



PCCS Board of Director's Meeting
AGENDA

Tuesday, May 18, 2010 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

Introduction & Open Discussion: New Executive Director – Mr. Nigel Whittington 10 Minutes

Discussion Agenda

1. Review Legal Bills
 - March 31, 2010 - Hodges, Loizzi, Eisenhammer, Rodick & Kohn (\$9794.93)
2. 2nd Reading at Board for Revised Policy 900.1 – Fundraising & Gift Acceptance
3. 2nd Reading at Board for Revised Policy 900.3 - Maintenance of Donor Records
4. 1st Reading of Received Policy 1000.4 – Rental of Facilities to Community Groups
5. Review draft 4 Tentative FY11 Budget

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.

6. A. Review Teacher Contract List
 - B. Consider Recommended Teacher Non Renewal – Case 5-18-10-1
 - C. Consider Recommended Teacher Non Renewal – Case 5-18-10-2
7. Review Teacher Assistant – Letter of Employment List

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

8. Review Closed Session Minutes of Previous Board and Executive Committee Meetings

Discussion related to 5ILCS 120/2(c)(2) Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.

9. Discuss Organization of Team Pursuant to Demand to Bargain

Consent Agenda

10. April Director's Report - includes Principal's, Manager's of Benefits & Facilities, Director of Development and Business Manager's Report
11. Financial Statements, April 2010
12. Treasurer's Report and Finance Committee Report
13. Human Resource Committee Report
14. Governance Committee Report
15. Communications/Public Relations and Fund Raising Committee Report
16. Excellence in Academic Programs Advisory Committee Report
17. President's Report
18. PSO Report
19. Review Open Session Minutes –4/27/10
20. Motion to Approve Open Session Minutes –4/27/10
21. Motion to Accept Reports on Consent Agenda

Public Comment

10 Minutes

Action Agenda – New Business

- 1A - Authorize Payment of Legal Bills- \$9794.93
- 2A - Approve Revised Policy 900.1 – Fundraising & Gift Acceptance
- 3A – Approve Revised Policy 900.3 - Maintenance of Donor Records
- 5A – Approve Tentative FY11 Budget
- 6A – Authorize Issuance FY11 Teacher Contracts
- 6B – Approve Non Renewal Teacher Contract Case 5-18-10-1
- 6C – Approve Non Renewal Teacher Contract Case 5-18-10-2
- 7A – Authorize Issuance FY11 Teacher Assistant Letters of Employment
- 8A - Approve Closed Session Minutes of Previous Board and Executive Committee Meetings

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	Dr. Eric Hebert	Elizabeth Stearns
Geoff Deigan, President	Tom Keenan	Dean Thorson
Mark Dybas, Secretary	Dr. 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 Friday afternoon, May 14, 2010.

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

1531 Jones Point Road
Grayslake, IL 60030-3536

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

School Director: Myron Dagley
Principal: Brian Greene

Visit us at prairiecrossingcharterschool.org



To: Members, Board of Directors

From: Myron

Re: Final Reading/Adoption Revised Policy #900.1, Fundraising and Gift Acceptance

Date: 5-14-10

Background Information:

This policy has undergone extensive revision over the past three months. It has been reviewed twice by the Governance Committee and twice by the Communication, Public Relations, and Fundraising Committee. We believe that all final recommended changes have been incorporated.

One section of the policy incorporates verbatim language written by a professional organization. In the recent revision, we have made a change that was directed which caused us to actually change language written and provided by that professional organization. We have complied with the directive, but do want the Board to be aware of the ethics question raised by this change.

Administrative Recommendation:

The administration respectfully requests that the Board of Directors adopt effective immediately revised policy # 900.1, Fundraising and Gift Acceptance.

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Prairie Crossing Charter School
Board of Director's Policy

Policy # 900.1

Development and Community Relations.

**Prairie Crossing Charter School
Fundraising and Gift Acceptance Policy**

Prairie Crossing Charter School (PCCS), a not for profit organization organized under the laws of the State of Illinois, encourages the solicitation and acceptance of gifts to PCCS for purposes that will help PCCS to further and fulfill its mission. The following policy governs acceptance of gifts made to PCCS or for the benefit of any of its programs.

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

I. Purpose of Policies and Guidelines

The board of directors of PCCS and its staff solicit current and deferred gifts from individuals, corporations, and foundations to secure the future growth and missions of the organization. This policy governs the acceptance of gifts by PCCS and provides guidance to prospective donors and their advisors when making gifts to PCCS. The provisions of this policy shall apply to all gifts received by PCCS for any of its program or services.

PCCS fundraises through soliciting donations, conducting fundraising events, soliciting partnerships/sponsorships from businesses and individuals, and submitting grant proposals to government agencies, family and corporate foundations, and other granting agencies.

II. Use of Legal Counsel

Prairie Crossing Charter School shall seek the advice of legal counsel in matters relating to acceptance of gifts when appropriate. Review of counsel is recommended for:

- 1) Closely held stock transfers that are subject to restrictions or buy-sell agreements.
- 2) Documents naming PCCS as Trustee.
- 3) Gifts involving contracts, such as bargain sales or other documents requiring PCCS to assume an obligation.
- 4) Transactions with potential conflict of interest that may invoke IRS sanctions.
- 5) Other instances in which use of counsel is deemed appropriate by the gift acceptance committee.

Legal fees for completion of the gift are the responsibility of the donor.

PCCS will utilize the services of outside legal counsel to provide guidance relating to the acceptance of gifts. Board members will not be used as legal counsel. The use of counsel, when appropriate, is part of the fiduciary role exercised by the PCCS Board of Directors.

III. Conflict of Interest

PCCS will urge all prospective donors to seek the assistance of personal legal and financial advisors in matters relating to their gifts and the resulting tax and estate planning consequences. PCCS will endeavor to comply with the *Model Standards of Practice for the Charitable Gift Planner* promulgated by the National Committee on Planned Giving, shown as an appendix to this document.

Donor Bill of Rights. PCCS adheres to the following rights listed in the “Donor Bill of Rights,” developed by the American Association of Fund Raising Council (AAFRC), Association for Healthcare Philanthropy (AHP), Council for Advancement and Support of Education (CASE), and the National Society of Fund Raising Executives (NSFRE):

Philanthropy is based on voluntary action for the common good. It is a tradition of giving and sharing that is primary to the quality of life. To assure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the not-for-profit organizations and causes they are asked to support, we declare that all donors have these rights:

- 1) To be informed of the organization’s mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.*
- 2) To be informed of the identity of those serving on the organization’s governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.*
- 3) To have access to the organization’s most recent **Board approved** financial statements.*
- 4) To be assured their gifts will be used for the purposes for which they were given.*
- 5) To receive appropriate acknowledgement and recognition.*
- 6) To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by law.*
- 7) To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.*
- 8) To be informed whether those seeking donations are volunteers of the organization or hired solicitors.*
- 9) To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.*
- 10) To feel free to ask questions when making a donation and to receive prompt, truthful, and forthright answers.*

IV. Restrictions on Gifts

PCCS will accept unrestricted gifts, and gifts for specific programs and purposes, provided that such gifts are not inconsistent with its stated mission, purposes and priorities. PCCS will not accept gifts that are too restrictive in purpose. Gifts that are too restrictive are those that violate the terms of the corporate charter, gifts that are too difficult to administer, or gifts that are for purposes outside the mission and values of PCCS.

Other restrictions on the receipt of gifts. The gift acceptance committee may reject prospective gifts for reasons including, but not limited to, the following:

- State or federal laws that restrict or limit the prospective donor's product/service line. Consideration will be given as to whether these restrictions apply to adults and/or minor students served by PCCS.
- Illegal or improper issues associated with the prospective donor's product/service line. Consideration will be given to how significant and widespread these are.
- The donor promotes adults products or products inappropriate for children.

All final decisions on the restrictive nature of a gift, and its acceptance or refusal, shall be made by the gift acceptance committee of the Charity.

V. The Gift Acceptance Committee

The gift acceptance committee shall consist of:

- 1) The president of PCCS, when applicable and permissible according to Policy 900.3;
- 2) The treasurer of PCCS;
- 3) The chair of the Communications, Public Relations, and Fundraising Committee, when applicable and permissible according to Policy 900.3;
- 4) Ex-officio members shall include the Executive Director and the Director of Development of PCCS.

The gift acceptance committee is charged with the responsibility of reviewing all gifts made to PCCS, properly screening and accepting those gifts, and making recommendations to the board on gift acceptance issues when appropriate.

VI. Types of Gifts

The following gifts are acceptable:

- Cash.
- Tangible Personal Property.
- Securities.
- Bargain Sales.
- Life Insurance.
- Charitable Remainder Trusts.

- Charitable Lead Trusts.
- Retirement Plan Beneficiary Designations.
- Bequests.
- Life Insurance Beneficiary Designations.

The following criteria govern the acceptance of each gift form:

- 1) **Cash.** Cash is acceptable in any form. Checks shall be made payable to PCCS and shall be delivered to the Director of Development and Event Planning in PCCS's administrative offices.
- 2) **Tangible Personal Property.** Tangible personal property includes art, furniture, coin and stamp collections, livestock, jewelry, equipment, cars, boats, clothes, and any other personal property item owned by a donor. All other gifts of tangible personal property shall be examined in light of the following criteria:
 - Does the property fulfill PCCS's mission?
 - Is the property marketable?
 - Are there any undue restrictions on the use, display, or sale of the property?
 - Are there any carrying costs for the property?

The PCCS gift acceptance committee shall make the final determination on the acceptance of other tangible property gifts.

- 3) **Securities.** PCCS can accept both publicly traded securities and closely held securities.

Publicly Traded Securities. Marketable securities may be transferred to an account maintained at PCCS's brokerage firm or delivered physically with the transferor's signature or stock power attached. As a general rule, all marketable securities shall be sold upon receipt unless otherwise directed by the Finance Committee. In some cases marketable securities may be restricted by applicable securities laws; in such instances the final determination of the acceptance on the restricted securities shall be made by the gift acceptance committee of PCCS.

Closely Held Securities. Closely held securities, which include not only debt and equity positions in non-publicly traded companies but also interests in limited partnerships and limited liability companies, or other ownership forms, can be accepted subject to the approval of the gift acceptance committee of PCCS. However, gifts must be reviewed prior to acceptance to determine:

- There are no restrictions on the security that would prevent PCCS from ultimately converting those assets to cash;
- The security is marketable; and
- The security will not generate any undesirable tax consequences for PCCS.

If potential problems arise on initial review of the security, further review and recommendation by an outside professional may be sought before making a final decision on acceptance of the gift. The gift acceptance committee of PCCS and

legal counsel shall make the final determination on the acceptance of closely held securities when necessary. Every effort will be made to sell non-marketable securities as quickly as possible.

- 4) **Real Estate.** Gifts of real estate may include developed property, undeveloped property, or gifts subject to a prior life interest. Prior to acceptance of real estate, PCCS shall require an initial environmental review of the property to ensure that the property has no environmental damage. Environmental inspection forms are attached as an appendix to this document. In the event that the initial inspection reveals a potential problem, PCCS shall retain a qualified inspection firm to conduct an environmental audit. The cost of the environmental audit shall generally be an expense of the donor.

When appropriate, a title binder shall be obtained by PCCS prior to the acceptance of the real property gift. The cost of this title binder shall generally be an expense of the donor.

Prior to acceptance of the real property, the gift shall be approved by the gift acceptance committee of PCCS and by PCCS's legal counsel. Criteria for acceptance of the policy shall include:

- Is the property useful for the purposes of PCCS?
- Is the property marketable?
- Are there any restrictions, reservations, easements, or other limitations associated with the property?
- Are there carrying costs, which may include insurance, property taxes, mortgages, or notes, etc., associated with the property?
- Does the environmental audit reflect that the property is not damaged?
-

- 5) **Remainder Interests in Property.** PCCS will accept a remainder interest in a personal residence, farm, or vacation property subject to the provisions of paragraph 4 above. The donor or other occupants may continue to occupy the real property for the duration of the stated life. At the death of the donor, PCCS may use the property or reduce it to cash. Where PCCS receives a gift of a remainder interest, expenses for maintenance, real estate taxes, and any property indebtedness are to be paid by the donor or primary beneficiary.

- 6) **Bargain Sales.** PCCS will enter into a bargain sales agreement in instances in which the bargain sale furthers the mission and purposes of PCCS. All bargain sales must be reviewed and recommended by the gift acceptance committee and approved by the board of directors. Factors used in determining the appropriateness of the transaction include:

- PCCS may obtain an independent appraisal substantiating the value of the property.
- If PCCS assumes debt with the property, the debt ratio must be considered.
- PCCS must determine that it will use the property, or that there is a market for sale of the property, allowing sale within 12 months of receipt.

- PCCS must calculate the costs to safeguard, insure, and expense the property (including property tax, if applicable) during the holding period.

7) **Life Insurance.** PCCS must be named as both beneficiary and irrevocable owner of an insurance policy before a life insurance policy can be recorded as a gift. The gift is valued at its interpolated terminal reserve value, or cash surrender value, upon receipt. If the donor contributes further premium payments, PCCS will include the entire amount of the additional premium payment as a gift in the year that it is made.

If the donor does not elect to continue to make gifts to cover premium payments on the life insurance policy, PCCS may:

- continue to pay the premiums;
- convert the policy to paid up insurance; or
- surrender the policy for its current cash value.

8) **Charitable Remainder Trusts.** PCCS may accept designation as remainder beneficiary of a charitable remainder trust with the approval of the gift acceptance committee of PCCS. PCCS will not accept appointment as trustee of a charitable remainder trust.

9) **Charitable Lead Trusts.** PCCS may accept a designation as income beneficiary of a charitable lead trust. The board of PCCS will not accept an appointment as Trustee of a charitable lead trust.

10) **Retirement Plan Beneficiary Designations.** Donors and supporters of PCCS will be encouraged to name PCCS as beneficiary of their retirement plans. Such designations will not be recorded as gifts to PCCS until such time as the gift is irrevocable. When the gift is irrevocable, but is not due until a future date, the present value of that gift may be recorded at the time the gift becomes irrevocable.

11) **Bequests.** Donors and supporters of PCCS will be encouraged to make bequests to PCCS under their wills and trusts. Such bequests will not be recorded as gifts to PCCS until such time as the gift is irrevocable. When the gift is irrevocable, but is not due until a future date, the present value of that gift may be recorded at the time the gift becomes irrevocable.

12) **Life Insurance Beneficiary Designations.** Donors and supporters of PCCS will be encouraged to name PCCS as beneficiary or contingent beneficiary of their life insurance policies. Such designations shall not be recorded as gifts to PCCS until such time as the gift is irrevocable. Where the gift is irrevocable, but is not due until a future date, the present value of that gift may be recorded at the time the gift becomes irrevocable.

VII. Miscellaneous Provisions

Securing appraisals and legal fees for gifts to PCCS. It will be the responsibility of the donor to secure an appraisal (where required) and independent legal counsel for all gifts made to PCCS. When a confirming appraisal is necessary, it shall generally be an expense of the donor.

Valuation of gifts for development purposes. PCCS will record a gift received by PCCS at its valuation for gift purposes on the date of gift.

Responsibility for IRS Filings upon sale of gift items. The gift acceptance committee of PCCS is responsible for filing IRS Form 8282 upon the sale or disposition of any asset sold within two years of receipt by PCCS when the charitable deduction value of the item is more than \$5,000. PCCS must file this form within 125 days of the date of sale or disposition of the asset. Form 8282 with Filing Instructions is attached as an appendix to these policies.

Acknowledgement and recognition of gifts. Acknowledgement of all gifts made to PCCS and compliance with the current IRS requirements in acknowledgement of such gifts shall be the responsibility of the board of PCCS. IRS Publication 561 *Determining the Value of Donated Property* and IRS Publication 526 *Charitable Contributions* are attached to these policies as an Appendix.

The Director of Development of PCCS is responsible for coordinating appropriate and timely acknowledgement of all gifts. Acknowledgement of all gifts will occur within 10 business days of gift receipt.

When donations are made by companies or foundations, public acknowledgement may be provided based upon the preferences of the donor. When donations are made by family members of current PCCS students, such donations shall remain confidential to the extent practicable; public acknowledgement of such donations may only be provided when the donor requests such acknowledgement to be made. PCCS recognizes that some donors may wish to keep their identities confidential; however, PCCS recognizes that complete confidentiality cannot be maintained regarding donations. PCCS may be required to disclose the identity of donors on tax forms consistent with the requirements of the Internal Revenue Code and its regulations as well as other federal and state laws. PCCS shall comply with all applicable state and federal laws, including, without limitation, applicable nondiscrimination laws, in the implementation of this Policy and its Procedures.

Donors will be recognized in an appropriate manner. Recognition and benefits may include, but not be limited to, recognition in publications, special plaques, assignment of named gift opportunities, and donor recognition events.

The Executive Director is authorized to promulgate Procedures to implement this Policy. The Procedures shall include, but not be limited to, the specific procedures for solicitation and for training of staff and volunteer solicitors.

VIII. Changes to Gift Acceptance Policies

This policy has been reviewed and accepted by the gift acceptance committee of PCCS. The Board of Directors of PCCS must approve any changes to, or deviations from, this policy.

IX. Attachments

- A. *Model Standards of Practice of the Charitable Gift Planner.*
- B. Environmental Inspection Forms.
- C. IRS Form 8283 and Filing Instructions.
- D. IRS Form 8282 and Filing Instructions.
- E. IRS Publication 561 *Determining the Value of Donated Property.*
- F. IRS Publication 526 *Charitable Contributions.*

Adoption Date: 11 November, 2005

Amended: 18 May, 2010



To: Members, Board of Directors

From: Myron

Re: 2nd Reading/Approval Amended Policy #900.3, Maintenance of Donor Records

Date: 5-18-2010

Background Information:

This policy has been reviewed by both the Governance and the Communications, Public Relations, Fundraising Committees. All recommended revisions have been incorporated into the draft attached.

Administration's Recommendation:

The administration respectfully recommends that amended policy # 900.3 be adopted effective immediately as presented.

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Prairie Crossing Charter School
Board of Director's Policy

Policy # 900.3

Development and Community Relations.

Maintenance and Accountability
of Donor Records
Policy Addendum

The Director of Development shall oversee the receipt of all donations. The PCCS Board Treasurer shall open all donations, unless the donation is addressed to another individual. He or she will maintain a log of the donors, amounts and sources (i.e. check number, cash or stock information) and stamp any checks "for deposit only" to the designated account, and turn all donations and preliminary records over to the Business Manager for processing and verification.

The donation will be forwarded to the Development Director, who will then make the deposit, update the donor data base and send out a thank you in a timely manner. The PCCS Business Manager board treasurer shall open and review bank statements for all the building accounts to verify accuracy of deposits.

The Business Manager, Director of Development, Executive Director, Administrative Assistant, and Board Treasurer may routinely Only these two individuals will have access to donor information. Board Members, in their duties related to fundraising and the cultivation of and stewardship of donors, may access information about a specific gift and donor as a consequence of their role. Other eExceptions will be made only for the School's auditors and attorneys who may need information to complete their required duties.

The Executive Director and Director of Development shall make decisions impartially and without regard for the record of giving established by any parent or constituent of Prairie Crossing Charter School

**This log will be kept by the treasurer during the fiscal year and made available to the auditors and lawyers if requested.

Adoption Dates: 19 October 2008



To: Members, Board of Directors

From: Myron

Re: First Reading Amended Policy # 100.4, Rental of Facilities to Community Groups

Date: 5-14-10

Background Information:

The impetus for revisions to this policy was two fold as follows:

- The policy contained ceiling on rental rates which had not been revised since adoption in 2006.
- The policy was seen by some including the administration has being somewhat restrictive in negotiating long term rental agreements to repeat users, such as soccer leagues.

The revisions recommended have been vetted with the Governance Committee. It is worthy of note that the committee has deleted from the policy the rates to be charged and in place thereOf have charged the administration with periodic review and revision as necessary.

Administration's Recommendation:

The administration respectfully requests the Board to declare a first reading on the amended policy # 1000.4 as presented.

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Prairie Crossing Charter School
Board of Director's Policy

Policy #: 1000.4

Buildings and Sites

Rental of Facilities to Community Groups

Background for Policy:

The Prairie Crossing Charter School intends to be a good neighbor with respect to all its operations, including making its facilities available to the community when those facilities are not needed by the school for its programs and students.

As a 501(c)(3) non-profit organization it is not the intention of Prairie Crossing Charter School to make a profit from renting its facilities and equipment. A reasonable contribution toward actual operating costs from rentals is, however, necessary, highly desirable.

School facilities and associated equipment will be available for rental to community groups when:

- Use by other groups will not interfere with scheduled school activities
- When groups seeking to rent school facilities and or equipment are not promoting behaviors, philosophies, purposes, or outcomes which are in direct conflict with the mission, value statements, vision, guiding principles, and or purposes of the Prairie Crossing Charter School, and are not antisocial nor criminal in nature.
- When the rental fees assessed purport to cover the appropriate portion of basic expense including but not limited to operational expense, cleaning, maintenance, utilities, and insurance.
- The Prairie Crossing Charter School and rental group have in force insurance which covers appropriate use by community groups.

Expectations Held for those Renting Facilities and/or Equipment:

- Rental is allowed only when a group has completed a Prairie Crossing Rental Agreement indicating the name of an individual responsible for the rental group's access to our facilities/equipment
- Rental group supplies evidence of liability insurance and agrees to hold harmless PCCS from any and all liabilities resultant from the usage of it facilities, other than those liabilities which can be shown to result from the negligence of the owner.
- Rental group upon request of Prairie Crossing Charter School supplies the school with a certificate of liability insurance naming PCCS as co-insured.
- Renters of the Gymnasium must supply evidence to PCCS that an official of the group renting the facility is trained/certified in the use of CPR/AED by placing a copy of such certification on file with PCCS. That named individual must be present continuously during the usage of the facility during the rental period. (This requirement is operable only when the renter is securing the use of the facility for athletic purposes.)

-Rental group ~~will pay~~accepts responsibility for any dirt/mess beyond that expected of minimum normal activity

-Rental group ~~will pay~~ accepts responsibility for any damage occurring to property of Prairie Crossing Charter School

-Rental group ~~accepts responsibility~~accepts responsibility for unlocking and locking school property during the rental period

-Rental costs for space do not include rental fees for consumable supplies and equipment.

~~Applicable Rental Fees:~~

~~-Classroom space: \$20 per two hr. block or fraction thereof~~

~~-Helle Hall: \$30 per hour or fraction thereof~~

~~-Other hallway/commons area (new classroom building): \$30 per hour or fraction thereof~~

~~-Gymnasium: \$40 per hour or fraction thereof~~

~~-Chairs @ \$5. per lots of fifty or fraction thereof~~

~~-Tables @\$ 1.00 each~~

~~-Public Address System @ \$10. per hour or fraction thereof~~

~~-Required custodial time (a \$15. per hour~~

~~-At discretion of the Board, a refundable security deposit in the amount of \$100 may be required and, refunded after the event has ended without damage to property.~~

-At discretion of the Administration Board, the fee schedule may be reduced by 25% when facilities are rented by the Prairie Crossing Home Owners Association for official Association functions.

~~-At the discretion of the administration, the fee schedule may be reduced as necessary to secure a long term rental agreement with a recreational, athletic, educational group or religious organization.~~

~~-The Executive Director or designee shall maintain a schedule of applicable rental fees which is reviewed from time to time and updated as needed to reflect current market rates.~~

Attachments:

~~-Hold Harmless Agreement~~

~~-Permit to Use School Buildings and Grounds for Non-school Activities~~

~~-Schedule of Rental Fees~~

Adopted Date:

Amended Date:

Schedule of Rental Fees for School Property

Applicable Rental Fees:

- Classroom space: \$35.00 per two hr. block or fraction thereof
- Helle Hall: \$50.00 per hour or fraction thereof
- Other hallway/commons area (new classroom building): \$30 per hour or fraction thereof
- Gymnasium: \$75.00 per hour or fraction thereof
- Chairs @ \$10.00. per lots of fifty or fraction thereof
- Tables @\$ 2..50 each
- Public Address System @ \$20.00. per hour or fraction thereof
- Required custodial time (*a* \$25.00. per hour

Hold Harmless Agreement

Hold Harmless Agreement between _____ and Prairie Crossing Holdings, LLC and Prairie Crossing Charter School.

_____(Lessee)shall save and hold harmless Prairie Crossing Holdings, LLC and Prairie Crossing Charter School, its directors, officers, employees and volunteers from any and all liability claims and demands of whatsoever kind or nature arising out of any connection with the use of the facility.

_____(Lessee)will defend itself without expense and will pay any damages based thereon and shall pay all charges of attorneys, all costs, and other expenses arising there from, excluding only those acts which result from the sole negligence of Prairie Crossing Holdings, LLC and Prairie Crossing Charter School as Owner.

Signature of Lessee: Date: _____

Accepted By Prairie Crossing Holdings LLC/Prairie Crossing Charter School:

Signature of Lessor: Date: _____

Certificate of Insurance

Hold Harmless Agreement

Effective date of agreement:_____

Prior to use of facilities, you shall furnish, at your expense, and shall keep in full force and effect during the use of premises the following insurance:

Comprehensive General Liability insurance for Bodily Injury and Property Damage with combined single limits not less than \$1, 000,000 for each occurrence.

The certificate of Insurance shall read as follows:

Prairie Crossing Holdings LLC and Prairie Crossing Charter School shall be named as an additional insured on the general liability as respects their interest as Lessor of premises.

Adoption Dates:
Revised/approval by Board, 10-24-06(Pending)



Permit to Use School Buildings and Grounds for Non-School Activities

Organization _____

Representative _____ **Phone** _____ **Cell** _____

Address, City, Zip _____

Person in charge _____ **Phone** _____ **Cell** _____

Type of Activity _____ Admission or Registration Fee Charged? _____

Day of Week _____ Dates _____

Time _____ # of Participants _____

Rental Charge _____ Key Needed (date) _____ Key Returned (date) _____

Facilities:

_____ Helle Hall

_____ Kennicott Room # _____

_____ New Building Room # _____

_____ Anna B. Comstock Bldg. Room # _____

_____ *Gymnasium _____ Wright School House _____ Parking Lot

Equipment Desired – Approval Needed

_____ Public Address System

_____ Picture Projector, _____ Power Point Projector

_____ Large Screen

_____ Tables, _____ # _____ Chairs, _____ #

_____ Hours of Custodial Services

Other Equipment: _____

* Rental of this facility requires evidence from renter of his/her ability to comply with requirements for use of AED and CPR Administration.

The organization agrees to comply with all school rules and regulations and Board of Director's Policies and to pay as directed the charges stated on this permit. The organization should give the school Director forty-eight hours notice when canceling.

The organization agrees to reimburse Prairie Crossing Charter School for any and all injuries and damages occasioned or arising out of their use of school property.

The organization agrees to indemnify and hold harmless Prairie Crossing Charter School, its agents and employees from and against all loss and expense, including attorney fees, by reason of liability imposed by law upon the owner for damages because of bodily injury, including death at any time resulting there from sustained by any person or persons or on account of damage to property, including loss of use thereof, whether caused by or contributed to by Prairie Crossing Charter School, its agents or employees.

I hereby certify that I have full authority and have been authorized to sign for and on behalf of the above-entitled organization.

Director Date Officer of Organization Date

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

1531 Jones Point Road
Grayslake, IL 60030-3536

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

School Director: Myron Dagley
Principal: Brian Greene

Visit us at prairiecrossingcharterschool.org



To: Members, Board of Directors

From: Myron and Stacy

Re: Memorandum of Transmittal, Draft 4 Tentative FY-11 Budget

Date: 5-14-10

The administration presents Draft 4 of the Tentative FY-11 Budget which encompasses all the inputs we have received to date. It should be understood by all that some of budgeting assumptions on which this document is based are soft, that is... we are using the best information available to us at this time. A revision will be necessary after State revenues are finalized (probably mid to late August) and after the outcome of negotiations are known (no way to currently estimate). Given the uncertainties, all compensation levels within the document are frozen at the FY-10 level other than new hires and all benefit obligations on behalf of the Board are frozen at the FY-10 level.

Additionally, we are using an increase in enrollment which has been approved by ISBE as a basis of our estimates of State income and we are **not proposing to increase student, parent paid, instructional fees.**

In this version the estimates of income from fundraising and development activities directly focused on general operating expenses has been decreased in consultation with the Director of Development and Event Planning and in accordance with the wishes of the Finance and Human Resources Committees of the Board.

A modest increase in expense for completion of the web development has been made and a modest increase in expected expense in our outreach efforts has been added.

With these adjustments the history of changes in budgeting assumptions has been retained in the margin notes from previous drafts.

Adopting a tentative budget is always a bit unnerving, a leap of faith if you will; but we can not move forward to guarantee essential personnel their employment security without the adoption of at least a tentative budget.

Administration's Recommendation:

The administration respectfully recommends that the Board of Directors adopt Draft 4 of the Tentative Budget for FY-11 effective May 18, 2010.

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.

**Prairie Crossing Charter School
FY2011 Profit & Loss Budget
July 2010 thru June 2011**

5/13/2010

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1																		
2							FY10 Amended Budget	FY10 Forecast (act thru Mar)	Difference FY10 Fcat vs FY10 Budget	FY11 Budget Draft 2	Draft 3 Changes	FY11 Budget Draft 3	Draft 4 Changes	FY11 Budget Draft 4	Difference Draft 4 vs FY10 Budget	Difference Draft 4 vs FY10 Fcat		
63						4500 - Fundraising												
64						4501 - Other	-	2,834	2,834	82,000	(75,000)	7,000	(4,000)	3,000	3,000	166		per S Kirch - HR / Finance Comm mtg 5/11/10
65	new					4502 - Pancake Breakfast	-	-	-	-	7,000	7,000	-	7,000	7,000	7,000		net 6,000
68						4505 - Auction	34,000	37,207	3,207	34,000	-	34,000	-	34,000	-	(3,207)		net 26,500
69						4506 - Rummage Sale	6,000	6,000	-	6,000	-	6,000	-	6,000	-	-		net 5,000
70	new					4507 - Fundraising Breakfast	-	-	-	20,000	-	20,000	(20,000)	-	-	-		per S Kirch - HR / Finance Comm mtg 5/11/10
71						4508 - Edible Harvest Festival	20,000	15,246	(4,754)	-	-	-	-	-	(20,000)	(15,246)		
72						4509 - 8th Grade	-	12,949	12,949	-	-	-	-	-	-	(12,949)		
74						4511 - Band Boosters	-	4,201	4,201	-	-	-	-	-	-	(4,201)		
75						4512 - 7th Grade	-	515	515	-	-	-	-	-	-	(515)		
78						4515 - Scholastic Book Fairs	-	5,626	5,626	6,500	-	6,500	(6,500)	-	-	(5,626)		per S Kirch - HR / Finance Comm mtg 5/11/10
81						4518 - Poker Night	-	3,445	3,445	3,500	(3,500)	-	-	-	-	(3,445)		
82						4519 - Earthweek	15,000	-	(15,000)	9,000	-	9,000	(9,000)	-	(15,000)	-		per S Kirch - HR / Finance Comm mtg 5/11/10
83						4520 - 5/6th Grade - Rain Barrels	-	120	120	-	-	-	-	-	-	(120)		
84						4824 - Spirit Wear	3,000	3,018	18	-	-	-	-	-	(3,000)	(3,018)		
85						4500 - Fundraising - Other	-	5,000	5,000	-	-	-	-	-	-	(5,000)		
86						Total 4500 - Fundraising	78,000	96,161	18,161	161,000	(71,500)	89,500	(39,500)	50,000	(28,000)	(46,161)		
87						4600 - Hot Lunch												
88						4601 - Hot Lunch - Farm to Table	7,100	9,500	2,400	9,000	-	9,000	-	9,000	1,900	(500)		
89						4602 - Hot Lunch - Pizza	30,000	32,249	2,249	30,000	-	30,000	-	30,000	-	(2,249)		
90						4600 - Hot Lunch - Other	-	-	-	-	-	-	-	-	-	-		
91						Total 4600 - Hot Lunch	37,100	41,749	4,649	39,000	-	39,000	-	39,000	1,900	(2,749)		
92						4700 - Interest Income												
93						4701 - Interest Income - LaSalle	-	-	-	-	-	-	-	-	-	-		
94						4702 - Interest Income - LFB	-	835	835	900	-	900	-	900	900	65		
95						4703 - Interest Income - LLC	-	3,313	3,313	3,300	-	3,300	-	3,300	3,300	(13)		
96						4700 - Interest Income - Other	10,000	-	(10,000)	-	-	-	-	-	(10,000)	-		
97						Total 4700 - Interest Income	10,000	4,148	(5,852)	4,200	-	4,200	-	4,200	(5,800)	52		
98						4800 - Other Income												
99						4805 - Contributions												
100						4810 - General Contributions	-	1,146	1,146	1,000	-	1,000	-	1,000	1,000	(146)		
101						4811 - Sponsorships	21,600	17,674	(3,926)	20,000	-	20,000	-	20,000	(1,600)	2,326		
102						4812 - Gifts-in-Kind - Services	-	-	-	-	-	-	-	-	-	-		
103						4813 - Annual Appeal	32,000	40,763	8,763	50,000	(2,000)	48,000	(8,000)	40,000	8,000	(763)		per S Kirch - HR / Finance Comm mtg 5/11/10
104						4814 - Restricted Contributions	-	5,245	5,245	6,000	1,500	7,500	-	7,500	7,500	2,255		
106						4816 - ACH Donations	7,800	4,160	(3,640)	-	-	-	-	-	(7,800)	(4,160)		
107						4817 - Parent Appeal	-	-	-	-	-	-	-	-	-	-		
108						4818 - Gifts in Kind - Goods	-	-	-	-	-	-	-	-	-	-		
109						4819 - Penny Wars	-	-	-	-	-	-	-	-	-	-		
110						4828 - Matching Gifts	3,600	15,597	11,997	9,000	4,000	13,000	(2,000)	11,000	7,400	(4,597)		per S Kirch - HR / Finance Comm mtg 5/11/10
111						4831 - Auction Restricted Gifts	-	-	-	-	4,500	4,500	-	4,500	4,500	4,500		
112						4805 - Contributions - Other	-	18	18	-	-	-	-	-	-	(18)		
113						Total 4805 - Contributions	65,000	84,603	19,603	86,000	8,000	94,000	(10,000)	84,000	19,000	(603)		
114						4820 - Other												
115						4821 - 7th Grade Trip	-	1,470	1,470	16,965	-	16,965	-	16,965	16,965	15,495		Sep Eagle Bluff \$13,425; May Devils Lake \$3,540
116						4822 - Field Trip & Activity Fees	71,000	-	(71,000)	10,500	-	10,500	-	10,500	(60,500)	10,500		Conserve School 8th Grade 10500 including 6300 do
117						4823 - 8th Grade Trip	-	30,121	30,121	42,000	-	42,000	-	42,000	42,000	11,879		VA 42 @ \$1,000 loss FR revenue ?

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1																			
2																			
								FY10 Amended Budget	FY10 Forecast (act thru Mar)	Difference FY10 Fcst vs FY10 Budget	FY11 Budget Draft 2	Draft 3 Changes	FY11 Budget Draft 3	Draft 4 Changes	FY11 Budget Draft 4	Difference Draft 4 vs FY10 Budget	Difference Draft 4 vs FY10 Fcst		
118									4,220	4,220	6,720	-	6,720	-	6,720	6,720	2,500		Camping \$6,720
119									2,855	2,855	4,200	-	4,200	-	4,200	4,200	1,345		memory books/DVDs 42 @ \$100
120									2,200	2,200	2,800	-	2,800	-	2,800	2,800	600		dances Oct, Dec, Feb, Apr (incl 6th); Dec /Jan lunch
121								5,000	-	(5,000)	-	-	-	-	-	(5,000)	-		
122																			
123								76,000	40,866	(35,134)	83,185	-	83,185	-	83,185	7,185	42,319		
124								30,000	10,159	(19,841)	12,200	-	12,200	-	12,200	(17,800)	2,041		
125																			
126								171,000	135,628	(35,372)	181,385	8,000	189,385	(10,000)	179,385	8,385	43,757		
132																			
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134																			
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5/13/2010

	A	B	C	D	E	F	G	H	I	J	L	M	N	O	P	Q	R	S	T		
							FY10	FY10	Difference					Difference	Difference						
							Amended	Forecast	FY10 Fcst vs	FY11 Budget	Draft 3	FY11 Budget	Draft 4	FY11 Budget	Difference	Difference					
							Budget	(act thru Mar)	FY10 Budget	Draft 2	Changes	Draft 3	Changes	Draft 4	FY10 Budget	Draft 4 vs	Draft 4 vs				
															FY10 Budget	FY10 Fcst					
180	Total 5160 - Other						72,400	58,633	(13,767)	95,835	-	95,835	-	95,835	23,435	37,202					
181	5165 - Related FSA Expense						5,000	-	(5,000)	-	-	-	-	-	(5,000)	-					
182	5199 - Allocated Grant Expense						(20,796)	(10,900)	9,896	(11,903)	-	(11,903)	-	(11,903)	8,893	(1,003)	Title 1				
183	5100 - Instruction - Other						-	-	-	-	-	-	-	-	-	-					
184	Total 5100 - Instruction						1,480,552	1,466,880	(13,672)	1,417,266	39,909	1,457,235	10,000	1,467,235	(13,317)	355					
185	5200 - Administration																				
186	5205 - Administrative Salaries						333,883	333,857	(26)	381,765	(5,563)	376,202	-	376,202	42,319	42,345	retain School Secretary as school-yr position, not 12-				
187	5206 - Administrative Contractual						24,356	24,881	525	-	-	-	-	-	(24,356)	(24,881)	replace Contractor position; consolidate to SpEd Dire				
188	5210 - Related TRS Expense						1,000	-	(1,000)	3,367	-	3,367	-	3,367	2,367	3,367					
189	5215 - Related Medicare Expense						4,812	6,141	1,329	5,536	(81)	5,455	-	5,455	643	(886)					
190	5220 - Related FICA Expense						15,616	20,785	5,169	12,036	(345)	11,691	-	11,691	(3,925)	(9,094)					
191	5225 - Related Health Benefits Expense						16,007	14,336	(1,671)	23,880	7,680	31,560	-	31,560	15,553	17,224	Add Benefits for eligible staff not currently taking				
192	5226 - Unemployment Compensation						3,824	9,019	5,195	144,000	(26,000)	118,000	-	118,000	114,176	108,981	5 Teachers, Business office, retain 4 TA's				
193	5230 - Supplies						9,000	11,437	2,437	4,000	-	4,000	-	4,000	(5,000)	(7,437)					
194	5235 - Furniture						-	-	-	-	-	-	-	-	-	-					
195	5240 - Office Equipment						-	-	-	-	-	-	-	-	-	-					
196	5241 - Computers						1,000	7,082	6,082	-	-	-	-	-	(1,000)	(7,082)					
197	5242 - Computer Support						500	6,126	5,626	7,200	-	7,200	-	7,200	6,700	1,074	IT Lighthouse				
198	5245 - Equipment Rental						-	-	-	-	-	-	-	-	-	-					
199	5250 - Equipment Maintenance						8,000	13,485	5,485	5,400	-	5,400	-	5,400	(2,600)	(8,085)	Imagetec copier maint contract, FY10 Techcare				
200	5255 - Telecommunication Equipment						-	-	-	-	-	-	-	-	-	-					
201	5260 - Telecommunication Usage						15,000	16,068	1,068	18,000	-	18,000	-	18,000	3,000	1,932					
202	5265 - Accounting and Audit Fees						19,500	17,800	(1,700)	20,000	-	20,000	-	20,000	500	2,200					
203	5266 - Accounting and Audit Fees - LLC						-	-	-	-	-	-	-	-	-	-					
204	5270 - Payroll Service Fees						11,000	11,982	982	13,000	-	13,000	-	13,000	2,000	1,018					
205	5275 - Printing and Copying						-	410	410	1,000	-	1,000	-	1,000	1,000	590					
206	5280 - Postage and Shipping						3,000	3,212	212	3,000	-	3,000	-	3,000	-	(212)					
207	5285 - Insurance (incl. Building Ins.)						37,000	40,094	3,094	40,000	-	40,000	-	40,000	3,000	(94)					
208	5290 - Dues and Subscriptions						5,000	4,091	(909)	4,500	-	4,500	-	4,500	(500)	409					
209	5291 - Board Related Expenses						2,000	4,505	2,505	12,400	-	12,400	-	12,400	10,400	7,895	10,000 Director moving exp; 2,400 misc				
210	5292 - Other Professional Fees-In-Kind						-	-	-	-	-	-	-	-	-	-					
211	5294 - Legal Fees - LLC						-	-	-	-	-	-	-	-	-	-					
212	5295 - Legal Fees						25,000	7,085	(17,915)	60,000	-	60,000	-	60,000	35,000	52,915	labor negotiation costs				
213	5296 - Employment Expense - Other						-	721	721	600	-	600	-	600	600	(121)					
214	5297 - Other						-	2,776	2,776	3,000	-	3,000	-	3,000	3,000	224					
215	5298 - Related FSA Expense						1,200	1,005	(195)	600	-	600	-	600	(600)	(405)	currently 50/mo				
216	5299 - Allocated Grant Expense						-	-	-	-	-	-	-	-	-	-					
217	5200 - Administration - Other						-	-	-	-	-	-	-	-	-	-					
218	Total 5200 - Administration						536,698	556,898	20,200	763,284	(24,309)	738,975	-	738,975	202,277	182,077					
219	5300 - Support Services																				
220	5301 - Special Ed Salaries						192,954	184,598	(8,356)	192,425	-	192,425	-	192,425	(529)	7,827					
221	5302 - Related Medicare Expense						2,635	-	(2,635)	2,805	-	2,805	-	2,805	170	2,805					
222	5303 - Related FICA						3,837	-	(3,837)	3,324	-	3,324	-	3,324	(513)	3,324					
223	5304 - Related Health Benefits						11,280	13,362	2,082	11,520	-	11,520	-	11,520	240	(1,842)					
224	5305 - Contractual Expense for Spec Ed						-	-	-	-	-	-	-	-	-	-					
225	5324 - Auditory Services						-	8,602	8,602	11,250	-	11,250	-	11,250	11,250	2,648					
226	5325 - Speech Services						80,808	80,808	-	82,056	-	82,056	-	82,056	1,248	1,248					
227	5326 - OT Services						70,649	70,649	-	71,413	-	71,413	-	71,413	764	764					
228	5327 - Psychological Services						77,243	77,243	-	77,247	-	77,247	-	77,247	4	4					

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274	5500 - Other Expenses																			
275	5510 - Fundraising																			
276							8,500	7,560	(940)	8,500	(1,000)	7,500	-	7,500	(1,000)	(60)				
277							1,000	1,000	-	1,000	-	1,000	-	1,000	-	-				
278								333	333	-	-	-	-	-	-	(333)				
279							4,500	841	(3,659)	1,000	-	1,000	-	1,000	(3,500)	159				
280							2,500	-	(2,500)	-	-	-	5,000	5,000	2,500	5,000	per S Kirch - HR / Finance Comm mtg 5/11/10			
281							9,000	11,621	2,621	-	-	-	-	-	(9,000)	(11,621)				
282	new							-	-	-	1,000	1,000	-	1,000	1,000	1,000				
283								12,949	12,949	-	-	-	-	-	-	(12,949)				
284								3,566	3,566	-	-	-	-	-	-	(3,566)				
285								-	-	-	-	-	-	-	-	-				
286							2,000	-	(2,000)	-	-	-	6,000	6,000	4,000	6,000	per S Kirch - HR / Finance Comm mtg 5/11/10			
288								2,361	2,361	-	-	-	-	-	-	(2,361)				
289								3,247	3,247	4,000	500	4,500	(4,500)	-	-	(3,247)	per S Kirch - HR / Finance Comm mtg 5/11/10			
290								52	52	-	-	-	-	-	-	(52)				
291							7,500	-	(7,500)	1,500	-	1,500	(1,500)	-	(7,500)	-	per S Kirch - HR / Finance Comm mtg 5/11/10			
292								1,445	1,445	1,000	(1,000)	-	-	-	-	(1,445)				
293	new									5,000	-	5,000	(5,000)	-	-	-	per S Kirch - HR / Finance Comm mtg 5/11/10			
294	new												4,000	4,000	4,000	4,000	per S Kirch - HR / Finance Comm mtg 5/11/10			
295							18,136	42,183	24,047	49,576	-	49,576	-	49,576	31,440	7,393				
296							1,124	-	(1,124)	3,074	-	3,074	-	3,074	1,950	3,074				
297							263	-	(263)	719	-	719	-	719	456	719				
298																				
299								5,761	5,761	-	12,000	12,000	-	12,000	12,000	6,239	disburse Restricted Contributions as designated			
300							54,523	92,919	38,396	75,369	11,500	86,869	4,000	90,869	36,346	(2,050)				
301									454	2,400	-	2,400	-	2,400	400	(54)				
302							1,500	1,033	(467)	1,000	-	1,000	-	1,000	(500)	(33)				
303																				
304							6,000	3,462	(2,538)	2,000	-	2,000	5,000	7,000	1,000	3,538	per GD 5/12/10			
305							5,000	5,000	-	5,000	-	5,000	-	5,000	-	-				
306																				
307							69,023	104,868	35,845	85,769	11,500	97,269	9,000	106,269	37,246	1,401				
308																				
309							42,512	43,049	537	40,249	-	40,249	-	40,249	(2,263)	(2,800)				
310							52,630	56,529	3,899	28,000	-	28,000	-	28,000	(24,630)	(28,529)				
311																				
312							3,405	1,675	(1,730)	1,675	-	1,675	-	1,675	(1,730)	-				
313							689	347	(322)	347	-	347	-	347	(322)	-				
314																				
315							7,148	15,735	8,587	6,000	8,000	14,000	-	14,000	6,852	(1,735)				
316							10,239	625	(9,614)	-	-	-	-	-	(10,239)	(625)				
317							70,000	70,303	303	-	-	-	-	-	(70,000)	(70,303)				
323																				
324																				
325							15,000	15,000	-	-	-	-	-	-	(15,000)	(15,000)				
326								12,970	12,970	11,903	-	11,903	-	11,903	11,903	(1,067)				
327								834	834	-	-	-	-	-	-	(834)				
328							201,603	217,067	15,464	88,174	8,000	96,174	-	96,174	(105,429)	(120,893)				

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2							FY10 Amended Budget	FY10 Forecast (act thru Mar)	Difference FY10 Fcst vs FY10 Budget	FY11 Budget Draft 2	Draft 3 Changes	FY11 Budget Draft 3	Draft 4 Changes	FY11 Budget Draft 4	Difference Draft 4 vs FY10 Budget	Difference Draft 4 vs FY10 Fcst			
329	5999 · School Rent Expense						-	-	-	-	-	-	-	-	-	-	-	-	-
330	6560 · Payroll Expenses						-	-	-	-	-	-	-	-	-	-	-	-	-
331	6600 · Reconciliation Discrepancies						-	-	-	-	-	-	-	-	-	-	-	-	-
332	Total Expense						2,928,954	2,952,294	23,340	3,070,603	18,319	3,088,923	19,000	3,107,923	178,969	155,628			
333	Net Ordinary Income						962,577	955,441	(7,137)	865,194	157,743	1,022,936	(68,500)	954,436	(8,141)	(1,004)			
334	Other Income/Expense																		
335	Other Income																		
336	7100 · Non-Operating Income																		
337	7101 · PSO Revenue																		
338	7102 · Fundraising																		
339	7103 · Box Tops						-	582	582	-	-	-	-	-	-	-	-	-	(582)
340	7104 · Tyson Chicken						-	-	-	-	-	-	-	-	-	-	-	-	-
341	7105 · Target VISA Card						-	743	743	-	-	-	-	-	-	-	-	-	(743)
342	7106 · Natural Ovens						-	665	665	-	-	-	-	-	-	-	-	-	(665)
343	7107 · SCRIP						-	160,429	160,429	-	-	-	-	-	-	-	-	-	(160,429)
344	7108 · Plant Sale						-	4,000	4,000	-	-	-	-	-	-	-	-	-	(4,000)
345	7109 · Holiday Bazaar						-	2,530	2,530	-	-	-	-	-	-	-	-	-	(2,530)
346	7110 · Other						-	150	150	-	-	-	-	-	-	-	-	-	(150)
347	7102 · Fundraising - Other						-	-	-	-	-	-	-	-	-	-	-	-	-
348	Total 7102 · Fundraising						-	169,099	169,099	-	-	-	-	-	-	-	-	-	(169,099)
349	7101 · PSO Revenue - Other						-	-	-	-	-	-	-	-	-	-	-	-	-
350	Total 7101 · PSO Revenue						-	169,099	169,099	-	-	-	-	-	-	-	-	-	(169,099)
359	7100 · Non-Operating Income - Other						-	-	-	-	-	-	-	-	-	-	-	-	-
360	Total 7100 · Non-Operating Income						-	169,099	169,099	-	-	-	-	-	-	-	-	-	(169,099)
361	Total Other Income						-	169,099	169,099	-	-	-	-	-	-	-	-	-	(169,099)
362	Other Expense																		
363	7200 · Non-Operating Expense																		
364	7210 · PCCSHI-Bank Fees																		
365	7220 · PCCSHI-Mortgage Loan Interest																		
366	7221 · Base Interest Expense						-	106,398	106,398	30,000	-	30,000	-	30,000	30,000	(76,398)	\$2,500/mo		
367	7222 · SWAP Adjustment						-	263,641	263,641	259,800	-	259,800	-	259,800	259,800	(3,841)	\$22,500/mo		
368	7223 · LOC Fee						-	150,392	150,392	156,000	-	156,000	-	156,000	156,000	5,608	\$13,000/mo		
369	7224 · Draw Fee						-	3,915	3,915	4,140	-	4,140	-	4,140	4,140	225	\$345/mo		
370	7225 · Remarketing Fee						-	13,072	13,072	12,439	-	12,439	-	12,439	12,439	(633)	\$1,037/mo		
371	7226 · Gain/Loss on Interest Rate Swap						-	-	-	-	-	-	-	-	-	-			
372	7220 · PCCSHI-Mortgage Loan Interest						-	-	-	-	-	-	-	-	-	-			
373	Total 7220 · PCCSHI-Mortgage Loan Interest						516,000	537,418	21,418	462,379	-	462,379	-	462,379	(53,621)	(75,039)			
374	7240 · Taxable Loan Interest Expense						15,349	15,539	190	15,600	-	15,600	-	15,600	251	61			
375	7241 · LOC Interest Expense						-	1,000	1,000	1,021	-	1,021	-	1,021	1,021	21			
376	7244 · Lease Interest Expense						-	1,000	1,000	1,000	-	1,000	-	1,000	1,000	-			
377	7245 · Family Foundation Int Expense						-	-	-	-	-	-	-	-	-				
378	7246 · Depreciation						80,000	81,905	1,905	84,849	-	84,849	-	84,849	4,849	2,944	current schedule + 5,000		
379	7247 · Amortization						27,800	8,977	(18,823)	10,000	-	10,000	-	10,000	(17,800)	1,023	Charter Renewal fees \$760/mo = 9120		
380	7248 · Depreciation - LLC						270,000	267,955	(2,045)	267,951	-	267,951	-	267,951	(2,049)	(4)	current schedule + 2,000		
381	7249 · Amortization - LLC						(15,000)	20,200	35,200	21,600	-	21,600	-	21,600	36,600	1,400	Capitalized closing costs \$1800/mo		

Prairie Crossing Charter School
FY2011 Profit & Loss Budget
 July 2010 thru June 2011

1	A	B	C	D	E	F	G	H	I	J	L	M	N	O	P	Q	R	S	T	
2							FY10 Amended Budget	FY10 Forecast (act thru Mar)	Difference FY10 Fcst vs FY10 Budget	FY11 Budget Draft 2	Draft 3 Changes	FY11 Budget Draft 3	Draft 4 Changes	FY11 Budget Draft 4	Difference Draft 4 vs FY10 Budget	Difference Draft 4 vs FY10 Fcst				
388	7300 - PSO Expense								-											
389	7301 - Postage						-	1,129	1,129	-										(1,129)
390	7302 - Water						-	451	451	-										(451)
391	7303 - Office						-	3	3	-										(3)
392	7304 - Bank Fees						-	1,754	1,754	-										(1,754)
393	7305 - Newsletter						-	-	-	-										-
394	7306 - Directory						-	-	-	-										-
395	7308 - Plant Sale						-	-	-	-										-
396	7311 - SCRIP						-	155,519	155,519	-										(155,519)
397	7312 - Natural Ovens						-	581	581	-										(581)
398	7313 - Holiday Bazaar/Staben House						-	1,584	1,584	-										(1,584)
399	7315 - Other Fundraising						-	605	605	-										(605)
400	7320 - Teacher Appreciation						-	-	-	-										-
401	7321 - Classroom Care						-	-	-	-										-
402	7322 - Teacher Sup Exp Reimb						-	2,174	2,174	-										(2,174)
403	7323 - Community Care						-	1,816	1,816	-										(1,816)
404	7324 - Programming						-	1,155	1,155	-										(1,155)
405	7325 - PSO Graduation Expense						-	-	-	-										-
406	7326 - Inschool Grants						-	5,134	5,134	-										(5,134)
407	7327 - Discretionary Hardship Fund						-	1,124	1,124	-										(1,124)
408	7300 - PSO Expense - Other						-	-	-	-										-
409	Total 7300 - PSO Expense						-	173,029	173,029	-										(173,029)
410	7200 - Non-Operating Expense - Other								-											-
411	Total 7200 - Non-Operating Expense						694,149	1,107,022	212,873	864,400	-	864,400	-	864,400	(29,750)	(242,623)				
412	Total Other Expense						694,149	1,107,022	212,873	864,400	-	864,400	-	864,400	(29,750)	(242,623)				
413	Net Other Income						(694,149)	(937,923)	(43,774)	(864,400)	-	(864,400)	-	(864,400)	29,750	73,524				
414	Net Income						68,428	17,517	(50,911)	794	157,743	158,537	(68,500)	90,037	21,609	72,520				
415																				
416	Capital Outlay:																			
417	Computers - Instructional									25,000		25,000		25,000						
418	Furniture - Classroom									15,000		15,000		15,000						
419	Bldgs & Grounds Upgrades																			
420										<u>40,000</u>		<u>40,000</u>		<u>40,000</u>						
421	Cash Forecast																			
422	Net Income													158,537		90,037				
423	Add Back Depreciation & Amortization													384,400		384,400				
424	Principal repayments on LFB Taxable note													-25,000		-25,000				
425	Capital Additions													-40,000		-40,000				
426	Principal payment on Revenue Bonds -escrowed monthly, recorded as short-term investment, due 09/10													-160,000		-160,000				
427	Cash Reservo forecast for FY11 - available for future Debt Repayment & Refinancing costs Sep 2011													<u>317,937</u>		<u>249,437</u>				
428																				
429	Estimate principal payment on Revenue Bonds -escrowed monthly, recorded as short-term investment, due 09/11													-165,000		-165,000				
430	Estimate balloon payment on LFB Taxable Note, due 09/11													-168,000		-168,000				
431																				

From: STATESUP [STATESUP@isbe.net]
Sent: Wednesday, May 12, 2010 3:25 PM
To: Myron Dagley
Subject: Update on June Mandated Categorical Payments
Update on June Mandated Categorical Payments

Due to recent legislation, the June fourth quarter Mandated Categorical payments will be paid from the Education Assistance Fund (EAF). Cash is more readily available from EAF than payments that are made from General Revenue. To help relieve the financial strain on school districts and special education cooperatives, the fourth quarter Mandated Categorical payments scheduled for June will begin to be released in May. Special Education Personnel funds will be released early next week. The other payments will be released in the following order: Special Education Transportation, Regular/Vocational Transportation, Funding for Children Requiring Special Education Services and Special Education Private Facility. The Office of the Comptroller will release these payments only as funds become available with some possibly released in May and others over the next several weeks. Every effort will be made to disburse each of these payments prior to June 30.

Please note that the June fourth quarter payment will be released before the December and March categorical payments. These second and third quarter payments are to be paid from the General Revenue Fund and are still delayed. If you have further questions, please contact the Division of Funding and Disbursement Services at 217-782-5256.

You can access Illinois State Board of Education web site at : <http://www.isbe.net/>



To: Members, Board of Directors

From: Myron

Re: Director's Report, May 18, 2010 Board Meeting

Date: May 12, 2010

May is always a busy month as the year end pace quickens. Our eighth graders left on their east coast trip at 4:00 A.M. this past Monday. They are experiencing a lot of moderate temperatures with excess rain, Tuesday through tomorrow. At least the weather promises to improve as they approach Williamsburg.

Thursday evening of this week our 5th/6th graders will deliver a musical performance in the gym. I am told to expect a production which is quite good and polished. We thank Ilse Sutchar for her patient leadership working on this production. Please plan to see it if your schedule will permit!

Next Monday our 7th grade classes and Mr. Greene leave for the annual trip to Devil's Lake Wisconsin area. The spirits of the students are quite high as they look forward to these experiences. They will return with memories that remain for their life time, and learning will seldom be more meaningful.

The following week part of the 5th/6th grade band leave for their trip to the Starved Rock Area followed in the next week by the rest of that grade band. We are meeting ourselves coming and going.

Preparations for graduation are well underway, and those activities are moving to the forefront. This event will be in the Gym on June 3, 2010 at 7:00 P.M. Let this be a reminder that the Board members who are not parents of gradating students will be expected to serve refreshments to our guests that evening. As in the past the refreshments will be supplied by our parent planning committee, but the Board will be serving. Please let us know soon if you are unable to fulfill this duty so that we can plan for alternative helpers.

District's Special Education Profile:

Each school district has a compliance profile which is made public annually. Those profiles are now being made available in electronic format. Later this month they will be made public on the ISBE media network, the Illinois Interactive Report Card site listed under county, then district name and number. I have received a preliminary view of this document and find nothing alarming with respect to our data. In some categories our number sample is too small to qualify for data comparisons, but for the most part we look quite satisfactory by comparison to state figures. This is but another accountability vehicle used to inform our public about our work and the quality of our programs. I commend Kathy Carani and her staff for a job well done. We look forward to continued progress in that department as Kathleen Lynch assumes leadership in July and continues her outstanding leadership with the staff who serve our special needs populations.

New Executive Director, Mr. Whittington, Visits:

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

1531 Jones Point Road
Grayslake, IL 60030-3536

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

School Director: Myron Dagley
Principal: Brian Greene

Visit us at prairiecrossingcharterschool.org

Nigel Whittington will be visiting us next week. He will be present at the Board meeting to greet all that choose to attend. We have planned a very heavy week of activities designed to give him blocks of time to spend with teachers and parents as well as individual time with each member of the management team. Currently we have also scheduled him to interview some candidates for the newly created position in the Business Office. (Two part time positions have been consolidated)

Parents are especially asked to consider coming to school to meet Nigel on Tuesday, May 18, 2010 between the hours of 2:30 and 4:30 P.M. and/or on Wednesday, May 19, 2010 between the hours of 8:00 A.M. and 9:00 A.M. We thank the PSO for hosting these opportunities. We encourage as many people as possible to come, get acquainted, and help us make Nigel feel a part of this school community. I am sure it will be exciting to see the School move forward in the years ahead under his leadership.

New Web Site is Underdevelopment:

If people pursue our new site, www.prairiecrossingcharterschool.org, they will sometimes see we have gone "active". It will be initially apparent that the site is still under development. Great kudos are due Dr. Eric Hebert for his leadership is getting us this far on the new Drupal managed website. The effort has been significantly more difficult than many expected; and as with anything new, we are experiencing some "birthing pains". Sarah Kirch, Kathy Beyer, and Dil Dybas specifically have given significant numbers of hours to help populate the info/data fields with the information which will make the site meaningful and useful. We ask your patience and indulgence in the firm belief that the wait will be worth your time when all is said and done.

The site will not necessarily be active at all times(24/7) for a few more weeks, as the construction can only be done when active, but the appearance is not yet the product we expect to portray when the "finish line is crossed".

When we are fully launched, the old address, if used, will automatically take you to the new address as we understand the design.

Principal's Report:

Word Getting Out: There is no doubt that the success of PCCS is continuing to spread. This month we have had three visits. The first group was from Davenport, IA led by Craig Mallin, PCCS founder. They toured the campus with Myron and me for about an hour. Their delegation included the mayor, local educators and others interested in replicating what has been done here at PCCS in the Davenport area. A second group came from Prairie View School with their Principal Ann Baker. Their school system was experiencing massive cuts and they were thinking of trying to develop a proposal for a charter school and had heard great things about PCCS. We toured the school for about ninety minutes.

The third group, which I am writing about before they have come, is a group from South Korea. They are touring the U.S. and on their stop in Illinois were told about PCCS. They are sending 20 visitors, administrators/teachers/parents, to meet with us to discuss how we integrate academic rigor with environmental stewardship.

Finally, I received an email from a professor at the University of Iowa that is interested in using PCCS in her research for writing a Spencer Grant. The basis of her initiative is to examine and report the effects of environmental education streamed through an academic setting. There are many more details but there is great potential for us.

A Greener Virginia: This was skipped over accidentally at the last board meeting so I have included it in my report. Our students are currently using the information on this year's trip. This is the first real step to ensuring that environmental stewardship continues even when students are learning away from our campus. I have attached the packet that is currently being used this year. The goal will be to assess it when they return and continue to improve upon the environmental aspects each year.

NWEA Testing: Students have completed the spring NWEA testing. The data from the tests will be used to examine student growth from fall to spring.

Curriculum Mapping: The staff is extremely close to completing the multi-step mapping project. Teachers are now engaged in cross-grade level articulation meetings to share their incoming and exit academic expectations. I have made it very clear that I did not want to rush this process just to get it done. The intent was to be finished by June but we may need to do some final touches in the fall. The project will be presented to EAPAC and then to Board. The staff has done a great job making this document meaningful and valuable to all of PCCS.

Environment Everyone?: At my last staff in-service, we looked at professional development. I asked staff to answer three questions. The first was what types of professional development they felt would benefit them to become even more effective in the classroom. The second question was what type of professional development activities they felt they could facilitate with their colleagues. The final question asked them to think about a focus for the school and come up with three areas they felt we need focus our efforts on next year. This information will be compiled and used to lead us in the direction we need to move. I made it clear that we will continue our efforts to make purposeful changes in the area of environmental education and stewardship for both students as well as staff. There was agreement that this was the time to shine and make sure that past efforts reach the full potential they were meant to reach.

Learning Farm: Erica and I will be meeting over the summer to continue to strengthen the integration of the farm into the classrooms. We made huge strides this year. We met to review how the staff is using the farm and how we can support their efforts.

As always, please let me know if you have any additional questions.
Brian

Director of Development and Event Planning Report:

Pancake Breakfast

The Pancake Breakfast was an incredible success! My most heartfelt thanks go out to the many, many dads who worked on this event. I know how much time and energy it takes to pull off an event of that magnitude, and I am truly appreciative of how much each and every one of you gave to the effort. This event was another confirmation of the amazing amount of dedication and passionate commitment parents and families at PCCS demonstrate each day. I am honored to be a part of such a community.

And the results are in... The 2nd annual Pancake Breakfast (with results in as of Wednesday, May 12th, 2010) raised **\$5,900** in net profits for PCCS! This is almost double what the event brought in last year. Congratulations and THANK YOU to all those involved in making it such a stunning success.

Plant Sale

Let me admit, I had NOTHING to do with planning this incredible event! I did, however, have the great pleasure of being there on Saturday, May 8th to see it in action. When I showed up at 8:30am on that cold and *windy* morning, there were probably 25 PCCS parent volunteers already in attendance. Many of them were there as early as 6am. Now that's commitment!

I don't have financial results to report. I simply want to express my deep gratitude to those involved in planning and facilitating this huge project on behalf of the school and the PSO. I was impressed with the event and its alignment with our mission, and I truly appreciate the amount of time and energy that went into it. THANK YOU.

Prairie Pedal

I have had the great pleasure of working with Nathan Aaberg, Steve Barg, and other staff, board, and volunteers from the Liberty Prairie Conservancy on their wonderful Prairie Pedal. Thanks to our fabulous PCCS volunteers, teachers, and students who were involved in the event!

Rummage Sale

The Rummage Sale is quickly approaching! Drop off your gently used items at the old bookstore in the Shops at Station Square on Tuesday, May 18th or Wednesday, May 19th! Come to the sale to volunteer and/or shop on May 20th-22nd. Thank you to Tom Moran for coordinating the Sale and to our many committed volunteers!

Focus Groups and Classroom Observations

In the past two weeks, I have conducted a total of four focus groups. This brings the grand total conducted thus far up to 13, with only 3 left to go! They have been a tremendously rewarding experience for me. My warmest regards are extended to all those who have been brave enough to participate!

I have also been fortunate enough to observe 6 classrooms in the last few weeks! This has been a valuable experience for me, as I have the opportunity to learn more about PCCS and the great work done here every day. Thank you to the teachers, TAs, and students who have so graciously accepted me into their classrooms.

Grants

Mr. Greene completed an educator grant for ING Unsung Heroes, and I oversaw the process. It was very well done, and I am eager to find out if we receive it. I am in the final stages of completing grants from Dollar General and PotashCorp (as of May 12th, 2010). One or both may be completed before the May 18th board meeting.

Open Forums

The Administrative Committee in charge of approving fundraisers and events conducted Open Forums on April 27th and April 29th to hear about the fundraisers and events that are being proposed for next year. Thanks to those who were able to attend. As a reminder to those who were not able to attend, EVERY fundraiser or event for next year MUST be approved in order to be on the 2011 calendar. We are working hard to try to cut down on the amount of fundraisers that PCCS sponsors or endorses in the course of a given year. But we cannot do it without your assistance! Please contact Sarah with any questions regarding this process.

We will craft the FY2011 fundraisers and events calendar in June of 2010.

Video Shoot

At the time of this writing on May 12th, I am highly anticipating the first of our scheduled shoot dates for our development video tomorrow! I am incredibly grateful to Bob and Cathy Liginski, PCCS parents, for volunteering so much of their time and expertise toward this effort! I also want to express my thanks to the interviewees, and particularly our incredible students who participated in this effort!

Graduation

I truly cannot believe that this year has gone by so quickly, but it has! Graduation will be here before we know it, and I am grateful to the Graduation Committee, made up of 8th grade parents. They have given much time, passion, and care to planning the best possible Graduation for their children.

As a reminder to the Board of Directors, please plan to serve the cake to this year's graduates and their families at the ceremony on Thursday, June 3rd. Board members with graduating 8th graders are exempt from participating in this duty, but we look forward to seeing the rest of you there!

May has been as busy as I was told it would be! I look forward to having time this summer to assess the successes and areas for improvement for next year.

Respectfully submitted,
Sarah Eisner Kirch
Director of Development and Event Planning

Report of Manager Employee Benefits and Facilities:

Things are winding down for the school year. We are in the process of establishing a list of summer projects based on cost, staffing and needs.

Summer camp enrollment is moving along nicely. It looks as if we will have a few more kids than last year.

Rental income is creeping up steadily. I expect we will hit about \$15,000 by June 30 which is about half of what we had budgeted. We were very aggressive last year in budgeting as we had seen a steady increase in our rental income over the previous two years. Unfortunately, due to the economy and related issues, we saw a decline this year in rentals from sports organizations as they saw a decline in their numbers. This is something we will need to be mindful of next year.

The Aftercare Program has done very well this year. I expect it to be about equal to budget and the Summer Camp has given the program a great boost.

Respectfully Submitted

Mary Burks

Business Manager's Report:

April Financial Statements and Highlights

Included in the package are the following statements:

1. A Balance Sheet as of April 30, 2010 vs. June 30, 2009 vs. April 30, 2009.
2. A Profit and Loss Statement for April, 2010 Year-To-Date vs. Budget Year-To-Date.
3. A Profit and Loss Statement for April, 2010 Year-to-Date vs. April, 2009 Year-to-Date.

The balance sheet as of April 30, 2010 shows cash totaling approximately \$820,000 and includes the collection of FY2010 school fees, and all four quarterly per capita tuition reimbursements (PCTR) from ISBE.

Funds are being escrowed monthly to meet the next sinking fund payment of \$160,000 in September, 2010, and are reflected in Current Assets as a short-term investment account.

On November 25, 2009, the School refinanced its Series 2008 revenue bonds with Comerica, replacing M&I. Refinancing costs of approximately \$100,000 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: remarketing fees of approximately \$6,000, prepaid thru 10/31/10, paid at the time of closing to Comerica, and 2nd quarter 2010 letter of credit fees paid to Comerica and Lake Forest Bank, which will be expensed in May and June.

Account 1610 is required by our Finance Agreement and represents a \$307,000 CD pledged as additional collateral and as a payment reserve account in conjunction with the mortgage financing.

Liabilities include a Capital Lease for the copier/printer/scanner placed in service during July, 2006, ending July, 2011; Accounts Payable, and Accrued Salaries and Payroll Liabilities.

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. Principal and interest

payments of approximately \$3,000 are made monthly, with a balloon payment of approximately \$168,000 due in September, 2011.

Operating results for the month ended April, 2010 reflect expenses for the first ten months of the fiscal year. **Net Income Year-to-Date** is approximately \$100,000, versus a budgeted Net Income of approximately \$110,000 for the same period, and versus a Net Loss of approximately \$11,000 in the prior year. Debt service payments were averaging approximately \$52,000 per month before refinancing, but are forecasted to be approximately \$40,000 per month going forward.

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%.

Included in this Board Packet you will find Draft #4 Proposed Tentative FY-11 Budget. We believe this draft incorporates all the changes which have been requested by various parties and committees. Given the time spent in developing the multiple drafts over the past month, the financial statements and the business manager's report are delayed.

It is expected that they will be hand carried to the meeting and made available publicly thereafter. By moving the meeting date forward we have compressed too seriously the available time to prepare these documents.

Environmental Education for the 8th Grade Virginia Trip - Update

Thus far the students have been assigned environmental topics specific to the region we will be visiting while on our 12 day Virginia trip. The students have researched their given topic using books that I checked out from the library, field guides for the Mid-Atlantic region that I ordered, and the internet, and have submitted their findings via a typed paper. These papers are in the final stages of proofing and editing and will soon be combined into one Field Guide for the Virginia Trip. Research topics were broken down by both environmental aspect and region. The topics that I had the students work on and the guidelines for their work are listed at the end.

While aiding the students in their research and proofing I have been working with Naomi to determine what environmental aspects the students will be working on while on the trip. Currently, I am in the process of creating the sheets that the students will complete while on the trip and compiling a list of supplies for each of the groups that have been created. This is what I have completed thus far: (please remember this is a work in progress)

VA Trip Moon Journal

- Throughout the trip, you will sketch the moon 4 times.
- Complete your sketches on the days noted, *unless* it is cloudy.
- If it is cloudy sketch on the next clear night, and note the date change by the sketch.
- Each sketch should accurately show the following:
 1. The moon's shape
 2. Which side of the moon is illuminated
 3. Time of the sketch
 4. Feel free to label your sketch!!!

Sketch 1: May 11-12. (Moonrise, 11 pm. You might want to do this sketch first thing in the morning!!!)

Sketch 2: May 14-15. (Moonrise, 12:30 am. You definitely want to do this one first thing in the morning!)

Sketch 3: May 17-18. (Moonrise, 2 am. You definitely want to do this one first thing in the morning!)

Sketch 4: May 20-21. (Moonrise, 3 am. You definitely want to do this one first thing in the morning!)

Summarize your observations of the moon over the course of the trip and explain why these changes occurred.

Hotel Name _____ Location New Market, VA

Does the hotel...	Yes	No
Have a linen re-use program (for example, a sign that tells you that your towels will not be changed out if you hang them up)?		
Have a low-flow showerhead?		
Have compact fluorescent light bulbs in the bedrooms?		
Have compact fluorescent light bulbs in the bathrooms?		
Have compact fluorescent light bulbs in the public spaces (halls, lobby)?		
Turn down the A/C when you're not around?		
Have a recycle bin in the guestrooms?		
Have recycle bins in public spaces?		
Use recycled paper products (hint: look at your extra toilet paper roll)?		
Use bulk "freebie" items (usually by having a dispenser for shampoo, lotion, etc. rather than providing little bottles to each guest)?		
Provide re-usable items at breakfast (such as plates, silverware, mugs, etc.)?		
Provide re-usable cups and mugs in the guest rooms?		
Use daylight to light up the public spaces (are there windows that make turning on lights unneeded in the lobby during the day)?		
Landscape with native plants (to the best of your knowledge)?		
Fix all leaks in faucets?		

Please note any other environmental features of this hotel, or environmental issues related to this hotel:

Hotel Name _____ Location Charlottesville, VA

Does the hotel...	Yes	No
Have a linen re-use program (for example, a sign that tells you that your towels will not be changed out if you hang them up)?		
Have a low-flow showerhead?		
Have compact fluorescent light bulbs in the bedrooms?		
Have compact fluorescent light bulbs in the bathrooms?		
Have compact fluorescent light bulbs in the public spaces (halls, lobby)?		
Turn down the A/C when you're not around?		
Have a recycle bin in the guestrooms?		
Have recycle bins in public spaces?		
Use recycled paper products (hint: look at your extra toilet paper roll)?		
Use bulk "freebie" items (usually by having a dispenser for shampoo, lotion, etc. rather than providing little bottles to each guest)?		
Provide re-usable items at breakfast (such as plates, silverware, mugs, etc.)?		
Provide re-usable cups and mugs in the guest rooms?		
Use daylight to light up the public spaces (are there windows that make turning on lights unneeded in the lobby during the day)?		
Landscape with native plants (to the best of your knowledge)?		
Fix all leaks in faucets?		

Please note any other environmental features of this hotel, or environmental issues related to this hotel:

Hotel Name _____ Location Petersburg, VA

Does the hotel...	Yes	No
Have a linen re-use program (for example, a sign that tells you that your towels will not be changed out if you hang them up)?		
Have a low-flow showerhead?		
Have compact fluorescent light bulbs in the bedrooms?		
Have compact fluorescent light bulbs in the bathrooms?		
Have compact fluorescent light bulbs in the public spaces (halls, lobby)?		
Turn down the A/C when you're not around?		
Have a recycle bin in the guestrooms?		
Have recycle bins in public spaces?		
Use recycled paper products (hint: look at your extra toilet paper roll)?		
Use bulk "freebie" items (usually by having a dispenser for shampoo, lotion, etc. rather than providing little bottles to each guest)?		
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Provide re-usable cups and mugs in the guest rooms?		
Use daylight to light up the public spaces (are there windows that make turning on lights unneeded in the lobby during the day)?		
Landscape with native plants (to the best of your knowledge)?		
Fix all leaks in faucets?		

Please note any other environmental features of this hotel, or environmental issues related to this hotel:

Hotel Name _____ Location ___ Williamsburg, VA _____

Does the hotel...	Yes	No
Have a linen re-use program (for example, a sign that tells you that your towels will not be changed out if you hang them up)?		
Have a low-flow showerhead?		
Have compact fluorescent light bulbs in the bedrooms?		
Have compact fluorescent light bulbs in the bathrooms?		
Have compact fluorescent light bulbs in the public spaces (halls, lobby)?		
Turn down the A/C when you're not around?		
Have a recycle bin in the guestrooms?		
Have recycle bins in public spaces?		
Use recycled paper products (hint: look at your extra toilet paper roll)?		
Use bulk "freebie" items (usually by having a dispenser for shampoo, lotion, etc. rather than providing little bottles to each guest)?		
Provide re-usable items at breakfast (such as plates, silverware, mugs, etc.)?		
Provide re-usable cups and mugs in the guest rooms?		
Use daylight to light up the public spaces (are there windows that make turning on lights unneeded in the lobby during the day)?		
Landscape with native plants (to the best of your knowledge)?		
Fix all leaks in faucets?		

Please note any other environmental features of this hotel, or environmental issues related to this hotel:

Hotel Name _____ Location__ Herndon, VA _____

Does the hotel...	Yes	No
Have a linen re-use program (for example, a sign that tells you that your towels will not be changed out if you hang them up)?		
Have a low-flow showerhead?		
Have compact fluorescent light bulbs in the bedrooms?		
Have compact fluorescent light bulbs in the bathrooms?		
Have compact fluorescent light bulbs in the public spaces (halls, lobby)?		
Turn down the A/C when you're not around?		
Have a recycle bin in the guestrooms?		
Have recycle bins in public spaces?		
Use recycled paper products (hint: look at your extra toilet paper roll)?		
Use bulk "freebie" items (usually by having a dispenser for shampoo, lotion, etc. rather than providing little bottles to each guest)?		
Provide re-usable items at breakfast (such as plates, silverware, mugs, etc.)?		
Provide re-usable cups and mugs in the guest rooms?		
Use daylight to light up the public spaces (are there windows that make turning on lights unneeded in the lobby during the day)?		
Landscape with native plants (to the best of your knowledge)?		
Fix all leaks in faucets?		

Please note any other environmental features of this hotel, or environmental issues related to this hotel:

Hotel Name _____ Location__ Gettysburg, PA _____

Does the hotel...	Yes	No
Have a linen re-use program (for example, a sign that tells you that your towels will not be changed out if you hang them up)?		
Have a low-flow showerhead?		
Have compact fluorescent light bulbs in the bedrooms?		
Have compact fluorescent light bulbs in the bathrooms?		
Have compact fluorescent light bulbs in the public spaces (halls, lobby)?		
Turn down the A/C when you're not around?		
Have a recycle bin in the guestrooms?		
Have recycle bins in public spaces?		
Use recycled paper products (hint: look at your extra toilet paper roll)?		
Use bulk "freebie" items (usually by having a dispenser for shampoo, lotion, etc. rather than providing little bottles to each guest)?		
Provide re-usable items at breakfast (such as plates, silverware, mugs, etc.)?		
Provide re-usable cups and mugs in the guest rooms?		
Use daylight to light up the public spaces (are there windows that make turning on lights unneeded in the lobby during the day)?		
Landscape with native plants (to the best of your knowledge)?		
Fix all leaks in faucets?		

Please note any other environmental features of this hotel, or environmental issues related to this hotel:

For each of the following days you will be put into a group and will make observations and answer questions based on the group you will be observing. YOU are responsible for making sure that your ENTIRE sheet is filled in. That means that you will have to discuss your answers with the other groups!!

Monticello Environmental Questions

Soil group – need trowel and tape

take a sample and tape sample to paper

what is the soil sample made up of

from most to least (i.e. mostly shells, then sand, then dirt, organic/inorganic materials...)

did you find any living things (sketch)

what is the water content of the soil; has it rained lately?

Make sure to include saturated, wet, dry or your answer

How porous is the soil? (bottle with screen on bottom, pour water and time how long it takes)

need stopwatch

If the soil took longer or shorter than it did at previous site, what does that mean about the soil?

Take soil temp and record

What could affect the different temp's at different sites?

Soil color chart

Plant group – vocab sheet, ruler, camera

What is the plant's habitat? Shady, sunny, etc.

Detailed sketch and photo

Height

Include measurements for all aspects

Find a plant (remember, trees are plants) that looks unfamiliar to you (one that you don't think grows in Illinois).

Make a DETAILED sketch, with notes to indicate size, texture and other aspects that may not be captured in your picture. Also, answer the questions at the bottom, using your plant sheet, by circling the appropriate choice for each letter. If any elements aren't present, (for example, the plant doesn't have seeds right now), indicate this in the margin.

a. leaf venation: parallel netted

b. leaf edge: smooth toothed pinnately lobed palmately lobed doubly toothed

c. leaf shape: needle linear rounded cordate elliptical oblong ovate

d. leaf placement: alternate opposite whorled

e. leaf arrangement: simple pinnately compound palmately compound

f. seed type: key achene pod pome berry drupe capsule cone nut acorn
cluster

g. seed dispersal: popper dropper flyer hitchhiker

h. flower arrangement: spike raceme panicle umbrel corymb cyme head
solitary

i. flower shape: radially symmetrical irregular

Tree group – ruler, camera, vocab sheet

Detailed sketch of both the whole tree and a leaf

Photos of both

Are they flowered?

Height?

Include measurements for all aspects

Find a plant (remember, trees are plants) that looks unfamiliar to you (one that you don't think grows in Illinois).

Make a DETAILED sketch, with notes to indicate size, texture and other aspects that may not be captured in your picture. Also, answer the questions at the bottom, using your plant sheet, by circling the appropriate choice for each letter. If any elements aren't present, (for example, the plant doesn't have seeds right now), indicate this in the margin.

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- f. seed type: key achene pod pome berry drupe capsule cone nut acorn
cluster
- g. seed dispersal: popper dropper flyer hitchhiker
- h. flower arrangement: spike raceme panicle umbrel corymb cyme head
solitary
- i. flower shape: radially symmetrical irregular

Critter group –

Look of a living animal (this category includes insects, amphibians, mammals, birds, etc.)

If you can't find a living animal look for evidence of living animals (footprints, things that have been eaten, broken branches, homes/nest)

Photo and sketch any evidence including something living or not

Describe habitat what are some adaptations that make this area suitable for this animal to live here?

Describe habits (how does it move? Fast/slow and patterns? Where does it live? What behaviors did you see? Preening, eating, biting, crawling or flying)

What do you think it eats?

Fredericksburg Environmental Questions

Soil group – need trowel and tape

take a sample and tape sample to paper

what is the soil sample made up of

from most to least (i.e. mostly shells, then sand, then dirt, organic/inorganic materials...)

did you find any living things (sketch)

what is the water content of the soil; has it rained lately?

Make sure to include saturated, wet, dry or your answer

How porous is the soil? (bottle with screen on bottom, pour water and time how long it takes)

need stopwatch

If the soil took longer or shorter than it did at previous site, what does that mean about the soil?

Take soil temp and record

What could affect the different temp's at different sites?

Soil color chart

Plant group – vocab sheet, ruler, camera

What is the plant's habitat? Shady, sunny, etc.

Detailed sketch and photo

Height

Include measurements for all aspects

Find a plant (remember, trees are plants) that looks unfamiliar to you (one that you don't think grows in Illinois).

Make a DETAILED sketch, with notes to indicate size, texture and other aspects that may not be captured in your picture. Also, answer the questions at the bottom, using your plant sheet, by circling the appropriate choice for each letter. If any elements aren't present, (for example, the plant doesn't have seeds right now), indicate this in the margin.

a. leaf venation: parallel netted

b. leaf edge: smooth toothed pinnately lobed palmately lobed doubly toothed

c. leaf shape: needle linear rounded cordate elliptical oblong ovate

d. leaf placement: alternate opposite whorled

e. leaf arrangement: simple pinnately compound palmately compound

f. seed type: key achene pod pome berry drupe capsule cone nut acorn
cluster

g. seed dispersal: popper dropper flyer hitchhiker

h. flower arrangement: spike raceme panicle umbrel corymb cyme head
solitary

i. flower shape: radially symmetrical irregular

Tree group – ruler, camera, vocab sheet

Detailed sketch of both the whole tree and a leaf

Photos of both

Are they flowered?

Height?

Include measurements for all aspects

Find a plant (remember, trees are plants) that looks unfamiliar to you (one that you don't think grows in Illinois).

Make a DETAILED sketch, with notes to indicate size, texture and other aspects that may not be captured in your picture. Also, answer the questions at the bottom, using your plant sheet, by circling the appropriate choice for each letter. If any elements aren't present, (for example, the plant doesn't have seeds right now), indicate this in the margin.

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cluster
- g. seed dispersal: popper dropper flyer hitchhiker
- h. flower arrangement: spike raceme panicle umbrel corymb cyme head
solitary
- i. flower shape: radially symmetrical irregular

Critter group –

Look of a living animal (this category includes insects, amphibians, mammals, birds, etc.)

If you can't find a living animal look for evidence of living animals (footprints, things that have been eaten, broken branches, homes/nest)

Photo and sketch any evidence including something living or not

Describe habitat what are some adaptations that make this area suitable for this animal to live here?

Describe habits (how does it move? Fast/slow and patterns? Where does it live? What behaviors did you see? Preening, eating, biting, crawling or flying)

What do you think it eats?

C & O Canal Environmental Questions

Soil group – need trowel and tape

take a sample and tape sample to paper

what is the soil sample made up of

from most to least (i.e. mostly shells, then sand, then dirt, organic/inorganic materials...)

did you find any living things (sketch)

what is the water content of the soil; has it rained lately?

Make sure to include saturated, wet, dry or your answer

How porous is the soil? (bottle with screen on bottom, pour water and time how long it takes)

need stopwatch

If the soil took longer or shorter than it did at previous site, what does that mean about the soil?

Take soil temp and record

What could affect the different temp's at different sites?

Soil color chart

Plant group – vocab sheet, ruler, camera

What is the plant's habitat? Shady, sunny, etc.

Detailed sketch and photo

Height

Include measurements for all aspects

Find a plant (remember, trees are plants) that looks unfamiliar to you (one that you don't think grows in Illinois).

Make a DETAILED sketch, with notes to indicate size, texture and other aspects that may not be captured in your picture. Also, answer the questions at the bottom, using your plant sheet, by circling the appropriate choice for each letter. If any elements aren't present, (for example, the plant doesn't have seeds right now), indicate this in the margin.

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d. leaf placement: alternate opposite whorled

e. leaf arrangement: simple pinnately compound palmately compound

f. seed type: key achene pod pome berry drupe capsule cone nut acorn
cluster

g. seed dispersal: popper dropper flyer hitchhiker

h. flower arrangement: spike raceme panicle umbrel corymb cyme head
solitary

i. flower shape: radially symmetrical irregular

Tree group – ruler, camera, vocab sheet

Detailed sketch of both the whole tree and a leaf

Photos of both

Are they flowered?

Height?

Include measurements for all aspects

Find a plant (remember, trees are plants) that looks unfamiliar to you (one that you don't think grows in Illinois).

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cluster
- g. seed dispersal: popper dropper flyer hitchhiker
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solitary
- i. flower shape: radially symmetrical irregular

Critter group –

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Photo and sketch any evidence including something living or not

Describe habitat what are some adaptations that make this area suitable for this animal to live here?

Describe habits (how does it move? Fast/slow and patterns? Where does it live? What behaviors did you see? Preening, eating, biting, crawling or flying)

What do you think it eats?

Gettysburg Environmental Questions

Soil group – need trowel and tape

take a sample and tape sample to paper

what is the soil sample made up of

from most to least (i.e. mostly shells, then sand, then dirt, organic/inorganic materials...)

did you find any living things (sketch)

what is the water content of the soil; has it rained lately?

Make sure to include saturated, wet, dry or your answer

How porous is the soil? (bottle with screen on bottom, pour water and time how long it takes)

need stopwatch

If the soil took longer or shorter than it did at previous site, what does that mean about the soil?

Take soil temp and record

What could affect the different temp's at different sites?

Soil color chart

Plant group – vocab sheet, ruler, camera

What is the plant's habitat? Shady, sunny, etc.

Detailed sketch and photo

Height

Include measurements for all aspects

Find a plant (remember, trees are plants) that looks unfamiliar to you (one that you don't think grows in Illinois).

Make a DETAILED sketch, with notes to indicate size, texture and other aspects that may not be captured in your picture. Also, answer the questions at the bottom, using your plant sheet, by circling the appropriate choice for each letter. If any elements aren't present, (for example, the plant doesn't have seeds right now), indicate this in the margin.

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f. seed type: key achene pod pome berry drupe capsule cone nut acorn
cluster

g. seed dispersal: popper dropper flyer hitchhiker

h. flower arrangement: spike raceme panicle umbrel corymb cyme head
solitary

i. flower shape: radially symmetrical irregular

Tree group – ruler, camera, vocab sheet

Detailed sketch of both the whole tree and a leaf

Photos of both

Are they flowered?

Height?

Include measurements for all aspects

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solitary
- i. flower shape: radially symmetrical irregular

Critter group –

Look of a living animal (this category includes insects, amphibians, mammals, birds, etc.)

If you can't find a living animal look for evidence of living animals (footprints, things that have been eaten, broken branches, homes/nest)

Photo and sketch any evidence including something living or not

Describe habitat what are some adaptations that make this area suitable for this animal to live here?

Describe habits (how does it move? Fast/slow and patterns? Where does it live? What behaviors did you see? Preening, eating, biting, crawling or flying)

What do you think it eats?

Below are the research topics and guidelines that the students have already worked on:

Environmental Education Project for the 8th Grade Virginia Trip

You will be researching environmental aspects of the areas that we will be visiting while on our Virginia trip.

You will be provided with field guides for the region, but these should be used only as a starting point. You MUST include research from at least three other sources (books have been provided), and they must be cited.

You will present your research to the rest of the 8th grade class and will be responsible for turning in a typed paper with your findings.

Topography (Virginia)

- What land forms are prevalent? (i.e. mountains, ridges, valleys, plains, plateau's)
- How were the land forms formed?
- What bodies of water are present? How did they form? (i.e. Chesapeake Bay, Shenandoah River, James River, Potomac River, Rappahannock River, etc.)
- Create a sketch of the state that includes all of the above
- Geo-facts & Elevation (Scholastic book)
- Explain how logging is affecting the state

Topography (Maryland)

- What land forms are prevalent? (i.e. mountains, ridges, valleys, plains, plateau's)
- How were the land forms formed?
- What bodies of water are present? How did they form? (i.e. Chesapeake Bay, Shenandoah River, James River, Potomac River, Rappahannock River, etc.)
- Create a sketch of the state that includes all of the above
- Geo-facts & Elevation (Scholastic book)
- Explain how Maryland is working with the EPA to clean up waterways (Scholastic book)

Topography (Pennsylvania)

- What land forms are prevalent? (i.e. mountains, ridges, valleys, plains, plateau's)
- How were the land forms formed?
- What bodies of water are present? How did they form? (i.e. Chesapeake Bay, Shenandoah River, James River, Potomac River, Rappahannock River, etc.)
- Create a sketch of the state that includes all of the above
- Geo-facts & Elevation (Scholastic book)
- Explain the conservation and preservation issues that Maryland is facing and how they are dealing with them (Scholastic book)

National Park Areas (Scholastic book)

- What are the National Parks in Virginia
- What type of park is each (i.e. NB=National Battlefield; NHP=National Historical Park, etc.)
- Create a sketch of the state that includes all of the above
- Are we visiting any of these? If so, which ones?

National Park Areas (Scholastic book)

- What are the National Parks in Maryland
- What type of park is each (i.e. NB=National Battlefield; NHP=National Historical Park, etc.)
- Create a sketch of the state that includes all of the above
- Are we visiting any of these? If so, which ones?

National Park Areas (Scholastic book)

- What are the National Parks in Pennsylvania
- What type of park is each (i.e. NB=National Battlefield; NHP=National Historical Park, etc.)
- Create a sketch of the state that includes all of the above
- Are we visiting any of these? If so, which ones?

Rocks/minerals/geology (Virginia)

- What fossils have been found
- What is a mineral?
- What are some minerals common to the regions we will be visiting?
- What is a rock?
- What are some rocks that are common to the regions we will be visiting?
 - For each rock you must explain whether it is igneous, metamorphic, sedimentary.
 - Also include appearance and what it is made of

Create a sketch of the state that depicts the above information

Rocks/minerals/geology (Maryland)

- What fossils have been found
- What is a mineral?
- What are some minerals common to the regions we will be visiting?
- What is a rock?
- What are some rocks that are common to the regions we will be visiting?
 - For each rock you must explain whether it is igneous, metamorphic, sedimentary.
 - Also include appearance and what it is made of

Create a sketch of the state that depicts the above information

Rocks/minerals/geology (Pennsylvania)

- What fossils have been found
- What is a mineral?
- What are some minerals common to the regions we will be visiting?
- What is a rock?
- What are some rocks that are common to the regions we will be visiting?
 - For each rock you must explain whether it is igneous, metamorphic, sedimentary.
 - Also include appearance and what it is made of

Create a sketch of the state that depicts the above information

Habitats in Virginia

- What are the major habitats?
- Be sure to include terrestrial and aquatic habitats
- Create a sketch of the state that depicts the above information

Habitats in Maryland

- What are the major habitats?
- Be sure to include terrestrial and aquatic habitats
- Create a sketch of the state that depicts the above information

Habitats in Pennsylvania

- What are the major habitats?
- Be sure to include terrestrial and aquatic habitats
- Create a sketch of the state that depicts the above information

Introduced/Threatened/Endangered Species in Virginia

- What are some of the problematic invasive species in the regions we will be visiting?

- What are some threatened and endangered species in the regions we will be visiting?
 - Why/how are these animals threatened or endangered?
 - What, if anything, is being done to help these animals?

Introduced/Threatened/Endangered Species in Maryland

- What are some of the problematic invasive species in the regions we will be visiting?
- What are some threatened and endangered species in the regions we will be visiting?
 - Why/how are these animals threatened or endangered?
 - What, if anything, is being done to help these animals?

Introduced/Threatened/Endangered Species in Pennsylvania

- What are some of the problematic invasive species in the regions we will be visiting?
- What are some threatened and endangered species in the regions we will be visiting?
 - Why/how are these animals threatened or endangered?
 - What, if anything, is being done to help these animals?

Weather/Seasons in Virginia

- Briefly describe Virginia's climate
- Briefly explain weather patterns for the region (i.e. wind, rain, snow, floods, etc.)
- Describe the angle of sunlight and how it changes throughout the year in this region
- Compare this to the angle where you live
- Weather report (Scholastic book)

Weather/Seasons in Maryland

- Briefly describe Maryland's climate (World Almanac)
- Briefly explain weather patterns for the region (i.e. wind, rain, snow, floods, etc.)
- Describe the angle of sunlight and how it changes throughout the year in this region
- Compare this to the angle where you live
- Weather report (Scholastic book)

Weather/Seasons in Pennsylvania

- Briefly describe Pennsylvania's climate (World Almanac)
- Briefly explain weather patterns for the region (i.e. wind, rain, snow, floods, etc.)
- Describe the angle of sunlight and how it changes throughout the year in this region
- Compare this to the angle where you live
- Weather report (Scholastic book)

Astronomy for Virginia

- Research what the phases of the moon will be from May 10th – 21st
- What other astronomical features are present in the mid-Atlantic region for each season

Astronomy for Maryland

- Research what the phases of the moon will be from May 10th – 21st
- What other astronomical features are present in the mid-Atlantic region for each season

Astronomy for Pennsylvania

- Research what the phases of the moon will be from May 10th – 21st
- What other astronomical features are present in the mid-Atlantic region for each season

Common Critters

- What species of reptiles and amphibians are common in Virginia? In what habitat do they reside? (Specifically, where in the state are they found)

- What species of birds are common in Virginia? In what habitat do they reside? (Specifically, where in the state are they found)
- What species of fish are common in the waters of Virginia? Are there different species in different bodies of water?
- What species of insects are common in Virginia? Are there area's that they are more prevalent? Why?
- What animal species (large and small) are common in Virginia? In what habitat do they reside? (Specifically, where in the state are they found)
- Create a sketch of the stat that depicts where each of the above reside

Common Critters

- What species of reptiles and amphibians are common in Maryland? In what habitat do they reside? (Specifically, where in the state are they found)
- What species of birds are common in Maryland? In what habitat do they reside? (Specifically, where in the state are they found)
- What species of fish are common in the waters of Maryland? Are there different species in different bodies of water?
- What species of insects are common in Maryland? Are there area's that they are more prevalent? Why?
- What animal species (large and small) are common in Maryland? In what habitat do they reside? (Specifically, where in the state are they found)
- Create a sketch of the stat that depicts where each of the above reside

Common Critters

- What species of reptiles and amphibians are common in Pennsylvania? In what habitat do they reside? (Specifically, where in the state are they found)
- What species of birds are common in Pennsylvania? In what habitat do they reside? (Specifically, where in the state are they found)
- What species of fish are common in the waters of Pennsylvania? Are there different species in different bodies of water?
- What species of insects are common in Pennsylvania? Are there area's that they are more prevalent? Why?
- What animal species (large and small) are common in Pennsylvania? In what habitat do they reside? (Specifically, where in the state are they found)
- Create a sketch of the stat that depicts where each of the above reside

Prairie Crossing Charter School
Balance Sheet
As of April 30, 2010

	Apr 30, 10	Jun 30, 09	Apr 30, 09
ASSETS			
Current Assets			
Checking/Savings			
1100 · Cash			
1110 · LFB Operating 379719	746,329	64,377	1,843
1115 · Money Market 8100003238	776	75,771	599,999
1120 · Bank of America 5201235297	19,990	7,460	5,713
1130 · PCCS Building 379727	20,026	3,484	6,832
1140 · PCCS Holdings 393851	6,882	6,475	6,522
1150 · PSO State Bank	24,947	35,005	23,057
1160 · Petty Cash	658	303	622
Total 1100 · Cash	819,607	192,875	644,589
Total Checking/Savings	819,607	192,875	644,589
Other Current Assets			
1250 · Grants Receivable	0	26,759	2,897
1300 · Other Assets			
1310 · Other Receivables	570	10,000	275
1320 · Prepaid Expense	32,284	3,018	23,985
1330 · Charter Renewal Fees	38,156	33,371	30,822
1350 · Short-term investment - Escrow	106,645	129,167	0
8999 · Due to Holdings	-144,565	-144,565	0
9999 · Due from PCCS - LLC	144,565	144,565	0
Total 1300 · Other Assets	177,655	175,556	55,082
Total Other Current Assets	177,655	202,315	57,979
Total Current Assets	997,263	395,190	702,568
Fixed Assets			
1400 · Fixed Assets			
1405 · Software	49,302	48,882	48,882
1420 · Computers - New Building	197,378	197,378	197,378
1430 · Equipment	100,472	100,472	100,472
1440 · Office Equipment - Other	107,062	107,062	107,062
1450 · Furniture & Fixtures - New Bldg	148,000	148,000	148,000
1460 · Furniture & Fixtures - Other	42,323	42,323	42,323
1490 · Accumulated Depreciation	-511,887	-446,963	-427,771
Total 1400 · Fixed Assets	132,651	197,154	216,346
Total Fixed Assets	132,651	197,154	216,346
Other Assets			
1600 · Investment in LLC			
1605 · Investment in PCCS Holdings LLC	1,163,907	1,163,907	1,763,930
1607 · Capitalized Closing Costs	600,831	517,493	520,293
1610 · PCCSHI-Pledged Deposit	306,696	306,696	306,696
1620 · PCCSHI-Phase I Building	3,623,888	3,623,888	3,623,888
1630 · PCCSHI-Buildings	1,369,028	1,369,028	1,369,028
1640 · PCCSHI-Phase II Building	4,946,266	4,946,266	4,946,266
1650 · PCCSHI-Land	976,853	976,853	976,853
1655 · PCCSHI - Land Improvement	157,961	157,961	157,961
1660 · PCCSHI-Accumulated Depreciation	-1,220,516	-998,890	-954,353
1699 · Consolidate	-1,163,907	-1,163,907	0
Total 1600 · Investment in LLC	10,761,008	10,899,294	12,710,562
Total Other Assets	10,761,008	10,899,294	12,710,562
TOTAL ASSETS	11,890,921	11,491,638	13,629,476
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2002 · Accounts Payables	30,401	19,393	5,608

Prairie Crossing Charter School
Balance Sheet
As of April 30, 2010

	Apr 30, 10	Jun 30, 09	Apr 30, 09
Total Accounts Payable	30,401	19,393	5,608
Other Current Liabilities			
2106 · LLC Accrued Expenses	645	0	0
2150 · Deferred Revenue - 09/10 Fees	5,956	24,163	0
2151 · Deferred Revenue - 08/09 Fees	0	0	12,277
2152 · Deferred Revenue - ISBE	492,701	0	461,322
2155 · Deferred Revenue - B/A Care	0	2,410	0
2156 · Deferred Contrib - Restricted	6,300	0	0
2166 · Refunds Payable	0	35,725	0
2201 · Accrued Payroll Liabilities			
2210 · Accrued Salaries	150,200	130,000	100,000
2221 · FICA Payable	0	0	0
2235 · Equitable - 403B Payable	1,125	0	0
2240 · Vanguard - 403B(7) Payable	400	200	50
2245 · THIS Payable	362	359	342
2250 · TRS Payable	4,044	3,986	3,791
2255 · FSA Payable	2,622	1,864	1,417
2265 · Payroll Tax Expense Payable	0	0	0
2275 · AFLAC Payable	-7	0	39
2280 · HSA Payable	-900	0	50
Total 2201 · Accrued Payroll Liabilities	157,846	136,410	105,689
2300 · Capital Lease Obligations - ST	1,066	4,139	0
2450 · Taxable Loan Payable	200,269	219,034	222,642
Total Other Current Liabilities	864,783	421,879	801,931
Total Current Liabilities	895,184	441,273	807,538
Long Term Liabilities			
2500 · Capital Lease Obligations - LT	5,656	5,656	9,795
2607 · Series 2008 Revenue Bonds	9,285,000	9,440,000	9,336,666
2608 · Interest Rate Swap Liability	356,560	356,560	0
Total Long Term Liabilities	9,647,216	9,802,216	9,346,461
Total Liabilities	10,542,400	10,243,489	10,154,000
Equity			
3200 · PCCS Net Assets	2,197,652	2,197,652	1,918,360
3210 · PCCS - Temporarily Resticted	-1,525	-1,525	-35,625
3500 · LLC Net Assets	1,163,907	1,163,907	1,637,422
3900 · Retained Earnings	-474,463	0	-33,614
3999 · Consolidate	-1,637,422	-1,637,422	0
Net Income	100,372	-474,463	-11,066
Total Equity	1,348,521	1,248,149	3,475,476
TOTAL LIABILITIES & EQUITY	11,890,921	11,491,638	13,629,476

Prairie Crossing Charter School
Profit & Loss Budget vs. Actual
 July 2009 through April 2010

	Jul '09 - Apr 10	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4100 · Reimbursement From ISBE	2,750,349	2,737,901	12,448
4200 · Grants			
4201 · Federal Grants			
4210 · IDEA Grant	32,252	36,000	-3,748
4215 · ARRA Grant	63,803	56,000	7,803
4224 · Title I Low Income	11,903	8,750	3,153
4225 · Title IV Safe & Drug Free	347	669	-322
4226 · Title II Teacher Quality	1,675	3,405	-1,730
Total 4201 · Federal Grants	109,980	104,824	5,156
4220 · State Grants			
4221 · Special Ed Personnel	14,132	39,472	-25,340
4222 · Reading Improvement	0	7,148	-7,148
4220 · State Grants - Other	0	1,218	-1,218
Total 4220 · State Grants	14,132	47,838	-33,706
4230 · Other Grants	15,931	15,000	931
Total 4200 · Grants	140,043	167,662	-27,619
4300 · Student Fees			
4310 · Books/Materials/Activities	32,195	29,580	2,615
4315 · Field Trip Fees	9,638		
4325 · Before and After School Program			
4359 · Before and After School Care	72,069	75,600	-3,531
4369 · Summer Enrichment Program	10,235	5,000	5,235
4370 · Getting to Know You	1,560		
Total 4325 · Before and After School Program	83,864	80,600	3,264
4350 · Clubs			
4351 · Roots & Shoots	42		
4356 · Band	11,624	25,000	-13,376
4358 · Interscholastic Sports	16,055	8,000	8,055
4363 · Tae Kwon Do	1,730	0	1,730
4365 · Movie Club	225		
4368 · Champions Club	5,015	5,000	15
Total 4350 · Clubs	34,691	38,000	-3,309
Total 4300 · Student Fees	160,388	148,180	12,208
4400 · Out-of-District Tuition	12,931	8,289	4,642
4500 · Fundraising			
4501 · Other	3,008	0	3,008
4502 · Pancake Breakfast	720	0	720
4505 · Auction	37,224	34,000	3,224
4508 · Edible Harvest Festival	15,246	20,000	-4,754
4509 · 8th Grade	12,949	0	12,949
4511 · Band Boosters	4,201	0	4,201
4512 · 7th Grade	560	0	560
4515 · Scholastic Book Fairs	5,626	0	5,626
4519 · Earthweek	2,221	15,000	-12,779
4520 · 5/6th Grade - Rain Barrels	120		
4824 · Spirit Wear	3,017	2,500	517
Total 4500 · Fundraising	84,893	71,500	13,393
4600 · Hot Lunch			
4601 · Hot Lunch - Farm to Table	9,121	7,100	2,021
4602 · Hot Lunch - Pizza	32,292	30,000	2,292
Total 4600 · Hot Lunch	41,413	37,100	4,313
4700 · Interest Income			
4702 · Interest Income - LFB	807	0	807
4703 · Interest Income - LLC	2,697	0	2,697
4700 · Interest Income - Other	0	8,334	-8,334
Total 4700 · Interest Income	3,504	8,334	-4,830

Prairie Crossing Charter School
Profit & Loss Budget vs. Actual
July 2009 through April 2010

	Jul '09 - Apr 10	Budget	\$ Over Budget
4800 · Other Income			
4805 · Contributions			
4810 · General Contributions	1,146	0	1,146
4811 · Sponsorships	7,674	21,600	-13,927
4813 · Annual Appeal	40,043	32,000	8,043
4814 · Restricted Contributions	5,270	0	5,270
4816 · ACH Donations	4,160	6,500	-2,340
4828 · Matching Gifts	12,922	3,000	9,922
4831 · Auction Restricted Gifts	2,840	0	2,840
Total 4805 · Contributions	74,054	63,100	10,954
4820 · Other			
4822 · Field Trip & Activity Fees	0	51,500	-51,500
4823 · 8th Grade Trip	24,133	0	24,133
4827 · Graduation	55	0	55
4829 · 7th and 8th Parties	1,679	0	1,679
4830 · Reimbursed Expenses	0	4,166	-4,166
Total 4820 · Other	25,867	55,666	-29,799
4825 · Rental Income	7,419	25,000	-17,582
Total 4800 · Other Income	107,339	143,766	-36,427
Total Income	3,300,860	3,322,732	-21,872
Expense			
5100 · Instruction			
5105 · Classroom Supplies	4,576	14,000	-9,424
5110 · Educational Materials	27,277	29,000	-1,723
5115 · Computer Supplies	1,124	6,750	-5,626
5116 · Computer Support	17,495	20,834	-3,339
5120 · Other Instructional Equipment	0	4,500	-4,500
5125 · Furniture	0	4,500	-4,500
5130 · Instruction Salaries	979,205	941,000	38,205
5131 · Allocated Stipends	-34,360	0	-34,360
5133 · Goal Incentives	0	3,000	-3,000
5135 · Related TRS Expense	13,404	10,000	3,404
5140 · Related Medicare Expense	14,759	12,864	1,895
5145 · Related FICA Expense	17,067	18,310	-1,243
5150 · Related Health Benefits Expense	70,197	75,200	-5,003
5155 · Other Expenses for Clubs			
5158 · Yearbook	187	0	187
5159 · Band	11,750	22,500	-10,750
5171 · Interscholastic Sports	9,623	6,840	2,783
5172 · Before and After School Care	16,996	22,500	-5,504
5176 · Champions Club	4,986	0	4,986
5177 · Tae Kwon Do	963	0	963
5190 · Getting to Know You	485		
5155 · Other Expenses for Clubs - Other	169	3,375	-3,206
Total 5155 · Other Expenses for Clubs	45,158	55,215	-10,057
5160 · Other			
5161 · Other- Educational Activities	3,712	20,000	-16,288
5162 · Other- Farm Education	15,000	15,300	-300
5163 · Graduation	461	0	461
5164 · Summer School	7,345	4,000	3,345
5167 · 7th & 8th Grade Parties	1,020	0	1,020
5168 · 8th Grade Trip	4,950	0	4,950
5169 · 7th Grade Trip	440	0	440
5160 · Other - Other	195		
Total 5160 · Other	33,123	39,300	-6,177
5165 · Related FSA Expense	0	4,500	-4,500
5199 · Allocated Grant Expense	-8,175	-15,597	7,422
Total 5100 · Instruction	1,180,850	1,223,376	-42,526
5200 · Administration			
5205 · Administrative Salaries	278,258	278,240	18

Prairie Crossing Charter School
Profit & Loss Budget vs. Actual
 July 2009 through April 2010

	Jul '09 - Apr 10	Budget	\$ Over Budget
5206 · Administrative Contractual	22,162	20,298	1,864
5210 · Related TRS Expense	0	834	-834
5215 · Related Medicare Expense	5,045	4,010	1,035
5220 · Related FICA Expense	16,989	13,012	3,977
5225 · Related Health Benefits Expense	12,216	13,339	-1,123
5226 · Unemployment Compensation	5,287	0	5,287
5230 · Supplies	9,632	7,500	2,132
5241 · Computers	4,082	834	3,248
5242 · Computer Support	5,122	416	4,706
5250 · Equipment Maintenance	12,149	6,666	5,483
5260 · Telecommunication Usage	14,594	12,500	2,094
5265 · Accounting and Audit Fees	17,800	19,500	-1,700
5270 · Payroll Service Fees	9,993	9,166	827
5275 · Printing and Copying	405	0	405
5280 · Postage and Shipping	2,681	2,500	181
5285 · Insurance (incl. Building Ins.)	40,093	37,000	3,093
5290 · Dues and Subscriptions	3,992	4,166	-175
5291 · Board Related Expenses	1,505	1,668	-163
5295 · Legal Fees	5,896	20,834	-14,938
5296 · Employment Expense - Other	1,255		
5297 · Other	2,026	0	2,026
5298 · Related FSA Expense	905	1,000	-95
Total 5200 · Administration	472,086	453,483	18,603
5300 · Support Services			
5301 · Special Ed Salaries	158,376	160,795	-2,419
5302 · Related Medicare Expense	0	2,200	-2,200
5303 · Related FICA	0	3,199	-3,199
5304 · Related Health Benefits	11,329	9,400	1,929
5305 · Contractual Expense for Spec Ed			
5324 · Auditory Services	7,541		
5325 · Speech Services	69,186	68,680	506
5326 · OT Services	63,488	60,054	3,434
5327 · Psychological Services	68,070	65,657	2,413
5328 · Other Services	44,711	44,400	311
Total 5305 · Contractual Expense for Spec Ed	252,996	238,791	14,205
5307 · Related TRS Expense	0	1,666	-1,666
5308 · Special Ed Legal Fees	59	6,250	-6,192
5309 · Special Ed CR Mats & Sups	2,051	3,082	-1,031
5310 · Professional Development	4,932	5,400	-468
5315 · Transportation	9,921	5,000	4,921
5316 · Transportation Stipend	1,980	2,600	-620
5320 · Food Service			
5321 · Pizza	25,211	26,000	-789
5322 · Hot Lunch - Farm to Table	5,023	4,813	210
5405 · Facility Rent - Barn	1,000	1,400	-400
Total 5320 · Food Service	31,234	32,213	-979
5399 · Allocated Grant Expense	-61,770	-74,897	13,127
Total 5300 · Support Services	411,107	395,699	15,408
5400 · Operations and Maintenance			
5410 · Utilities			
5411 · Water and Sewer	1,688	0	1,688
5413 · Gas and Electricity	38,891	0	38,891
5414 · Garbage	1,482	0	1,482
5410 · Utilities - Other	28	41,666	-41,638
Total 5410 · Utilities	42,088	41,666	422
5415 · Maintenance Salaries	28,661	36,666	-8,006
5416 · Facilities Management	19,874	20,280	-406
5420 · Related Medicare Expense	410	581	-171
5421 · Related Health Benefits	480	0	480
5425 · Related FICA Expense	1,751	2,483	-732
5430 · Maintenance Contractual			
5431 · Cleaning	225	0	225

Prairie Crossing Charter School
Profit & Loss Budget vs. Actual
July 2009 through April 2010

	Jul '09 - Apr 10	Budget	\$ Over Budget
5432 · Life Safety	6,780	0	6,780
5433 · Snow Removal	7,423	0	7,423
5436 · Other	8,969	0	8,969
5430 · Maintenance Contractual - Other	1,454	16,666	-15,213
Total 5430 · Maintenance Contractual	24,850	16,666	8,184
5435 · Maintenance Equipment	1,138	6,666	-5,528
5440 · Maintenance Supplies	10,716	10,000	716
5445 · Long-Term Maint & Repairs	0	8,334	-8,334
Total 5400 · Operations and Maintenance	129,966	143,342	-13,376
5500 · Other Expenses			
5510 · Fundraising			
5511 · Auction	4,769	8,500	-3,731
5513 · 5/6 Grade Fundraising	333		
5514 · Other	1,878	4,500	-2,622
5516 · Sponsorships	0	2,500	-2,500
5517 · Edible Harvest	11,621	9,000	2,621
5518 · Pancake Breakfast	21	0	21
5519 · 8th Grade Fundraising	6,960	0	6,960
5521 · Band Boosters	3,566	0	3,566
5523 · Annual Appeal	272	2,000	-1,728
5525 · Spirit Wear	2,419	0	2,419
5526 · Scholastic Book Fair	3,247	0	3,247
5527 · Student Council	52	0	52
5528 · Earthweek	2,074	7,500	-5,426
5529 · Poker Night	1,445	0	1,445
5550 · Fundraising Salaries	33,921	15,114	18,807
5551 · Related FICA	0	936	-936
5552 · Related Medicare	0	219	-219
Total 5510 · Fundraising	72,578	50,269	22,309
5515 · Bank Fees	2,146	1,666	480
5520 · Recruitment and Employment	1,051	1,250	-199
5535 · Community Outreach	2,962	5,000	-2,038
5540 · Contingency	0	4,166	-4,166
Total 5500 · Other Expenses	78,737	62,351	16,386
5600 · Grant Expense			
5601 · IDEA Grant	30,587	36,136	-5,549
5602 · Spec Ed Pers Grant Exp	14,132	44,735	-30,603
5604 · Title II Teacher Quality	694	2,895	-2,201
5605 · Title IV Safe & Drug Fee	350	569	-219
5607 · Reading Improvement	13,502	6,094	7,408
5608 · Title I FY09	625	8,700	-8,075
5609 · ARRA Grant	58,083	59,500	-1,417
5617 · Circle of Service	5,000	12,750	-7,750
5618 · Title I FY10	9,755		
5600 · Grant Expense - Other	834		
Total 5600 · Grant Expense	133,562	171,379	-37,817
Total Expense	2,406,309	2,449,630	-43,321
Net Ordinary Income	894,551	873,102	21,449
Other Income/Expense			
Other Income			
7100 · Non-Operating Income			
7101 · PSO Revenue			
7102 · Fundraising			
7103 · Box Tops	582	0	582
7105 · Target VISA Card	743	0	743
7106 · Natural Ovens	665	0	665
7107 · SCRIP	134,925	0	134,925
7108 · Plant Sale	4,124	0	4,124
7109 · Holiday Bazaar	2,530	0	2,530
7110 · Other	150	0	150

Prairie Crossing Charter School Profit & Loss Budget vs. Actual July 2009 through April 2010

	Jul '09 - Apr 10	Budget	\$ Over Budget
Total 7102 · Fundraising	143,719	0	143,719
Total 7101 · PSO Revenue	143,719	0	143,719
Total 7100 · Non-Operating Income	143,719	0	143,719
Total Other Income	143,719	0	143,719
Other Expense			
7200 · Non-Operating Expense			
7220 · PCCSHI-Mortgage Loan Interest			
7221 · Base Interest Expense	102,101		
7222 · SWAP Adjustment	217,618		
7223 · LOC Fee	124,425		
7224 · Draw Fee	3,225		
7225 · Remarketing Fee	10,997		
7220 · PCCSHI-Mortgage Loan Interest - Other	0	438,000	-438,000
Total 7220 · PCCSHI-Mortgage Loan Interest	458,365	438,000	20,365
7240 · Taxable Loan Interest Expense	12,902	12,901	1
7241 · LOC Interest Expense	505	0	505
7244 · Lease Interest Expense	527	0	527
7246 · Depreciation	64,923	65,000	-77
7247 · Amortization	24,055	22,650	1,405
7248 · Depreciation - LLC	221,626	225,000	-3,374
7300 · PSO Expense			
7301 · Postage	953	0	953
7302 · Water	369	0	369
7303 · Office	3	0	3
7304 · Bank Fees	1,315	0	1,315
7306 · Directory	-10	0	-10
7311 · SCRIP	136,124	0	136,124
7312 · Natural Ovens	579	0	579
7313 · Holiday Bazaar/Staben House	1,584	0	1,584
7315 · Other Fundraising	605	0	605
7321 · Classroom Care	200	0	200
7322 · Teacher Sup Exp Reimb	2,842	0	2,842
7323 · Community Care	2,675	0	2,675
7324 · Programming	1,297	0	1,297
7326 · Inschool Grants	5,334	0	5,334
7327 · Discretionary Hardship Fund	1,124		
Total 7300 · PSO Expense	154,996	0	154,996
Total 7200 · Non-Operating Expense	937,898	763,551	174,347
Total Other Expense	937,898	763,551	174,347
Net Other Income	-794,179	-763,551	-30,628
Net Income	100,372	109,551	-9,179

Prairie Crossing Charter School
Profit & Loss Prev Year Comparison
July 2009 through April 2010

	Jul '09 - Apr 10	Jul '08 - Apr 09	\$ Change
Ordinary Income/Expense			
Income			
4100 · Reimbursement From ISBE	2,750,349	2,609,714	140,635
4200 · Grants			
4201 · Federal Grants			
4210 · IDEA Grant	32,252	31,384	868
4215 · ARRA Grant	63,803	0	63,803
4224 · Title I Low Income	11,903	9,102	2,801
4225 · Title IV Safe & Drug Free	347	669	-322
4226 · Title II Teacher Quality	1,675	3,379	-1,704
Total 4201 · Federal Grants	109,980	44,534	65,446
4220 · State Grants			
4221 · Special Ed Personnel	14,132	26,314	-12,181
4222 · Reading Improvement	0	7,148	-7,148
Total 4220 · State Grants	14,132	33,462	-19,329
4230 · Other Grants	15,931	37,730	-21,799
Total 4200 · Grants	140,043	115,726	24,318
4300 · Student Fees			
4310 · Books/Materials/Activities	32,195	75,539	-43,344
4315 · Field Trip Fees	9,638	0	9,638
4320 · Summer School	0	3,680	-3,680
4325 · Before and After School Program			
4359 · Before and After School Care	72,069	88,545	-16,476
4369 · Summer Enrichment Program	10,235	100	10,135
4370 · Getting to Know You	1,560	1,360	200
Total 4325 · Before and After School Program	83,864	90,005	-6,141
4350 · Clubs			
4351 · Roots & Shoots	42	0	42
4356 · Band	11,624	25,170	-13,546
4357 · Scrapbooking Club	0	780	-780
4358 · Interscholastic Sports	16,055	7,000	9,055
4363 · Tae Kwon Do	1,730	0	1,730
4364 · Drumming	0	530	-530
4365 · Movie Club	225	0	225
4367 · Homework Club	0	735	-735
4368 · Champions Club	5,015	2,660	2,355
Total 4350 · Clubs	34,691	36,875	-2,184
Total 4300 · Student Fees	160,388	206,099	-45,711
4400 · Out-of-District Tuition	12,931	11,212	1,719
4500 · Fundraising			
4501 · Other	3,008	2,508	500
4502 · Pancake Breakfast	720	0	720
4503 · Holiday Cards	0	10	-10
4505 · Auction	37,224	31,169	6,055
4508 · Edible Harvest Festival	15,246	16,618	-1,372
4509 · 8th Grade	12,949	13,343	-394
4511 · Band Boosters	4,201	6,558	-2,357
4512 · 7th Grade	560	-8	569
4515 · Scholastic Book Fairs	5,626	4,991	635
4516 · Student Council	0	1,353	-1,353
4518 · Poker Night	0	1,175	-1,175
4519 · Earthweek	2,221	7,780	-5,559
4520 · 5/6th Grade - Rain Barrels	120	0	120
4824 · Spirit Wear	3,017	4,154	-1,136
Total 4500 · Fundraising	84,893	89,650	-4,758
4600 · Hot Lunch			
4601 · Hot Lunch - Farm to Table	9,121	7,418	1,703
4602 · Hot Lunch - Pizza	32,292	17,825	14,467
Total 4600 · Hot Lunch	41,413	25,243	16,170

Prairie Crossing Charter School
Profit & Loss Prev Year Comparison
July 2009 through April 2010

	Jul '09 - Apr 10	Jul '08 - Apr 09	\$ Change
4700 · Interest Income			
4702 · Interest Income - LFB	807	867	-60
4703 · Interest Income - LLC	2,697	4,196	-1,498
Total 4700 · Interest Income	3,504	5,063	-1,558
4800 · Other Income			
4805 · Contributions			
4810 · General Contributions	1,146	1,186	-40
4811 · Sponsorships	7,674	908	6,766
4813 · Annual Appeal	40,043	22,330	17,713
4814 · Restricted Contributions	5,270	435	4,835
4816 · ACH Donations	4,160	6,850	-2,690
4819 · Penny Wars	0	865	-865
4828 · Matching Gifts	12,922	17,427	-4,506
4831 · Auction Restricted Gifts	2,840	1,540	1,300
Total 4805 · Contributions	74,054	51,541	22,513
4820 · Other			
4821 · 7th Grade Trip	0	10,380	-10,380
4823 · 8th Grade Trip	24,133	32,757	-8,624
4827 · Graduation	55	0	55
4829 · 7th and 8th Parties	1,679	1,911	-232
4830 · Reimbursed Expenses	0	-328	328
Total 4820 · Other	25,867	44,720	-18,852
4825 · Rental Income	7,419	22,433	-15,015
Total 4800 · Other Income	107,339	118,694	-11,354
Total Income	3,300,860	3,181,400	119,460
Expense			
5100 · Instruction			
5105 · Classroom Supplies	4,576	12,715	-8,138
5110 · Educational Materials	27,277	29,499	-2,222
5115 · Computer Supplies	1,124	0	1,124
5116 · Computer Support	17,495	0	17,495
5120 · Other Instructional Equipment	0	500	-500
5130 · Instruction Salaries	979,205	1,005,845	-26,639
5131 · Allocated Stipends	-34,360	-34,532	172
5133 · Goal Incentives	0	835	-835
5135 · Related TRS Expense	13,404	14,817	-1,413
5140 · Related Medicare Expense	14,759	13,782	976
5145 · Related FICA Expense	17,067	18,689	-1,622
5150 · Related Health Benefits Expense	70,197	92,944	-22,748
5155 · Other Expenses for Clubs			
5158 · Yearbook	187	0	187
5159 · Band	11,750	22,883	-11,133
5171 · Interscholastic Sports	9,623	4,132	5,490
5172 · Before and After School Care	16,996	21,358	-4,362
5176 · Champions Club	4,986	991	3,996
5177 · Tae Kwon Do	963	0	963
5178 · Homework Club	0	1,720	-1,720
5180 · Drumming	0	520	-520
5181 · Scrapbooking	0	674	-674
5190 · Getting to Know You	485	0	485
5155 · Other Expenses for Clubs - Other	169	0	169
Total 5155 · Other Expenses for Clubs	45,158	52,278	-7,120
5160 · Other			
5161 · Other- Educational Activities	3,712	4,701	-989
5162 · Other- Farm Education	15,000	15,000	0
5163 · Graduation	461	424	37
5164 · Summer School	7,345	2,893	4,453
5167 · 7th & 8th Grade Parties	1,020	1,488	-468
5168 · 8th Grade Trip	4,950	18,989	-14,039
5169 · 7th Grade Trip	440	7,927	-7,487
5160 · Other - Other	195	0	195

Prairie Crossing Charter School
Profit & Loss Prev Year Comparison
July 2009 through April 2010

	Jul '09 - Apr 10	Jul '08 - Apr 09	\$ Change
Total 5160 · Other	33,123	51,422	-18,299
5199 · Allocated Grant Expense	-8,175	0	-8,175
Total 5100 · Instruction	1,180,850	1,258,793	-77,943
5200 · Administration			
5205 · Administrative Salaries	278,258	286,633	-8,375
5206 · Administrative Contractual	22,162	25,326	-3,164
5215 · Related Medicare Expense	5,045	4,067	978
5220 · Related FICA Expense	16,989	13,156	3,833
5225 · Related Health Benefits Expense	12,216	12,755	-538
5226 · Unemployment Compensation	5,287	6,885	-1,598
5230 · Supplies	9,632	7,621	2,011
5235 · Furniture	0	1,679	-1,679
5240 · Office Equipment	0	208	-208
5241 · Computers	4,082	8,515	-4,433
5242 · Computer Support	5,122	5,215	-93
5250 · Equipment Maintenance	12,149	4,049	8,100
5255 · Telecommunication Equipment	0	150	-150
5260 · Telecommunication Usage	14,594	12,677	1,917
5265 · Accounting and Audit Fees	17,800	21,000	-3,200
5270 · Payroll Service Fees	9,993	9,643	349
5275 · Printing and Copying	405	0	405
5280 · Postage and Shipping	2,681	3,145	-464
5285 · Insurance (incl. Building Ins.)	40,093	32,842	7,251
5290 · Dues and Subscriptions	3,992	4,833	-842
5291 · Board Related Expenses	1,505	5,375	-3,870
5294 · Legal Fees - LLC	0	1,192	-1,192
5295 · Legal Fees	5,896	22,745	-16,849
5296 · Employment Expense - Other	1,255	0	1,255
5297 · Other	2,026	1,381	645
5298 · Related FSA Expense	905	1,160	-255
Total 5200 · Administration	472,086	492,252	-20,166
5300 · Support Services			
5301 · Special Ed Salaries	158,376	122,313	36,063
5302 · Related Medicare Expense	0	1,656	-1,656
5303 · Related FICA	0	3,501	-3,501
5304 · Related Health Benefits	11,329	15,359	-4,029
5305 · Contractual Expense for Spec Ed			
5324 · Auditory Services	7,541	0	7,541
5325 · Speech Services	69,186	69,774	-588
5326 · OT Services	63,488	62,008	1,480
5327 · Psychological Services	68,070	62,939	5,130
5328 · Other Services	44,711	54,489	-9,777
Total 5305 · Contractual Expense for Spec Ed	252,996	249,210	3,786
5308 · Special Ed Legal Fees	59	6,630	-6,572
5309 · Special Ed CR Mats & Sups	2,051	1,393	658
5310 · Professional Development	4,932	8,206	-3,274
5315 · Transportation	9,921	9,836	85
5316 · Transportation Stipend	1,980	0	1,980
5320 · Food Service			
5321 · Pizza	25,211	14,486	10,725
5322 · Hot Lunch - Farm to Table	5,023	4,927	96
5405 · Facility Rent - Barn	1,000	1,200	-200
Total 5320 · Food Service	31,234	20,613	10,620
5399 · Allocated Grant Expense	-61,770	-74,177	12,407
Total 5300 · Support Services	411,107	364,540	46,567
5400 · Operations and Maintenance			
5410 · Utilities			
5411 · Water and Sewer	1,688	1,080	608
5412 · Other	0	17	-17
5413 · Gas and Electricity	38,891	47,499	-8,609
5414 · Garbage	1,482	1,599	-117

Prairie Crossing Charter School
Profit & Loss Prev Year Comparison
July 2009 through April 2010

	Jul '09 - Apr 10	Jul '08 - Apr 09	\$ Change
5410 · Utilities - Other	28	0	28
Total 5410 · Utilities	42,088	50,194	-8,107
5415 · Maintenance Salaries	28,661	28,052	608
5416 · Facilities Management	19,874	0	19,874
5420 · Related Medicare Expense	410	388	21
5421 · Related Health Benefits	480	3,079	-2,599
5425 · Related FICA Expense	1,751	1,660	91
5430 · Maintenance Contractual			
5431 · Cleaning	225	0	225
5432 · Life Safety	6,780	10,907	-4,127
5433 · Snow Removal	7,423	9,684	-2,261
5436 · Other	8,969	11,157	-2,188
5430 · Maintenance Contractual - Other	1,454	0	1,454
Total 5430 · Maintenance Contractual	24,850	31,748	-6,898
5435 · Maintenance Equipment	1,138	1,257	-119
5440 · Maintenance Supplies	10,716	12,775	-2,060
5445 · Long-Term Maint & Repairs	0	2,198	-2,198
Total 5400 · Operations and Maintenance	129,966	131,352	-1,386
5500 · Other Expenses			
5510 · Fundraising			
5511 · Auction	4,769	6,119	-1,350
5512 · Rummage Sale	0	50	-50
5513 · 5/6 Grade Fundraising	333	0	333
5514 · Other	1,878	4,542	-2,663
5517 · Edible Harvest	11,621	9,814	1,807
5518 · Pancake Breakfast	21	0	21
5519 · 8th Grade Fundraising	6,960	8,339	-1,379
5521 · Band Boosters	3,566	3,738	-172
5523 · Annual Appeal	272	0	272
5525 · Spirit Wear	2,419	3,765	-1,347
5526 · Scholastic Book Fair	3,247	2,170	1,077
5527 · Student Council	52	2,794	-2,742
5528 · Earthweek	2,074	2,292	-218
5529 · Poker Night	1,445	0	1,445
5550 · Fundraising Salaries	33,921	10,000	23,921
5551 · Related FICA	0	610	-610
5552 · Related Medicare	0	148	-148
5553 · Fundraising Stipends	0	6,365	-6,365
Total 5510 · Fundraising	72,578	60,746	11,832
5515 · Bank Fees	2,146	2,593	-447
5520 · Recruitment and Employment	1,051	1,242	-191
5535 · Community Outreach	2,962	2,604	358
Total 5500 · Other Expenses	78,737	67,185	11,552
5600 · Grant Expense			
5601 · IDEA Grant	30,587	27,022	3,564
5602 · Spec Ed Pers Grant Exp	14,132	39,442	-25,310
5603 · Title I FY08	0	5,337	-5,337
5604 · Title II Teacher Quality	694	3,405	-2,711
5605 · Title IV Safe & Drug Fee	350	669	-319
5607 · Reading Improvement	13,502	10,370	3,133
5608 · Title I FY09	625	9,284	-8,659
5609 · ARRA Grant	58,083	0	58,083
5616 · Nutrition Education	0	5,000	-5,000
5617 · Circle of Service	5,000	0	5,000
5618 · Title I FY10	9,755	0	9,755
5600 · Grant Expense - Other	834	0	834
Total 5600 · Grant Expense	133,562	100,529	33,033
Total Expense	2,406,309	2,414,652	-8,343
Net Ordinary Income	894,551	766,748	127,803

Prairie Crossing Charter School
Profit & Loss Prev Year Comparison
July 2009 through April 2010

	Jul '09 - Apr 10	Jul '08 - Apr 09	\$ Change
Other Income/Expense			
Other Income			
7100 · Non-Operating Income			
7101 · PSO Revenue			
7102 · Fundraising			
7103 · Box Tops	582	1,147	-564
7105 · Target VISA Card	743	1,670	-927
7106 · Natural Ovens	665	819	-153
7107 · SCRIP	134,925	80,561	54,364
7108 · Plant Sale	4,124	3,661	463
7109 · Holiday Bazaar	2,530	2,327	202
7110 · Other	150	297	-147
Total 7102 · Fundraising	<u>143,719</u>	<u>90,482</u>	<u>53,237</u>
Total 7101 · PSO Revenue	<u>143,719</u>	<u>90,482</u>	<u>53,237</u>
Total 7100 · Non-Operating Income	<u>143,719</u>	<u>90,482</u>	<u>53,237</u>
Total Other Income	<u>143,719</u>	<u>90,482</u>	<u>53,237</u>
Other Expense			
7200 · Non-Operating Expense			
7220 · PCCSHI-Mortgage Loan Interest			
7221 · Base Interest Expense	102,101	258,368	-156,267
7222 · SWAP Adjustment	217,618	100,505	117,112
7223 · LOC Fee	124,425	77,956	46,469
7224 · Draw Fee	3,225	2,100	1,125
7225 · Remarketing Fee	10,997	5,231	5,765
Total 7220 · PCCSHI-Mortgage Loan Interest	<u>458,365</u>	<u>444,161</u>	<u>14,204</u>
7240 · Taxable Loan Interest Expense	12,902	9,810	3,092
7241 · LOC Interest Expense	505	944	-440
7244 · Lease Interest Expense	527	977	-450
7246 · Depreciation	64,923	74,468	-9,545
7247 · Amortization	24,055	20,208	3,847
7248 · Depreciation - LLC	221,626	221,082	544
7300 · PSO Expense			
7301 · Postage	953	567	386
7302 · Water	369	345	24
7303 · Office	3	55	-52
7304 · Bank Fees	1,315	955	360
7306 · Directory	-10	569	-579
7308 · Plant Sale	0	4	-4
7311 · SCRIP	136,124	82,497	53,627
7312 · Natural Ovens	579	602	-23
7313 · Holiday Bazaar/Staben House	1,584	1,134	450
7315 · Other Fundraising	605	882	-276
7321 · Classroom Care	200	0	200
7322 · Teacher Sup Exp Reimb	2,842	2,370	472
7323 · Community Care	2,675	3,363	-688
7324 · Programming	1,297	1,360	-63
7326 · Inschool Grants	5,334	1,943	3,392
7327 · Discretionary Hardship Fund	1,124	0	1,124
Total 7300 · PSO Expense	<u>154,996</u>	<u>96,646</u>	<u>58,350</u>
Total 7200 · Non-Operating Expense	<u>937,898</u>	<u>868,296</u>	<u>69,603</u>
Total Other Expense	<u>937,898</u>	<u>868,296</u>	<u>69,603</u>
Net Other Income	<u>-794,179</u>	<u>-777,814</u>	<u>-16,365</u>
Net Income	<u><u>100,372</u></u>	<u><u>-11,066</u></u>	<u><u>111,438</u></u>



Treasurer's Report **May, 2010**

Treasurer's Message

The final draft budget will be presented for the May Board of Directors meeting. With continued refinement and new information regarding our State of Illinois funding rates, the latest budget shows a comfortable net income. The intention of the Finance Committee is to be able to accumulate cash for our September 2011 financing needs. With some uncertainties regarding our real estate valuations we need as much cash available as possible to pay off our short term debt and also negotiate our long term financing with Lake Forest Bank.

While the latest funding information is positive indeed, we need to keep in mind the fragile nature of the State's financial condition and the potential to be funded short of the stated amounts or to be shorted on payments for some of the Special Education grant items. As of our last Finance Committee meeting there were still two quarters of grant funding that were delinquent.

Financial Status

Please see the Business Manager reports in the May Board packet. Due to moving the date of the Finance Committee meeting up a week, the reports were not yet available for that meeting.

Future Business

Work to project the needs of our debt obligations due in September of 2011.

Work with the Bargaining Team to ensure the School's financial obligations are key consideration of the upcoming negotiations.

Respectfully Submitted, Steve Achtemeier – Board Treasurer



Prairie Crossing Charter School
Communications, Public Relations and Fundraising Meeting Minutes
May Board Report

Mission/ Purpose of this committee

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

Grants

Sarah Kirch is actively pursuing several grants for PCCS. It is a very competitive market out there for grants right now but the committee is confident that we are making progress in this direction.

Branding Project

Dil Dybas has been appointed by administration as the "keeper of the brand" she will ensure uniformity and consistency, but administration will be responsible for enforcement. We will be working on phase two of the brand rollout this summer in time for the next school year.

Website Project

Although staff have worked diligently on this project, some formatting issues will keep us from launching this. Consideration should be given to hiring a web firm to help complete the project.

Fundraising Plan

As always this time of year is very busy as we wrap up our fundraisers and are very event heavy.

Thanks to everyone involved in the Pancake Breakfast. They earned \$5,700 for the school and everyone had a sticky good time! Thanks to all the dads who make this happen.

We are on target to meet our fundraising goals for the year.

Fundraising Policies

The committee is recommending that policies 900.1 and 900.3 be approved as presented. Thanks to Sarah for all her hard work on these policies, they will help move our development forward.

Respectfully Submitted

Elizabeth Stearns, Committee Chair

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

1531 Jones Point Road
Grayslake, IL 60030-3536

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

School Director: Myron Dagley
Principal: Brian Greene

Visit us at prairiecrossingcharterschool.org



The PCCS **Excellence in Academic Programs Advisory Committee** meeting was held on **Monday, April, 26 2010**, 1531 Jones Point Road, Prairie Crossing Charter School, in Grayslake, Illinois 60030.

Members Present

Myron Dagley
Brian Greene
Sherry Halvorsen
Karen Achtemeier
Barb Provost
Geoff Deigan
Maria Sandborn
Naomi Dulin
Cynthia McGovern
Andrea Koeniger
Geoff Deigan

Public Present

none

Absent

Tony Zamiar

Staff Present

Chris Hershiser

Mission/ Purpose of this committee

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

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Ongoing Goal

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

Goals for Years 2-3 (2010 - 2011)

- 1.1 Ensure that textbooks, campus/community resources (e.g. library resource center), and educational materials support the integrated curriculum and constructivist approaches to instruction.
- 1.2 Develop a formal plan to prepare middle school students academically for their transition to high school.
- 1.3 Develop and archive the integrated environmental units that serve as best practices and can be implemented by PCCS and teachers in other schools.
- 1.4 Develop an assessment plan that includes both standardized, published tests and assessment tools created by PCCS to assess progress toward our educational goals.

Agenda Topics

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

- 1) Motion to Approve Open Session Minutes: 3/22/2010

Discussion Agenda and Highlights:

A. **Math Standards:** Principal Brian Greene presented information about Math at PCCS. He showed the successful math scores based on ISATs for 2009. He then went on to explain that the teachers gathered to complete "grade level articulation," looking at Math. They ranked the Illinois state goals using a scale of I = Introduction, D = Developing and M = Mastering. Through this activity they were able to assess where the various Illinois State Goals were being introduced, developed or mastered; but also where there might be redundancy and gaps. Once this information was determined, it showed areas of needed concentration. The next step in the process is to align this information to the Illinois Assessment Frameworks by grade band.

In summary, Brian stated that the end goals are to prepare students to use Math by the book or within their minds (mental math).

The teachers expressed the value of this activity. It provided them great information

about the level of math in which the students will be coming to their classroom.

Brian also commented that he has informal conversations with surrounding high schools to ensure we are meeting their expectations.

Naomi informed the group that new math programs linked to the environment are now starting to surface. Two mentioned are Earth Math and Facing the Future. A sub group of Andrea, Naomi and Sherry will investigate these math programs and report back to the EAPAC committee.

- A. **Alternative Pathways to Fine Arts Instruction:** Myron Dagley asked the EAPAC committee to discuss this topic in order to obtain creative ideas to enhance Fine Arts Instruction and to provide ways the school can provide Fine Arts even through a tight budget year. Many ideas were presented and some included: Children going off campus to attend plays, having artist come on campus to teach children (storytellers), vocal instruction, dance (possibly in gym class), art through media, talent shows, drama clubs. It was also discussed that teachers may need to group and think of creative ways to teach Fine Arts within their classrooms.

Decisions Made

No formal decisions were made at this meeting.

Next Steps

- ✓ Facilitated discussion on the topic of *a description of the PCCS Math program, defining what we want students to be able to do by the time they leave 8th grade and what makes this program different?*

- ✓ Update on subcommittee assessing environmental math programs.

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

Mission Prairie Crossing Charter School is a public school that transforms our children through academic discovery and interaction with our unique natural, ecological, and community resources.	
Value Statements	
<i>Environmental Stewardship:</i> We respect the Earth and conserve, protect and restore the natural environment.	This value is met by validating the integration of environmental stewardship into the curriculum at all grades.
<i>Ecological Understanding:</i> We believe the natural environment provides a fertile ground for creativity, wonder, inquiry and integrated learning across academic disciplines.	This value is met by validating the integration of ecological understanding into the curriculum at all grades.
<i>Academic Rigor and Innovation:</i> We use effective and innovative teaching practices that result in consistently high student achievement.	This value is met by validating that rigor and innovation is a part of the curriculum at all grades.
<i>Partnering with Parents:</i> Parents are our children's first teachers and their support and involvement strengthens our school.	This value is met by providing appropriate opportunities to have parents partner with the teachers and students in learning activities throughout the school.
<i>Promote Personal Responsibility:</i> Our small school fosters an academic community where students, staff and parents are compassionate, just, caring and health conscious individuals.	This value is met by assuring the tenets of Tribes are inserted into activities and behaviors of the teachers and the students at all levels.

Respectfully Submitted,
Barbara Provost - Chair

President's Report May 2010

Global Statement

As we meet for the last regular scheduled Board meeting before the Community enjoys their summer break, I ask that we take a moment and reflect on where we have started and, as importantly, where we are going. I have had the pleasure of watching my daughters experience PCCS for nine years from kindergarten and now graduating in June. Their lives have been transformed and they are two of the many young adult environmental stewards, with a well-rounded education, that this School develops. The success of this School can be traced to long-standing relationships with shared visions. Along our journey, we have accomplished quite a bit and experienced substantial growth. We have also shared a great deal of growing pangs along the way. Under the leadership of Director Dagley, we have weathered many a storm, overcome what seemed like insurmountable challenges and have landed upright, straight ahead and moving forward. This foundation has helped propel PCCS into its second decade of service as a public school of choice in Lake County. Mr. Dagley will be retiring at the end of June, but his legacy will remain and challenge us all to build upon his base. We continue to rely on the generosity of our Community, the strength and dedication of our Teachers and the commitment of our Staff, Boards & Committees. Our goal is to work together to expand the environmental focus of the School, enhance our curriculum, and reduce our reliance on fundraising – all without compromise to the high quality education services we provide. We will continue to focus efforts to streamline efficiencies and re-evaluate our systems for improvement. This School's brightest days are ahead of us and thanks to Director Dagley and a dedicated Community - we are poised to enter into the next decade with vigor, broad vision and commitment to excellence in education.

Executive Director

I am happy to introduce Mr. Nigel Whittington as our new Executive Director of Prairie Crossing Charter School. Mr. Whittington will be visiting the School on May 18 and will be with us for approximately 7 days. The PSO has two "Meet & Greet" opportunities for the community to interact with Nigel; the first scheduled for May 18 from 2:30PM – 4:00PM and the second on May 19 from 8:00 AM to 9:00 AM - both in the Computer Lab of the Kennicott Building. Mr. Whittington will be at the Board Meeting on the 18th and will have 10 minutes to introduce himself and take questions as Open Discussion at the start of the meeting. During his stay, Nigel will be meeting with Administration, Staff and Teachers to become acclimated with the dynamics and structures he will inherit on July 1.

Thank You

Lastly, I want to acknowledge some of the efforts that make PCCS a special place to learn and grow. Congratulations on a successful (and tasty) *Pancake Breakfast* made possible by the Prairie Crossing Charter School dads and special thanks to the volunteers who donated their time and energy (and weathered the cold) on the *Growing with Nature Organic Plant Sale*.

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

~Margaret Mead

Respectfully submitted,



Geoff Deigan
Board President

PSO Report to the Board 13 May 2010

Plant Sale Update

Even though Mother Nature refused to cooperate, our hardy volunteers and supporters braved the cold, wind (and occasional rain) to join us on May 8th for the “5th Annual Growing with Nature Organic Plant Sale”. We would like to extend an enthusiastic THANK YOU to all those who put their physical comfort aside to join us on this morning!

The Plant Sale is truly an event that highlights the uniqueness of our school and places emphasis on the values expressed in our charter. Our collaboration with the Learning Farm not only allows PCCS students the hands-on experience of what is involved in the process of bringing food to our tables, but also allowed many of these students the opportunity to fulfill their required Service Learning Projects.

The hours of planning, planting, watering, set-up and take-down that go into making this event a success each year are remarkable. We again would like to thank Roz Deigan and Michelle Helle and all their volunteers for their hard work and dedication. Additionally, we would like to thank the Staff at the Learning Farm for partnering with us in this endeavor each year. Not only would the wonderful learning opportunities this event presents to our students not be feasible without our collaboration with the Learning Farm, few people realize that this is not an avenue through which they raise funds. Our ardent volunteers and the hours they dedicate make it possible for the PSO to utilize this event as a fundraiser. The Learning Farm, however, uses paid staff in addition to their volunteers to help facilitate this event and therefore, for them, does not typically turn a notable profit. This fact is not lost on the PSO and we are genuinely grateful for the time and energy given by the Learning Farm to make this event such a success.

Our preliminary numbers are down from last year, which is not surprising considering the weather on the day of the event and on subsequent days. Even though the calendar says “spring”, the weather has just not been conducive to planting. Additionally, due to space constraints in the greenhouse, fewer plants were started for the purpose of the Plant Sale. Plants are continuing to be sold in the greenhouse and we will also be selling plants on-campus during afternoon carpool a few days the week of May 17th.

Community Building

The PSO provided a lunch for teachers and staff during Teacher Appreciation Week and the Lounge Angels supplied breakfast treats one day this week as well. We hope these activities let our staff know just how much they are appreciated by the parents at PCCS.

The 5th Annual PSO Volunteer Appreciation Movie Event is scheduled for Saturday, June 5th at the Liberty Theater in Libertyville. We will be hosting a private showing of the movie Shrek 4. Any and all PCCS parents and staff (and their families) who have volunteered their time are welcomed to join us (and yes, this means members of the Board too☺).

Looking Ahead

As mentioned in the PSO report last month, it is my hope and intention to stay on as PSO president for a consecutive year. My fellow officers are not able to continue in their roles on the PSO and we are currently in the process of identifying new faces to help lead this organization next school year.

I would personally like to thank Adi, Lisette and Cathy for being so willing to take on their Officer roles this past year. Despite being new to PCCS they jumped in with both feet not really knowing what was involved. This bravery along with their commitment, creativity and sense-of-humor made this not only a positive, productive year but a truly enjoyable one as well.

Our last General PSO meeting of the year is slated for Tuesday, May 25th following morning carpool. At this time we hope to be able to present the findings from the survey conducted in March.

Thank you all for your time and dedication to PCCS.

Respectfully submitted,
Jennifer Ropke
PSO President

PCCS - PSO Treasurer Report
 PSO Income Statement
 April 2010

	<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>Dec-09</u>	<u>Jan-09</u>	<u>Feb-09</u>	<u>Mar-09</u>	<u>Apr-09</u>	<u>FY 2010 YTD</u>
Revenues												
On-Going Fundraising												
SCRIP Revenue	100,875	158	7	17,153	12,749	20,627	33,065	5,432	18,309	18,558	8,866	134,924
SCRIP Expense	92,532	-	6,750	15,969	10,501	21,999	23,138	16,368	16,828	10,966	13,605	136,124
SCRIP, net	8,344	158	(6,743)	1,184	2,248	(1,371)	9,927	(10,936)	1,481	7,592	(4,739)	(1,200)
Box Tops	1,147	-	-	-	-	-	582	-	-	-	-	582
Target	1,670	-	-	-	743	-	-	-	-	-	-	743
Natural Ovens, net	134	-	14	(128)	185	20	79	-	(152)	67	-	86
Annual Fundraising												
Holiday Bazaar/Staben House	2,327	-	-	-	-	-	2,530	-	-	-	-	2,530
Plant Sale, net	5,464	-	-	-	-	-	-	-	-	-	4,124	4,124
Other, net	(585)	-	-	-	-	-	-	-	-	150	-	150
Total	18,501	158	(6,729)	1,056	3,176	(1,351)	13,118	(10,936)	1,329	7,809	(615)	7,016
Expenses & Disbursements												
Annual Fundraising												
Staben House	1,134	-	-	-	-	-	1,309	275	-	-	-	1,584
Programming	1,360	-	745	381	-	29	-	-	-	-	142	1,297
Community Care												
Teacher Supplemental Exp Reimbursement	2,522	-	-	-	562	-	283	220	459	150	1,168	2,842
In-School Grants	1,943	-	4,784	-	-	200	100	-	50	-	200	5,334
Discretionary Hardship Fund					624	-	500	-	-	-	-	1,124
Other	3,699	-	43	236	38	-	-	90	134	1,880	1,059	3,480
Office												
Postage Machine	659	50	153	143	58	104	81	66	50	199	50	953
Water	411	24	24	49	33	33	24	59	9	49	67	372
Bank Fees	1,189	10	0	106	135	153	208	83	202	257	161	1,316
Directory	569	-	-	-	-	(10)	-	-	-	-	-	(10)
Office	55	-	-	-	-	-	-	-	-	-	-	-
Total	13,541	84	5,749	916	1,451	509	2,505	793	904	2,535	2,847	18,292
Net Income	4,960	74	(12,477)	141	1,726	(1,860)	10,613	(11,730)	425	5,274	(3,462)	(11,276)
Ending Cash Balance	35,005	38,933	28,715	31,824	34,989	38,436	33,461	22,036	22,454	24,929	23,295	
SCRIP Inventory											7,275	