



PCCS Board of Director's Meeting
AGENDA
Wednesday, December 16, 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

Special Presentation: NWEA & ISAT Scores FY09 - Brian Greene 10 Minutes

Special Presentation: Outreach Presentation – Dil Dybas 10 Minutes

Discussion Agenda

1. Review Legal Bills
 - October 31, 2009 - Hodges, Loizzi, Eisenhammer, Rodick & Kohn (\$960.36)
 - November 30, 2009 - Hodges, Loizzi, Eisenhammer, Rodick & Kohn (\$331.78)
 - November 10, 2009 – Franczek Radelet (\$6.75)
2. First Reading: Proposed Amended Policy 400.3 – Leave of Absences
3. First Reading: Proposed Amended Bylaws Article VI
4. Proposed Position: Director of Development FY-10
5. Proposed Contract for Support & Maintenance IT Lighthouse
6. Updated Director's Contract
7. Website Update & Website Policy Discussion

Public Comment 10 Minutes

Closed Session

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

8. FY-10 Special Education Teacher Contract

Consent Agenda

9. Director's Report - includes Principal's, Manager's of Benefits & Facilities and Business Manager's Report
10. Financial Statements, November 2009
11. Treasurer's Report and Finance Committee Report
12. Human Resource Committee Report
13. Governance Committee Report
14. Communications/Public Relations and Fund Raising Committee Report
15. Excellence in Academic Programs Advisory Committee Report

16. President's Report
17. PSO Report
18. Review Open Session Minutes –11/17/2009
19. Motion to Approve Open Session Minutes –11/17/2009
20. Motion to Accept Reports on Consent Agenda

Public Comment

10 Minutes

Action Agenda – New Business

- 1A - Authorize Payment of Legal Bills- \$1298.89
- 4A – Approve Director of Development Contract FY10
- 5A – Authorize Contract with IT Lighthouse
- 8A – Approve FY-10 Special Education Teacher Contract

New Business - Future Agenda Topics

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	Eric Hebert	Elizabeth Stearns
Geoff Deigan, President	Tom Keenan	Dean Thorson
Mark Dybas, Secretary	Barb Provost, Vice President	John Wylie

A sample copy of the board documents for this meeting is available for viewing either on the school web site or in the office beginning Monday afternoon, December 14, 2009.

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

1531 Jones Point Road
Grayslake, IL 60030-3536

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

School Director: Myron Dagley
Principal: Brian Greene

Visit us at prairiacrossingcharterschool.org



To: Members, Board of Directors

From: Myron

Re: First Reading Proposed Amendment, Policy #400.3 Leaves of Absence

Date: 12-14-09

Background Information:

This proposed amendment has been reviewed by and is coming forth from the Governance Committee. The largest part of the policy is boiler plate language prepared by our attorneys on Family Medical Leave Act. The remainder of the policy has been incorporated from existing policy and or the existing practices regarding leaves which have been memorialized in the Staff Handbook since I arrived here. Simply stated all polices and practices regarding leaves have now been incorporated in one policy statement.

This effort has given rise to also revising the administrative regulations that accompany this policy to assure conformity with the recommended practices regarding the FMLA written by our law firm. Both documents now conform to their recommendations.

Administrative Recommendation:

The administrative recommends that the Board of Directors declare a first reading on the proposed amendments to Policy #400.3, Leave of Absences.

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Policy on Leaves of Absence

Leaves of absence are intended to ensure the welfare of students while providing a flexible plan that meets individual's needs as well as meeting the overall needs of the School.

A. Sick Leave:

1. Full time teachers shall be granted 14 sick days per year which days shall accumulate to 176 if unused.

2. Part time teachers shall be granted sick days prorated to the extent of their full time equivalency and shall be allowed to accumulate to 176 days if unused.

3. Teacher assistants and other support personnel who are full time employees shall be granted six (6) sick days, except those support personnel who work a twelve month calendar shall get seven (7) sick days. Such leave shall not accumulate from one year to the next.

4. All part time teacher assistants and other part time support personnel shall be granted sick leave pro rated to the extent of their full time equivalency. Such leave shall not accumulate from one year to the next.

5. Sick leave is intended to be used during times of personal illness or to attend to the illness of a spouse, child, parent, grandparent or other members of the extended family. It may be used to accommodate medical appointments which cannot be scheduled during non work time.

B.A. GENERAL REQUIREMENTS FOR FAMILY AND MEDICAL LEAVE ("FMLA LEAVE")

1. Eligibility for 12 Weeks of Unpaid Leave and Purpose of Leave

Pursuant to the *Family and Medical Leave Act* (the "FMLA"), any employee who has been employed by the Board of Education for at least 12 months, and has worked at least 1,250 hours during the preceding 12 months, shall be entitled to an unpaid leave of absence of up to 12 work weeks during a 12-month period for the following purposes:

(a) the birth of a child and to care for the newborn child, provided the leave is completed no later than 12 months after the birth of the child;

~~(e)~~ the placement of a child with the employee for adoption or foster care, provided the leave is completed no later than 12 months after the placement of the child;

(b)

(Continued)

Legal Reference: ~~The Family and Medical Leave Act of 1993~~

~~(d) 29 U.S.C. sec. 2601 et seq; 29 C.F.R. Part 825 Final Rule~~ care for the employee's spouse, child or parent with a serious health condition;

(c)

~~(e)~~ the treatment of a serious health condition that makes the employee unable to perform the functions of the job; or

(d)

(e) a qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation (i.e., active duty leave).

2. Calculation of 12-Month Period ~~[select one]~~

~~[The 12-month period for purposes of calculating FMLA leave shall be ~~(select one: September 1 to August 31; July 1 to June 30; January 1 to December 31; or other year cycle).~~]~~

~~-OR-~~

~~[The 12-month period for purposes of calculating FMLA leave shall be measured forward from the date an employee's first FMLA leave begins. An employee would be eligible to take up to 12 weeks FMLA leave in the 12-month period starting with the date of the employee's first FMLA leave. The next 12-month period would begin the first time FMLA leave is taken after completion of any previous 12-month period.]~~

~~-OR-~~

~~[Each time an employee takes FMLA leave, the remaining leave to which the employee is entitled would be any balance of the 12 weeks which has not been used during the immediately preceding 12 months. Example: If an employee has taken 8 weeks of leave during the past 12 months, an additional 4 weeks of leave could be taken. Example: An employee takes 4 weeks of FMLA leave~~

~~beginning February 1, 2008; 4 weeks beginning June 1, 2008; and 4 weeks beginning December 1, 2008. In this case, the employee would not be entitled to any additional FMLA leave until February 1, 2009. However, beginning on February 1, 2009, the employee would be entitled to 4 weeks of leave; on June 1, 2009, the employee would be entitled to an additional 4 weeks, and on December 1, 2009, an additional 4 weeks of FMLA leave.~~

3. Eligibility for 26 weeks of Unpaid Leave — Service member Family Leave

In addition to the above purposes, any employee who has been employed by the Board of Education for at least 12 months, has worked at least 1,250 hours during the preceding 12 months, and who is the spouse, son, daughter, parent, or next of kin of a covered service member shall be entitled to an unpaid leave of absence of up to 26 work weeks during a single 12-month period, as described below, to care for the covered service member with a serious injury or illness. Such leave entitlement is a one time entitlement per covered service member per injury or illness. An eligible employee may be entitled to take more than one period of 26 work weeks of leave if the leave is to care for different covered service members or to care for the same service member with a subsequent injury or illness, except that no more than 26 workweeks of leave may be taken within any single 12-month period.

This 26 workweek entitlement is a combined total of 26 workweeks of leave for any FMLA-qualifying reason during the single 12-month period, provided that the employee is entitled to no more than 12 weeks of leave for one or more of the purposes set forth in [B.A.1](#) above.

The single 12-month period referred to in this section begins on the first day the eligible employee takes FMLA leave to care for a covered service member and ends 12 months after that date, regardless of the method used by the District designated in Section [B.A.2](#) above to determine an employee's 12 work weeks of leave entitlement for other FMLA-qualifying reasons.

4. Intermittent or Reduced Schedule Leave

- (a) FMLA leave may be taken on an intermittent, or a reduced schedule, basis for an employee's own illness or injury, to care for a sick family member, or to care for a covered service member when medically necessary or when necessary because of any qualifying exigency. FMLA leave may not be taken on such basis after the birth or adoption of a child or placement of a child in foster care unless approved by the Board, except in situations when the mother or newborn child has a serious health condition.
- (b) If the request for intermittent leave or leave on a reduced schedule is foreseeable based upon planned medical treatment for the employee, a family member or a covered service member, including during a period of recovery from one's own serious health condition, the Board may require the employee to transfer temporarily to an available alternate position which better accommodates recurring periods of leave, subject to the special leave rules for instructional employees in Section [D.2](#) below.

5. Health Insurance

During FMLA leave, the Board shall maintain group health insurance coverage under the same conditions that would have been provided if the employee was working. If an employee does not return to work after an unpaid FMLA leave, the employee shall repay the cost of health insurance premiums paid by the Board unless the employee's failure to return is due to (a) the continuation,

recurrence or onset of a serious health condition of the employee, or the employee's family member, or a serious injury or illness of a covered service member, which would otherwise entitle the employee to FMLA leave or (b) other circumstances beyond the employee's control.

6. Return to Work

Upon return from FMLA leave, the employee shall be placed in the same position the employee held when the leave commenced or an equivalent position with equivalent benefits, pay and other terms and conditions of employment. Nothing herein shall grant the employee greater rights to reinstatement, benefits, or conditions of employment than if the employee had been continuously employed. A key employee may be denied restoration to employment if it is necessary to prevent substantial and grievous economic injury to the operations of the Board.

C. COMBINATION WITH OTHER LEAVES

Any employee qualifying for FMLA leave (**select one of the following**) ~~*[may elect or may be required]*~~ ~~*OR*~~ ~~*[will be required]*~~ to first substitute any other applicable paid leave (e.g., sick leave and/or vacation leave or personal leave) for unpaid FMLA leave. The substitution of accrued paid leave shall be in accordance with the terms and conditions of the Board's paid leave policies. If such paid leave is less than 12 work weeks (or 26 work weeks), FMLA leave may then be used to allow for a total leave (whether paid or unpaid) of 12 (or 26) work weeks duration. Any leave, whether paid or unpaid, taken for an FMLA qualifying reason, shall be deducted from an employee's total FMLA leave.

The use of FMLA leave shall not preclude the use of other applicable paid or unpaid leave that would extend the employee's leave beyond 12 (or 26) work weeks, but the use of FMLA leave shall not serve to extend any such available leave. Additionally, if an employee is absent from work due to a compensable injury on the job and/or occupational disease under the Workers' Compensation Act, such absence will be deducted from the employee's 12 week FMLA entitlement if the injury/illness is one that meets the criteria for a serious health condition.

D. SPECIAL LEAVE RULES FOR INSTRUCTIONAL EMPLOYEES

1. Required Continuation of Leave

The Board may require an instructional employee to continue taking FMLA leave until the end of the semester if:

- (a) the leave begins more than 5 weeks before the end of the semester, the leave will last at least 3 weeks and the instructional employee would otherwise return to work during the last 3 weeks of the semester; or
- (b) the leave (which is for a purpose of the birth of a son or daughter, the placement of a son or daughter for adoption or foster care, to care for a spouse, son, daughter, or parent with a serious health condition or to care for a covered service member) begins during the last 5 weeks of the semester, the leave will last for more than 2

weeks and the instructional employee would otherwise return to work during the last 2 weeks of the semester; or

- (c) ___ the leave (which is for a purpose of the birth of a son or daughter, the placement of a son or daughter for adoption or foster care, to care for a spouse, son, daughter, or parent with a serious health condition or to care for a covered service_member) begins during the last 3 weeks of the semester and the leave lasts more than 5 working days.

Any leave required by the Board to be taken until the end of the semester shall not be counted as FMLA leave. However, the Board shall continue to maintain health insurance group coverage, pursuant to Section BA.5 above, and the employee shall be entitled to the restoration rights set forth under Section BA.6 above.

2. Reduced Schedule or Intermittent Leave

If an instructional employee requests FMLA intermittent leave or leave on a reduced schedule to care for a family member with a serious health condition, to care for a covered service_member, or for an employee's own serious health condition, which is foreseeable based on planned medical treatment that would cause such employee to be on leave for more than 20% of the total number of working days over the duration of the leave, the Board may require the employee to choose either to:

- (a) take the leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or
- (b) temporarily transfer to an available alternate position for which the employee is qualified, which has equivalent pay and benefits and which better accommodates recurring periods of leave.

If an employee elects to take the leave for a "period or periods of a particular duration," the entire period of leave taken will count as FMLA leave.

CD. E. SPOUSES EMPLOYED BY SAME EMPLOYER

1. If leave is taken by spouses who are both employed by the Board for birth or placement of a child for adoption or foster care, to care for the child after placement or birth, or to care for the employee's parent with a serious health condition, such leave is limited to a combined total of 12 work weeks. This limitation does not apply to leave taken by either spouse to care for the other spouse or a child with a serious health condition, or for leave taken due to the employee's own serious health condition
2. If leave is taken by spouses who are both employed by the Board to care for a covered service_member with a serious injury or illness or in combination with a leave under Section D.1 above, such leave is limited to a combined total of 26 work weeks during the single 12-month period.

ADMINISTRATIVE PROCEDURES

The Superintendent is authorized to adopt administrative procedures, consistent with the FMLA, regarding the provision of notice of leave, medical certification, distribution of FMLA information, and recordkeeping requirements and such other matters necessary to implement the FMLA.

FMLA CONTROLLING

In the event this Policy or its Administrative Procedures conflict with the FMLA, the FMLA shall control. To the extent that this Policy or its Administrative Procedures are silent on a matter covered by the FMLA, the FMLA and its implementing rules and regulations shall control.

F.C. Personal Leave:

Personal Leave is intended to be used to conduct compelling personal business which cannot be accommodated during scheduled non work time. Personal leave requests must be submitted at least three days (3) prior to the requested date of absence in case a sub needs to be procured. In the event of an emergency the three (3) day advance notice may be waived at the discretion of the administration

1. Full time teachers shall be granted three (3) days personal leave per year. Such days shall not accumulate.

2. Part time teachers shall be granted personal leave pro rated to the full time equivalency of their work schedule.

3. Support staff shall be granted three (3) days personal leave unless their work schedule is less than full time. In such latter cases personal leave shall be pro rated to the full time equivalency of their assigned work schedule.

G.D. Bereavement Leave:

Bereavement leave for up to three (3) days at full pay shall be granted for the death of a member of the staff member's immediate family or member of his/her household. Immediate family includes a spouse or domestic partner, a parent or parent of a spouse or domestic partner, a child or stepchild, a sibling, a grandparent, or grandchild. Bereavement leave is granted in addition to the sick and personal days provided to the staff member according to his or her contract.

H.E. Military Leave:

Military leave will comply with applicable state and federal statutes and regulations.

I.F. Jury Duty Leave:

Regular salary will be paid to staff called to serve as jurors.

Adopted: 20 July, 2004

Revised and adopted:



To: Members, Board of Directors

From: Myron

Re: Amendment to Bylaws, Article VI, Committees

Date: 12-14-09

Background Information:

At the October meeting of the Board discussion ensued regarding the restrictive language within the bylaws which requires that a majority of the members on most committees of the Board must be Directors. This was seen as cumbersome in that it requires special posting notices as both a committee meeting and a Board of Directors meeting and further it restricts access to committee work by stakeholders who want to volunteer their skills and talents, but if appointed by the President then the committees become unwieldy in size.

The Board directed the administration to review this matter with the Governance Committee. At its last meeting, the Governance Committee approved the attached amendment to the Bylaws, Article VI. It is the opinion of the committee that the amended language addresses the circumstances cited above without substantively weakening the Bylaws. The committee has recommended adoption of this amendment.

Administrative Recommendation:

The administration and the Governance Committee respectfully recommend that the Board of Directors declare a first reading on the proposed amendment to the Bylaws, Article VI, Committees as proposed in the attachment.

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ARTICLE VI. COMMITTEES

Section 1. Committees. The Board of Directors may by resolution designate one or more committees not otherwise provided for in Section 2 of this Article VI. Each committee, whether created by such resolution or provided for in Section 2 of this Article 2, shall consist of two or more directors, ~~may shall be c~~Chaired by a director and shall have a majority of its members be directors, with at least one committee member being a parent of a child currently enrolled at Prairie Crossing Charter School; provided, however, that the Nominating Committee may be composed entirely of non-directors, and that the Excellence in Educational Programs Advisory Committee be composed as stated in Article VI, Section 2 (E) and the Governance Committee shall be composed as stated in Article VI, Section 2 (F) and the Communications, Public Relations, and Fundraising Committee shall be composed as state in Article VI, Section 2 (G). Except as otherwise prohibited by the Illinois General Not For Profit Act, each committee shall have and exercise the authority of the Board of Directors in the management of the Corporation to the extent provided in the resolution creating such committee; but the designation of such committees and the delegation thereto of authority shall not operate to relieve the Board of Directors, or any individual director, of any responsibility imposed upon them by law.

Section 2. Standing Committees. The Corporation shall have the following standing committees, all members of which, unless otherwise noted, will be appointed by the President:

(A) Executive Committee. The Executive Committee shall consist of all officers of the Corporation, the Director of the School as a non-voting member, and any other individuals appointed by the President and approved by the Board of Directors. The committee shall be chaired by the President and shall be fully authorized, unless such authority be otherwise specifically limited by the Board of Directors, to act on behalf of the Corporation during the intervals between meetings of the Board of Directors. Actions taken by the Executive Committee shall be reported to the Board of Directors for ratification at the next regular meeting thereof. The Executive Committee shall also be responsible for the community relations activities of the Corporation, including without limitation exploring ways to encourage greater public awareness of the Corporation and its mission, evaluating the efforts of the Corporation to educate the community about the Corporation's purpose, function and role, and publicizing its role, function and capabilities to others.

(B) Human Resources Committee. The Human Resources Committee shall consist of individuals appointed by the President and will be responsible for interviewing and recommending individuals to the Board of Directors for the position of Director of the School in anticipation of such position becoming vacant in the near future. The Human Resources Committee will provide a written evaluation of the performance of the Director of the School annually, and will

establish performance criteria linked to, among other things, adherence of the Corporation to its charter. The evaluation shall include input from the Finance Committee to determine the extent to which the Director of the School has satisfactorily managed the fiscal affairs of the Corporation. After the chairperson of the ~~Personnel~~ Human Resources Committee reviews the annual evaluation with the Director of the School and the Director of the School has had an opportunity to respond, the evaluation will be presented to the Board of Directors at a meeting from which the Director of the School has been excused. The Human Resources Committee will thereupon present to the Board of Directors any recommendations for modification, if any, of the compensation and benefit package of the Director of the School. The Human Resource Committee will also oversee staff relations and coordinate the establishment of personnel policies.

(C) Nominating Committee. The Nominating Committee may consist of no more than three, but not less than one, individual(s) appointed by the President, as well as two, but not less than one, individual(s) appointed by the Parent/Staff Organization (PSO) president. Except for directors elected by the parent body of the Corporation, the Nominating Committee will develop a slate for election to the Board of Directors to fill any vacancies that may result from expiration of terms of office, resignations or removals, or from any newly created directorships created by amendment of these Bylaws. The slate will be presented at the annual meeting or any regular meeting of the Board of Directors in an effort to keep director positions filled.

(D) Finance Committee. The Finance Committee shall be appointed by the President and shall include the Treasurer. It shall be responsible for oversight of the compilation of the annual budget for submission to the Board of Directors for approval, assisting the Corporation in the interviewing and selecting of accounting professionals to conduct the annual audit and reviewing any recommendations thereof upon completion of the audit, and reviewing insurance coverage and insurance companies for the Corporation. The Finance Committee will review the financial reports of the Corporation not less than quarterly to determine the relationship of budgeted items to actual expenditures and revenues, and the chairperson of the Finance Committee shall report the results of such review to the Board of Directors at the next regular meeting of the Board of Directors.

(E) Excellence in Academic Programs Advisory Committee: The committee composition shall include at a minimum two Board of Director Members, in addition to the School Director, Principal, three teaching staff, the Environmental Educator, and two other individuals who can contribute to the role of the committee, for a total of eleven committee members. The Committee Chair, the School Director, and the Principal will nominate individuals who shall then be appointed by the Board President.

The Excellence in Educational Programs Advisory Committee is commissioned by and responsible to the Board of Directors to assume the primary responsibility

of working with the School 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.

(F)Governance Committee: _The committee composition shall include at minimum two Board of Director Members, a PSO appointed member, the School Director, the Principal, and a member of the teaching staff. The committee may invite participation by other individuals in the discussion of specific policies.

The Governance Committee will review and evaluate school policies on a regular basis to determine if policies are relevant and address the needs of the school. The committee will collaborate with the administration to identify and develop new policies, and will advise the Board of Directors on policy-related issues.

(G) Communications, Public Relations, and Fundraising Committee: The committee composition shall include at a minimum ~~three~~two Board of Director Members appointed by the President of the Board of Directors, one of which shall serve as Committee Chair and one shall be the Board Treasurer, and other individuals recommended by the Committee chair in sufficient number as to assure adequate manpower to carryout the work scope of the committee.

The Communications, Public Relations, and Fundraising Committee will address issues germane to internal communication and corporate branding, issues germane to corporation public relations, and issues germane to fundraising activities sufficient to sustain the corporation including policies and procedures governing the management of fundraising activates carried out by the staff of the corporation.

Section 3. Other Bodies. The Board of Directors by resolution may designate commissions, task forces, advisory bodies or other such bodies not having or exercising the authority of the Board of Directors in the management of the Corporation. The Board of Directors shall from time to time designate by resolution the scope and authority of any such body. Except as otherwise provided in such resolution, members need not be directors of the Corporation, and the President shall appoint the members thereof. Any member of such bodies may be removed by the President whenever in the judgment of the President the best interests of the Corporation would be served by such removal.

Section 4. Advisory Board. The Advisory Board shall be a separate body pursuant to Section 3 of this Article VI. Members of the Advisory Board have no power to bind or act on behalf of the Corporation. The purpose of the Advisory Board is to help the Corporation expand its perspective and achieve goals based upon its charter. Members of the Advisory Board shall be appointed for three-year terms. They are expected to visit the facilities of the Corporation at least

once per year, and may be contacted for advice on an occasional basis. There shall be an annual meeting of the Advisory Board. Members will serve as volunteers, although the Corporation may provide travel and incidental expenses as determined by the Board of Directors.

Section 5. Term of Office. Each member of a committee or other body shall continue until the member resigns, is removed or ceases to qualify as a member thereof, unless the committee or other body is sooner terminated.

Section 6. Chairperson. Unless otherwise specified in this Article VI, one member of each committee or other body shall be appointed chairperson by the President of the Corporation.

Section 7. Vacancies. Vacancies in the membership of any committee or other body may be filled by appointments in the same manner as provided in the case of the original appointments.

Section 8. Quorum. Unless otherwise provided in the resolution of the Board of Directors designating a committee or other body, a majority of the entire committee shall constitute a quorum, and the act of a majority of the members present at a meeting in which a quorum is present shall be the act of the committee or other body.

Section 9. Subcommittees or Sub-Bodies. Each committee or other body may create by resolution subcommittees or sub-bodies to assist in fulfilling its purpose, which subcommittees or sub-bodies shall operate in accordance with such resolution. The chairperson of the particular committee or body shall appoint the chairperson of each its subcommittees or sub-bodies.



To: Members Finance Committee/Board of Directors

From: Myron

Re: Approve Staff Position: Director of Development

Date: 12-11-09

Background Information:

In November the Board authorized the administration to move forward with establishing the position, Director of Development effective December 1, 2009 subject to further review of the concept by both the Human Resource Committee and Finance Committees. In the interim, the position has begun as a forty hour a week position with the understanding that hours can be flexible meaning given personal needs less than forty hours can be worked. Sarah Kirch has fulfilled those duties without the certainty of title and a firm contract increasing her hours from 15 per week to 40 per week.

I planned on discussing this position with the Human Resource Committee on December 8, 2009 and with the Finance Committee on December 15, 2009. Due to illness among members, the Human Resource Committee did not have a meeting in December. The Finance Committee is likely to move its meeting to 6:00 P.M. on December 16, 2009 immediately before the Board of Directors meeting on the same date at 7:00 P.M. It is imperative that an employee know the title by which he/she is working, for how many hours per week, with what duties, and against which performance goals.

Given current circumstances, I am recommending that we go forward with formal approval of this position for FY-10. This recommendation includes the following:

Title=Director of Development and Event Planning

Full time status=40 hours weekly, 12 month position, flexibility of lesser hours as needed.

Role Description/Duties as attached.

Compensation=hourly at rate previously established

Annual Goals for FY-10 to be addressed would include at least:

- By June 30, 2010 we will have identified 100 prospects for individual and or major donors and begin to cultivate relationships.
- By June 30, 2010 we will cultivate relationships with current donors of gifts in the amount of \$1,000 or greater.
- By June 30, 2010 we will contact 50 or more local businesses to cultivate relationships and solicit donations.
- By June 30, 2010 will have identified grant opportunities thought to be applicable for PCCS.
- By June 30, 2010 we will have overseen the development of 10-15 rant applications.

-By June 30, 2010 we will have increased revenues from the fundraising opportunities and events by soliciting sponsorships and devoting resources to those opportunities that have the greatest potential to earn the most revenue.

-By June 30, 2010 we will have reduced costs by examining returns on investments on specific expense line items related to events being planned.

-Beginning immediately and continuing until complete we will develop materials to use in face-to-face meetings with major donors and corporations.

-By June 30, 2010 we will have developed a tool explaining planned giving vehicles which may benefit supporters of PCCS.

-By June 30, 2010 we will have developed a multiyear development plan to guide the development efforts on behalf of PCCS.

-By June 30, 2010 we will have developed an event fundraising calendar to guide fundraising for FY-11.

-By June 30, 2010 we will have developed further the donor and finance database to include a donor contact notes section to guide essential next steps with each potential donor.

Administrative Recommendations:

With the concurrence of the Finance Committee, the administration respectfully recommends that the Board of Directors approve the staff position, Director of Development and Event Planning, as a full time 12 month position, 40 hours weekly, effective December 1, 2009 with hourly compensation as previously established.

Attachment

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Prairie Crossing Charter School
Board of Director's Policy

Policy # 400.8

Personnel

Director of Development and Event Planning

Supervisor: Director

Position is: Full time, 12 month

This person will work closely with the Chairperson of the Communications/Public Relations/Fundraising Committee, staff and parents to coordinate the development program.

Description

The Director of Development will be responsible for providing leadership in developing and implementing fundraising strategies. The person will oversee individual and corporate donations; solicit grants from various foundations and government agencies; and coordinate large fundraising events to provide the funds Prairie Crossing Charter School needs.

Responsibilities

Development:

- Understand and communicate the school's monetary situation to parent community and potential donors.. Provide leadership with fundraising support with the school's fiscal management
- Develop, in concert with the fundraising committee, and oversee implementation of a long range fundraising and stewardship plan to increase giving to the school and ensure the financial stability required for Prairie Crossing Charter School to carry out its mission

Develop an annual fundraising calendar in coordination with staff, parents, PSO and other entities

Be the point person on all fundraising efforts on behalf of the school

- Cultivate relationships with and solicit foundations
- Be an articulate and credible emissary for Prairie Crossing Charter School and its mission, particularly with potential funders and the environmental community
- Develop a plan to solicit donations and maintain confidential, detailed records of all contributions
- Prepare and transmit appropriate correspondence and reports in a timely manner
- Provide direction, coordination, and training to volunteers who are chairs of large fundraising events and other fundraising volunteers
- Meet with teachers and staff on a regular basis to stay current on potential funding programs
- Coordinate and advise on activities of the Communications/Public Relations/Fundraising Committee of the Board.
- Comply with all Prairie Crossing Charter School policies

Develop an annual Grant calendar, write grants and coordinate grant writing with staff.

Develop Stewardship program including regular donor correspondence

Maintain databases and knowledge management of donor program

Ensure that all fundraisers uphold the school values and support the mission

Define the scope, responsibility, and priorities for individuals and groups assigned to fundraising roles.

- Develop a diverse fundraising plan with 1-3 year revenue goals *from diverse sources*
- Coordinate the Annual Appeal.
- Responsible for donor satisfaction.

Last updated 11 December, 2009.



To: Members of Finance Committee/Board of Directors
From: Myron
Re: Proposal for Technology Support Contractor - IT Lighthouse
Date: 12-11-09

Background Information:

Our saga of woes with the technology system is perceived to be drawing to a close. We have almost finished installing the new server and the new fire wall and content filter is in place. Our costs thus far have approximated \$4318. net of the original spending authority(\$10,000) granted the administration by the Board of Directors. Many of the problems we were experiencing have been resolved by these changes. We think we know now why the system was "locking out" users randomly and often. One computer within the network was found to have a virus which was causing it to attempt to login into other computers within the network. At each attempt the computer "called upon" by the infected computer was being locked out.

Our technical work has been performed by a vendor, IT Lighthouse recommended to us by one of our board members whose personal business uses this vendor. They have proposed to us that we engage their services on an ongoing basis to provide technical support and ongoing maintenance. Even though we are simplifying the operation of our system, we will continue to need such support from someone with technology skills more sophisticated than anyone we currently employ.

IT Lighthouse has proposed two different levels of service for our consideration. A sheet detailing the services inherent in each is attached. Ideally, I would recommend that we obtain the Bronze level of support because it includes scheduled on site presence eight hours each quarter of the year. The Small Business level is identical in all particulars except the on site visits are deleted, and thus the cost is approximately half the level of the Bronze, \$250.00 per month.

Given the extremely tight circumstances within our budget, I am recommending that we subscribe to the Small Business level of support for the remainder of this school year with the expressed intent of transitioning to the Bronze level of support as of July 1, 2010. This would represent an additional cost of \$2,000 yet this budget year. Effective July 1, 2010 we should convert our subscription to the Bronze level at \$525.00 per month for a FY-2011 cost of \$6300. Further at that time we should accept IT Lighthouse's proposal to install a tape backup system at an additional cost of \$2300.

In my opinion, this gradual plan of implementation makes fiscal sense given our financial situation and allows us to transform a highly sophisticated technology network to a system sufficiently complex to support the school for the foreseeable future with adequate technological support to keep it functioning smoothly. A school system needs, at a minimum, that level of assurance and service.

Administration's recommendation:

The administration respectfully recommends that the Finance Committee and the Board of Directors authorize the administration to enter into a contract with I T Lighthouse to provide to PCCS Technology Support and Maintenance in accordance with their Proposal: Small Business Support at a monthly cost of \$250 per month for the period November, 2009-June 30-2010.

Attachments:

Small Business— The cost of this plan is: \$250.00 per month plus applicable per call travel costs, for a period of 12 months. The service plan includes:

- **(25) hours of non-scheduled support/project time per year (no rollover of hours to new contract period)**

Some examples of what this time can be used for include: service calls, project work, development, and asset tracking. Deduction of non-scheduled support time will begin once a ITL support staff arrives onsite at your designated place of business, or other predetermined location. If a non-scheduled visit occurs or extends outside of normal business hours (Monday-Friday, 8AM to 5PM), 1.5-hours will be deducted for each 1-hour of service time used. Non-scheduled support time cannot be used after the ending date of this service agreement.

PHONE SUPPORT – Any customer calling in for phone support will be billed in quarter-hour increments, after the first 15 minutes. Any calls less than 15 minutes will not be charged. There will either be a separate work ticket for the call, or the time will be included on a work ticket for the next site visit. At the end of the phone support call, the technician or engineer will notify the client the amount of phone support to be charged.

- **Guaranteed service within 8 hours from the time service is requested (for non-scheduled visits)**

ITL will make every attempt to perform requested services as soon as possible, but no later than 8 hours (during business week) from the time of the service request. Business weeks are Monday thru Friday between the hours of 8AM and 5PM CST. **Collecting and reporting of general network information**

At the time of the first regularly scheduled service visit, ITL will collect and all Prairie Crossing Charter School general network information. ITL will not update this information unless otherwise requested by the client.

- **Reduced rate on additional non-scheduled time (after included 25 hours)**

If all included (25) non-scheduled service time is used within the 12-month period of this agreement, the client can purchase additional 10-hour blocks of time for \$1,200.00.

- **Weekend/Holiday Work Plan Assessment**

Emergency weekend work is available under the terms of this plan. In the case of weekend work there will be a plan assessment of 1.5 hours for every hour of weekend work performed, and 2.0 hours for every hour of work performed on Holidays.

Bronze Plan – The cost of this plan is: \$525.00 per month plus applicable per call travel costs, for a period of 12 months. The service plan includes:

- **(1) quarterly 8-hour scheduled service visit**

The date and time of the regularly scheduled service visit will be determined with the client. A scheduled service date form will be sent to the client within 5 business days of the signing of this service agreement. Once the quarterly day of the regularly scheduled service visit is set, ITL will return the same day each quarter. Should the client, Prairie Crossing Charter School, wish to change the regularly scheduled service visit day, ITL will do their best to accommodate such a change. The first priority of the scheduled visit is to complete all preventative maintenance measures, then to provide service support.

PHONE SUPPORT – Any customer calling in for phone support will be billed in quarter-hour increments, after the first 15 minutes. Any calls less than 15 minutes will not be charged. There will either be a separate work ticket for the call, or the time will be included on a work ticket for the next site visit. At the end of the phone support call, the technician or engineer will notify the client the amount of phone support to be charged.

- **(25) hours of non-scheduled support/project time per year (no rollover of hours to new contract period)**

These hours are in addition to the regularly scheduled service visit. Some examples of what this time can be used for include: service calls, project work, development, and asset tracking. Deduction of non-scheduled support time will begin once a ITL support staff arrives onsite at your designated place of business, or other predetermined location. If a non-scheduled visit occurs or extends outside of normal business hours (Monday-Friday, 8AM to 5PM), 1.5-hours will be deducted for each 1-hour of service time used. Non-scheduled support time cannot be used after the ending date of this service agreement.

- **Guaranteed service within 8 hours from the time service is requested (for non-scheduled visits)**

ITL will make every attempt to perform requested services as soon as possible, but no later than 8 hours (during business week) from the time of the service request. Business weeks are Monday thru Friday between the hours of 8AM and 5PM CST.

- **Collecting and reporting of general network information**

At the time of the first regularly scheduled service visit, ITL will collect and report all Prairie Crossing Charter School general network information. ITL will not update this information unless otherwise requested by the client.

- **Reduced rate on additional non-scheduled time (after included 25 hours)**

If all included (25) non-scheduled service time is used within the 12-month period of this agreement, the client can purchase additional 10-hour blocks of time for \$1,106.00.

- **Weekend/Holiday Work Plan Assessment**

Emergency weekend work is available under the terms of this plan. In the case of weekend work there will be a plan assessment of 1.5 hours for every hour of weekend work performed, and 2.0 hours for every hour of work performed on Holidays.



9 December, 2009

To: Members, Board of Directors

From: Myron and Administrative Team

Re: Director's Report

Wintry Weather:

There may be something significant about this date. Just a year ago our long winter weather fight against the snow and cold began with a snow day. This year the weather hasn't warranted closing the school, but the cold freezing rain and snow have made it necessary to begin our fight against ice damming in the parking lot and our use of salt on the pathways. The forecast of 4 degrees with high winds and accompanying wind chills for tonight may make getting going tomorrow a real challenge! We now know that our new snow removal contractor is responsive and attentive. So..... I guess we are ready.

Holiday Happenings:

Our students are really active and ready these days. Please note the following events which will feature our students at their best in activities:

- 12-16-09 3rd and 4th grade band classes will shop at Target for the families at Staben House as part of their SLP
- 12-17-09 All School Holiday Sing a Long-Gymnasium at 9:30 A.M. Parents and guests are always welcome.
- 12-17-10 Winter Band Concert-Gymnasium at 7:00 P.M. Parents, families, and guests are always encouraged and welcome.

Events and Happenings of Interest:

The December Board of Directors meeting has been moved to December 16, 2009 at 7:00 P.M. here in the Anna B. Comstock Building. The December meeting of the Finance Committee will have occurred the evening before (12-15-09) at 6:00 P.M.

We are aggressively attempting to "Get out the Vote" in the U S. Cellular Calling All Communities Campaign. Recent communications have detailed steps to take to assure that your school wins \$100,000 at absolutely no cost to any our parents. Staff and parents are really working hard on this activity, because we know how hard it would be to raise that amount of money in more traditional ways. If you haven't voted yet, please do. Please encourage friends, neighbors, and relatives to do so also. On Thursday, December 17, 2009 one our parents is sponsoring a Gold Sale fundraiser for the school here at the School. Prior announcements have detailed this activity as well. You sell old unused gold and silver jewelry and you get the proceeds. The vendor then donates part of his benefits to the school in your name. No cost to you and you will be fulfilling our mission to recycle and reuse.

Also that date there is a book signing here at School as previously announced. Our employee, Katie Germata is the author of a novel aimed at the middle school age audience. She is selling her book and will autograph same. She will donate a portion of her proceeds to the school.

Policy Work on the Drawing Board:

With the assistance of our attorneys, we are working on revising our Freedom of Information Act Policy to comply with new statues which take effect on January 1, 2010. Regrettably that work could not be concluded in time to make this board packet.

We are also addressing the request of the Communications, Public Relations, & Fund Raising Committee that an Internet Usage Policy be developed. Work on that Policy revision should be finished over the Holiday Break if all goes well.

Strategic Planning Steering Committee:

I am planning on convening a meeting of the strategic planning steering committee on Thursday, January 28, 2009. On or before that date each Board Committee and or administrative committee will have had at least one meeting since the new board was elected and seated. Our agenda that evening will be to receive a committee report of established goals from each committee and then examine any particular needs that may result as a consequence of those work agendas. This will be a work session which is intended to yield a work plan for the agency to guide performance until the end of October, 2010. Committee Chairs are asked to prepare for this meeting to make it orderly and useful.

Staff Performance:

Brian is well on his way to having completed the first round of formal classroom observations as part of the teacher performance appraisal system. His goal was to complete round one before Holiday Break and I think he is on track to accomplish that goal. While my observations are not formal, I continue to do my weekly “walk arounds” the campus. This fall I have been attending to two particular aspects of the total operation. First, I have been looking at safety and cleanliness issues. I am generally pleased with what I see. Given the extra time our staff has had to devote to sanitizing facilities as we wage war against the swine flu, I think we have kept the campus looking very good. Occasional glitches with garbage backup still occur when the dumpsters we share with the Barn are full after events held there over the weekends.

I have also been concentrating my attention of samples of student work visible in the hallways and classrooms. While Brain is examining lesson plans and curriculum issues, I am looking to see the visible evidence of the work performed. Our students generate quality work, and I encourage parents and board members to closely examine the work that is abundant everywhere to sample. Our students make us look good. Please be sure to tell them how proud of them we are. **Remember, after all else is said and done, it is their work that is measured and reported to ISBE. That is what actually counts and moves us forward to the future!**

Principal's Report:

Fall Conferences: Conference attendance was very good with a 97.4%. Some conferences had to be rescheduled due to illness and last minute cancellations. Report cards were sent home the week prior so they could be discussed at these meetings. Hopefully with parents now being able to log into PowerSchool and review the teachers on-line grade book, there will be fewer ‘surprises’ and increased communication between home and school.

Thinking Green: Teachers have all submitted goal plans that are focused on how they incorporate environmental strategies into their teaching. The first segment of the plan was to analyze where they currently are in terms of 'teaching green.' Newer teachers looked at what they need to know in order to best incorporate new ideas into their teaching. Teachers that have been here a few years looked at what they have done in the past and how it has affected their students and the school in whole. The end result was for each teacher to have a road map of what they want to work on this year as their focus. This will be reviewed at the end of the 2nd trimester. At that point, we will examine goals for the end of the year and then for the following year.

A Greener Virginia: After having the opportunity to attend the Virginia trip last year, I have met with Patti Mallin to discuss ways to incorporate more environmental ties to the trip. While the majority of the trip is history based, we wanted to find ways to tie this in with the environment. Naomi Dulin and Patti Mallin will look into ideas such as taking soil and grass samples at the different places the students stop. These samples will be analyzed to determine how soil is different from Grayslake to Gettysburg. Students can then utilize their historical studies and hypothesize why there are differences and what effects those differences have on us.

Green Charter Network: We are slowly getting the Illinois chapter of the GCN off the ground. PCCS will be presenting at the National Charter School Conference in October of 2010. As one of the chairs of the Illinois chapter, we are working on a newsletter that will connect all of the schools in order to share ideas and make valuable contacts.

US Cellular Contest: We have been as high as 9th place and are currently hovering around 22nd place. The top 10 schools on January 15th will receive the \$100,000 check. We have been at Westfield Hawthorn and Gurnee Mills. The hope is that parents continue to get on board with getting votes for the school. Updates come out every Friday, early evening. I received a call from Claire Pendergast at Carolyn Grisko & Associates who is the advertising and marketing firm for US Cellular. They are impressed with our enthusiasm to get our community to support the contest. They have actually contacted media to come and cover the school.

ISAT and NWEA Review: Attached are data reports from both the 2009 ISAT results as well as the fall data from the NWEA tests. There was also a great article in the Pioneer Press that compared the ISAT scores of all surrounding school districts.

				2008 Fall Norm RIT					
Grade	Subject	# of Students	Mean RIT	Value	Difference	Median RIT	Std. Dev	High	Low
2	Math	42	188.1	179.5	8.6	189	10.7	214	169
3	Math	42	199.3	192.1	7.2	200	9.8	224	159
4	Math	41	211.8	203	8.8	212	9.4	236	191
5	Math	42	218.5	211.7	6.8	218	9.4	242	203
6	Math	42	229.9	218.3	11.6	230	11.5	253	205
7	Math	41	234.6	224.1	10.5	237	15.6	262	182
8	Math	28	245.4	229.3	16.1	246	7.7	259	226
2	Reading	42	187.6	179	8.6	188	12.9	214	159
3	Reading	42	197.3	192	5.3	200	12.5	223	172
4	Reading	41	207.2	201	6.2	205	12.4	235	172
5	Reading	42	215.2	208	7.2	215	7.5	235	203
6	Reading	41	223.1	213	10.1	224	11.1	242	191
7	Reading	42	228.1	217	11.1	231	16.1	247	163
8	Reading	28	231.2	220	11.2	233	7.4	244	214

Reading

STATE

Grade	# in Garde Level	# Tetsed	Meet/Exceed	Below	Warning	% Meet/Exceed
3rd	42	42	34	8	0	81%
4th	42	41	41	0	0	100%
5th	42	42	40	2	0	95%
6th	42	42	40	2	0	95%
7th	32	32	31	1	0	97%
8th	34	31	31	0	0	100%

72.2
73.8
73.5
79.9
77.5
83.6

Math

Grade	# in Garde Level	# Tetsed	Meet/Exceed	Below	Warning	% Meet/Exceed
3rd	42	42	40	2	0	95%
4th	41	41	41	0	0	100%
5th	42	42	41	1	0	98%
6th	42	42	40	2	0	95%
7th	32	32	31	1	0	97%
8th	34	33	32	1	0	97%

85.2
85.7
82.4
82.4
82.8
81.7

Science

Grade	# in Garde Level	# Tetsed	Meet/Exceed	Below	Warning	% Meet/Exceed
4th	42	39	39	0	0	100%
7th	32	32	31	0	1	97%

76.8
79.5

Writing

Grade	# in Garde Level	# Tetsed	Meet/Exceed	Below	Warning	% Meet/Exceed
3rd		42	29	11	2	69%
5th		41	38	3	0	93%
6th		42	34	8	0	81%
8th		31	19	11	1	61%

62
54
69
66

Business Manager's Report:

November Financial Statements and Highlights

Included in the package are the following statements:

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

The balance sheet as of November 30, 2009 shows cash totaling approximately \$427,000 and includes the collection of FY2010 school fees, and both the 1st and 2nd quarter per capita tuition reimbursements (PCJR) from ISBE. The 3rd quarter reimbursement is anticipated to arrive mid-January.

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.

Funds are being escrowed monthly to meet the next sinking fund payment in September, 2010, and are reflected in Current Assets as a short-term investment account.

On November 25, the School refinanced its Series 2008 revenue bonds with Comerica, replacing M&I. Refinancing costs of \$99,884 are reflected in Capitalized Closing Costs, and will be expensed over the remaining twenty-nine years of the loan, increasing the monthly amortization approximately \$300 per month. Included in the Prepaid Expense account are ongoing operational fees prepaid at the time of closing to Comerica: remarketing fee of \$11,402, prepaid thru 10/31/10, and letter of credit fee of \$6,430, prepaid thru 12/31/09.

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 November, 2009 reflect expenses for the first five months of the fiscal year.

Management and General Expenses primarily include office salaries, which are relatively constant throughout the year. Operating expenses include utilities and maintenance costs. Debt service payments have averaged approximately \$51,000 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

Refinancing efforts were undertaken by representatives of the School to secure long-term financing at a more favorable interest rate. This was accomplished in late November. The impact to future debt service payments is being evaluated, and will be communicated at next month's meeting.

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.

FY2009 Grant Audits

A representative from the Illinois State Board of Education was on-site in November and early December to audit our Title I, Title II, and IDEA Flow-through Grant expenditures. There were no audit findings and our reports were accepted with no changes or charge-backs.

Prairie Crossing Charter School
Balance Sheet
 As of November 30, 2009

	Nov 30, 09	Jun 30, 09	Nov 30, 08
ASSETS			
Current Assets			
Checking/Savings			
1100 · Cash			
1110 · LFB Operating 379719	360,285.59	64,376.94	355,034.85
1115 · Money Market 8100003238	775.69	75,770.52	0.00
1120 · Bank of America 5201235297	24,053.17	7,459.60	33,002.46
1130 · PCCS Building 379727	11,219.42	3,484.42	3,001.71
1140 · PCCS Holdings 393851	7,000.93	6,475.37	6,615.86
1150 · PSO State Bank	22,556.48	35,005.17	16,592.78
1160 · Petty Cash	976.65	302.84	300.68
Total 1100 · Cash	426,867.93	192,874.86	414,548.34
Total Checking/Savings	426,867.93	192,874.86	414,548.34
Other Current Assets			
1250 · Grants Receivable	0.00	26,758.78	2,897.00
1300 · Other Assets			
1310 · Other Receivables	0.00	10,000.00	0.00
1320 · Prepaid Expense	17,831.81	3,018.27	0.00
1330 · Charter Renewal Fees	41,640.88	33,370.94	12,205.50
1350 · Short-term investment - Escrow	39,978.74	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	99,451.43	175,556.06	12,205.50
Total Other Current Assets	99,451.43	202,314.84	15,102.50
Total Current Assets	526,319.36	395,189.70	429,650.84
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	-479,424.99	-446,963.34	-390,537.14
Total 1400 · Fixed Assets	164,692.23	197,153.88	231,500.08
Total Fixed Assets	164,692.23	197,153.88	231,500.08
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	609,776.42	517,492.52	527,094.94
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	976,852.54
1655 · PCCSHI - Land Improvement	157,961.40	157,961.40	157,961.40
1660 · PCCSHI-Accumulated Depreciation	-1,109,703.15	-998,890.30	-843,811.80
1699 · Consolidate	-1,163,907.00	-1,163,907.00	0.00
Total 1600 · Investment in LLC	10,880,765.45	10,899,294.40	12,824,640.32
Total Other Assets	10,880,765.45	10,899,294.40	12,824,640.32
TOTAL ASSETS	11,571,777.04	11,491,637.98	13,485,791.24
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2002 · Accounts Payables	11,430.19	19,393.26	6,227.62

Prairie Crossing Charter School
Balance Sheet
 As of November 30, 2009

	Nov 30, 09	Jun 30, 09	Nov 30, 08
Total Accounts Payable	11,430.19	19,393.26	6,227.62
Other Current Liabilities			
2106 · LLC Accrued Expenses	645.40	0.00	0.00
2150 · Deferred Revenue - 09/10 Fees	24,706.40	24,162.50	0.00
2151 · Deferred Revenue - 08/09 Fees	0.00	0.00	55,751.20
2152 · Deferred Revenue - ISBE	482,021.40	0.00	462,647.00
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	63,000.00	130,000.00	50,000.00
2221 · FICA Payable	0.00	0.20	0.00
2235 · Equitable - 403B Payable	83.40	0.00	0.00
2240 · Vanguard - 403B(7) Payable	100.00	200.00	50.00
2245 · THIS Payable	355.91	359.24	346.98
2250 · TRS Payable	3,977.83	3,985.65	3,866.35
2255 · FSA Payable	2,327.85	1,864.45	846.46
2265 · Payroll Tax Expense Payable	0.02	0.00	0.00
2275 · AFLAC Payable	-154.20	0.00	-260.06
2280 · HSA Payable	-75.00	0.00	50.00
Total 2201 · Accrued Payroll Liabilities	69,615.81	136,409.54	54,899.73
2300 · Capital Lease Obligations - ST	2,110.22	4,138.52	1,949.54
2450 · Taxable Loan Payable	209,836.20	219,033.88	231,542.66
Total Other Current Liabilities	788,935.43	421,879.44	806,790.13
Total Current Liabilities	800,365.62	441,272.70	813,017.75
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	9,401,249.84
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	9,411,044.52
Total Liabilities	10,447,581.45	10,243,488.53	10,224,062.27
Equity			
3200 · PCCS Net Assets	2,197,652.14	2,197,652.14	1,918,359.50
3210 · PCCS - Temporarily Resticted	-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	-474,462.69	0.00	-33,614.36
3999 · Consolidate	-1,637,422.00	-1,637,422.00	0.00
Net Income	-123,953.86	-474,462.69	-224,813.17
Total Equity	1,124,195.59	1,248,149.45	3,261,728.97
TOTAL LIABILITIES & EQUITY	11,571,777.04	11,491,637.98	13,485,791.24

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

	Jul - Nov 09	Budget	\$ Over Bud...
Ordinary Income/Expense			
Income			
4100 · Reimbursement From ISBE	1,125,102.10	1,125,871.00	-768.90
4200 · Grants			
4201 · Federal Grants			
4210 · IDEA Grant	15,140.00	16,000.00	-860.00
4215 · ARRA Grant	58,925.00	16,000.00	42,925.00
4224 · Title I Low Income	0.00	2,500.00	-2,500.00
4225 · Title IV Safe & Drug Free	0.00	669.00	-669.00
4226 · Title II Teacher Quality	0.00	3,405.00	-3,405.00
Total 4201 · Federal Grants	74,065.00	38,574.00	35,491.00
4220 · State Grants			
4221 · Special Ed Personnel	0.00	13,175.00	-13,175.00
4222 · Reading Improvement	0.00	3,574.00	-3,574.00
4220 · State Grants - Other	0.00	1,218.00	-1,218.00
Total 4220 · State Grants	0.00	17,967.00	-17,967.00
4230 · Other Grants	15,000.00	15,000.00	0.00
Total 4200 · Grants	89,065.00	71,541.00	17,524.00
4300 · Student Fees			
4310 · Books/Materials/Activities	12,917.85	12,180.00	737.85
4315 · Field Trip Fees	1,772.50		
4325 · Before and After School Program			
4359 · Before and After School Care	45,797.50	33,600.00	12,197.50
4369 · Summer Enrichment Program	8,475.00	5,000.00	3,475.00
4370 · Getting to Know You	1,560.00		
Total 4325 · Before and After School Program	55,832.50	38,600.00	17,232.50
4350 · Clubs			
4351 · Roots & Shoots	42.00		
4356 · Band	10,496.00	12,500.00	-2,004.00
4358 · Interscholastic Sports	6,685.00	4,000.00	2,685.00
4363 · Tae Kwon Do	890.00	0.00	890.00
4365 · Movie Club	25.00		
4368 · Champions Club	1,965.00	2,000.00	-35.00
Total 4350 · Clubs	20,103.00	18,500.00	1,603.00
Total 4300 · Student Fees	90,625.85	69,280.00	21,345.85
4400 · Out-of-District Tuition			
4402 · Out-of-District Tuition 08/09	1,389.00		
4400 · Out-of-District Tuition - Other	6,007.20	3,789.00	2,218.20
Total 4400 · Out-of-District Tuition	7,396.20	3,789.00	3,607.20
4500 · Fundraising			
4501 · Other	1,731.19	0.00	1,731.19
4505 · Auction	100.00	0.00	100.00
4508 · Edible Harvest Festival	15,246.04	20,000.00	-4,753.96
4509 · 8th Grade	11,948.57	0.00	11,948.57
4511 · Band Boosters	1,110.00	0.00	1,110.00
4512 · 7th Grade	293.10	0.00	293.10
4515 · Scholastic Book Fairs	3,361.59	0.00	3,361.59
4520 · 5/6th Grade - Rain Barrels	60.00		
4824 · Spirit Wear	2,328.44	1,250.00	1,078.44
Total 4500 · Fundraising	36,178.93	21,250.00	14,928.93
4600 · Hot Lunch			
4601 · Hot Lunch - Farm to Table	7,051.07	6,000.00	1,051.07
4602 · Hot Lunch - Pizza	23,155.00	10,000.00	13,155.00
Total 4600 · Hot Lunch	30,206.07	16,000.00	14,206.07
4700 · Interest Income			
4702 · Interest Income - LFB	392.81	0.00	392.81
4703 · Interest Income - LLC	1,496.51	0.00	1,496.51

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

	Jul - Nov 09	Budget	\$ Over Bud...
4700 · Interest Income - Other	0.00	4,169.00	-4,169.00
Total 4700 · Interest Income	1,889.32	4,169.00	-2,279.68
4800 · Other Income			
4805 · Contributions			
4810 · General Contributions	1,031.68	0.00	1,031.68
4811 · Sponsorships	2,212.50	16,350.00	-14,137.50
4813 · Annual Appeal	5,520.00	0.00	5,520.00
4814 · Restricted Contributions	600.00	0.00	600.00
4816 · ACH Donations	3,450.00	3,250.00	200.00
4828 · Matching Gifts	894.48	1,500.00	-605.52
Total 4805 · Contributions	13,708.66	21,100.00	-7,391.34
4820 · Other			
4822 · Field Trip & Activity Fees	0.00	23,500.00	-23,500.00
4823 · 8th Grade Trip	9,618.00	0.00	9,618.00
4827 · Graduation	55.00	0.00	55.00
4829 · 7th and 8th Parties	448.00	0.00	448.00
4830 · Reimbursed Expenses	-88.88	2,081.00	-2,169.88
Total 4820 · Other	10,032.12	25,581.00	-15,548.88
4825 · Rental Income	2,394.50	12,500.00	-10,105.50
Total 4800 · Other Income	26,135.28	59,181.00	-33,045.72
Total Income	1,406,598.75	1,371,081.00	35,517.75
Expense			
5100 · Instruction			
5105 · Classroom Supplies	2,987.58	8,000.00	-5,012.42
5110 · Educational Materials	25,783.17	22,000.00	3,783.17
5115 · Computer Supplies	916.78	3,000.00	-2,083.22
5116 · Computer Support	8,257.50	10,419.00	-2,161.50
5120 · Other Instructional Equipment	0.00	2,000.00	-2,000.00
5125 · Furniture	0.00	2,000.00	-2,000.00
5130 · Instruction Salaries	384,806.40	391,000.00	-6,193.60
5131 · Allocated Stipends	-19,300.98	0.00	-19,300.98
5133 · Goal Incentives	0.00	1,000.00	-1,000.00
5135 · Related TRS Expense	6,538.96	5,000.00	1,538.96
5140 · Related Medicare Expense	7,031.96	6,434.00	597.96
5145 · Related FICA Expense	8,135.42	9,155.00	-1,019.58
5150 · Related Health Benefits Expense	33,267.10	37,600.00	-4,332.90
5155 · Other Expenses for Clubs			
5158 · Yearbook	186.80	0.00	186.80
5159 · Band	10,596.67	10,000.00	596.67
5171 · Interscholastic Sports	3,386.24	3,040.00	346.24
5172 · Before and After School Care	15,265.22	10,000.00	5,265.22
5176 · Champions Club	2,698.76	0.00	2,698.76
5177 · Tae Kwon Do	450.00	0.00	450.00
5190 · Getting to Know You	485.00		
5155 · Other Expenses for Clubs - Other	0.00	1,500.00	-1,500.00
Total 5155 · Other Expenses for Clubs	33,068.69	24,540.00	8,528.69
5160 · Other			
5161 · Other- Educational Activities	2,170.00	20,000.00	-17,830.00
5162 · Other- Farm Education	5,000.00	10,200.00	-5,200.00
5164 · Summer School	0.00	4,000.00	-4,000.00
5167 · 7th & 8th Grade Parties	200.00	0.00	200.00
5169 · 7th Grade Trip	440.00	0.00	440.00
Total 5160 · Other	7,810.00	34,200.00	-26,390.00
5165 · Related FSA Expense	0.00	2,000.00	-2,000.00
5199 · Allocated Grant Expense	0.00	-5,199.00	5,199.00
Total 5100 · Instruction	499,302.58	553,149.00	-53,846.42
5200 · Administration			
5205 · Administrative Salaries	141,635.01	139,120.00	2,515.01

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

	Jul - Nov 09	Budget	\$ Over Bud...
5206 · Administrative Contractual	11,272.23	10,150.00	1,122.23
5210 · Related TRS Expense	0.00	419.00	-419.00
5215 · Related Medicare Expense	2,466.68	2,005.00	461.68
5220 · Related FICA Expense	8,205.43	6,505.00	1,700.43
5225 · Related Health Benefits Expense	5,671.72	6,669.00	-997.28
5226 · Unemployment Compensation	1,555.00	0.00	1,555.00
5230 · Supplies	4,326.00	3,750.00	576.00
5241 · Computers	3,538.91	419.00	3,119.91
5242 · Computer Support	1,062.52	206.00	856.52
5250 · Equipment Maintenance	9,515.73	3,331.00	6,184.73
5260 · Telecommunication Usage	6,505.33	6,250.00	255.33
5265 · Accounting and Audit Fees	17,800.00	19,500.00	-1,700.00
5270 · Payroll Service Fees	4,342.46	4,581.00	-238.54
5275 · Printing and Copying	296.42	0.00	296.42
5280 · Postage and Shipping	1,386.02	1,250.00	136.02
5285 · Insurance (Incl. Building Ins.)	29,345.18	37,000.00	-7,654.82
5290 · Dues and Subscriptions	2,044.25	2,081.00	-36.75
5291 · Board Related Expenses	586.12	835.00	-248.88
5295 · Legal Fees	1,880.82	10,419.00	-8,538.18
5296 · Employment Expense - Other	72.00		
5297 · Other	1,286.31	0.00	1,286.31
5298 · Related FSA Expense	55.00	500.00	-445.00
Total 5200 · Administration	254,849.14	254,990.00	-140.86
5300 · Support Services			
5301 · Special Ed Salaries	86,817.00	80,397.50	6,419.50
5302 · Related Medicare Expense	0.00	1,100.00	-1,100.00
5303 · Related FICA	0.00	1,600.00	-1,600.00
5304 · Related Health Benefits	6,498.57	4,700.00	1,798.57
5305 · Contractual Expense for Spec Ed			
5324 · Auditory Services	1,530.00		
5325 · Speech Services	24,024.00	28,280.00	-4,256.00
5326 · OT Services	33,844.18	24,729.00	9,115.18
5327 · Psychological Services	28,054.29	27,037.00	1,017.29
5328 · Other Services	22,544.46	18,275.00	4,269.46
Total 5305 · Contractual Expense for Spec Ed	109,996.93	98,321.00	11,675.93
5307 · Related TRS Expense	0.00	831.00	-831.00
5308 · Special Ed Legal Fees	58.50	3,125.00	-3,066.50
5309 · Special Ed CR Mats & Sups	1,966.57	1,537.00	429.57
5310 · Professional Development	4,296.75	3,900.00	396.75
5315 · Transportation	855.88	5,000.00	-4,144.12
5316 · Transportation Stipend	765.00	1,100.00	-335.00
5320 · Food Service			
5321 · Pizza	10,776.71	10,000.00	776.71
5322 · Hot Lunch - Farm to Table	1,580.11	2,062.50	-482.39
5405 · Facility Rent - Barn	400.00	600.00	-200.00
Total 5320 · Food Service	12,756.82	12,662.50	94.32
5399 · Allocated Grant Expense	0.00	-24,965.50	24,965.50
Total 5300 · Support Services	224,012.02	189,308.50	34,703.52
5400 · Operations and Maintenance			
5410 · Utilities			
5411 · Water and Sewer	725.22	0.00	725.22
5412 · Other	7,381.46	0.00	7,381.46
5413 · Gas and Electricity	6,579.72	0.00	6,579.72
5414 · Garbage	722.00	0.00	722.00
5410 · Utilities - Other	0.00	20,831.00	-20,831.00
Total 5410 · Utilities	15,408.40	20,831.00	-5,422.60
5415 · Maintenance Salaries	14,052.50	18,331.00	-4,278.50
5416 · Facilities Management	9,734.00	10,140.00	-406.00
5420 · Related Medicare Expense	197.72	291.00	-93.28
5421 · Related Health Benefits	479.80	0.00	479.80
5425 · Related FICA Expense	845.40	1,243.00	-397.60

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

	Jul - Nov 09	Budget	\$ Over Bud...
5430 · Maintenance Contractual			
5431 · Cleaning	225.00	0.00	225.00
5432 · Life Safety	2,153.30	0.00	2,153.30
5436 · Other	5,148.00	0.00	5,148.00
5430 · Maintenance Contractual - Other	0.00	8,331.00	-8,331.00
Total 5430 · Maintenance Contractual	7,526.30	8,331.00	-804.70
5435 · Maintenance Equipment	415.66	3,331.00	-2,915.34
5440 · Maintenance Supplies	4,498.92	5,000.00	-501.08
5445 · Long-Term Maint & Repairs	0.00	4,169.00	-4,169.00
Total 5400 · Operations and Maintenance	53,158.70	71,667.00	-18,508.30
5500 · Other Expenses			
5510 · Fundraising			
5511 · Auction	1,000.00	0.00	1,000.00
5513 · 5/6 Grade Fundraising	332.50		
5514 · Other	563.80	3,750.00	-3,186.20
5517 · Edible Harvest	7,121.38	9,000.00	-1,878.62
5519 · 8th Grade Fundraising	6,960.08	0.00	6,960.08
5521 · Band Boosters	682.00	0.00	682.00
5525 · Spirit Wear	1,911.00	0.00	1,911.00
5527 · Student Council	51.85	0.00	51.85
5529 · Poker Night	1,195.00	0.00	1,195.00
5550 · Fundraising Salaries	12,224.00	7,559.00	4,665.00
5551 · Related FICA	0.00	466.00	-466.00
5552 · Related Medicare	0.00	109.00	-109.00
Total 5510 · Fundraising	32,041.61	20,884.00	11,157.61
5515 · Bank Fees	962.37	831.00	131.37
5520 · Recruitment and Employment	354.00	625.00	-271.00
5535 · Community Outreach	0.00	2,500.00	-2,500.00
5540 · Contingency	0.00	2,081.00	-2,081.00
Total 5500 · Other Expenses	33,357.98	26,921.00	6,436.98
5600 · Grant Expense			
5601 · IDEA Grant	475.00	14,881.00	-14,406.00
5602 · Spec Ed Pers Grant Exp	0.00	18,420.00	-18,420.00
5604 · Title II Teacher Quality	0.00	1,195.00	-1,195.00
5605 · Title IV Safe & Drug Fee	0.00	234.00	-234.00
5607 · Reading Improvement	414.74	2,494.00	-2,079.26
5608 · Title I FY09	625.00	3,575.00	-2,950.00
5609 · ARRA Grant	30,555.60	24,500.00	6,055.60
5617 · Circle of Service	1,875.00	5,250.00	-3,375.00
5618 · Title I FY10	4,440.06		
Total 5600 · Grant Expense	38,385.40	70,549.00	-32,163.60
Total Expense	1,103,065.82	1,166,584.50	-63,518.68
Net Ordinary Income	303,532.93	204,496.50	99,036.43
Other Income/Expense			
Other Income			
7100 · Non-Operating Income			
7101 · PSO Revenue			
7102 · Fundraising			
7105 · Target VISA Card	743.25	0.00	743.25
7106 · Natural Ovens	439.53	0.00	439.53
7107 · SCRIP	50,694.68	0.00	50,694.68
Total 7102 · Fundraising	51,877.46	0.00	51,877.46
Total 7101 · PSO Revenue	51,877.46	0.00	51,877.46
Total 7100 · Non-Operating Income	51,877.46	0.00	51,877.46
Total Other Income	51,877.46	0.00	51,877.46

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 Accrual Basis

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

	Jul - Nov 09	Budget	\$ Over Bud...
Other Expense			
7200 · Non-Operating Expense			
7220 · PCCSHI-Mortgage Loan Interest			
7221 · Base Interest Expense	88,608.11		
7222 · SWAP Adjustment	108,231.37		
7223 · LOC Fee	50,088.26		
7224 · Draw Fee	1,800.00		
7225 · Remarketing Fee	6,055.76		
7220 · PCCSHI-Mortgage Loan Interest - Other	0.00	243,000.00	-243,000.00
Total 7220 · PCCSHI-Mortgage Loan Interest	254,783.50	243,000.00	11,783.50
7240 · Taxable Loan Interest Expense	6,635.67	6,635.00	0.67
7241 · LOC Interest Expense	355.56	0.00	355.56
7244 · Lease Interest Expense	371.70	0.00	371.70
7246 · Depreciation	32,461.65	32,500.00	-38.35
7247 · Amortization	11,274.99	9,775.00	1,499.99
7248 · Depreciation - LLC	110,812.85	112,500.00	-1,687.15
7300 · PSO Expense			
7301 · Postage	507.48	0.00	507.48
7302 · Water	163.01	0.00	163.01
7304 · Bank Fees	404.79	0.00	404.79
7306 · Directory	-10.00	0.00	-10.00
7311 · SCRIP	55,218.50	0.00	55,218.50
7312 · Natural Ovens	348.24	0.00	348.24
7322 · Teacher Sup Exp Reimb	562.32	0.00	562.32
7323 · Community Care	316.99	0.00	316.99
7324 · Programming	29.00	0.00	29.00
7326 · Inschool Grants	4,984.00	0.00	4,984.00
7327 · Discretionary Hardship Fund	144.00		
Total 7300 · PSO Expense	62,668.33	0.00	62,668.33
Total 7200 · Non-Operating Expense	479,364.25	404,410.00	74,954.25
Total Other Expense	479,364.25	404,410.00	74,954.25
Net Other Income	-427,486.79	-404,410.00	-23,076.79
Net Income	-123,953.86	-199,913.50	75,959.64

Prairie Crossing Charter School
Profit & Loss Prev Year Comparison
 July through November 2009

	Jul - Nov 09	Jul - Nov 08	\$ Change
Ordinary Income/Expense			
Income			
4100 · Reimbursement From ISBE	1,125,102.10	1,072,449.25	52,652.85
4200 · Grants			
4201 · Federal Grants			
4210 · IDEA Grant	15,140.00	0.00	15,140.00
4215 · ARRA Grant	58,925.00	0.00	58,925.00
4224 · Title I Low Income	0.00	3,414.00	-3,414.00
4225 · Title IV Safe & Drug Free	0.00	669.00	-669.00
Total 4201 · Federal Grants	74,065.00	4,083.00	69,982.00
4220 · State Grants			
4222 · Reading Improvement	0.00	7,148.00	-7,148.00
Total 4220 · State Grants	0.00	7,148.00	-7,148.00
4230 · Other Grants	15,000.00	5,000.00	10,000.00
Total 4200 · Grants	89,065.00	16,231.00	72,834.00
4300 · Student Fees			
4310 · Books/Materials/Activities	12,917.85	29,682.25	-16,764.40
4315 · Field Trip Fees	1,772.50	0.00	1,772.50
4320 · Summer School	0.00	3,680.00	-3,680.00
4325 · Before and After School Program			
4359 · Before and After School Care	45,797.50	42,737.00	3,060.50
4369 · Summer Enrichment Program	8,475.00	0.00	8,475.00
4370 · Getting to Know You	1,560.00	1,360.00	200.00
Total 4325 · Before and After School Program	55,832.50	44,097.00	11,735.50
4350 · Clubs			
4351 · Roots & Shoots	42.00	0.00	42.00
4356 · Band	10,496.00	11,240.00	-744.00
4358 · Interscholastic Sports	6,685.00	4,150.00	2,535.00
4363 · Tae Kwon Do	890.00	0.00	890.00
4364 · Drumming	0.00	530.00	-530.00
4365 · Movie Club	25.00	0.00	25.00
4367 · Homework Club	0.00	735.00	-735.00
4368 · Champions Club	1,965.00	315.00	1,650.00
Total 4350 · Clubs	20,103.00	16,970.00	3,133.00
Total 4300 · Student Fees	90,625.85	94,429.25	-3,803.40
4400 · Out-of-District Tuition			
4402 · Out-of-District Tuition 08/09	1,389.00	0.00	1,389.00
4400 · Out-of-District Tuition - Other	6,007.20	4,194.67	1,812.53
Total 4400 · Out-of-District Tuition	7,396.20	4,194.67	3,201.53
4500 · Fundraising			
4501 · Other	1,731.19	1,783.80	-52.61
4503 · Holiday Cards	0.00	10.00	-10.00
4505 · Auction	100.00	0.00	100.00
4508 · Edible Harvest Festival	15,246.04	16,617.93	-1,371.89
4509 · 8th Grade	11,948.57	7,249.00	4,699.57
4511 · Band Boosters	1,110.00	3,672.00	-2,562.00
4512 · 7th Grade	293.10	0.00	293.10
4515 · Scholastic Book Fairs	3,361.59	0.00	3,361.59
4516 · Student Council	0.00	70.98	-70.98
4520 · 5/6th Grade - Rain Barrels	60.00	0.00	60.00
4824 · Spirit Wear	2,328.44	1,117.85	1,210.59
Total 4500 · Fundraising	36,178.93	30,521.56	5,657.37
4600 · Hot Lunch			
4601 · Hot Lunch - Farm to Table	7,051.07	5,685.00	1,366.07
4602 · Hot Lunch - Pizza	23,155.00	9,052.00	14,103.00
Total 4600 · Hot Lunch	30,206.07	14,737.00	15,469.07
4700 · Interest Income			

Prairie Crossing Charter School
Profit & Loss Prev Year Comparison
 July through November 2009

	Jul - Nov 09	Jul - Nov 08	\$ Change
4702 · Interest Income - LFB	392.81	445.75	-52.94
4703 · Interest Income - LLC	1,496.51	2,671.40	-1,174.89
Total 4700 · Interest Income	1,889.32	3,117.15	-1,227.83
4800 · Other Income			
4805 · Contributions			
4810 · General Contributions	1,031.68	750.00	281.68
4811 · Sponsorships	2,212.50	907.50	1,305.00
4813 · Annual Appeal	5,520.00	100.00	5,420.00
4814 · Restricted Contributions	600.00	385.00	215.00
4816 · ACH Donations	3,450.00	3,375.00	75.00
4819 · Penny Wars	0.00	865.34	-865.34
4828 · Matching Gifts	894.48	2,483.24	-1,588.76
Total 4805 · Contributions	13,708.66	8,866.08	4,842.58
4820 · Other			
4821 · 7th Grade Trip	0.00	9,100.00	-9,100.00
4823 · 8th Grade Trip	9,618.00	17,358.50	-7,740.50
4827 · Graduation	55.00	0.00	55.00
4829 · 7th and 8th Parties	448.00	662.00	-214.00
4830 · Reimbursed Expenses	-88.88	569.17	-658.05
Total 4820 · Other	10,032.12	27,689.67	-17,657.55
4825 · Rental Income	2,394.50	6,134.00	-3,739.50
Total 4800 · Other Income	26,135.28	42,689.75	-16,554.47
Total Income	1,406,598.75	1,278,369.63	128,229.12
Expense			
5100 · Instruction			
5105 · Classroom Supplies	2,987.58	11,384.14	-8,396.56
5110 · Educational Materials	25,783.17	28,627.66	-2,844.49
5115 · Computer Supplies	916.78	0.00	916.78
5116 · Computer Support	8,257.50	0.00	8,257.50
5120 · Other Instructional Equipment	0.00	499.80	-499.80
5130 · Instruction Salaries	384,806.40	433,851.68	-49,045.28
5131 · Allocated Stipends	-19,300.98	-14,763.35	-4,537.63
5135 · Related TRS Expense	6,538.96	3,429.49	3,109.47
5140 · Related Medicare Expense	7,031.96	6,806.86	225.10
5145 · Related FICA Expense	8,135.42	8,616.97	-481.55
5150 · Related Health Benefits Expense	33,267.10	35,466.25	-2,199.15
5155 · Other Expenses for Clubs			
5158 · Yearbook	186.80	0.00	186.80
5159 · Band	10,596.67	10,214.34	382.33
5171 · Interscholastic Sports	3,386.24	2,641.08	745.16
5172 · Before and After School Care	15,265.22	10,879.19	4,386.03
5176 · Champions Club	2,698.76	588.00	2,110.76
5177 · Tae Kwon Do	450.00	0.00	450.00
5180 · Drumming	0.00	520.00	-520.00
5190 · Getting to Know You	485.00	0.00	485.00
Total 5155 · Other Expenses for Clubs	33,068.69	24,842.61	8,226.08
5160 · Other			
5161 · Other- Educational Activities	2,170.00	2,746.00	-576.00
5162 · Other- Farm Education	5,000.00	10,000.00	-5,000.00
5163 · Graduation	0.00	-9.83	9.83
5164 · Summer School	0.00	2,892.50	-2,892.50
5167 · 7th & 8th Grade Parties	200.00	20.87	179.13
5168 · 8th Grade Trip	0.00	10,810.33	-10,810.33
5169 · 7th Grade Trip	440.00	7,901.12	-7,461.12
Total 5160 · Other	7,810.00	34,360.99	-26,550.99
Total 5100 · Instruction	499,302.58	573,123.10	-73,820.52
5200 · Administration			
5205 · Administrative Salaries	141,635.01	145,749.63	-4,114.62

Prairie Crossing Charter School
Profit & Loss Prev Year Comparison
 July through November 2009

	Jul - Nov 09	Jul - Nov 08	\$ Change
5206 · Administrative Contractual	11,272.23	10,005.94	1,266.29
5215 · Related Medicare Expense	2,466.68	2,030.52	436.16
5220 · Related FICA Expense	8,205.43	6,844.31	1,361.12
5225 · Related Health Benefits Expense	5,671.72	3,437.00	2,234.72
5226 · Unemployment Compensation	1,555.00	4,454.00	-2,899.00
5230 · Supplies	4,326.00	4,014.93	311.07
5235 · Furniture	0.00	1,678.91	-1,678.91
5240 · Office Equipment	0.00	32.08	-32.08
5241 · Computers	3,538.91	7,553.49	-4,014.58
5242 · Computer Support	1,062.52	2,500.00	-1,437.48
5250 · Equipment Maintenance	9,515.73	1,350.82	8,164.91
5255 · Telecommunication Equipment	0.00	149.77	-149.77
5260 · Telecommunication Usage	6,505.33	5,170.04	1,335.29
5265 · Accounting and Audit Fees	17,800.00	21,000.00	-3,200.00
5270 · Payroll Service Fees	4,342.46	4,610.24	-267.78
5275 · Printing and Copying	296.42	0.00	296.42
5280 · Postage and Shipping	1,386.02	1,700.56	-314.54
5285 · Insurance (incl. Building Ins.)	29,345.18	32,841.99	-3,496.81
5290 · Dues and Subscriptions	2,044.25	2,901.00	-856.75
5291 · Board Related Expenses	586.12	5,207.02	-4,620.90
5294 · Legal Fees - LLC	0.00	78.00	-78.00
5295 · Legal Fees	1,880.82	14,793.83	-12,913.01
5296 · Employment Expense - Other	72.00	0.00	72.00
5297 · Other	1,286.31	686.41	599.90
5298 · Related FSA Expense	55.00	805.00	-750.00
Total 5200 · Administration	254,849.14	279,595.49	-24,746.35
5300 · Support Services			
5301 · Special Ed Salaries	86,817.00	48,938.06	37,878.94
5302 · Related Medicare Expense	0.00	655.75	-655.75
5303 · Related FICA	0.00	1,401.47	-1,401.47
5304 · Related Health Benefits	6,498.57	6,693.32	-194.75
5305 · Contractual Expense for Spec Ed			
5324 · Auditory Services	1,530.00	0.00	1,530.00
5325 · Speech Services	24,024.00	27,108.00	-3,084.00
5326 · OT Services	33,844.18	28,068.19	5,775.99
5327 · Psychological Services	28,054.29	21,791.02	6,263.27
5328 · Other Services	22,544.46	22,130.07	414.39
Total 5305 · Contractual Expense for Spec Ed	109,996.93	99,097.28	10,899.65
5308 · Special Ed Legal Fees	58.50	4,777.50	-4,719.00
5309 · Special Ed CR Mats & Sups	1,966.57	858.39	1,108.18
5310 · Professional Development	4,296.75	4,962.62	-665.87
5315 · Transportation	855.88	4,897.00	-4,041.12
5316 · Transportation Stipend	765.00	0.00	765.00
5320 · Food Service			
5321 · Pizza	10,776.71	3,146.22	7,630.49
5322 · Hot Lunch - Farm to Table	1,580.11	1,630.96	-50.85
5405 · Facility Rent - Barn	400.00	400.00	0.00
Total 5320 · Food Service	12,756.82	5,177.18	7,579.64
Total 5300 · Support Services	224,012.02	177,458.57	46,553.45
5400 · Operations and Maintenance			
5410 · Utilities			
5411 · Water and Sewer	725.22	450.50	274.72
5412 · Other	7,381.46	0.00	7,381.46
5413 · Gas and Electricity	6,579.72	14,082.29	-7,502.57
5414 · Garbage	722.00	949.00	-227.00
Total 5410 · Utilities	15,408.40	15,481.79	-73.39
5415 · Maintenance Salaries	14,052.50	12,932.59	1,119.91
5416 · Facilities Management	9,734.00	0.00	9,734.00
5420 · Related Medicare Expense	197.72	180.95	16.77
5421 · Related Health Benefits	479.80	1,001.86	-522.06
5425 · Related FICA Expense	845.40	773.73	71.67

Prairie Crossing Charter School
Profit & Loss Prev Year Comparison
 July through November 2009

	Jul - Nov 09	Jul - Nov 08	\$ Change
5430 · Maintenance Contractual			
5431 · Cleaning	225.00	0.00	225.00
5432 · Life Safety	2,153.30	5,230.73	-3,077.43
5436 · Other	5,148.00	5,599.25	-451.25
Total 5430 · Maintenance Contractual	7,526.30	10,829.98	-3,303.68
5435 · Maintenance Equipment	415.66	0.00	415.66
5440 · Maintenance Supplies	4,498.92	6,558.43	-2,059.51
5445 · Long-Term Maint & Repairs	0.00	2,198.37	-2,198.37
Total 5400 · Operations and Maintenance	53,158.70	49,957.70	3,201.00
5500 · Other Expenses			
5510 · Fundraising			
5511 · Auction	1,000.00	0.00	1,000.00
5512 · Rummage Sale	0.00	50.00	-50.00
5513 · 5/6 Grade Fundraising	332.50	0.00	332.50
5514 · Other	563.80	1,453.50	-889.70
5517 · Edible Harvest	7,121.38	9,814.22	-2,692.84
5519 · 8th Grade Fundraising	6,960.08	4,251.00	2,709.08
5521 · Band Boosters	682.00	1,882.49	-1,200.49
5525 · Spirit Wear	1,911.00	2,173.00	-262.00
5527 · Student Council	51.85	2,694.15	-2,642.30
5529 · Poker Night	1,195.00	0.00	1,195.00
5550 · Fundraising Salaries	12,224.00	5,000.00	7,224.00
5551 · Related FICA	0.00	310.00	-310.00
5552 · Related Medicare	0.00	72.50	-72.50
5553 · Fundraising Stipends	0.00	115.00	-115.00
Total 5510 · Fundraising	32,041.61	27,815.86	4,225.75
5515 · Bank Fees	962.37	1,781.40	-819.03
5520 · Recruitment and Employment	354.00	1,052.15	-698.15
Total 5500 · Other Expenses	33,357.98	30,649.41	2,708.57
5600 · Grant Expense			
5601 · IDEA Grant	475.00	513.26	-38.26
5603 · Title I FY08	0.00	4,933.88	-4,933.88
5604 · Title II Teacher Quality	0.00	3,289.23	-3,289.23
5607 · Reading Improvement	414.74	1,702.78	-1,288.04
5608 · Title I FY09	625.00	3,618.72	-2,993.72
5609 · ARRA Grant	30,555.60	0.00	30,555.60
5616 · Nutrition Education	0.00	1,875.00	-1,875.00
5617 · Circle of Service	1,875.00	0.00	1,875.00
5618 · Title I FY10	4,440.06	0.00	4,440.06
Total 5600 · Grant Expense	38,385.40	15,932.87	22,452.53
Total Expense	1,103,065.82	1,126,717.14	-23,651.32
Net Ordinary Income	303,532.93	151,652.49	151,880.44
Other Income/Expense			
Other Income			
7100 · Non-Operating Income			
7101 · PSO Revenue			
7102 · Fundraising			
7105 · Target VISA Card	743.25	852.01	-108.76
7106 · Natural Ovens	439.53	273.36	166.17
7107 · SCRIP	50,694.68	25,690.14	25,004.54
Total 7102 · Fundraising	51,877.46	26,815.51	25,061.95
Total 7101 · PSO Revenue	51,877.46	26,815.51	25,061.95
Total 7100 · Non-Operating Income	51,877.46	26,815.51	25,061.95
Total Other Income	51,877.46	26,815.51	25,061.95
Other Expense			

11:49 AM
 12/11/09
 Accrual Basis

**Prairie Crossing Charter School
 Profit & Loss Prev Year Comparison
 July through November 2009**

	<u>Jul - Nov 09</u>	<u>Jul - Nov 08</u>	<u>\$ Change</u>
7200 · Non-Operating Expense			
7220 · PCCSHI-Mortgage Loan Interest			
7221 · Base Interest Expense	88,608.11	208,103.99	-119,495.88
7222 · SWAP Adjustment	108,231.37	-8,330.92	116,562.29
7223 · LOC Fee	50,088.26	0.00	50,088.26
7224 · Draw Fee	1,800.00	600.00	1,200.00
7225 · Remarketing Fee	6,055.76	2,615.66	3,440.10
Total 7220 · PCCSHI-Mortgage Loan Interest	254,783.50	202,988.73	51,794.77
7240 · Taxable Loan Interest Expense	6,635.67	2,876.00	3,759.67
7241 · LOC Interest Expense	355.56	944.44	-588.88
7244 · Lease Interest Expense	371.70	526.17	-154.47
7246 · Depreciation	32,461.65	37,234.15	-4,772.50
7247 · Amortization	11,274.99	8,703.75	2,571.24
7248 · Depreciation - LLC	110,812.85	110,540.80	272.05
7300 · PSO Expense			
7301 · Postage	507.48	241.91	265.57
7302 · Water	163.01	145.60	17.41
7304 · Bank Fees	404.79	245.02	159.77
7306 · Directory	-10.00	568.72	-578.72
7308 · Plant Sale	0.00	-3.05	3.05
7311 · SCRIP	55,218.50	35,414.73	19,803.77
7312 · Natural Ovens	348.24	293.74	54.50
7322 · Teacher Sup Exp Reimb	562.32	521.33	40.99
7323 · Community Care	316.99	131.28	185.71
7324 · Programming	29.00	565.30	-536.30
7326 · Inschool Grants	4,984.00	1,342.55	3,641.45
7327 · Discretionary Hardship Fund	144.00	0.00	144.00
Total 7300 · PSO Expense	62,668.33	39,467.13	23,201.20
Total 7200 · Non-Operating Expense	479,364.25	403,281.17	76,083.08
Total Other Expense	479,364.25	403,281.17	76,083.08
Net Other Income	-427,486.79	-376,465.66	-51,021.13
Net Income	<u>-123,953.86</u>	<u>-224,813.17</u>	<u>100,859.31</u>



Treasurers Report December, 2009

Treasurers Message

The refinance closed the day after before Thanksgiving. Our bonds have been trading at a slight discount to our projected rate, so all is well. I am still receiving the reports from M&I bank on the trading rates of our previous arrangement, and we appear to have gotten the new structure in place in the nick of time. They have traded .15 to .20 percent higher than the previous several months. I would like to thank Geoff Deigan and Bob Helle, who provided a calming voice when the process got bogged down.

The administration has come up with an initial list of potential operational changes as a request from the Finance Committee. The goal is to find operational cost savings without materially affecting the quality of education or the working environment at PCCS. Geoff Deigan and I will meet with the administration in the coming weeks to flush out the recommendations, which will need to be reviewed by several committees before serious Board consideration.

Financial Status

Cash will remain tight for the coming months until we see the effect of the refinance savings. I have initiated contact with Lake Forest Bank to discuss using the cash reserve to fund the closing costs. The school needs to build back the cash balance that we projected to have accumulated before the impact of our financing changes.

Since December is a short month for the school, we will have held our Finance meeting immediately prior to the Board meeting, so I can not make further statements regarding our operations in comparison with the budget.

I am hopeful that our fundraising efforts will be beyond our budgeted goals this year. There is a lot of new energy with Sara coming on board as our Development Director.

Future Business

Establish a strategic goal for reduction in spending.
Review operational recommendations made by the administration.
The committee will continue the strategic planning efforts.

Respectfully Submitted, Steve Achtemeier – Board Treasurer



Prairie Crossing Charter School

Communications, Public Relations and Fundraising (CPR&F) Meeting

December, 2009

Committee Report

The PCCS **CPR&F** meeting was held on **December 7, 2009**, 1531 Jones Point Road, Prairie Crossing Charter School, in Grayslake, Illinois 60030.

Members Present

Geoff Diegan, Elizabeth Stearns,
Barb Provost, Steve Achtemeier, Mitzi
Schwabe, Jeff Werfel

Parents and Guests Present

none

Board Members Excused/Absent

Eric Hebert

Staff

Dil Dybas, Sarah Kirch, Stacy Gavin, Myron
Dagley

Mission/ Purpose of this committee

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

Discussion

Discussion centered on setting committee goals for the upcoming year. Focus will be on: Fundraising through the creation of a sustainable three year fundraising plan, execution and oversight.

Strategic Communications Plan for both internal and external audiences, public relations, marketing and outreach.

Events and fundraisers will be evaluated on a return on investment basis. The path for fundraising is to be sustainable with an emphasis on offsetting operating costs before creating new programs. We need to look at what is in the current operating budget that can be sponsored. The goal is remove the burden from parents.

The committee will begin communications oversight by reviewing the Communications Taskforce Recommendations as well as the draft Communications Plan that the administration is currently working on.

Respectfully Submitted

Elizabeth Stearns, Committee Chair

President's Report December 2009

Global Statement

'Tis the season to be....dedicated. With the Holidays, literally around the corner, this is the time to rejoice, relax and rejuvenate. We have watched this past year as this School has made great strides in moving forward. Under the leadership, direction and perseverance of Director Achtemeier, the *Finance Committee* and the Administration, the School has weathered and surfaced from the worst economic downturn this country has felt since the 1930's. With the focus and attention of the *Communications, Public Relations and Fundraising Committee*, Director Stearns has been at the helm of enhancing the overall brand of this School, providing effective marketing material, creating an improved website and improving the effectiveness of our fundraising efforts by initiating the addition of a Development Director. Our *Governance Committee* under the guidance of Directors Dybas and Wylie has helped define the process of fair and balanced governance. The *Human Resource Committee* under the lead of Directors Wylie and Hebert has helped shape the School plan on getting staff the recognition and rewards they have earned and deserve. The *Nominating Committee* with Peggy Boyle has worked hard all year to help recruit and maintain solid candidates for Board vacancies. The *Strategic Planning Steering Committee*, under the headship of School Director Dagley has done an excellent job in prioritizing focus, goals and priorities of the School's strategic plan. The *EAPAC Committee* with Dr. Provost has led the charge in defining what an integrated environmental curriculum means to PCCS as well as centered attention and direction on achieving curriculum mission and commitment to our students. With Director's Keenan and Thorson joining the Board, 2010 presents itself with great opportunity to push this School into its 2nd Decade of service with energy and momentum.

Board Committees

'Tis the season to be....involved. With the new committees formed, we are again in line to work toward our Strategic planning goals and initiatives. Our Committees are strong and can always use input and assistance. The Board and Committee Chairs urge parents, partners and community members to help us achieve our goals for those that have invested their children's educational future in the hands of Prairie Crossing Charter School.

Directors Position

'Tis the season to be....focused. The Director's position description hit many of the job marketing networks shortly after our last Board Meeting. We continue to receive many inquiries, resumes and interests around this position. Over the Holiday break, I will compile all of the applicants and forward to the Board for review. On the agenda for December, we will be discussing the process of screening applicants, evaluating candidates and presenting findings to the Board. In light of the timeline, the Board may need to gather prior to the January Board meeting to discuss our findings.

Next Steps

'Tis the season to be... Jolly. Please enjoy your well-deserved winter break and let us return with renewed vigor, renewed focus and renewed energy. Together, as a team, we have accomplished a lot and there is much to do. Be Safe, Be Warm and,

Strike the harp and join the chorus....

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 8 December 2009

December Focus

This month has been very busy with preparation for the much-anticipated Holiday Bazaar. We have received numerous items that will be used as inventory for our student's holiday shopping as well as much needed wrapping supplies. This year we also had the opportunity to further incorporate our school's mission into the activities of the Holiday Bazaar by decorating all manner of previously-used shopping bags. These bags are now able to be repurposed into gift bags that will be used as wrapping for the Bazaar. We would like to thank Ms. Miedona and the upper grade students who stayed after school to help transform these bags into works-of-art even the fanciest of boutiques would envy. We hope to expand on this idea next year and possibly hold a workshop or on-going after school program that would allow further participation in this activity.

At the writing of this report, we are anxiously watching the weather to see if it will impact our well-laid plans for the Holiday Bazaar. Either way, by the time this report is read, I am confident that our resourceful and dedicated volunteers will have once again pulled-off a successful event. The PSO Officers would like to extend our most heart-felt appreciation to Laura Hart and her team of "elves" for the gift of their time, talents and enthusiasm.

Community Support

During conferences our Lounge Angles provided breakfast items and other supplies to help our teachers get through their long days (and nights) of conferences. Thank you to Connie Barhorst for leading this amazing and devoted team.

As we take time during this holiday season to reflect on our blessings, I am especially grateful for all the wonderful people that make PCCS a truly inspiring place to be. Here's hoping for a happy, safe, healthy and prosperous new year.

Respectfully submitted,
Jennifer Ropke
PSO President

PCCS - PSO Treasurer Report
 PSO Income Statement
 November 2009

	<u>FY 2009</u>	<u>Jul-09</u>	<u>Aug-09</u>	<u>Sep-09</u>	<u>Oct-09</u>	<u>Nov-09</u>	<u>FY 2010 YTD</u>
Revenues							
On-Going Fundraising							
SCRIP, net	8,343.63	157.93	(6,742.53)	1,184.05	2,248.01	(1,371.28)	(4,523.82)
Box Tops	1,146.80	-	-	-	-	-	-
Target	1,670.34	-	-	-	743.25	-	743.25
Natural Ovens, net	133.79	-	13.92	(127.63)	184.77	20.23	91.29
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	3,176.03	(1,351.05)	(3,689.28)
Expenses & Disbursements							
Annual Fundraising							
Staben House	1,133.99	-	-	-	-	-	-
Programming	1,360.30	-	-	-	-	29.00	29.00
Community Care							
Teacher Supplemental Expense Reimburseme	2,522.32	-	-	-	562.32	-	562.32
In-School Grants	1,942.50	-	4,784.00	-	-	200.00	4,984.00
Discretionary Hardship Fund	-	-	-	-	624.00	-	624.00
Other	3,699.03	-	43.25	235.89	37.85	-	316.99
Office							
Postage Machine	658.73	49.98	152.67	143.33	57.97	103.53	507.48
Water	411.17	23.64	23.64	48.97	33.36	33.40	163.01
Bank Fees	1,188.97	9.88	0.32	106.45	135.00	153.14	404.79
Directory	568.72	-	-	-	-	(10.00)	(10.00)
Office	55.00	-	-	-	-	-	-
Total	13,540.73	83.50	5,003.88	534.64	1,450.50	509.07	7,581.59
Net Income	4,960.10	74.43	(11,732.49)	521.78	1,725.53	(1,860.12)	(11,270.87)
Ending Cash Balance	35,005.17	39,068.75	28,864.29	39,117.09	35,337.96	22,679.05	