



PCCS Board of Director's Meeting
AGENDA
Tuesday, October 27, 2009 7:00 PM
Anna B. Comstock Building – Conference Area
1531 Jones Point Road
Grayslake, IL 60030

Call to Order

President Geoff Deigan

Pledge of Allegiance

Motion to Approve Agenda

Recognition of Exiting Board Members

Vice President Barb Provost

- Thank Outgoing Board Members for Service

Adjourn – Sine Die

1. Seating of Incoming Board Members
2. Role Call to Constitute Quorum
3. Election of New Board Officers
4. Resolution to Adopt Policies of Former Board of Directors
5. Resolution to Employ Legal Council:
 - Hodges, Loizzi, Eisenhammer, Rodick & Kohn – General Council
 - Sraga, Hauser, L.L.C. – Special Education
 - Franczek Radelet & Rose - Rechartering
 - Magee, Negele, & Associates, P.C. – Real Estate Tax Firm
6. Resolution to Accept the PCCS Holdings, LLC. Managers

Geoff Deigan President Presiding
New President

Consent Agenda

7. Director's Report - includes Principal's, Manager's of Benefits & Facilities and Business Manager's Report
8. Financial Statements, September 2009
9. Treasurer's Report and Finance Committee Report
10. Human Resource Committee Report
11. Governance Committee Report
12. Communications/Public Relations and Fund Raising Committee Report
13. Excellence in Academic Programs Advisory Committee Report
14. President's Report
15. PSO Report
16. Review Human Resource Minutes – 9/15/2009
17. Motion to Approve Human Resource Minutes – 9/15/2009
18. Review Open Session Minutes –Special Board Mtg.-9/22/2009, Special Board Mtg.- 9/29/09
19. Motion to Approve Open Session Minutes –9/22/2009, Special Board Mtg.- 9/29/09
20. Motion to Accept Reports on Consent Agenda

Public Comment

10 Minutes

Discussion Agenda

21. Review Legal Bills
 - August 31, 2009 - Hodges, Loizzi, Eisenhammer, Rodick & Kohn (\$708.61)
 - September 30, 2009 - Franczek, Redelet (\$166.60)
 - October 16, 2009 - Franczek, Redelet (\$900.00)
 - October 6, 2009 - Sraga Hauser, LLC (\$156.00)
22. Second Reading – Amended Policy 200.22 – Board Meeting Attendance
23. Second Reading – Policy 400.3.10 – Sick Bank
24. Authorize FY-10 Instructional Music Contract
25. First Reading – Proposed Amended Policy 400.1 – Uniform Grievance Policy
26. First Reading – Proposed Amended Policy 400.2 – Ethics Policy
27. First Reading – Proposed Amended Policy 400.4 – Leave for Religious Holidays
28. Award Snow Removal Contract 2009-2010
29. Discussion of Annual Board Report FY09
30. Progress Discussion: Update on Closed Session Minutes

Public Comment

10 Minutes

Closed Session

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

31. Review Closed Session Minutes – Special Mtg. -9/10/09, 9/22/09, Special Mtg. – 9/29/09
32. Review Closed Session Minutes from Prior Years

Action Agenda – New Business

- 21A - Authorize Payment of Legal Bills- \$1031.21
- 22A – Adopt Amended Policy 200.22 – Board Meeting Attendance
- 23A – Adoption of Policy 400.3.10 – Sick Bank
- 24A – Approved Authorization of FY-10 Instructional Music Contract
- 28A – Approve Snow Removal Contract 2009-2010
- 31A – Approve Closed Session Minutes – Special Mtg. -9/10/09, 9/22/09, Special Mtg. – 9/29/09
- 32A – Authorize Retention, Release and/or Redacted Release of Closed Session Minutes

Identify Topics to Guide Future Agenda

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. 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- Outgoing Member	Tom Keenan	Elizabeth Stearns
Eric Hebert	Geoff Deigan, President	Barb Provost, Vice President	John Wylie
Bob Bentz- Outgoing Member	Mark Dybas, Secretary	Dean Thorson	

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, October 23, 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.



To: Members, Board of Directors
From: Myron
Re: Director's Report, October 27, 2009 Meeting
Date: 10-21-09

Special Concerns:

In addition to the customary and usual absences, both student and staff; our faculty has been hit hard with special concerns. We join Donna Krissek in mourning the loss of her mother after a difficult fight with cancer and Katie Germata mourning the loss of her nephew. Earlier in the year Mary Burks lost her mother-in-law and Sue Tomei lost her mother. We are reminded of just how tentative our lives can be when these sudden losses are experienced.

Currently two of our teachers are hospitalized. We wish Patti Mallin good fortune as she is healing from the affects of a blood clot in the lung and Marion Bridwell as she seeks to recuperate with extended care and rest.

The presence of the flu bug is also taking its toll on both students and staff. Our absences are running slightly above average right now. We do not, however, have any confirmed case of the H1N1 flu virus among our PCCS family at the present time. We are grateful for that fact.

Appreciations:

Each year as October arrives we recognize the labor of three board members whose terms of office are expiring. This year Bob Bentz leaves the Board after his tenure of service. The administration thanks Bob for his service and especially his pioneering effort at helping launch our policy review and development process through his service on the Policy/Governance Committees.

We also recognize the service and efforts of Bob Creviston. Bob's service on both the Human Resource and Finance Committees over the past three years has been appreciated by the administration. We definitely have benefited from his expertise.

We thank John Wylie for stepping in a completing an unexpired term of service and thank him also for stepping forth with renewed commitment as he is seated for a complete new three year term.

The administration extends our best wishes to each of these fine gentlemen. PCCS is a better place for their having walked and worked among us!

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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

Legal Updates:

Last Friday, Stacy, Dil, and I represented our agency at a Law Seminar hosted by our attorney, Hodges, Loizzi, Eisenhammer, Rodick, & Kohn. Held at McDonald's University in Oakbrook we were updated on numerous legislative actions of the past session which are going to impact our School Code Laws and consequently our behavior. Principal among those are numerous and sweeping changes to the Freedom of Information Act and the Open Meetings Act. We will need to revise our policies in both cases to become compliant. Changes take effect as of January 1, 2010. Notable among the changes made are; (1) a shortening of the time lines by which a request must be addressed, (2) the definition of a public record to be disclosed, (3) the process by which a denial can be appealed, (4) huge enforcement powers granted the Illinois Attorney General's Office, (5) required annual training of each agency's public information officer among others. We are expecting even further changes in the Open Meetings Act as a result of the Override Session of the Illinois General Assembly yet this fall.

Senate Bill 613 amended Article 27A of School Code of Illinois. This article is the Charter School Law of Illinois. Principle among the changes was language which expands the number of charters allowed within the City of Chicago, down state Illinois, and the number of facilities covered by a single charter.

Further, language in the law increased significantly the degree to which existing and new charter schools must have teachers who meet Highly Qualified Teacher Certification Standards. The new standard is 75% of regular teachers and all special education personnel by July 1, 2012 in existing charters. This standard must be met immediately for all new charters granted after July 1, 2009.

Additionally language was added to make all Charter Schools subject to the Illinois Educational Labor Relations Act and the Illinois Educational Labor Relations Board. We are currently studying just what this means to us with respect to the rights of our staff to organize, notice time lines of employment actions, tenure, etc. This may well be another case of sweeping change thrust upon Charter Schools with little fan fare or forethought about eventual impact.

Monday of this week, Brain and I attended another two hour symposium sponsored by Sraga & Houser, another of our law firms. Again the Freedom of Information Act, Open Meetings Act, and Teacher Evaluation Processes were the primary topics of discussion.

I have handout notebooks from both experiences if Board members would be interested in examining them. Both of these firms and others will be presenting sessions at the Triple I Conference in Chicago the week end before Thanksgiving. I will again be the guest of Woodland District 50 to attend this Conference and will bring back more materials for our use.

Fundraising:

The Lake County Wellness Celebration is behind us and by some bench marks was a huge success. It was a notable demonstration of our sense of community, our mission and values were showcased, friendships were made and or renewed. Our agency response to the need for volunteers was unbelievable. Easily over one hundred twenty five volunteers labored to make the day successful, some of them more than twenty hours each. Unfortunately we probably will clear less than five thousand dollars for all that effort.

Dollars are slowly coming in resultant from our Parents as Partner's Campaign and the Annual Appeal has just been mailed, this year almost six weeks ahead of the customary schedule. We urgently need a strong response to this effort. Clearly the appeal literature prepared by Sarah Kirch was a very effective piece and she is to be commended for her extraordinary effort and skill.

Like other non profit entities, the state of the economy is having a very dampening effect on our fundraising results. Our income is not arriving at the pace we had expected in the budget. We have already alerted the Finance Committee and the Communications, Public Relations, and Fundraising Committee of this potential shortfall. We are beginning to identify strategies, both cost reduction and income enhancement, to address this emerging problem. Income enhancement in this economic environment will be a steep uphill climb for our institution. While there may be grants out there, getting them is far from assured to begin with; and we have few staff hours to devote to pursuing them.

Technology:

Much appreciation is extended to Mark Dybas, Eric Hebert, and Steve Achtemeier as well as Jim Coonan. All have struggled on our behalf to get the technology system here operating at a level in which we can have some confidence from day to day.

We have experienced several days now of relative smooth sailing without people being locked off the system. Communication by email into and out of the School seems to be functioning without hindrance. People are able to access printers upon command. Only the staff network remains without the benefit of spam screening, so that intrusion into our system continues.

Additional changes in the system are under consideration or are planned and hopefully will be guided by the advice of a new committee once the Board is reorganized. We have increasing optimism about technology here at PCCS.

Principal's Report:

It is unbelievable that the first trimester ends next week. Reflecting on the first few months I would have to say that things are going very well!

Focus: The staff continues to focus on the mission and values of the charter. With the help of Andrea Koeniger and Kathleen Lynch, we have taken time to review our mission and vision as well as missions and visions of other school districts. This process has allowed us to be introspective as to what our needs are in terms of environmental ties to academic teaching/learning. Grade bands have identified specific goals that they will continue to address in collaboration with each other so the ideas are shared.

Reaching Out: This month both Bakers Square and Einstein Brothers have started sponsoring their respective programs. Bakers Square sponsors Family Dinner Out once a month with 10% proceeds going to the school. They also provide kids meals to K-4 students who earned TRIBES Hawk Tickets and treat four middle school students to lunch with the principal. Einstein Brothers sponsors breakfast with the principal. This program allows me to talk about real issues surrounding the school from the eyes of our 8th grade students. The first breakfast confirmed my notion that our students want to see the school make the next jump in pursuing environmental programs.

Student Assessment: As I reported to the board last year, one of our main assessments to help gauge student achievement is the NWEA. This is an assessment that students take on the computer in the areas of math and reading. The tests are given to 2nd thru 8th grade in August/September, January and May. The student begins taking the test at their grade-level. With every answer, the test changes to determine the instructional level of the student. This is done in real time so when the assessment is complete the results identify specifics for that child. From these results, teachers can begin/continue to differentiate to meet the needs of individual students. In order to understand the data there are some commonly used terms that need to be understood.

1. RIT- Tests developed by NWEA use a scale called RIT to measure student achievement and growth. RIT stands for Rasch unit, which is a measurement scale developed to simplify the interpretation of test scores. The RIT score relates directly to the curriculum scale in each subject area. It is an equal-interval scale, like feet and inches, so scores can be added together to calculate accurate class or school averages. RIT scores range from about 100 to 280. Students typically start at the 180-200 level in third grade and progress to 220 to 260 level by high school. RIT scores make it possible to follow a student's educational growth from year to year.
2. District Average- The average RIT score for all students in the school district in the same grade who were tested at the same time.
3. Percentile Range- Percentiles are used to compare one student's performance to that of the norm group. Percentile means the student scored as well as or better than that percent of students taking the test in his/her grade. There is about a 68% chance that a student's percentile ranking would fall within this range if the student tested again relatively soon.
4. Norm Group Average- The average score observed for students in the norm group.

We are watching the scores in two ways. The first is the students RIT as it is measured against the norm group. This is what gives us the typical answer of 'how is my child doing compared to all other x-graders.' In other words, is my child at grade level? Remember, this is norm data so it is comparing results not saying that one specific score is the targeted score. The other score is how much growth has the student shown from one test period to another or over multiple testing periods. It is possible that a student's RIT is above grade level norm but they did not show adequate growth. On the other hand, a student can show a year or more growth but still be below the norm level. Interpretation this data can be tricky and if not viewed in the big picture can lead to misrepresentations.

If you have specific questions about reading and interpreting data, please feel free to contact Mrs. Lynch or me.

NAAEE: I do not have enough time or space in his document to explain how valuable I think this trip was for me (the school). I have so many ideas that I think we can actually implement in order to literally blow the roof of this school and becoming a national focus on public school environmental education. I will present some information and Mr. Hershiser, Ms. Dulin and Ms. Pfeifer-Hill will discuss their presentation of Farm to Table.

Green Charter School Network: Last month a group met to form the nucleus of an Illinois chapter of the Green Charter School Network. Go figure, I stepped up to co-chair the group. We had representatives from elementary and high school groups as well as organizations such as Roots and Shoots present. Our goal will be to work together to share ideas and promote the environmental focus in education throughout the state as it relates to charter schools. We also realized that reaching out to non-charter schools will only strengthen our vision and goals. More to come as we get the bus rolling!

Complete Domination: The staff regained possession of the soon to be presented Staff vs Soccer trophy. It was a beautiful day and the whole school enjoyed a show of great sportspersonship! The staff won 4-0 with goals coming from Mr. Greene, Mr. Smith, Mr. Corra and Mrs. Jeffery. We had 12 staff participate and I am happy to announce all showed up the next day! Rumbblings are suggesting a rematch in mid-spring!

Report of Manager of Employee Benefits and Facilities:

Benefits have finally wrapped up for the year. It has been an exhaustive couple of months with the snafus that regularly seem to come along with the benefit cycle, but fortunately we muddled through. PCCS is incredibly fortunate that we have such wonderful employees who can roll with the punches!

The Facilities Department continues to work in high gear. The adoption of a swine prevention procedure is having a serious impact on time management for our staff. Jesse is sanitizing as part of his nightly cleaning routine while Tom is doing a mid-day sanitizing sweep of the classroom buildings. The custodians are sanitizing all common areas; water fountains, crash bars, bathroom sinks and sink handles; door knobs and light switches along with their regular sanitizing and cleaning routines. We have also been going in and doing an extra cleaning of certain classrooms when there is an outbreak of illness in that room.

It was our plan to hire a third person to bring our coverage to 16 hours a day and we still hope to do that; however we are seeing our custodians averaging close to the 40 hours per week when taking into consideration the additional time spent doing the in-depth classroom sanitizing. The third person might be for a few months rather than the entire year given the associated costs of flu prevention.

I met with the finance committee on Tuesday evening to discuss snow bid contracts for the FY10 school year. I spoke with 5 vendors and received bids from three. After review and discussion the finance committee asked that I go back to the three vendors and see if the submitted bids represented the vendors best price. The contractor awarded the bid would also need to provide a certificate of insurance within 48 hours of selection.

As a point of reference – I've done some investigation to see what we have spent in previous years on snow removal and the amounts are as follows –

FY06 - \$8,666.05
FY07 - \$13,334.00
FY08 - \$12,695.74
FY09 - \$9,700.00

Note the increase in FY07 and FY08 reflect the addition of the Gym and the Carson building which required more sidewalk shoveling which is a significant expense. Also, note the decrease in FY09, which although it was a particularly snowy and cold winter, we saved money due to the fact that we had our own custodians doing snow removal from sidewalks from 7 A.M. until 3 P.M. The walkways do represent a large portion of our expense for snow removal with over \$2,500 spent in FY09. Additionally we spend an additional \$500 per year on salt for the walks given that we use an environmentally friendly product.

We have investigated the prospect of buying our own plow and doing all of the work in-house but it would not be cost effective. While the cost of the plow might be somewhat reasonable there would be an associated cost of personnel which would entail a qualified plow driver, liability insurance, payroll and associated cost expenses and the potential for increased liability on the workman's comp front.

I have given the three vendors until Monday to present revised bids and reference letters and will present them to the board on Tuesday evening.

Respectfully Submitted,

Mary Burks

Business Manager's Report:

September Financial Statements and Highlights

Included in the package are the following statements:

1. A Balance Sheet as of September 30, 2009 vs. June 30, 2009 vs. September 30, 2008.
2. A Profit and Loss Statement for September, 2009 Year-To-Date vs. Budget Year-To-Date.

The balance sheet as of September 30, 2009 shows cash totaling approximately \$241,000 and includes the collection of FY2010 school fees, and the 1st quarter per capita tuition reimbursement (PCTR) from ISBE of approximately \$804,000, received on Aug 12. The 2nd quarter reimbursement of approximately \$803,000 was received on October 22.

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.

Escrowed funds of \$155,000 were used to meet the first sinking fund payment on September 1, 2009 for the September 2008 bond issue. Funds are being escrowed monthly to meet the next payment, and are reflected in Current Assets as a short-term investment account.

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 September, 2009 reflect expenses for the first quarter 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, 2010 for \$300,000 at a rate of Prime plus 1.00%.

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. A revised FY2010 Budget was approved by the Board at its September 22, 2009 meeting and has also been posted on the website and communicated to ISBE.

FY2009 Audit

The final FY2009 Audit Report has been posted on the school website. At the September 22, 2009 meeting, the Board approved a contract to engage our current auditors for the FY2010 audit.

Prairie Crossing Charter School

Balance Sheet

As of September 30, 2009

10/22/09

Accrual Basis

	Sep 30, 09	Jun 30, 09	Sep 30, 08
ASSETS			
Current Assets			
Checking/Savings			
1100 · Cash			
1110 · LFB Operating 379719	153,576.53	64,376.94	230,503.87
1115 · Money Market 8100003238	775.38	75,770.52	0.00
1120 · Bank of America 5201235297	41,116.90	7,459.60	6,519.58
1130 · PCCS Building 379727	6,406.51	3,484.42	1,550.98
1140 · PCCS Holdings 393851	7,048.94	6,475.37	6,642.56
1150 · PSO State Bank	31,823.85	35,005.17	24,451.76
1160 · Petty Cash	184.34	302.84	481.99
Total 1100 · Cash	240,932.45	192,874.86	270,150.74
Total Checking/Savings	240,932.45	192,874.86	270,150.74
Other Current Assets			
1250 · Grants Receivable	0.00	26,758.78	4,071.00
1300 · Other Assets			
1310 · Other Receivables	0.00	10,000.00	0.00
1320 · Prepaid Expense	0.00	3,018.27	0.00
1330 · Charter Renewal Fees	42,041.15	33,370.94	9,366.75
1350 · Short-term investment - Escrow	13,312.08	129,166.85	0.00
8999 · Due to Holdings	-144,565.00	-144,565.00	0.00
9999 · Due from PCCS - LLC	144,565.00	144,565.00	0.00
Total 1300 · Other Assets	55,353.23	175,556.06	9,366.75
Total Other Current Assets	55,353.23	202,314.84	13,437.75
Total Current Assets	296,285.68	395,189.70	283,588.49
Fixed Assets			
1400 · Fixed Assets			
1405 · Software	48,882.01	48,882.01	26,802.01
1420 · Computers - New Building	197,378.26	197,378.26	197,378.26
1430 · Equipment	100,472.29	100,472.29	100,472.29
1440 · Office Equipment - Other	107,061.70	107,061.70	107,061.70
1450 · Furniture & Fixtures - New Bldg	148,000.41	148,000.41	148,000.41
1460 · Furniture & Fixtures - Other	42,322.55	42,322.55	42,322.55
1490 · Accumulated Depreciation	-466,440.33	-446,963.34	-375,643.48
Total 1400 · Fixed Assets	177,676.89	197,153.88	246,393.74
Total Fixed Assets	177,676.89	197,153.88	246,393.74
Other Assets			
1600 · Investment in LLC			
1605 · Investment in PCCS Holdings LLC	1,163,907.00	1,163,907.00	1,763,930.00
1607 · Capitalized Closing Costs	513,192.52	517,492.52	506,662.50
1610 · PCCSHI-Pledged Deposit	306,696.43	306,696.43	306,696.43
1620 · PCCSHI-Phase I Building	3,623,888.18	3,623,888.18	3,623,888.18
1630 · PCCSHI-Buildings	1,369,027.82	1,369,027.82	1,365,762.82
1640 · PCCSHI-Phase II Building	4,946,265.81	4,946,265.81	4,946,265.81
1650 · PCCSHI-Land	976,852.54	976,852.54	949,089.00
1655 · PCCSHI - Land Improvement	157,961.40	157,961.40	157,961.40
1660 · PCCSHI-Accumulated Depreciation	-1,065,378.01	-998,890.30	-799,595.48
1699 · Consolidate	-1,163,907.00	-1,163,907.00	0.00
Total 1600 · Investment in LLC	10,828,506.69	10,899,294.40	12,820,660.66
Total Other Assets	10,828,506.69	10,899,294.40	12,820,660.66
TOTAL ASSETS	11,302,469.26	11,491,637.98	13,350,642.89
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2002 · Accounts Payables	39,360.82	19,854.26	28,498.18

Prairie Crossing Charter School

Balance Sheet

As of September 30, 2009

10/22/09

Accrual Basis

	Sep 30, 09	Jun 30, 09	Sep 30, 08
Total Accounts Payable	39,360.82	19,854.26	28,498.18
Other Current Liabilities			
2001 · Accounts Payable	14,787.45	0.00	0.00
2106 · LLC Accrued Expenses	645.40	0.00	0.00
2150 · Deferred Revenue - 09/10 Fees	29,487.70	24,162.50	0.00
2151 · Deferred Revenue - 08/09 Fees	0.00	0.00	73,140.80
2152 · Deferred Revenue - ISBE	321,501.80	0.00	308,985.50
2155 · Deferred Revenue - B/A Care	0.00	2,410.00	0.00
2166 · Refunds Payable	0.00	35,725.00	0.00
2201 · Accrued Payroll Liabilities			
2210 · Accrued Salaries	27,000.00	130,000.00	0.00
2215 · FIT Payable	0.00	0.00	-0.20
2221 · FICA Payable	0.00	0.20	0.00
2225 · Medicare Payable	0.00	0.00	30.00
2235 · Equitable - 403B Payable	75.00	0.00	0.00
2240 · Vanguard - 403B(7) Payable	150.00	200.00	150.00
2245 · THIS Payable	352.51	359.24	347.55
2250 · TRS Payable	4,023.17	3,985.65	3,992.16
2255 · FSA Payable	4,609.47	1,864.45	-610.81
2265 · Payroll Tax Expense Payable	0.00	0.00	0.10
2275 · AFLAC Payable	-653.36	0.00	23.62
2280 · HSA Payable	-1,178.30	0.00	0.00
Total 2201 · Accrued Payroll Liabilities	34,378.49	136,409.54	3,932.42
2300 · Capital Lease Obligations - ST	2,110.22	4,138.52	2,895.73
2450 · Taxable Loan Payable	213,557.76	219,033.88	235,000.00
Total Other Current Liabilities	616,468.82	421,879.44	623,954.45
Total Current Liabilities	655,829.64	441,733.70	652,452.63
Long Term Liabilities			
2500 · Capital Lease Obligations - LT	5,656.16	5,656.16	9,794.68
2607 · Series 2008 Revenue Bonds	9,285,000.00	9,440,000.00	9,440,000.00
2608 · Interest Rate Swap Liability	356,559.67	356,559.67	0.00
Total Long Term Liabilities	9,647,215.83	9,802,215.83	9,449,794.68
Total Liabilities	10,303,045.47	10,243,949.53	10,102,247.31
Equity			
3200 · PCCS Net Assets	2,197,652.14	2,197,652.14	1,918,359.50
3210 · PCCS - Temporarily Restricted	-1,525.00	-1,525.00	-35,625.00
3500 · LLC Net Assets	1,163,907.00	1,163,907.00	1,637,422.00
3900 · Retained Earnings	-474,923.69	0.00	-33,614.36
3999 · Consolidate	-1,637,422.00	-1,637,422.00	0.00
Net Income	-248,264.66	-474,923.69	-238,146.56
Total Equity	999,423.79	1,247,688.45	3,248,395.58
TOTAL LIABILITIES & EQUITY	11,302,469.26	11,491,637.98	13,350,642.89

**Prairie Crossing Charter School
 Profit & Loss Budget vs. Actual
 July through September 2009**

	<u>Jul - Sep 09</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
4100 · Reimbursement From ISBE	482,252.70	482,059.00	193.70
4200 · Grants			
4201 · Federal Grants			
4210 · IDEA Grant	7,966.00	8,000.00	-34.00
Total 4201 · Federal Grants	7,966.00	8,000.00	-34.00
4230 · Other Grants	15,000.00	15,000.00	0.00
Total 4200 · Grants	22,966.00	23,000.00	-34.00
4300 · Student Fees			
4310 · Books/Materials/Activities	5,141.10	5,220.00	-78.90
4315 · Field Trip Fees	572.00		
4325 · Before and After School Program			
4359 · Before and After School Care	19,315.00	16,800.00	2,515.00
4369 · Summer Enrichment Program	8,285.00	5,000.00	3,285.00
4370 · Getting to Know You	1,560.00		
Total 4325 · Before and After School Program	29,160.00	21,800.00	7,360.00
4350 · Clubs			
4356 · Band	9,285.00	12,500.00	-3,215.00
4358 · Interscholastic Sports	2,200.00	2,000.00	200.00
4363 · Tae Kwon Do	480.00	0.00	480.00
4368 · Champions Club	1,965.00	2,000.00	-35.00
Total 4350 · Clubs	13,930.00	16,500.00	-2,570.00
Total 4300 · Student Fees	48,803.10	43,520.00	5,283.10
4400 · Out-of-District Tuition			
4402 · Out-of-District Tuition 08/09	1,389.00		
4400 · Out-of-District Tuition - Other	2,798.14	1,989.00	809.14
Total 4400 · Out-of-District Tuition	4,187.14	1,989.00	2,198.14
4500 · Fundraising			
4501 · Other	12.45	0.00	12.45
4508 · Edible Harvest Festival	1,036.00	0.00	1,036.00
4509 · 8th Grade	2,448.75	0.00	2,448.75
4824 · Spirit Wear	1,569.00	750.00	819.00
Total 4500 · Fundraising	5,066.20	750.00	4,316.20
4600 · Hot Lunch			
4601 · Hot Lunch - Farm to Table	6,205.50	6,000.00	205.50
4602 · Hot Lunch - Pizza	15,198.00	10,000.00	5,198.00
Total 4600 · Hot Lunch	21,403.50	16,000.00	5,403.50
4700 · Interest Income			
4702 · Interest Income - LFB	192.04	0.00	192.04
4703 · Interest Income - LLC	927.65	0.00	927.65
4700 · Interest Income - Other	0.00	2,503.00	-2,503.00
Total 4700 · Interest Income	1,119.69	2,503.00	-1,383.31
4800 · Other Income			
4805 · Contributions			
4810 · General Contributions	895.74	0.00	895.74
4811 · Sponsorships	1,462.50	0.00	1,462.50
4813 · Annual Appeal	450.00	0.00	450.00
4816 · ACH Donations	1,950.00	1,950.00	0.00
4828 · Matching Gifts	753.24	900.00	-146.76
Total 4805 · Contributions	5,511.48	2,850.00	2,661.48
4820 · Other			
4822 · Field Trip & Activity Fees	0.00	14,500.00	-14,500.00
4823 · 8th Grade Trip	1,335.70	0.00	1,335.70
4827 · Graduation	10.00	0.00	10.00
4830 · Reimbursed Expenses	-91.53	1,247.00	-1,338.53

**Prairie Crossing Charter School
 Profit & Loss Budget vs. Actual
 July through September 2009**

	<u>Jul - Sep 09</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Total 4820 · Other	1,254.17	15,747.00	-14,492.83
4825 · Rental Income	1,824.50	7,500.00	-5,675.50
Total 4800 · Other Income	8,590.15	26,097.00	-17,506.85
Total Income	594,388.48	595,918.00	-1,529.52
Expense			
5100 · Instruction			
5105 · Classroom Supplies	7,478.67	6,000.00	1,478.67
5110 · Educational Materials	19,309.83	20,000.00	-690.17
5115 · Computer Supplies	399.86	1,500.00	-1,100.14
5116 · Computer Support	3,662.50	6,253.00	-2,590.50
5120 · Other Instructional Equipment	0.00	1,000.00	-1,000.00
5125 · Furniture	0.00	1,000.00	-1,000.00
5130 · Instruction Salaries	161,026.74	171,000.00	-9,973.26
5131 · Allocated Stipends	-12,048.45	0.00	-12,048.45
5133 · Goal Incentives	0.00	1,000.00	-1,000.00
5135 · Related TRS Expense	4,549.66	3,000.00	1,549.66
5140 · Related Medicare Expense	3,927.32	3,862.00	65.32
5145 · Related FICA Expense	3,948.46	5,493.00	-1,544.54
5150 · Related Health Benefits Expense	20,704.32	22,560.00	-1,855.68
5155 · Other Expenses for Clubs			
5158 · Yearbook	186.80	0.00	186.80
5159 · Band	5,078.89	5,000.00	78.89
5171 · Interscholastic Sports	1,157.35	1,520.00	-362.65
5172 · Before and After School Care	10,801.45	5,000.00	5,801.45
5176 · Champions Club	1,360.00	0.00	1,360.00
5190 · Getting to Know You	485.00		
5155 · Other Expenses for Clubs - Other	0.00	750.00	-750.00
Total 5155 · Other Expenses for Clubs	19,069.49	12,270.00	6,799.49
5160 · Other			
5161 · Other- Educational Activities	1,025.00	20,000.00	-18,975.00
5162 · Other- Farm Education	5,000.00	5,100.00	-100.00
5164 · Summer School	0.00	4,000.00	-4,000.00
5168 · 8th Grade Trip	3,724.25	0.00	3,724.25
5169 · 7th Grade Trip	440.00	0.00	440.00
Total 5160 · Other	10,189.25	29,100.00	-18,910.75
5165 · Related FSA Expense	0.00	1,000.00	-1,000.00
5199 · Allocated Grant Expense	0.00	-5,199.00	5,199.00
Total 5100 · Instruction	242,217.65	279,839.00	-37,621.35
5200 · Administration			
5205 · Administrative Salaries	84,479.85	83,472.00	1,007.85
5206 · Administrative Contractual	5,023.46	6,090.00	-1,066.54
5210 · Related TRS Expense	0.00	253.00	-253.00
5215 · Related Medicare Expense	1,413.26	1,203.00	210.26
5220 · Related FICA Expense	4,628.01	3,903.00	725.01
5225 · Related Health Benefits Expense	1,454.62	4,001.00	-2,546.38
5230 · Supplies	1,731.65	2,250.00	-518.35
5241 · Computers	2,493.99	253.00	2,240.99
5242 · Computer Support	0.00	122.00	-122.00
5250 · Equipment Maintenance	5,403.23	1,997.00	3,406.23
5260 · Telecommunication Usage	3,807.86	3,750.00	57.86
5265 · Accounting and Audit Fees	17,800.00	19,500.00	-1,700.00
5270 · Payroll Service Fees	2,336.81	2,748.00	-411.19
5275 · Printing and Copying	125.35	0.00	125.35
5280 · Postage and Shipping	477.34	750.00	-272.66
5285 · Insurance (incl. Building Ins.)	37,725.00	37,000.00	725.00
5290 · Dues and Subscriptions	2,607.25	1,247.00	1,360.25
5291 · Board Related Expenses	536.27	501.00	35.27
5295 · Legal Fees	129.85	6,253.00	-6,123.15
5297 · Other	921.63	0.00	921.63
5298 · Related FSA Expense	55.00	300.00	-245.00

Prairie Crossing Charter School
Profit & Loss Budget vs. Actual
 July through September 2009

	Jul - Sep 09	Budget	\$ Over Budget
Total 5200 · Administration	173,150.43	175,593.00	-2,442.57
5300 · Support Services			
5301 · Special Ed Salaries	41,200.00	48,238.50	-7,038.50
5302 · Related Medicare Expense	0.00	660.00	-660.00
5303 · Related FICA	0.00	960.00	-960.00
5304 · Related Health Benefits	2,888.46	2,820.00	68.46
5305 · Contractual Expense for Spec Ed			
5325 · Speech Services	14,664.00	12,120.00	2,544.00
5326 · OT Services	15,513.92	10,599.00	4,914.92
5327 · Psychological Services	10,656.28	11,589.00	-932.72
5328 · Other Services	10,199.13	7,825.00	2,374.13
Total 5305 · Contractual Expense for Spec Ed	51,033.33	42,133.00	8,900.33
5307 · Related TRS Expense	0.00	497.00	-497.00
5308 · Special Ed Legal Fees	58.50	1,875.00	-1,816.50
5309 · Special Ed CR Mats & Sups	1,850.79	919.00	931.79
5310 · Professional Development	2,811.27	3,300.00	-488.73
5315 · Transportation	457.88	5,000.00	-4,542.12
5316 · Transportation Stipend	405.00	500.00	-95.00
5320 · Food Service			
5321 · Pizza	4,701.71	4,000.00	701.71
5322 · Hot Lunch - Farm to Table	843.61	687.50	156.11
5405 · Facility Rent - Barn	0.00	200.00	-200.00
Total 5320 · Food Service	5,545.32	4,887.50	657.82
5399 · Allocated Grant Expense	0.00	-24,965.50	24,965.50
Total 5300 · Support Services	106,250.55	86,824.50	19,426.05
5400 · Operations and Maintenance			
5410 · Utilities			
5411 · Water and Sewer	385.56	0.00	385.56
5412 · Other	7,381.46	0.00	7,381.46
5413 · Gas and Electricity	56.29	0.00	56.29
5414 · Garbage	428.00	0.00	428.00
5410 · Utilities - Other	0.00	12,497.00	-12,497.00
Total 5410 · Utilities	8,251.31	12,497.00	-4,245.69
5415 · Maintenance Salaries	8,134.50	10,997.00	-2,862.50
5416 · Facilities Management	5,085.00	6,084.00	-999.00
5420 · Related Medicare Expense	111.91	175.00	-63.09
5421 · Related Health Benefits	479.80	0.00	479.80
5425 · Related FICA Expense	478.49	747.00	-268.51
5430 · Maintenance Contractual			
5431 · Cleaning	225.00	0.00	225.00
5432 · Life Safety	1,028.30	0.00	1,028.30
5436 · Other	4,605.55	0.00	4,605.55
5430 · Maintenance Contractual - Other	0.00	4,997.00	-4,997.00
Total 5430 · Maintenance Contractual	5,858.85	4,997.00	861.85
5435 · Maintenance Equipment	0.00	1,997.00	-1,997.00
5440 · Maintenance Supplies	3,269.42	3,000.00	269.42
5445 · Long-Term Maint & Repairs	0.00	2,503.00	-2,503.00
Total 5400 · Operations and Maintenance	31,669.28	42,997.00	-11,327.72
5500 · Other Expenses			
5510 · Fundraising			
5511 · Auction	1,000.00	0.00	1,000.00
5513 · 5/6 Grade Fundraising	332.50		
5514 · Other	688.80	2,250.00	-1,561.20
5517 · Edible Harvest	1,075.00	0.00	1,075.00
5519 · 8th Grade Fundraising	19.33	0.00	19.33
5529 · Poker Night	1,195.00	0.00	1,195.00
5550 · Fundraising Salaries	6,000.00	4,537.00	1,463.00
5551 · Related FICA	0.00	278.00	-278.00
5552 · Related Medicare	0.00	65.00	-65.00

**Prairie Crossing Charter School
 Profit & Loss Budget vs. Actual
 July through September 2009**

	Jul - Sep 09	Budget	\$ Over Budget
Total 5510 · Fundraising	10,310.63	7,130.00	3,180.63
5515 · Bank Fees	585.73	497.00	88.73
5520 · Recruitment and Employment	236.00	375.00	-139.00
5535 · Community Outreach	0.00	1,500.00	-1,500.00
5540 · Contingency	0.00	1,247.00	-1,247.00
Total 5500 · Other Expenses	11,132.36	10,749.00	383.36
5600 · Grant Expense			
5601 · IDEA Grant	475.00	6,379.00	-5,904.00
5602 · Spec Ed Pers Grant Exp	0.00	7,894.00	-7,894.00
5604 · Title II Teacher Quality	0.00	515.00	-515.00
5605 · Title IV Safe & Drug Fee	0.00	100.00	-100.00
5607 · Reading Improvement	189.74	1,054.00	-864.26
5608 · Title I FY09	625.00	1,525.00	-900.00
5609 · ARRA Grant	17,481.18	10,500.00	6,981.18
5617 · Circle of Service	0.00	2,250.00	-2,250.00
Total 5600 · Grant Expense	18,770.92	30,217.00	-11,446.08
Total Expense	583,191.19	626,219.50	-43,028.31
Net Ordinary Income	11,197.29	-30,301.50	41,498.79
Other Income/Expense			
Other Income			
7100 · Non-Operating Income			
7101 · PSO Revenue			
7102 · Fundraising			
7106 · Natural Ovens	13.92	0.00	13.92
7107 · SCRIP	17,318.85	0.00	17,318.85
Total 7102 · Fundraising	17,332.77	0.00	17,332.77
Total 7101 · PSO Revenue	17,332.77	0.00	17,332.77
Total 7100 · Non-Operating Income	17,332.77	0.00	17,332.77
Total Other Income	17,332.77	0.00	17,332.77
Other Expense			
7200 · Non-Operating Expense			
7220 · PCCSHI-Mortgage Loan Interest			
7221 · Base Interest Expense	54,303.94		
7222 · SWAP Adjustment	63,516.73		
7223 · LOC Fee	33,923.28		
7224 · Draw Fee	1,200.00		
7225 · Remarketing Fee	2,950.00		
7220 · PCCSHI-Mortgage Loan Interest - Other	0.00	153,000.00	-153,000.00
Total 7220 · PCCSHI-Mortgage Loan Interest	155,893.95	153,000.00	2,893.95
7240 · Taxable Loan Interest Expense	4,023.89	4,024.00	-0.11
7241 · LOC Interest Expense	355.56	0.00	355.56
7244 · Lease Interest Expense	371.70	0.00	371.70
7246 · Depreciation	19,476.99	19,500.00	-23.01
7247 · Amortization	6,499.87	5,400.00	1,099.87
7248 · Depreciation - LLC	66,487.71	67,500.00	-1,012.29
7300 · PSO Expense			
7301 · Postage	345.98	0.00	345.98
7302 · Water	96.25	0.00	96.25
7304 · Bank Fees	116.65	0.00	116.65
7311 · SCRIP	22,719.40	0.00	22,719.40
7312 · Natural Ovens	127.63	0.00	127.63
7323 · Community Care	279.14	0.00	279.14
Total 7300 · PSO Expense	23,685.05	0.00	23,685.05
Total 7200 · Non-Operating Expense	276,794.72	249,424.00	27,370.72

9:04 AM
10/22/09
Accrual Basis

Prairie Crossing Charter School
Profit & Loss Budget vs. Actual
July through September 2009

	<u>Jul - Sep 09</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Total Other Expense	276,794.72	249,424.00	27,370.72
Net Other Income	-259,461.95	-249,424.00	-10,037.95
Net Income	<u>-248,264.66</u>	<u>-279,725.50</u>	<u>31,460.84</u>



Prairie Crossing Charter School
Governance Committee Meeting
Committee Report

The report of the PCCS Board of Directors' and its Governance Committee meeting held on October 6, 2009, 1531 Jones Point Road, Prairie Crossing Charter School, in Grayslake, Illinois 60030.

Members Present

Myron Dagley
Mark Dybas
Bob Bentz
Eric Hebert

Parents and Guests Present

Geoff Deigan

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

Agenda Topics

- Discussion of Policy 200.16 Board Meeting Procedures
- Discussion of 200.20 Board Meeting Preparation
- Review of Minutes of 9-1-09 Governance Meeting

Discussion

- Discussion of Policy 200.16. Committee agreed this Policy should be rescinded as it is covered in detail in other Policies.
- Discussion of Policy 200.20 Committee made minor modification for presentation to the Board for adoption.
- Review of Minutes of 9-1-09 Minutes. No changes were made.
- Mr. Deigan and Mr. Dybas thanked the Committee for their work over the last year. The Committee discussed next steps for the Committee.



Prairie Crossing Charter School
Governance Committee Meeting
Committee Report

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

<p>Mission</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>Value Statements</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



The PCCS Excellence in Academic Programs Advisory Committee meeting was held on **Monday, September 28, 2009**, 1531 Jones Point Road, Prairie Crossing Charter School, in Grayslake, Illinois 60030.

Members Present

Geoff Deigan
Karen Achtemeier
Naomi Dulin, Environmental Ed. Instructor
Myron Dagley, Director
Cindy Hooten
Barb Provost
Sherry Halvorsen

Absent

Ben Haight, teacher
Cheryl Pytlarz
Andrea Koeniger, teacher
Brian Greene, Principal
Cynthia McGovern, teacher

Public Present

none

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

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: 8/24/2009
2. Motion to Approve Revised Open Session Minutes: 5/18/2009

Discussion Agenda:

- A. Adopt definition of integrated curriculum
- B. Discussion and integration of – Service Learning / Environmental Outline
- C. Establish goals/criteria to measure curriculum that comes to the committee

Discussion Highlights

The committee is proposing the following definition of integrated curriculum:

Proposed definition of integrated curriculum

Our environmental integrated curriculum breaks down traditional barriers between subjects and makes learning more meaningful to students. We teach interdisciplinary units around environmental themes with which our students can identify. This permits interrelationships and interactions with the knowledge and skills from all content areas.

The proposed definition will be highlighted at the October board meeting.

Integration of – Service Learning / Environmental Outline

The committee is using a document titled service learning / environmental outline to help ensure integration of environmental learning across our curriculum. Most importantly to accentuate the importance and learning about the environment which makes our school stand apart and supports our charter.

Establish goals/criteria to measure curriculum that comes to the committee

Curriculum that comes to this committee will be assessed by reviewing its content, methodology, and grade band placement. More details will be worked out in future meetings.

Decisions Made

No formal decisions were made at this meeting.

Next Steps

- ✓ Working session for Sections 5-8 of the Charter regarding Education and Curriculum which may include details of content, methodology, and grade band placement
- ✓ Update on curriculum mapping progress
- ✓ Culminating project information sharing
- ✓ Validation of Literacy Outline – November meeting

Next meeting date is October 26th at 6:00 pm.

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

Mission	
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.	
Value Statements	
<i>Environmental Stewardship:</i> We respect the Earth and conserve, protect and restore the natural environment.	This value is met by validating the integration of environmental stewardship into the curriculum at all grades.
<i>Ecological Understanding:</i> We believe the natural environment provides a fertile ground for creativity, wonder, inquiry and integrated learning across academic disciplines.	This value is met by validating the integration of ecological understanding into the curriculum at all grades.
<i>Academic Rigor and Innovation:</i> We use effective and innovative teaching practices that result in consistently high student achievement.	This value is met by validating that rigor and innovation is a part of the curriculum at all grades.
<i>Partnering with Parents:</i> Parents are our children’s first teachers and their support and involvement strengthens our school.	This value is met by providing appropriate opportunities to have parents partner with the teachers and students in learning activities throughout the school.
<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.	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.

Respectfully Submitted,
Barbara Provost - Chair

EST. 1999

PRAIRIE CROSSING
CHARTER SCHOOL



WHERE EDUCATION COMES NATURALLY

Our environmental integrated curriculum breaks down traditional barriers between subjects and makes learning more meaningful to students. We teach interdisciplinary units around environmental themes with which our students can identify. This permits interrelationships and interactions with the knowledge and skills from all content areas.

PRESIDENT'S REPORT OCTOBER 2009

Global Statement

Whether one is elected, volunteers or is assigned a position on the Board of Directors- you can be sure of two things: a) it takes a committed effort and b) it's never about "you". Bob Creviston and Bob Bentz exemplify what it takes to be on a Board.

Bob Creviston was a Board Elect admission in 2006. He has served faithfully, often times juggling a well traveled career in his professional life and full time devotion to his family in his personal life. He brought valuable expertise with him to Board meetings- offering sound advice and good suggestions. One of Bob's greatest contributions, besides his human resources experience, is that he often questioned things that needed to be questioned, for the benefit of the School.

Likewise, Bob Bentz came to the Board in 2006 as a Parent-Elect appointee. He showed true dedication in his role and was instrumental in the unification of the Board. His expertise in parliamentary procedures has brought vast awareness to this School policies and procedures and helped strengthened how a Board should function. He was instrumental in setting the parameters that are expected from our chartering authorities and more importantly, the constituents that we all serve.

Both of these gentlemen have served their terms with professionalism, passion and focused attention. Their hard work is an integral part of why this School is able to celebrate its 10th anniversary. I personally thank both Mr. Creviston and Mr. Bentz for their commitment and wish them good luck and good health in their future paths.

With that, we also welcome three (3) new Board members to our School this month. Two Board appointed members – Mr. John Wylie and Mr. Tom Keenan, and one parent elect - Mr. Dean Thorson. These members will be seated in the October annual meeting with the focus of helping continue to build upon the foundations that the previous Boards have begun to lay.

Board Committees

Arguably, the bulk of the work and effort of the Board is achieved at the Committee level. It is where the Board and the Administration work together to achieve the goals and priorities of our strategic plan. It is how fundraising protocols are established, finance and budgets are monitored, human resource issues are discussed, curriculum is reviewed and policies and procedures of the School are established. The Board relies heavily on the Committees to help it make informed decisions on issues brought before it. In November, we will be evaluating the committee compositions with the intent on getting more members of the community involved and strengthening the work of the Committees.

For those of you that have volunteered your time on past committees, the Board and the Administration thank you for your loyalty and effort. Since the School is always looking for fresh faces, new ideas and interested parties, for any that would like to become involved in helping this School in its development, I encourage you to contact Director Dagley or myself to discuss the vacancies and make-up of our fine Committees.

Next Steps

Lastly, on the agenda in October is discussion regarding the Annual Report of the Board. I will be bringing an example of the 08 Annual Report for use as a baseline for the development of this year's report. The Board, Administration and Committees will contribute an update on their work plans, goals, alignment with our mission and values - as well as progress on our strategic plan. Our goal is to complete, distribute and post to the web, this report by the end of the fiscal year.

We have a lot of good hard work left to be completed and with the united focus of the Board and Administration - we can continue to move forward with the groundwork that Board Members Creviston and Bentz have dedicated the past 3 years to carry out. Good things accomplished – better things ahead...stay tuned.

Never doubt that a small group of thoughtful, committed citizens can change the world. Indeed, it is the only thing that ever has.

Margaret Mead

Respectfully submitted,



Geoff Deigan
Board President

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 21 October 2009

October Focus

This month we have dedicated some time and energy to promoting the SCRIP fundraising program. Typically SCRIP raises about \$5,000 for the PSO and represents about one third of the PSO total annual budget. The biggest benefit of this fundraiser is that we are not asking families to spend any money over and above what they would normally spend; we are simply asking them to “spend” it through the SCRIP program. Currently we have about 10-20 families who place weekly orders. Ideally we would like to see this number double and have begun actively promoting this program to achieve this end. The first \$5,000 raised by the PSO through SCRIP will be used to help support traditional PSO programs such as teacher reimbursements, student and classroom grants and school directories. Funds raised over this amount will be applied to other school needs as determined after consulting with administration. We would like to extend our sincere appreciation to the SCRIP Team: Donna Englehardt, Laura Hart, Wendy Richter and Helen Trage, for the hours of dedication and time they give to this program and to the families who help make this program a success with their support.

We have also begun planning for the much anticipated Holiday Bazaar. Laura Hart has volunteered to lead this team for the PSO and we are tremendously grateful for this. Since half the proceeds from this event are funneled through the ¾ grade band to help support their Staben House SLP, we are hoping to further tap into this population to again make this event a success.

Finally, in keeping with the review that has been happening in other areas at PCCS (strategic planning, new logo, new website etc); we have been taking some time to look at the PSO from a wider perspective. As we move forward through this school year, we are taking time to evaluate the function of the PSO to gauge what PSO programs are most supported and if we should be offering support in other areas as yet unaddressed. This may help the PSO better reflect the population it is designed to serve.

School/Community Development

Included in the board packets is a copy of “PCCS 101”. This informational guide was put together by the PSO this year in order to help address some of the most frequently asked questions by new parents and was given out in the new family “care packets” that were sent home last month.

Back by request, the PSO will hold a Family Fun Talent Show in November – date TBD.

PSO Executive Council meetings are set to take place the second Wednesday of each month from 9:30-10:30 a.m. As per the PSO By-Laws, we are looking for one board member who would be willing and able to serve in this capacity.

Thank you all for your time and commitment to PCCS, it is truly appreciated.

Respectfully Submitted,
Jennifer Ropke
PSO President

PCCS - PSO Treasurer Report
 PSO Income Statement
 September 2009

	<u>FY 2009</u>	<u>Jul-09</u>	<u>Aug-09</u>	<u>Sep-09</u>	<u>FY 2010 YTD</u>
Revenues					
On-Going Fundraising					
SCRIP, net	8,343.63	157.93	(6,742.53)	1,184.05	(5,400.55)
Box Tops	1,146.80	-	-	-	-
Target	1,670.34	-	-	-	-
Natural Ovens, net	133.79	-	13.92	(127.63)	(113.71)
Annual Fundraising					
Holiday Bazaar/Staben House	2,327.13	-	-	-	-
Plant Sale, net	5,464.10	-	-	-	-
Other, net	(584.96)	-	-	-	-
Total	18,500.83	157.93	(6,728.61)	1,056.42	(5,514.26)
Expenses & Disbursements					
Annual Fundraising					
Staben House	1,133.99	-	-	-	-
Programming	1,360.30	-	-	-	-
Community Care					
Teacher Supplemental Expense Reimbursement	2,522.32	-	-	-	-
In-School Grants	1,942.50	-	-	-	-
Other	3,699.03	-	43.25	235.89	279.14
Office					
Postage Machine	658.73	49.98	152.67	143.33	345.98
Water	411.17	23.64	23.64	48.97	96.25
Bank Fees	1,188.97	9.88	0.32	106.45	116.65
Directory	568.72	-	-	-	-
Office	55.00	-	-	-	-
Total	13,540.73	83.50	219.88	534.64	838.02
Net Income	4,960.10	74.43	(6,948.49)	521.78	(6,352.28)
Ending Cash Balance		39,068.75	39,068.75	28,864.29	



To: Members, Board of Directors

From: Governance Committee and Myron

Date: 10-16-09

Re: Second 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.

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

School Director: Myron Dagley
Principal: Brian Greene

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Prairie Crossing Charter School
Board of Director's Policy

Policy #: 200.22

Governance

Board Meeting Attendance-Absenteeism and Voting

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: Myron

Re: 2nd Reading/Adoption New Policy, #400.3.10, Teacher Sick Leave Plan

Date: 10-20-09

Background Information:

The creation of a sick leave bank plan for teachers has been under consideration for approximately one year at this point. The draft policy attached has been reviewed now three times by two different Human Resource Committees and the current Governance Committee.

Prior substantive concern centered on the possibility that once created, the bank of available days would be seen by auditors as an unfunded liability. Jens Emerson of Clifton and Gunderson has determined that while sick leave days in any form are considered an exposure for which some budgetary consideration is apparent, such days do not meet the legal test necessary to be considered an unfunded liability. They do not represent a vested entitlement to which an employee is compensated upon separation if unused; therefore they are not an unfunded liability.

Determining whether an illness/injury qualifies for access was another concern. That issue has been addressed to the satisfaction of the Human Resource Committee by adding language that such would be certified by a physician licensed to practice medicine in any and all its branches within Illinois. If such certification is made by a doctor, then the teacher's request is appropriate assuming all other criteria for eligibility has been met.

These issues having been clarified, the Policy is now ready for its final reading and adoption by the Board of Directors.

Administration's Recommendation:

The administration respectfully recommends that the Board of Directors declare a second reading and adopt the new Policy #400.3.10 Teacher Sick Leave Plan effective November 1, 2009.

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Prairie Crossing Charter School
Board of Directors Policy

Personnel:

Policy 400.3.10

Sick Leave ~~Plan~~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 15th in order to participate in the plan; except that in the initial year of ~~the Bank Plan~~ the 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. as certified by a physician licensed to practice medicine in any and all its branches within the State of Illinois. 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 C~~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 C~~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~~ the Plan. The teacher representative on ~~the Governing C~~committee 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 C~~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 the members of the faculty.

Cross Reference:

Policy 400.3 Leaves of Absence

Adopted:



To: Members Board of Directors
From: Myron
Re: Instrumental Music Proposed Contract FY-10
Date: October 20, 2009

Background Information:

Annually in prior years, the Board of Directors has authorized a contract between the Prairie Crossing Charter School and Music Tutorial Services, Inc. by which terms instrumental music instruction is provided to PCCS students on a tuition basis. Again for FY-10 the entire cost of this program is underwritten by parent paid tuition. Since FY-08 the Board of Directors has made no monetary contribution to the operation of this program. The School does provided space for band rehearsals at no cost to the program. Space for individual and group lessons during FY-09 was also provided at no cost to the program, but now that the computer lab has been created and is scheduled for use, there is no classroom space available for such instruction during the school day.

For FY-10, therefore, individual and group lessons are provided by the instructors on Tuesdays using the Byron Colby Barn at a cost born by the program. This is part of the tuition. Presently, beginners are paying \$175.00 for the first half of the year, and advanced students are paying \$225.00 for the same time frame. Jazz ensemble members are paying \$50.00 for the first half of the year. These latter students are also paying the advanced tuition. The tuition schedules were determined by Mr. James Kasprzyk, President of the company and the senior instructor. Fees are collected by Music Tutorial Services, Inc. but then processed through the PCCS Business Office which also makes bank deposits, performs accounting services, pays program costs, and reconciles fee paid records with collections. Effectively, while this is a tuition program, the business management services for the program falls upon the PCCS Business Office. Further, all income and expenditures are processed through our official financial records. To that end, we need Board approval to operate the program as in past years.

Understandably, band parents are concerned that this program is not an integral part of the school's budget and therefore provided to them at no additional cost. To be sure in neighboring districts it would be other than for incidental activity fees. Here at PCCS, however, we have not been able to provide any activities, clubs, sports, etc. without the parents incurring additional costs in the form of tuitions/fees for each. Our financial plight in this regard should not be construed as a value statement placed upon this fine arts program. PCCS and the administration of the school highly value and support fine arts opportunities for all children. Research has shown that instrumental music is a valuable asset to well rounded academic performance, particularly math skills.

Administration's Recommendation:

The administration respectfully recommends that the Board authorize the contract between PCCS and Music Tutorial Services, Inc. for the operation of the instrumental music program for school year 2009-2010 at a budgeted cost of \$26,950, all such costs to be borne on a tuition basis by the program participants.

Cc: Mrs. Kari Saul, Band Parent Representative
Mrs. Christine Wald, Band Parent Representative

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MUSIC TUTORIAL SERVICES, INC.

33250 N. Island Avenue
Wildwood, Illinois 60030

(847)548-2289

jimzyk@comcast.net

October 15, 2009

To: Myron Dagley, Prairie Crossing Charter School
1571 Jones Point Road
Grayslake, Illinois 60030
Re: PCCS BAND PROGRAM 2009 – 2010

General Overview: 32 week program

All bands before school, 7am, in gym:

Concert Band: Monday and Thursday
Intermediate Band: Tuesday and Friday
Beginning Band: Wednesday
Jazz Combo: Tuesday in the barn

Lessons on Tuesday in the barn

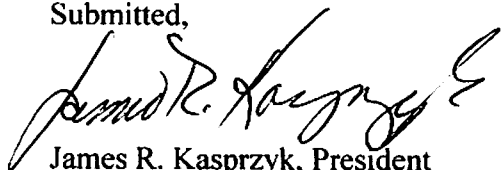
<u>Cost:</u> Instruction	\$19,710.00
Music Supplies/Misc.	2500.00
Administration	3500.00
Facility Rental @\$30	990.00
<u>Graduation</u>	<u>250.00</u>
Total	\$26,950.00

Group instruction classes will be determined upon recruitment and retention of former students. Classes will be structured on like instruments where possible. However, instrument families may be combined to accommodate scheduling.

The program will begin on September 8, 2009 and conclude on May 18, 2010. All students will participate in the two concerts. Students will be encouraged to participate in the NorthShore Music Festival Solo and Ensemble Contest in March, 2010.

Monthly payments should be made to Music Tutorial Services, Inc. All music, supplies, and instruments purchases by Music Tutorial Services, Inc. for the music program shall remain the property of Music Tutorial Services, Inc.

Submitted,



James R. Kasprzyk, President
Music Tutorial Services, Inc.



To: Members, Board of Directors

From: Myron

Re: 1st Reading Amended Policy # 400.1, Uniform Grievance Policy

Date: 10-21-09

Background Information:

This policy in its current form is entitled, Uniform Grievance Procedure. Upon study, the reader can clearly see that this first paragraph is really the policy and the rest of the several pages are implementing procedures. Since the Human Resource Committee is beginning a review of the policies in Section 400, Personnel; I have asked the committee to consider separating policy language from procedure language, a generally acceptable sound administrative practice. The committee has concurred in this recommendation.

Accompanying this memorandum will be two documents. The first will be the proposed policy language which would result from adoption of the amended policy. The second is a revision of the administrative procedures which would result from (a) the separation of procedure language from policy language and (b) from recommended edits incorporated from the committee review. Both documents are in track changes format.

Administrative Recommendations:

The administration respectfully recommends that the Board of Directors declare a first reading on the amended Policy # 400.1, Uniform Grievance Policy.

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Prairie Crossing Charter School
Board of Director's Policy

Policy # 400.1

Personnel

Uniform Grievance Policy Procedure

SECTION A.

If any student, parent/guardian, or employee, or any member of the public, believes that he or she has been the victim of unlawful discrimination, including harassment, by a member of the Board, one of its employees, agents or students, such individual (hereinafter "the Complainant") may file a complaint with the Complaint Coordinator pursuant to this Grievance Policy Procedure. A complaint is appropriate for resolution through this Grievance Policy Procedure if it alleges discrimination or harassment based on race, color, national origin, religion, age (personnel only), sex, physical or mental disability (personnel only)¹, actual or potential marital or parental status, unfavorable military discharge (personnel only), or other legally protected group status.

The administration is empowered to write administrative procedures which are compliant with the applicable statues by which this policy is implemented and enforced.

SECTION B. Complaint Coordinator

- ~~1. The Complaint Coordinator is the Director, 1531 Jones Point Road, Grayslake, Illinois 60030-3536, 847-543-9722.~~
- ~~2. In the event that the Complaint Coordinator is the individual accused of discrimination or harassment, the complainant may file his/her complaint with the President of the Board who may appoint an independent Complaint Coordinator to resolve the complaint.~~
- ~~3. In the Director's and/or Complaint Coordinator's discretion, an independent Complaint Coordinator may be appointed to resolve any complaint. An independent Complaint Coordinator shall have all of the same rights and responsibilities as the Complaint Coordinator, unless otherwise directed by the School Director.~~
- ~~4. The Complaint Coordinator shall have the authority to consult with the Board's legal counsel throughout the Grievance process.~~

¹ Complaints of disability discrimination filed by students should be brought pursuant to the Student Section 504/ADA Policy and Complaint Policy and Procedure.

SECTION C. Complaint Procedures

1. Filing a Complaint

~~a. All complaints of discrimination or harassment should be filed with the Complaint Coordinator, in writing, as soon as practicable after the conduct complained of has occurred.~~

~~b. If a complaint of harassment or discrimination, written or verbal, is brought to any employee other than the Complaint Coordinator, that employee shall immediately forward the complaint to the Complaint Coordinator.~~

~~c. If a verbal complaint is brought to the Complaint Coordinator, the Complaint Coordinator shall interview the Complainant as soon as practicable after receiving the complaint. The Complaint Coordinator shall reduce the complaint to writing. The Complainant shall sign and date the written complaint.~~

~~d. A complaint alleging discrimination or harassment should contain the following elements: the name(s) of the individual(s) involved and any witness(es); the date(s), time(s), and location(s) of the alleged conduct; a description of the incident(s); the date of submission of the complaint; and the signature of the Complainant.~~

~~e. The substance of the complaint and the identity of the individuals involved shall remain confidential, except as required by law and/or this Grievance Procedure, and as necessary for the Complaint Coordinator to fully investigate and resolve the complaint.~~

~~f. The Complaint Coordinator shall make every attempt to investigate and resolve any complaint brought pursuant to this Grievance Procedure within ten (10) school days after the complaint is filed.~~

~~g. Nothing in this Grievance Procedure shall have the effect of limiting an individual's right to pursue other avenues of relief provided for under State or federal laws relative to discrimination and/or harassment. Individuals wishing to file a complaint with the Equal Employment Opportunity Commission or Illinois Department of Human Rights may do so at the following addresses:~~

~~Equal Employment Opportunity Commission
500 West Madison Street
Suite 2800
Chicago, IL 60661
(312) 353-2713~~

~~Illinois Department of Human Rights
100 West Randolph Street
Suite 10-100
Chicago, IL 60601
(312) 814-6245~~

~~2. Informal Resolution~~

~~a. In the Complaint Coordinator's discretion, he or she may first attempt to resolve the complaint informally. If attempts at informal resolution are not successful, a formal investigation shall be conducted as described in Paragraph 3 below.~~

~~b. If a complaint is resolved informally, a written summary of the resolution shall be prepared and maintained by the Complaint Coordinator. This summary shall be signed by the Complaint Coordinator, the Complainant and the accused individual(s).~~

~~3. Formal Investigation~~

~~a. The Complaint Coordinator shall begin a formal investigation of the complaint immediately upon receiving it, or immediately upon determining that attempts at informal resolution, described in Paragraph 2 above, have not been successful.~~

~~b. As part of the formal investigation, the Complaint Coordinator shall interview the Complainant and the accused individual(s), and may interview any other individual(s) having knowledge relative to the allegations of the complaint.~~

~~c. The Complaint Coordinator shall make every attempt to complete the investigation, prepare a report concerning his or her findings, and provide a written response to the Complainant stating the disposition of the complaint, within ten (10) school days after the complaint is filed.~~

~~d. If the Complaint Coordinator determines that the allegation(s) of discrimination or harassment are founded, the Complaint Coordinator, if other than the School Director shall forward a copy of his or her report to the Board President for a determination of the appropriate corrective action(s) to be taken. Appeal of any disciplinary action(s) taken against the accused, if any, pursuant to this Grievance Procedure shall be through established Board and/or contractual procedures.~~

SECTION D. Appeal to the Board

1. ~~If the Complainant is not satisfied with the disposition of the complaint, he or she may file a written appeal with the Board within ten (10) school days after receiving the Complaint Coordinator's written response to the complaint.~~
2. ~~The Board, or a subcommittee thereof, may, in its discretion, convene a hearing regarding the complaint and appeal.~~
3. ~~Within thirty (30) school days after the filing of the appeal, the Board shall provide the Complainant with a written decision.~~

SECTION E. Appeals of Student Complaints of Discrimination or Harassment on the Basis of Disability

~~If the complaint involves allegations of discrimination or harassment on the basis of disability, the procedures set forth in Sections C and D shall be applicable.~~

~~If the Complainant is a student and the complaint involves allegations relative to the evaluation, identification of, or services/placement offered or provided to him or her under Section 504 of the *Rehabilitation Act of 1973*, the following hearing and appeal procedures shall be applicable in lieu of the procedures set forth in Sections C–D herein:~~

1. ~~Complaint Procedures~~
 - a. ~~A complaint concerning the School's compliance with provisions of this Grievance Procedure with the exception of complaints from applicants for employment, may be filed with the Coordinator.~~
 - b. ~~The complaint must be in writing, signed and dated by the complainant (or, in the case of a student, his or her parent or guardian). It must include a description of the facts and circumstances of the complaint, as well as a description of the relief being sought. The Coordinator shall be available to provide assistance to the complainant as needed in the preparation and processing of the complaint and in the review procedures. A complaint form shall be available in each school and at the School office.~~
 - c. ~~Upon receipt of the complaint, the Coordinator shall promptly (i) provide the complainant with a copy of this Grievance Procedure and (ii) conduct an investigation, including, but not limited to, interviews with employees and/or students and a review of all relevant documents. The Coordinator shall complete such investigation within ten (10) school days of receipt of the complaint, unless there are extenuating circumstances which warrant an extension of this time line.~~

- ~~d. The Coordinator shall confer with the complainant upon completion of such investigation to determine if the complaint may be resolved informally. If such informal resolution is not possible and the complainant wishes to proceed with a hearing, the Coordinator shall provide the complainant with a list of three (3) impartial hearing officers. The complainant shall indicate in writing his or her selection of an impartial hearing officer, in order of preference (with #1 being the most preferred and #3 being the least preferred). The complainant shall return the list of impartial hearing officers, with order of preference indicated in writing, to the Coordinator within five (5) school days of receipt of the list from the Coordinator.~~
- ~~e. The Coordinator shall, upon receipt of the complainant's selections, promptly notify the first choice hearing officer of the pending case. In the event that the first choice hearing officer cannot hear the case, the second choice officer shall be contacted. In the event that the second choice officer cannot hear the case, the Coordinator shall contact the complainant's third choice officer. If none of the officers contacted can hear the case, the complainant will be asked to select/prioritize three additional hearing officers from another list which will be provided by the Coordinator to the complainant within five (5) school days of the notice of decline from the third hearing officer.~~
- ~~f. A hearing shall be scheduled by the hearing officer within twenty (20) school days after the date that the hearing officer agrees to accept the appointment, unless the complainant and the Coordinator agree otherwise or there are extenuating circumstances which warrant an extension of this time line.~~
- ~~g. The School and the complainant shall have the right to present evidence relevant to the issue raised in the complaint. The parties shall have the right to be represented by counsel.~~
- ~~h. The hearing officer shall limit his/her decision to the issue or issues presented by the complainant in the written complaint. The hearing officer's decision must be written and shall include a summary of the evidence and the reasons for the decision. The decision is to be based solely on the hearing officer's interpretation of the meaning or application of Section 504 and/or the ADA.~~
- ~~i. The hearing officer shall send a copy of the decision to the complainant and the School within five (5) school days after the conclusion of the hearing.~~
- ~~j. The decision of the hearing officer shall be final unless appealed pursuant to subsection 2 below.~~

~~2. Review Procedures~~

- ~~a. Any party aggrieved by the decision of the hearing officer may file a request for review. The complainant's request for a review shall be in writing, signed and dated, and shall be filed by mail or personal service no later than thirty (30) school days after receipt of the hearing officer's decision. If the complainant is the appealing party, the request shall be submitted to the Coordinator; if the School is the appealing party, the request shall be submitted to the complainant by mail or personal service.~~
- ~~b. A request for a review shall state that an appeal of the hearing decision is being requested, the reason for the request for review, and the relief being sought.~~
- ~~c. If the complainant is the appealing party, the Coordinator shall provide him/her with a list of three (3) impartial review officers. The complainant shall indicate in writing his or her selection of an impartial review officer, in order of preference (with #1 being the most preferred and #3 being the least preferred). The complainant shall return the list of impartial review officers, with order of preference indicated in writing, to the Coordinator within five (5) school days of receipt of the list from the Coordinator. If the School is the appealing party, the Coordinator shall select from the list of impartial review officers as outlined in this subsection.~~
- ~~d. Final selection of the impartial review officer and scheduling of a review hearing shall be the same as provided in Section D(1)(e) and (f) herein.~~
- ~~e. The conduct of the review hearing and issuance of a decision shall be the same as provided in Section D(1)(g), (h), and (i) herein.~~
- ~~f. The decision of the review officer shall be final.~~

~~Adoption Dates: 15 March 2005~~

~~Amended, first reading January 22, 2008~~

~~Revised: February 26, 2008~~

EST. 1999

PRAIRIE CROSSING CHARTER SCHOOL



WHERE EDUCATION COMES NATURALLY

EMPLOYEE GRIEVANCE FORM

Employee Name:
Title:

Supervisor's Name:

Title:

1. Has this grievance been discussed with your immediate supervisor? YES NO

If Yes, Date Discussed:

Subject of grievance:

2. What is the specific action or situation which causes you to file this grievance? Be very specific with all information.

A. Date (When did this action or situation happen?):

B. Location (Where did this action or situation happen?):

C. Approximate Time:

D. Name of Person(s) Responsible for causing this action or situation:

E. Specific action or situation (Describe what happened to cause you to file this grievance): (Use attachment if necessary)

3. What do you feel is the resolution to this specific situation? (Use attachment if necessary)

Employee's Signature:

Date Submitted:

**EMPLOYEE GRIEVANCE DISPOSITION
RESPONSE TO STEP 1 _____ 2 _____**

Employee Name:	
Date Grievance was Received:	
1. What do you see as the specific issues in this grievance? (Use attachment if necessary.) (Response should include all areas under #2 of Employee Grievance.)	
2. What action can or will you take to resolve employee's grievance? (Use attachment if necessary.)	
3. What is the basis for your decision and/or action? (Use attachment if necessary.)	
Supervisor's Signature:	Date:
Title:	
I acknowledge notification of this Grievance Disposition on the date indicated below. I accept this response as satisfactory resolution to my grievance:	
YES _____ NO _____	
Employee's Signature:	Date:
<i>Supervisors are reminded to address and respond to each specific issue within the time limits specified within the Board Policy under in the Uniform Grievance Procedures.</i>	

Prairie Crossing Charter School
Board of Director's Policy

Policy # 400.1

Personnel

Uniform Grievance Administrative Procedures

SECTION A.

~~If any student, parent/guardian, or employee, or any member of the public, believes that he or she has been the victim of unlawful discrimination, including harassment, by a member of the Board, one of its employees, agents or students, such individual (hereinafter "the Complainant") may file a complaint with the Complaint Coordinator pursuant to this Grievance Procedure. A complaint is appropriate for resolution through this Grievance Procedure if it alleges discrimination or harassment based on race, color, national origin, religion, age (personnel only), sex, physical or mental disability (personnel only)¹, actual or potential marital or parental status, unfavorable military discharge (personnel only), or other legally protected group status.~~

SECTION AB. Complaint Coordinator

1. The Complaint Coordinator is the Director, 1531 Jones Point Road, Grayslake, Illinois 60030-3536, 847-543-9722.
2. In the event that the Complaint Coordinator is the individual accused of discrimination or harassment, the complainant may file his her complaint with the President of the Board who may appoint an **I**ndependent Complaint Coordinator to resolve the complaint.
3. In the Director's and/or Complaint Coordinator's discretion, an **I**ndependent Complaint Coordinator may be appointed to resolve any complaint.
- ~~4. An Independent Complaint Coordinator shall have the same rights and responsibilities as the Complaint Coordinator.~~
- 54.** The Complaint Coordinator shall have the authority to consult with the Board's legal counsel throughout the Grievance process.

¹ Complaints of disability discrimination filed by students should be brought pursuant to the Student Section 504/ADA Policy and Complaint Policy and Procedure.

SECTION BC. Complaint Procedures

1. Filing a Complaint

- a. All complaints of discrimination or harassment should be filed with the Complaint Coordinator, in writing, as soon as practicable after the conduct complained of has occurred.
- b. If a complaint of harassment or discrimination, written or verbal, is brought to any employee other than the Complaint Coordinator, that employee shall immediately forward the complaint to the Complaint Coordinator.
- c. If a verbal complaint is brought to the Complaint Coordinator, the Complaint Coordinator shall interview the Complainant as soon as practicable after receiving the complaint. The Complaint Coordinator shall reduce the complaint to writing. The Complainant shall sign and date the written complaint.
- d. A complaint alleging discrimination or harassment should contain the following elements: the name(s) of the individual(s) involved and any witness(es); the date(s), time(s), and location(s) of the alleged conduct; a description of the incident(s); the date of submission of the complaint; and the signature of the Complainant.
- e. The substance of the complaint and the identity of the individuals involved shall remain confidential, except as required by law and/or this Grievance Procedure, and as necessary for the Complaint Coordinator to fully investigate and resolve the complaint.

~~f. The Complaint Coordinator shall make every attempt to investigate and resolve any complaint brought pursuant to this Grievance Procedure within ten (10) school days after the complaint is filed.~~

~~fg.~~ Nothing in this Grievance Procedure shall have any limiting effect upon ~~the effect of limiting an~~ individual's right to pursue other avenues of relief provided ~~for~~ under State or federal laws relative to discrimination and/or harassment. ~~Individuals wishing to file a complaint with the Equal Employment Opportunity Commission or Illinois Department of Human Rights may do so at the following addresses:~~

~~Equal Employment Opportunity Commission~~

~~500 West Madison Street~~

~~Suite 2800~~

~~Chicago, IL 60661~~

~~(312) 353-2713~~

~~Illinois Department of Human Rights~~

~~100 West Randolph Street~~

~~Suite 10-100~~

~~Chicago, IL 60601~~

~~(312) 814-6245~~

2. Informal Resolution

- a. In the Complaint Coordinator's discretion, he or she may first attempt to resolve the complaint informally. If attempts at informal resolution are not successful, a formal investigation shall be conducted as described in Paragraph 3 below.
- b. If a complaint is resolved informally, a written summary of the resolution shall be prepared and maintained by the Complaint Coordinator. This summary shall be signed by the Complaint Coordinator, the Complainant and the accused individual(s).

3. Formal Investigation

- a. The Complaint Coordinator shall begin a formal investigation of the complaint immediately upon receiving it, or immediately upon determining that attempts at informal resolution, described in Paragraph 2 above, have not been successful.
- b. As part of the formal investigation, the Complaint Coordinator shall interview the Complainant and the accused individual(s), and may interview any other individual(s) having knowledge relative to the allegations of the complaint.
- c. The Complaint Coordinator shall make every attempt to complete the investigation, prepare a report concerning his or her findings, and provide a written response to the Complainant stating the disposition of the complaint, within ten (10) school days after the complaint is filed.
- d. If the Complaint Coordinator determines that the allegation(s) of discrimination or harassment are founded, the Complaint Coordinator, if other than the School Director shall forward a copy of his or her report to the Board President for a determination of the appropriate corrective action(s) to be taken. Appeal of any disciplinary action(s) taken against the accused, if any, pursuant to this Grievance Procedure shall be through established Board and/or contractual procedures.

SECTION ~~C-D~~. Appeal to the Board

1. If the Complainant is not satisfied with the disposition of the complaint, he or she may file a written appeal with the Board within ten (10) school days after receiving the Complaint Coordinator's written response to the complaint.
2. The Board, or a subcommittee thereof, may, in its discretion, convene a hearing regarding the complaint and appeal. The Board or its committee reserves the right to establish procedures for the hearing as it deems appropriate.
3. Within thirty (30) school days after the filing of the appeal, the Board shall provide the Complainant with a written decision.

SECTION ~~D-E~~. Appeals of Student Complaints of Discrimination or Harassment on the Basis of Disability

If the complaint involves allegations of discrimination or harassment on the basis of disability, the procedures set forth in Sections ~~B-C~~ and ~~C-D~~ shall be applicable.

If the Complainant is a student and the complaint involves allegations relative to the evaluation, identification of, or services/placement offered or provided to him or her under Section 504 of the *Rehabilitation Act of 1973*, the following hearing and appeal procedures shall be applicable in lieu of the procedures set forth in Sections ~~B-C~~ - ~~C-D~~ herein:

1. Complaint Procedures
 - a. A complaint concerning the School's compliance with provisions of ~~its~~this Grievance ~~Policy Procedure~~ with the exception of complaints from applicants for employment, may be filed with the Complaint Coordinator.
 - b. The complaint must be in writing, signed and dated by the complainant (or, in the case of a student, his or her parent or guardian). It must include a description of the facts and circumstances of the complaint, as well as a description of the relief being sought. The Coordinator shall be available to provide assistance to the complainant as needed in the preparation and processing of the complaint and in the review procedures. A complaint form shall be available ~~in each school and~~ at the School office.
 - c. Upon receipt of the complaint, the Coordinator shall promptly (i) provide the complainant with a copy of this Grievance Procedure and (ii) conduct an investigation, including, but not limited to, interviews with employees and/or students and a review of all relevant documents. The Coordinator shall complete such investigation within ten (10) school days of receipt of the complaint, unless there are extenuating circumstances which warrant an extension of this time line.

- d. The Coordinator shall confer with the complainant upon completion of such investigation to determine if the complaint may be resolved informally. If such informal resolution is not possible and the complainant wishes to proceed with a hearing, the Coordinator shall provide the complainant with a list of three (3) impartial hearing officers. The complainant shall indicate in writing his or her selection of an impartial hearing officer, in order of preference (with #1 being the most preferred and #3 being the least preferred). The complainant shall return the list of impartial hearing officers, with order of preference indicated in writing, to the Coordinator within five (5) school days of receipt of the list from the Coordinator.
- e. The Coordinator shall, upon receipt of the complainant's selections, promptly notify the first choice hearing officer of the pending case. In the event that the first choice hearing officer cannot hear the case, the ~~Coordinator shall notify the~~ second choice officer shall ~~be contacted~~. In the event that the second choice officer cannot hear the case, the Coordinator shall ~~notify~~ ~~contact~~ the complainant's third choice officer. If none of the officers contacted can hear the case, the complainant will be asked to select/ prioritize three additional hearing officers from another list which will be provided by the Coordinator to the complainant within five (5) school days of the notice of decline from the third hearing officer.
- f. A hearing shall be scheduled by the hearing officer within twenty (20) school days after the date that the hearing officer agrees to accept the appointment, unless the complainant and the Coordinator agree otherwise or there are extenuating circumstances which warrant an extension of this time line.
- g. The School and the complainant shall have the right to present evidence relevant to the issue raised in the complaint. The parties shall have the right to be represented by counsel.
- h. The hearing officer shall limit his/her decision to the issue or issues presented by the complainant in the written complaint. The hearing officer's decision must be written and shall include a summary of the evidence and the reasons for the decision. The decision is to be based solely on the hearing officer's interpretation of the meaning or application of Section 504 and/or the ADA.
- i. The hearing officer shall send a copy of the decision to the complainant and the School within five (5) school days after the conclusion of the hearing.
- j. The decision of the hearing officer shall be final unless appealed pursuant to subsection 2 below.

2. Review Procedures

- a. Any party aggrieved by the decision of the hearing officer may file a request for review. The complainant's request for a review shall be in writing, signed and dated, and shall be filed by mail or personal service no later than thirty (30) school days after receipt of the hearing officer's decision. If the complainant is the appealing party, the request shall be submitted to the Coordinator; if the School is the appealing party, the request shall be submitted to the complainant by mail or personal service.
- b. A request for a review shall state that an appeal of the hearing decision is being requested, the reason for the request for review, and the relief being sought.
- c. If the complainant is the appealing party, the Coordinator shall provide him/her with a list of three (3) impartial review officers. The complainant shall indicate in writing his or her selection of an impartial review officer, in order of preference (with #1 being the most preferred and #3 being the least preferred). The complainant shall return the list of impartial review officers, with order of preference indicated in writing, to the Coordinator within five (5) school days of receipt of the list from the Coordinator. If the School is the appealing party, the Coordinator shall select from the list of impartial review officers as outlined in this subsection.
- d. Final selection of the impartial review officer and scheduling of a review hearing shall be the same as provided in Section D(1)(e) and (f) herein.
- e. The conduct of the review hearing and issuance of a decision shall be the same as provided in Section D(1)(g), (h), and (i) herein.
- f. The decision of the review officer shall be final.

Adoption Dates: 15 March 2005

Amended, first reading January 22, 2008

Revised: February 26, 2008

Edited and Revised:

EST. 1999

PRAIRIE CROSSING CHARTER SCHOOL



WHERE EDUCATION COMES NATURALLY

EMPLOYEE GRIEVANCE FORM

Employee Name:
Title:

Supervisor's Name:

Title:

1. Has this grievance been discussed with your immediate supervisor? YES NO
If Yes, Date Discussed:
Subject of grievance:

2. What is the specific action or situation which causes you to file this grievance? Be very specific with all information.

A. Date (When did this action or situation happen?):

B. Location (Where did this action or situation happen?):

C. Approximate Time:

D. Name of Person(s) Responsible for causing this action or situation:

E. Specific action or situation (Describe what happened to cause you to file this grievance): (Use attachment if necessary)

3. What do you feel is the resolution to this specific situation? (Use attachment if necessary)

Employee's Signature:

Date Submitted:

EMPLOYEE GRIEVANCE DISPOSITION
RESPONSE TO STEP 1_____ 2_____

Employee Name:

Date Grievance was Received:

1. What do you see as the specific issues in this grievance? (Use attachment if necessary.) (Response should include all areas under #2 of Employee Grievance.)

2. What action can or will you take to resolve employee's grievance? (Use attachment if necessary.)

3. What is the basis for your decision and/or action? (Use attachment if necessary.)

Supervisor's Signature:
Title:

Date:

I acknowledge notification of this Grievance Disposition on the date indicated below. I accept this response as satisfactory resolution to my grievance:

YES_____ NO_____

Employee's Signature:

Date:

Supervisors are reminded to address and respond to each specific issue within the time limits specified within the Board Policy under in the Uniform Grievance Procedures.



To: Members, Board of Directors

From: Myron

Re: 1st Reading Amended Policy #400.2, Ethics Policy

Date: 10-21-09

Background Information:

As part of the Human Resource Committee Review of Personnel Policies, a routine review of Policy # 400.2, Ethics was completed. The committee recognizes that the current policy is essentially comprised of statutory language incorporating the Illinois Governmental Employees Ethics Act.

Two minor edits are noted in the attached document which appears in the track changes mode. The committee wanted to clarify that the employer is the School. Further, it was thought that clarity could be achieved by eliminating the term designated administrator and substituting School Director in one or two places within the Policy.

Administrative Recommendation:

The administration respectfully recommends that the Board of Directors declare a first reading on amended policy #400.2, Ethics Policy.

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

Prairie Crossing Charter School
Board of Director's Policy

Policy: 400.2

Personnel

ETHICS ACT POLICY

I. General

In accordance with the *State Officials and Employees Act*, it is the policy of Prairie Crossing Charter School to adhere to the legal requirements set forth below regulating the ethical conduct, political activities, and the solicitation and acceptance of gifts by school officials and employees.

The Director is authorized to establish rules and regulations to implement this Policy as may be deemed necessary.

Legal Reference: *State Officials and Employees Ethics Act, 5 ILCS 430/1-1 et seq. (P.A. 93-615, as amended by P.A. 93-617)*

II. Definitions

A. “*Campaign for elective office*” means any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any federal, State, or local public office or office in a political organization, or the selection, nomination, or election of Presidential or vice-presidential electors, but does not include activities: (1) relating to the support or opposition of any executive, legislative, or administrative action; (2) relating to collective bargaining; or (3) that are otherwise in furtherance of the person’s official duties.

B. “*Compensated time*” means any time worked by or credited to an employee that counts toward any minimum work time requirement imposed as a condition of his or her employment, but for purposes of this Policy, does not include any designated holidays, vacation periods, personal time, compensatory time off, or any period when the employee is on leave of absence. With respect to employees or officers whose hours are not fixed, “compensated time” includes any period of time when the officer or employee is executing his or her official duties, regardless of location.

C. “*Employee*” means any person employed in this Charter School, whether on a full-time or part-time basis or pursuant to a contract, whose duties are subject to the direction and control of the District with regard to the material details of how the work is to be performed. Employees include both certificated and non-certificated personnel, but do not include independent contractors.

D. “*Employer*” means ~~the Board of Directors of~~ the Prairie Crossing Charter School.

- E. “*Gift*” means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value, including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to employment by the Charter School or the official position of an officer or employee.
- F. “*Officer*” means a person who holds, by election or appointment, an office created by statute, regardless of whether the officer is compensated for service in his or her official capacity. The term “officer” includes members of the Board of Directors.
- G. “*Political*” means any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities (1) relating to the support or opposition of any executive, legislative, or administrative action; (2) relating to collective bargaining; or (3) that are otherwise in furtherance of the person’s official duties or governmental and public service functions.
- H. “*Political organization*” means a party, committee, association, fund, or other organization that is required to file a statement of organization with the State Board of Elections or a county clerk under Section 9-3 of the *Election Code* (10 ILCS 5/9-3), but only with regard to those activities that require such filing.
- I. “*Prohibited political activity*” means the activities set forth in Section III below.
- J. “*Prohibited source*” means any person or entity who (1) is seeking official action by an officer, an employee, or by the officer or another employee directing that employee; (2) does business or seeks to do business with the officer, an employee, or with the officer or another employee directing that employee; (3) conducts activities regulated by the officer, an employee, or by the officer or another employee directing that employee; or (4) has interests that may be substantially affected by the performance or non-performance of the official duties of the officer or employee.

III. Prohibited Political Activities

- A. No officer or employee shall intentionally perform any prohibited political activity (see III.E below) during any compensated time (see II.B above). No officer or employee shall intentionally use any property or resources of Prairie Crossing Charter School in connection with any prohibited political activity.
- B. At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity as part of that officer’s or employee’s duties, as a condition of employment, or during any compensated time off (such as holidays, vacation, or personal leave).
- C. No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded additional

compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.

- D. Nothing in this Policy prohibits activities that are otherwise appropriate for an officer or employee to engage in as part of his or her official duties or activities that are undertaken by an officer or employee on a voluntary basis that are not prohibited by this Policy.
- E. For purposes of this Policy, “prohibited political activity” means:
 - 1. Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
 - 2. Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
 - 3. Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
 - 4. Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office (see II.A above) or on behalf of a political organization for political purposes or for or against any referendum question.
 - 5. Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization (II.H above) for political purposes or for or against any referendum question.
 - 6. Assisting at the polls on Election Day on behalf of any political organization or candidate for elective office or for or against any referendum question.
 - 7. Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
 - 8. Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
 - 9. Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.

10. Preparing or reviewing responses to candidate questionnaires in connection with a campaign for elective office or on behalf of a political organization for political purposes.
11. Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
12. Campaigning for any elective office or for or against any referendum question.
13. Managing or working on a campaign for elective office or for or against any referendum question.
14. Serving as a delegate, alternate, or proxy to a political party convention.
15. Participating in any recount or challenge to the outcome of any election.

IV. Gift Ban

- A. Except as authorized under this Policy, no officer or employee, and no spouse of or immediate family member living with any officer or employee (collectively referred to herein as “recipients”), shall intentionally solicit or accept any gift from any prohibited source, as defined in II.E and J above, or which is otherwise prohibited by law or policy. No prohibited source shall intentionally offer or make a gift that violates this gift ban provision.
- B. The following are *exceptions* to the ban on gifts:
 1. Opportunities, benefits, and services that are available on the same conditions as for the general public;
 2. Anything for which the employee, officer, or his or her spouse or immediate family member pays the fair market value;
 3. Any (1) contribution that is lawfully made under the *Election Code* or (2) activities associated with a fundraising event in support of a political organization or candidate;
 4. Educational materials and missions;
 5. Travel expenses for a meeting to discuss Prairie Crossing Charter School business;
 6. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first

cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée;

7. Anything provided by an individual on the basis of a personal friendship, unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of a personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as:
 - a. the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; and
 - b. whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and
 - c. whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses or immediate family members.
8. Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are (1) consumed on the premises from which they were purchased or prepared or (2) catered. "Catered" means food or refreshments that are purchased ready to consume which are delivered by any means;
9. Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of the officer or employee), of the officer or employee or his or her spouse if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee, and are customarily provided to others in similar circumstances;
10. Intra-governmental and inter-governmental gifts. "Intra-governmental gift" means any gift given to an officer or employee from another officer or employee, and "inter-governmental gift" means any gift given to an employee or an officer by an officer or employee of another governmental entity;
11. Bequests, inheritances, and other transfers at death;

12. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

Each of the gift ban exceptions listed in this Section IV.B is mutually exclusive and independent of every other.

- C. An officer or employee, his or her spouse, or an immediate family member living with the officer or employee, does not violate this Policy if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501 (c)(3) of the *Internal Revenue Code*, as amended.

V. Inquiries, Complaints, and Penalties

{A. An Ethics Advisor may be appointed by the Director to provide guidance to the Board of Directors, its officers, and its employees concerning the interpretation of and compliance with the provisions of this Policy and the *State Officials and Employees Ethics Act*.]

{B. 1. Whenever a complaint has been filed, the Director, or the Board of Directors in the event the complaint is against the Director, shall appoint an Ethics Commission made up of three (3) members.

2. The Ethics Commission shall have the following powers and duties:

- a. Adopt procedures for managing the complaint.
- b. Meet and confer about the complaint.
- c. Receive information about the complaint.
- d. Investigate the complaint.
- e. Request the aid of an attorney.
- f. Recommend any penalties and/or disciplinary actions.]

{C.} Anyone who believes that an individual covered by the Policy has violated its prohibitions may submit a written report detailing the incident to the Director [Ethics Commission]. [If the School Director or member of the Ethics Commission~~designated administrator~~ is the subject of the complaint, the report should be submitted to the the Board—Principal.] [The Board shall review the appointment of the designated administrator and alternate on an annual basis.]

{D.} Upon receipt of a complaint, the Director [Ethics Commission] will investigate the matter and issue a report and recommendations to the Board. For complaints involving conduct of

employees, the School Director's or Ethics Commission's~~designated administrator's~~ report and recommendations shall include recommendations as to any employee discipline or discharge.

{E.} As provided in the *State Officials and Employees Ethics Act*, any individual who intentionally violates any provision of the Prohibited Political Activities section of this Policy (Section III) may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days and may be fined in an amount not to exceed \$2,500.

{F.} Any individual who intentionally violates any provision of the Gift Ban section of this Policy (Section IV) may be subject to a fine in an amount of not less than \$1,001 and not more than \$5,000.

{G.} Any person who intentionally makes a false report alleging a violation of any provision of this Policy to the local enforcement authorities, the State's Attorney, or any other law enforcement official may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days and may be fined in an amount not to exceed \$2,500.

{H.} In addition to any other penalty that may be applicable under law, whether criminal or civil, an employee who intentionally violates any provision of this Policy may be subject to discipline or discharge.

Adoption Dates: 15 March 2005

Revised:



To: Members, Board of Directors

From: Myron

Re: First Reading, Proposed Amended Policy #400.4, Leave for Religious Holidays

Date: 10-20-09

Background Information:

The Human Resources Committee has begun to review Board Policies in Section 400: Personnel as requested by the Governance Committee. At its last meeting the policy identified above was reviewed and a very slight amendment was recommended. The committee recommended capping the number of unpaid days available to an employee for religious observations, given that employees otherwise already have access to their personal days for such purposes. With the amendment a full time employee would now have access to three paid and up to five unpaid days for religious observation.

The committee by consensus has allowed this amended policy to advance to first reading status at the Board of Directors level.

Administration's Recommendation:

The administration recommends that the Board of Directors declare a first reading on amended Policy #400.4, Leave for Religious Holidays.

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

Prairie Crossing Charter School
Board of Director's Policy

Policy # 400.4

Personnel

Leave for Religious Holidays

Prairie Crossing Charter School recognizes that its employees may choose to observe religious holidays that fall on school days. Staff members may use their personal days in order to observe religious holidays. If a staff member observes more religious holidays that fall on school days than he or she has personal days, the staff member may take five additional days~~these days~~ off without pay. Staff members will not be penalized in any way for taking time off to observe religious holidays.

Adoption Dates: 15 June 2004

Revised:

Last revised on 17 May 2004