their support and involvement strengthens our school.</p>	<p><b>Involve the parents in creating and supporting fundraising efforts while being sensitive to creating “fundraising fatigue.”</b></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>	<p><b>Fundraisers must be sensitive to personal responsibility issues by measuring events against this value as criteria.</b></p>

Respectfully Submitted,

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



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**Prairie Crossing Charter School**  
**Excellence in Academic Programs**  
**Advisory Committee Meeting**  
**Monday June 22, 2009**  
**Committee Report**

The PCCS **Excellence in Academic Programs Advisory Committee** meeting was held on **Monday, June 22, 2009**, 1531 Jones Point Road, Prairie Crossing Charter School, in Grayslake, Illinois 60030.

Members Present

Myron Dagley, Director  
Brian Greene, Principal  
Ben Haight, teacher  
Karen Achtemeier  
Andrea Koeniger, teacher  
Naomi Dulin, Environmental Ed. Instructor  
Sherry Halvorsen  
Barb Provost

Public Present

none

Absent

Geoff Deigan  
Cindy Hooten  
Cynthia McGovern, teacher  
Cheryl Pytlarz

Staff Present

none

**Mission/ Purpose of this committee**

The Excellence in Academic Programs Advisory Committee (EAPAC) is commissioned by and responsible to the Board of Directors to assume the primary responsibility of working with the Director and the Principal in an advisory role to define indicators of student achievement (in such areas as environmental stewardship, global citizenship, and standardized achievement tests). The committee will ensure that all board members know the charter promises made to the community and ISBE regarding student achievements and to devise clear and consistent measures to monitor these goals.

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

Produce a curriculum that articulates a scope and sequence of topics and skills and integration of content areas, and provides evidence of alignment with learning standards of state (e.g. Illinois Learning Standards) and professional agencies or organizations (e.g. NAAEE).



**Prairie Crossing Charter School**  
**Excellence in Academic Programs**  
**Advisory Committee Meeting**  
**Monday June 22, 2009**  
**Committee Report**

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**Agenda Topics**

In an effort to create a purpose and mission for the committee, along with the understanding of the goals set forth on this committee from the strategic plan, these agenda items were created.

1. Motion to Approve Open Session Minutes: 5/18/09

- |   |                  |
|---|------------------|
| A. EAPac Description – Document Review and Finalization | Barb Provost     |
| B. Procedure for filling gaps in learning               | Myron Dagley     |
| C. Discussion of definition of integrated curriculum    | Karen Achtemeier |

**Discussion**

**Discussion Highlights**

Barb Provost noted that there are several supporting pieces of information each committee member should have to date. These documents will inform us in our work moving forward. They include:

- ✓ EAPac Committee Description
- ✓ Service Learning Matrix – (still work in progress)
- ✓ Environmental Outline – (still work in progress)
- ✓ Original Charter – (until new charter is provided)
- ✓ Strategic Plan – dated 2004 – 2007
- ✓ Updated Mission / Vision
- ✓ Guiding Principles

- A. **Final Review of EAPac:** This documented was reviewed and acknowledged as final.
- B. **Procedure for filling gaps in learning:** Brian Greene explained the parallel tracks used to look at gaps in the curriculum. Over the summer he and Kathleen Lynch are reviewing the maps and assessing any gaps that need to be addressed. At the same time, PCCS is working with the EDUSS assessment tool, which is a tool that provides students the opportunity to work through Math and Language Arts and in turn provide data in areas of deficiency. The information from the EDUSS tool can be accessed by teachers during the school year and this information will allow teachers to provide opportunities for individual or small group learning to assist with any learning gaps. This will be one way in which staff



*Where education comes naturally!*

**Prairie Crossing Charter School  
Excellence in Academic Programs  
Advisory Committee Meeting  
Monday June 22, 2009  
Committee Report**

will address academic gaps in the curriculum and help to provide differentiated instruction to fill those gaps.

- C. Karen Achetemeier provided information on integrated curriculum. Much of this data was found on the following site: Integrated Curriculum by Kathy Lake:  
<http://www.nwrel.org/archive/sirs/8/c016.html>

Decisions Made

No formal decisions were made at this meeting.

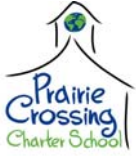
Information/Resource Needs

It was determined that members had all the documents they needed.

Next Steps

- Further discussion and information on a definition of integrated curriculum
- Update reports on mapping process
- Finalization of Service Learning and Environmental Outline document
- An update of the Mission/Purpose document will be revised and reviewed again.
- A definition of integrated curriculum and how to measure progress will be discussed and documented.
- Establish goals/criteria to measure curriculum that comes to the committee

Next meeting date is August 24th at 6:00 pm.



Where education comes naturally!

**Prairie Crossing Charter School**  
**Excellence in Academic Programs**  
**Advisory Committee Meeting**  
**Monday June 22, 2009**  
**Committee Report**

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

<p><b>Mission</b></p> <p>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><b>This value is met by validating the integration of environmental stewardship into the curriculum at all grades.</b></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><b>This value is met by validating the integration of ecological understanding into the curriculum at all grades.</b></p>
<p><i>Academic Rigor and Innovation:</i> We use effective and innovative teaching practices that result in consistently high student achievement.</p>	<p><b>This value is met by validating that rigor and innovation is a part of the curriculum at all grades.</b></p>
<p><i>Partnering with Parents:</i> Parents are our children’s first teachers and their support and involvement strengthens our school.</p>	<p><b>This value is met by providing appropriate opportunities to have parents partner with the teachers and students in learning activities throughout the school.</b></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>	<p><b>This value is met by assuring the tenets of Tribes are inserted into activities and behaviors of the teachers and the students at all levels.</b></p>

Respectfully Submitted,

**Barbara Provost - Chair**

## President's Report August 2009

### Global Statement

I'd like to take a moment and welcome everyone to a new school year, a new decade, a new charter, a new identity, a renewed energy and a new day at PCCS. The administration under Director Dagley and Principal Greene did a nice job of welcoming everyone to the school with the family night and of course the traditional bell ringing ceremony. Thank you Directors Dybas, Hebert and Achtemeier for attending the family night and Director Dybas for attending the bell ringing ceremony. As a Board, one of our roles to fulfill is a presence at these community events. It is necessary to find the time and alter our schedules to make these priorities; it is important to the School and important to the community.

### Committees of the Board

Throughout the summer, the board committees engaged in filling and realigning our strategic planning goals. There is good momentum in our committees but too often, many of our committees suffer from lack of a quorum. I charge each of the Committee Chairs with re-evaluating your committees' structure to assure you have a strong and productive committee. With the new school year, we are introduced with new and returning families who are energized and may be willing and eager to help move this school forward towards its goals and mission. In our meeting in August, we will be discussing the direction of the committees and their role in promoting the agenda brought on by our charter agreement as well as our strategic planning goals discussed in the July planning sessions.

### Board Business

The Director's evaluation has been distributed to the Board, the 08/09 PSO, personnel at the school and the direct reports to the Director. In addition, the evaluation has been distributed to a random choice of parents throughout each grade band. The original intent was to have the information for discussion in August but not all responses have been completed. In discussions with Director Dagley and VP Provost, the decision was made to postpone the evaluation until all parties have responded. Board members who have not completed the survey please be reminded that this is vital to the success and course of the School Director and full participation is mandatory.

### Other

With the start of the new school year, the school has an opportunity to move into its second decade of service. With the goals and visions aligned, it is all of our responsibilities to make sure the school has a strong foundation on which to build. We have learned much over the last 10 years and have good momentum moving forward. I for one am excited, as we enter our 11<sup>th</sup> year, and look forward to assisting the school become all that it can be in providing a well-balanced integrated environmental education to our students. Join me in welcoming the new families and staff to our community and thanking those that have returned. We have a lot of good hard work to do and will need all of your help and support in making Prairie Crossing a model school for Charter Schools throughout the country.

*Stay away from what might have been and look at what can be.*

*Marsha Petrie Sue*

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  
19 August 2009**

**June/July/August Focus**

Over the past three months the new officers have spent considerable time “learning the ropes” of running the PSO, defining our focus and goals for the upcoming year, identifying the needs of our constituents and establishing a budget that will help us address some of these needs.

As a group we have decided to focus our efforts on community-building and communication. We are enthusiastically anticipating a fun and successful school year!

On behalf of Adi, Cathy, Lisette and myself, I wish to extend a most sincere and heartfelt “thank you” to Dil, Maria, Mitzie and Tammy for their continuous patience with our seemingly endless questions. They have been open and gracious with their experience and knowledge, helping to pave the way for a smooth transition.

I would also like to extend similar appreciation to past years’ officers as they have also been generous with their time, information and guidance.

**Earmarked Donation**

At the end of this past school year the PSO found itself in the unusual and enviable position of having a surplus of funds remaining in its budget. After much discussion the outgoing and incoming officers unanimously decided to make a \$5,000 contribution earmarked for updating computers around the school. These funds were used to procure 16 new laptop computers for student use! We would like to thank Brian Greene, Kelly Smith and John Coonan for their work in researching ways to maximize this donation.

This contribution was made possible due to the continued support PCCS parents and staff have given the PSO and the careful, intentional fund-management demonstrated by past PSO officers.

**Community Support**

The PSO Officers held a New Parent Gathering on Saturday, August 8 and provided a “welcome back” lunch for the staff on August 12.

**Election**

The PSO officers have been working with Mark Dybas in anticipation of the upcoming board election that will take place this fall. With Mark’s guidance, a timeline pursuant to policy 200.21 has been established and a draft of said timeline was submitted to the Board President. We would like to thank Mark for his time, patience and knowledge during this process thus far.

We are currently assembling an Elections Team to facilitate the remainder of this process.

Thank you all for your time and dedication to PCCS.

Respectfully submitted,  
Jennifer Ropke, PSO President

**PCCS - PSO Treasurer Report  
PSO Income Statement  
July 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 Reimbursen	-	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>

Prairie Crossing Charter School  
Board of Director's Policy

Policy # 200.13

Governance

Prairie Crossing Charter School  
Frequency of Board and Board Committee Meetings

The Board of Directors of Prairie Crossing Charter School typically meets monthly, usually on the ~~third Monday~~fourth Tuesday of the month. In all circumstances the frequency and structure of meetings will meet and/or exceed the applicable parameters established in the Bylaws of Prairie Crossing Charter School. The Board# can meet in special session more frequently as provided for in the Bylaws-if required. In all cases the meeting agenda are posted ~~at least 48 hours~~ in advance according to the Open Mmeetings Aact.

Board committees, task forces, advisory bodies, and other such bodies meet as needed, ~~but at least once each quarter~~. Again, meeting agendas are posted ~~at least 48 hours~~ in advance according to the Open Mmeetings Aact.

-adopted by the Prairie Crossing Charter School Board

Adoption Dates: September 29, 2003

**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:
  - 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**

#### **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.-**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 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.**
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**

**New Charter Agreement Compliance Issues**  
**Chart of Responsibilities and Accompanying Time Lines**

	Responsible Party:	Due Date:	Description of Duty:	Product:
1.	School Director/Board	Jan. 1, 2014	Submit Re charter Proposal to ISBE	Re charter Appl.
2.	Agency Wide	Effective now	Compliance Issues-We must comply with: Article 27A of School Code IDEA as amended NCLB as amended ILCS 5/2-3.64 Goals. Learning Standards, etc. ILCS 5/24-24 Discipline of Students ILCS 10/1-101 Employee Tort Immunity Act. 805 ILCS 105/1.01 General Not for Profit Corp. Act 325 ILCS 5/1 Abused and Neglected Child Report. Act 105 ILCS 120/1 Open Meetings Act 5 ILCS 140/1 Freedom of Information Act 40 ILCS 5/1-101 Pension Code All applicable health and safety regulations-see attached list Applicable Federal and Illinois Employment Laws and Regs. Certified Teacher Requirements ILCS 5/21-1 and/or 27A-10c	
3.	Admin. Assist.	Sept. 1	List of employees and certifications	
4.	Admin. Assit.	Sept 1	List of Sub contractors –employees and certifications	
5.	Facilities Manager	August 11,	Copies of Building Inspection Reports, Elevators Inspections, etc. to ISBE	
6.	Business Manager	July 1	Current approved Budget sent to ISBE	
7.	Business Manager	As needed	Copy of every Revised/Amended Budget sent to ISBE	
8.	Business Manager	Sept. 30,	Official Annual Audit Report sent to ISBE-Rich Loman and JoAnn Price	
9.	Facilities Manager	July 1,	Copies of Certificates of Insurance, Liability, Workman’s Comp. etc to ISBE-JoAnn Price	

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|-----|----------------------------------|---------------------------------|--|
| 10. | School Director                  | July 1,                         | Annual Reaffirmation of Accountability Plan  |
| 11. | Admin .Assist.                   | 1 <sup>st</sup> Monday of month | Post on Website approved board Minutes and send ISBE –Jo Ann Price email message with link to the posted minutes.  |
| 12. | Business Manager                 | July 1,                         | Post official budget on website and send ISBE email message with link to posted budget-JoAnn Price   |
| 13. | Business Manager                 | Sept. 30                        | Post official audit report on website and send ISBE email message with Link to posted audit report-JoAnn Price   |
| 14. | School Director/PR Staff         | Sept 15,                        | Send all materials intended to be used in Outreach to ISBE for approval Including contacts at locations where materials are to be used.-English and Spanish Versions |
| 15. | Admin. Assist.                   | April 1,                        | Report to ISBE Lottery Results analyzed by District of Origin  |
| 16. | Admin Assist.                    | Sept. 1                         | Report to ISBE opening of school enrollment report analyzed by District of Origin, new enrollees by district of origin, and ethnicity                                |
| 17  | School Director/Admin. Assistant | July 1,                         | Annual Accountability Report including summary report of all exit interviews performed during the preceding year.  |