



PCCS Board of Director's Meeting
AGENDA
Tuesday, November 17, 2009 7:00 PM
Anna B. Comstock Building – Conference Area
1531 Jones Point Road
Grayslake, IL 60030

Call to Order

President Geoff Deigan

Pledge of Allegiance

Motion to Approve Agenda

Discussion Agenda

1. Refinance Effort, Timeline, Schedule of Fees and Payment Options
2. Reinstate Development Position
3. Review Legal Bills
 - September 30, 2009 - Hodges, Loizzi, Eisenhammer, Rodick & Kohn (\$827.86)
4. Second Reading – Proposed Amended Policy 400.1 – Uniform Grievance Policy
5. Second Reading – Proposed Amended Policy 400.2 – Ethics Policy
6. Second Reading – Proposed Amended Policy 400.4 – Leave for Religious Holidays
7. Process and Progress on Director's Contract
8. Committee Structure & Meetings

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.

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

9. Review Closed Session Minutes – Special Mtg. - 9/29/2009 & 10/27/09

Consent Agenda

10. Director's Report - includes Principal's, Manager's of Benefits & Facilities and Business Manager's Report
11. Financial Statements, October 2009
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 Human Resource Minutes – 9/15/2009
20. Motion to Approve Human Resource Minutes – 9/15/2009
21. Review Open Session Minutes –10/27/2009
22. Motion to Approve Open Session Minutes –10/27/2009
23. Motion to Accept Reports on Consent Agenda

Public Comment

10 Minutes

Action Agenda – New Business

- 1A - Authorize Expenditures Related to Refinance Cost
- 2A - Authorize Reinstatement of Development Position
- 3A - Authorize Payment of Legal Bills- \$827.86
- 4A – Adopt Amended Policy 400.1 – Uniform Grievance Policy
- 5A – Adopt Amended Policy 400.2 – Ethics Policy
- 6A – Adopt Amended Policy 400.4 – Leave for Religious Holidays
- 9A – Approve Closed Session Minutes – Special Mtg. - 9/29/2009 & 10/27/09

New Business - Future Agenda Topics

10 Minutes

Adjourn

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

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

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

A sample copy of the board documents for this meeting is available for viewing either on the school web site or in the office beginning Friday afternoon, November 13, 2009.

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



To: Members, Board of Directors

From: Myron

Re: Reinstatement of the Development Position

Date: 11-12-09

Background Information:

When planning the staffing positions for the current year, the administration proposed and the Human Resource Committee endorsed the following positions for the school year 2009-2010.

- .5FTE Development Coordinator/Director-Reinstatement of former position

- 10 hours weekly, event planning-continuation of position from FY-09 Budget

- 10 hours weekly, public relations position-continuation of position from FY-09 Budget

This staffing pattern was reflected in drafts 1-3 of the 2010 Budget.

As funding demands to secure the long range debt became more prominent and the interest rates escalated beyond any reasonable figure anyone could have anticipated, both the Human Resource Committee and the Finance Committee were forced to look at staff positions reflected within the budget and ultimately made the decision to eliminate the .5FTE Development Position from Draft 4 and 5 of the current year's operational budget. Unfortunately, the Development Position is viewed as an administrative position and the influencing factor was the notion that cutting administration is both more desirable and less negatively focused on programming than would have been more reductions of program staff. We are learning of the flaw in that reasoning.

Absent Development Staff we once again returned to the total reliance upon events as the primary source of philanthropic income to balance our budgetary needs. Such reliance concentrates its impact directly on parent giving and parent volunteerism. We are seeing parent donor fatigue and parent reluctance to volunteer to the extent that had been easily achieved in prior years. Most importantly, we are not able to "walk the walk" that matches the "talk" we had advertised; namely, we had promised that we would aggressively begin the search for corporate sponsors, aggressively seek grants, and enter into sponsoring partnerships with corporations and businesses which had been identified by our parents as companies with whom they do business. Absent the development position we have no real staff time dedicated to making this "talk" a visible reality.

Those who assert that this is an administrative position notwithstanding, **the absence of dedicated and skilled energy focused on this activity in combination with our parent donor fatigue and declining volunteerism will impact most seriously and directly on student programs.** I firmly believe that we must take a step of faith and reinstate the Development Position as soon as possible yet this school year. We may not be able to recover from the lost time and effort should we not act now.

I have empowered Mrs. Sarah Kirch to prepare a presentation which she will deliver on this topic at the very beginning of the meeting on Tuesday evening, 11-17-09. This presentation has been shown to former members of the Communications, Public Relations, & Fundraising Committee as they assembled on November 5, 2009. Since committee appointments are still pending, the group could not take any action on the concept, but I perceive there was consensus among us that the presentation and a recommendation should be made to the Board of Directors at the November meeting. I find her presentation very compelling and exceptionally well done.

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School Director: Myron Dagley
Principal: Brian Greene

Visit us at prairiecrossingcharterschool.org

The administration has been examining strategies that, if implemented, could result in accumulated operational savings over time. Such an assignment had been given to the administration by the Finance Committee. Several proposed models have been defined and then potential cost savings calculated by Stacy Gavin. These have been subsequently shared with the Board President and the Treasurer. They have requested an opportunity to discuss those models with Brain, Stacy, and me, but that meeting has not yet occurred.

It is obvious that reinstating a position will increase costs, not save operating costs. That is true and is the reason that earlier reference was made to taking a step in faith. Our search for a refinance partner has neared completion and we expect to close on our new partnership on or before November 24, 2009. With that act will come accurate and reliable finance costs which are predictable for the remainder of this budget year and beyond. It seems feasible that those facts combined with cost savings produced by one or more of the models proposed by the administration could make possible a reliable plan for financing this position in time to be approved and implemented at the December 2009 meeting of the Board of Directors. Presently, I can not avoid the vagueness of this approach, because information necessary to achieve the final financial plan is still lacking pending the completion of future events. Such is beyond the control of the Administration.

Administration's Recommendation:

The administration recommends that the Board of Directors reinstate the Position, Director of Development at .75-1.0 FTE effective immediately subject to approving a financial plan to support same at its December, 2009 Meeting.



To: Members, Board of Directors

From: Myron

Re: 2nd Reading/Adoption Proposed Amended Policy #400.1-Uniform Grievance Policy

Date: 11-12-09

Background Information:

The administration prepared this amended policy for the Human Resources Committee primarily to separate the first section, strict policy language, from the rest of the current document which is really administrative procedural language. At first reading there were no concerns identified and no requests for additions or deletions.

I have previously also shown you the new appearance of the administrative procedures. When I attempted today to eliminate the changes that had been redlined, something caused a numbering problem which now needs to be addressed. For that reason only, that document is not included in this packet. Time is insufficient for that correction work to be achieved before the packet must be sent out.

Administration's Recommendation:

The administration respectfully recommends the Board of Directors declare a second reading and adopt effective immediately the amended policy # 400.1-Uniform Grievance Policy.

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Prairie Crossing Charter School
Board of Director's Policy

Policy # 400.1

Personnel

Uniform Grievance Policy Procedure

SECTION A.

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

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

SECTION B. Complaint Coordinator

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

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

SECTION C. Complaint Procedures

1. Filing a Complaint

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

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

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

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

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

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

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

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

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

~~2. Informal Resolution~~

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

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

~~3. Formal Investigation~~

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

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

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

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

SECTION D. Appeal to the Board

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

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

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

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

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

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

~~2. Review Procedures~~

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

~~Adoption Dates: 15 March 2005~~

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

~~Revised: February 26, 2008~~

EST. 1999

PRAIRIE CROSSING CHARTER SCHOOL



WHERE EDUCATION COMES NATURALLY

EMPLOYEE GRIEVANCE FORM

Employee Name:
Title:

Supervisor's Name:

Title:

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

If Yes, Date Discussed:

Subject of grievance:

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

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

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

C. Approximate Time:

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

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

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

Employee's Signature:

Date Submitted:

EMPLOYEE GRIEVANCE DISPOSITION
RESPONSE TO STEP 1_____ 2_____

Employee Name:

Date Grievance was Received:

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

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

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

Supervisor's Signature:
Title:

Date:

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

YES_____ NO_____

Employee's Signature:

Date:

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



To: Members, Board of Directors

From: Myron

Re: 2nd Reading Adoption of Amended Policy # 400.2 – Ethics

Date: 11-12-09

Background Information:

The administration brought an amendment to the Human Resource Committee for consideration last month. Subsequently this proposed amendment was reviewed in a first reading by the Board of Directors. No additional suggestions for change or deletion were made by the Board.

The amended policy is now ready for a 2nd reading and adoption.

Administration's Recommendation:

The administration respectfully recommends that the Board of Directors adopt amended policy #400.2-Ethics effective immediately.

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Prairie Crossing Charter School
Board of Director's Policy

Policy: 400.2

Personnel

ETHICS ACT POLICY

I. General

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

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

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

II. Definitions

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

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

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

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

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

III. Prohibited Political Activities

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

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

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

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

IV. Gift Ban

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

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

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

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

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

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

V. Inquiries, Complaints, and Penalties

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

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

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

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

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

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

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

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

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

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

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

Adoption Dates: 15 March 2005

Revised:



To: Members, Board of Directors

From: Myron

Re: 2nd Reading Adoption Amended Policy#400.4- Leave for Religious Holidays

Date: 11-12-09

Background Information:

The administration presented to the Human Resource Committee a proposed amendment to the referenced policy. The committee in its discussion added an additional change placing a limit of five (5) days on uncompensated days used for religious celebrations. Since the first reading, no additional changes or suggested deletions have been made.

I have been contacted by one staff member who annually uses days for religious observances. She expressed her disappointment that this change was being considered, as she has been known to use for than a total of eight days for such observances and would now be prevented from doing so openly. Her observation was that this change could cause someone to use sick days inappropriately in order to fully observe the holidays of his/her religion. This employee may be communicating on her on behalf either through me or directly with the Board.

Administration's Recommendation:

The administration respectfully recommends that the Board proceed with the adoption of the amended policy #400.4-Leave for Religious Holidays.

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1531 Jones Point Road
Grayslake, IL 60030-3536

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

School Director: Myron Dagley
Principal: Brian Greene

Visit us at prairiecrossingcharterschool.org

Prairie Crossing Charter School
Board of Director's Policy

Policy # 400.4

Personnel

Leave for Religious Holidays

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

Adoption Dates: 15 June 2004

Revised:

Discussion Agenda Item # 7

The Directors contract expires in June of 2010. As we briefly mentioned at the October Board meeting The President and the Vice President were in the process of preparing information for Board review and discussion regarding the Director's Contract. In an effort to toward evaluating what the Director's position currently is and what it could potentially be for the future we:

- ✓ reexamined the current job description for Director
- ✓ assessed the requirements of our Charter Agreement
- ✓ examined the internal needs of the School based on the Strategic Plan
- ✓ obtained input from past Board members
- ✓ obtained input from past Board Presidents

What follows is a draft for discussion purposes of a job description that is a result of the bullets above.



EXECUTIVE DIRECTOR

Position Description

Prairie Crossing Charter School (PCCS) is a public school that transforms our children through academic discovery and interaction with our unique natural, ecological, and community resources. Offering an innovative curriculum that uses an ecological, integrated, and experiential approach to learning, PCCS develops students who demonstrate environmental stewardship and global citizenship.

With the support of an administrative staff, the Executive Director will be responsible for leading, articulating, inspiring and promoting the School's environmental charter, management of School operations, compliance with regulatory agencies, optimization of finances, fundraising growth, and expanding the visibility of the school to the larger community.

Specifically, the Executive Director will work in concert with the Board of Directors to uphold the schools Charter through the following duties and responsibilities:

DUTIES AND RESPONSIBILITIES

Leader of School

- Articulate the unique aspects of the environmental Charter
- Promote our environmental mission and values as the core of the School
- Inspire, lead and promote students, parents and community to carry out the environmental components of the Charter Contract
- Hire, supervise, and evaluate the Principal and other Administrative staff.
- Direct the development and implementation of the School's Strategic Plan, in concert with the Board of Directors.
- Ensure compliance with all requirements of the Chartering Authority and other regulatory agencies.

Finance and Fundraising

- Direct development and implementation of an annual school budget.
- Establish a plan for ensuring long-range fiscal sustainability, in concert with the Board of Directors.
- Direct fundraising activities that meet or exceed established goals.
- Cultivate relationships with donors or other funding sources.

For Discussion Purposes Only

Community and Professional Outreach

- Direct and conduct outreach activities designed to promote the mission of the School within the larger community.
- Establish partnerships with schools and agencies for the purpose of promoting environmentally-focused educational practices.
- Direct internal and external communications that effectively promote the mission and activities of the School.
- Direct activities related to informing families in surrounding districts of the School's mission, programs and enrollment procedures, and ensuring accessibility for all eligible families.

Other Duties as Assigned

- Other duties as assigned by the Board of Directors.

REQUIRED PROFESSIONAL AND PERSONAL QUALIFICATIONS

- Knowledge, understanding (and experience?) of the importance of charter schools.
- Proven ability to work in partnership with the Chartering authority and other legal entities.
- Experience working directly with a Board of Directors (or comparable entity).
- Proven experience carrying out strategic plans on behalf of an organization.
- The ability to identify new sources of funding from foundations, corporations, individual donors and the skills required to secure these resources through relationship-building.
- Proven ability to attract, recruit, retain and develop staff who share the vision of the School.
- Management and team-building experience to create an efficient and effective work environment.
- Leadership presence to inspire confidence in the school and its mission.
- Advanced degree.

COMPENSATION

Competitive and commensurate with experience

APPLICATION PROCEDURE

Applications should be submitted electronically, prior to **Friday, December 18, 2009**. Applications should include a letter of interest and a current resume. Applications or inquiries about the position or search process should be directed to: **President Geoff Deigan, at gdpccs@gmail.com**

PCCS is an equal opportunity employer and welcomes a diverse pool of candidates in this search.

For Discussion Purposes Only



To: Members, Board of Directors

From: Myron

Re: Director's Report, November 17, 2009 Board of Director's Meeting

Date: November 11, 2009

Health Issues Update:

As of this time we continue to have a higher than usual rate of absenteeism among the students. Monday and yesterday the number exceeded ten per cent of the student population. The Rachel Carson Building now seems to be the hardest hit. Flu/flu-like symptoms really hit the seventh grade in particular. We have advised the health department who requested that we take accurate readings of our absenteeism on three consecutive days and report back to them. They advised no particular action be taken until that report. We will report again tomorrow even though this Holiday Break interrupts the consecutive chain.

By now we are seeing children who have been out returning to school. A significant number are returning with a nagging cough, general lethargy, but fever free. We are assured by Lake County Health Officials that these children are **safe to return to school, for their contagious window has passed.**

ISBE Auditor Here:

This week we have been hosting an ISBE internal auditor. This is routine and is supposed to happen annually. The ISBE has been short staffed and fallen behind with respect to our visits, having missed an annual visit last year and I think the year before as well. They are examining records related to IDEA, Part B and our NCLB Grant, I, II, and III. They often also look at our Reading Improvement Block grant which is a State Grant. Thus far there has been no indication of any negative finding.

Technology Update:

We are now moving forward with the process of scheduling our server replacement. We need to coordinate that process in such a way that we can switch over to our new email system as part of exchange, for we do not intend to host the email system on the new server. Rather we have contracted with a third party host to host and operate our email system. When we shut down the server to install the new server, we must transfer the email system to the new host immediately. We can ill afford to lose contact with our constituents and the ISBE by virtue of failed access to the email system. When a coordinated plan including dates and times can be crafted, we will advise all constituents of the period of time we will be "out of contact" and specifically how to reach us through the new email system.

We hope this switch could be just days away now rather than weeks/months. We believe the combination of this switch of servers and the transfer of the email system will dramatically improve the reliability of our computer systems, networks, and the email system. It has been a frustrating fall for us all, and the thought of relief brings with it optimism that the future could be much better.

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Outreach Campaign:

Dil Dybas has been working with staff and volunteers to revamp some of the tools we use for our outreach campaign. A revitalized power point presentation is nearly complete. We are exploring ways to have it presented both in English and Spanish.

We have targeted approximately eight or nine places across our territory where we seek to host "open houses" for the general public. At each, we will use our power point presentation and personal presentations to discuss with attendees the Prairie Crossing Charter School Story. We are seeking dates for these gatherings at the Warren Township Library, the Fremont Library, several day care centers, two teen centers, and possibly in village government chambers. At least Dil and I will attend most of these gatherings as presenters. We will also seek the presence of other staff for each.

We will soon be executing agreements with the media to run our paid advertisements and public service announcements.

We have attempted to capture new photographs to use in much of this work, and of course we are using our new logo on all printed materials.

The one aspect of our campaign yet to be developed is our "person to person networking" component. We will seek parent volunteers who will become trained PCCS Ambassadors who will then spread our PCCS story as a coincidence of their involvement in other circles such as at Lion's Club Meetings, Exchange Club meetings, church groups, planned social events, etc. This is a technique we have not previously employed, but feel may be worthy of a try. We are currently examining the content of the "script" we would ask our ambassadors to paraphrase. Obviously, certain topics would need to be carefully disseminated to avoid miscommunications and misunderstandings. Our message about parent involvement in fundraising and volunteering must be strictly consistent to assure that we do not violate ISBE expectations of us in those arenas. We hope to have this component fully developed and ready for implementation before the Holiday Break.

Principal's Report:

Brian will be unable to attend the November 17, 2009 board meeting. He is a volunteer soccer coach for his children's teams. Long before the Board decided to switch the date of the November meeting, Brian's soccer league scheduled its season banquet for 2009. As a veteran coach and founder of that league, he must attend that event because of his role and his commitment to be present.

Therefore, his report on test scores will be delayed and presented at our December, 2009 meeting.

Employee Benefits and Facilities Manager's Report:

Things are quiet on the Facilities/Benefits front. A few general issues with repairs which are fairly common and we are able to take care of in house.

Session two of the After School Program began on Monday, November 9. Revenue for session one was about 25k which keeps us on target for our year end goal. We run several other programs that also go to this line item including the summer camp, Getting To Know You, and Days Off Program. This has been an excellent source of income for the school and big help to parents who need after school care. We are very fortunate to have outstanding staff, particularly Mrs. Hoffman and Ms. Lindsay Beckstrom who do a fabulous job leading their respective programs.

Rental income is down to some degree given cuts in local soccer programs. I am looking for other groups to supplement this, but given the economy it has been difficult.

Respectfully Submitted,

Mary Burks

Business Manager's Report:

October Financial Statements and Highlights

Included in the package are the following statements:

1. A Balance Sheet as of October 31, 2009 vs. June 30, 2009 vs. October 31, 2008.
2. A Profit and Loss Statement for October, 2009 Year-To-Date vs. Budget Year-To-Date.
3. A Profit and Loss Statement for October, 2009 Year-to-Date vs. October, 2008 Year-to-Date.

The balance sheet as of October 31, 2009 shows cash totaling approximately \$799,000 and includes the collection of FY2010 school fees, and both the 1st and 2nd quarter per capita tuition reimbursements (PCTR) from ISBE of approximately \$804,000 received on Aug 12, and approximately \$803,000 on October 22. The 3rd quarter reimbursement is anticipated to arrive mid-January.

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

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

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

Operating results for the month ended September, 2009 reflect expenses for the first quarter of the fiscal year.

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

Line of Credit

Lake Forest Bank extended the School's Line of Credit thru September 30, 2010 for \$300,000 at a rate of Prime plus 1.00%.

Long-term Financing

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

FY2010 Budget

The FY2010 Budget was approved by the Board at its April 28, 2009 meeting and has been posted on the website. A revised FY2010 Budget was approved by the Board at its September 22, 2009 meeting and has also been posted on the website and communicated to ISBE.

FY2009 Audit

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

FY2009 Grant Audits

A representative from the Illinois State Board of Education has been on-site several days this month to audit our Title I, Title II, and IDEA Flow-through Grant expenditures.

Prairie Crossing Charter School
Balance Sheet
As of October 31, 2009

	Oct 31, 09	Jun 30, 09	Oct 31, 08
ASSETS			
Current Assets			
Checking/Savings			
1100 · Cash			
1110 · LFB Operating 379719	737,088.65	64,376.94	647,020.15
1115 · Money Market 810003238	775.53	75,770.52	0.00
1120 · Bank of America 5201235297	9,439.58	7,459.60	23,620.23
1130 · PCCS Building 379727	8,762.69	3,484.42	2,376.23
1140 · PCCS Holdings 393851	7,024.77	6,475.37	6,629.10
1150 · PSO State Bank	34,989.23	35,005.17	18,425.36
1160 · Petty Cash	1,126.65	302.84	554.46
Total 1100 · Cash	799,207.10	192,874.86	698,625.53
Total Checking/Savings	799,207.10	192,874.86	698,625.53
Other Current Assets			
1250 · Grants Receivable	0.00	26,758.78	2,897.00
1300 · Other Assets			
1310 · Other Receivables	0.00	10,000.00	0.00
1320 · Prepaid Expense	1,851.33	3,018.27	0.00
1330 · Charter Renewal Fees	42,370.19	33,370.94	10,386.00
1350 · Short-term investment - Escrow	26,645.41	129,166.85	0.00
8999 · Due to Holdings	-144,565.00	-144,565.00	0.00
9999 · Due from PCCS - LLC	144,565.00	144,565.00	0.00
Total 1300 · Other Assets	70,866.93	175,556.06	10,386.00
Total Other Current Assets	70,866.93	202,314.84	13,283.00
Total Current Assets	870,074.03	395,189.70	711,908.53
Fixed Assets			
1400 · Fixed Assets			
1405 · Software	48,882.01	48,882.01	26,802.01
1420 · Computers - New Building	197,378.26	197,378.26	197,378.26
1430 · Equipment	100,472.29	100,472.29	100,472.29
1440 · Office Equipment - Other	107,061.70	107,061.70	107,061.70
1450 · Furniture & Fixtures - New Bldg	148,000.41	148,000.41	148,000.41
1460 · Furniture & Fixtures - Other	42,322.55	42,322.55	42,322.55
1490 · Accumulated Depreciation	-472,932.66	-446,963.34	-383,090.31
Total 1400 · Fixed Assets	171,184.56	197,153.88	238,946.91
Total Fixed Assets	171,184.56	197,153.88	238,946.91
Other Assets			
1600 · Investment in LLC			
1605 · Investment in PCCS Holdings LLC	1,163,907.00	1,163,907.00	1,763,930.00
1607 · Capitalized Closing Costs	511,692.52	517,492.52	526,327.11
1610 · PCCSHI-Pledged Deposit	306,696.43	306,696.43	306,696.43
1620 · PCCSHI-Phase I Building	3,623,888.18	3,623,888.18	3,623,888.18
1630 · PCCSHI-Buildings	1,369,027.82	1,369,027.82	1,365,762.82
1640 · PCCSHI-Phase II Building	4,946,265.81	4,946,265.81	4,946,265.81
1650 · PCCSHI-Land	976,852.54	976,852.54	976,852.54
1655 · PCCSHI - Land Improvement	157,961.40	157,961.40	157,961.40
1660 · PCCSHI-Accumulated Depreciation	-1,087,540.58	-998,890.30	-821,703.64
1699 · Consolidate	-1,163,907.00	-1,163,907.00	0.00
Total 1600 · Investment in LLC	10,804,844.12	10,899,294.40	12,845,980.65
Total Other Assets	10,804,844.12	10,899,294.40	12,845,980.65
TOTAL ASSETS	11,846,102.71	11,491,637.98	13,796,836.09
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2002 · Accounts Payables	29,724.62	19,393.26	9,241.70

Prairie Crossing Charter School
Balance Sheet
As of October 31, 2009

	<u>Oct 31, 09</u>	<u>Jun 30, 09</u>	<u>Oct 31, 08</u>
Total Accounts Payable	29,724.62	19,393.26	9,241.70
Other Current Liabilities			
2001 · Accounts Payable	17,000.00	0.00	0.00
2106 · LLC Accrued Expenses	645.40	0.00	0.00
2150 · Deferred Revenue - 09/10 Fees	27,056.40	24,162.50	0.00
2151 · Deferred Revenue - 08/09 Fees	0.00	0.00	64,446.00
2152 · Deferred Revenue - ISBE	803,369.00	0.00	769,632.50
2155 · Deferred Revenue - B/A Care	0.00	2,410.00	0.00
2166 · Refunds Payable	0.00	35,725.00	0.00
2201 · Accrued Payroll Liabilities			
2210 · Accrued Salaries	45,000.00	130,000.00	40,000.00
2221 · FICA Payable	0.00	0.20	0.00
2235 · Equitable - 403B Payable	-358.20	0.00	1,708.32
2240 · Vanguard - 403B(7) Payable	0.00	200.00	250.00
2245 · THIS Payable	364.41	359.24	363.29
2250 · TRS Payable	4,071.13	3,985.65	4,060.04
2255 · FSA Payable	2,879.51	1,864.45	-194.67
2270 · Wage Garnishment Payable	0.00	0.00	171.00
2275 · AFLAC Payable	-623.84	0.00	78.62
2280 · HSA Payable	1,000.00	0.00	0.00
Total 2201 · Accrued Payroll Liabilities	<u>52,333.01</u>	<u>136,409.54</u>	<u>46,436.60</u>
2300 · Capital Lease Obligations - ST	2,110.22	4,138.52	1,949.54
2450 · Taxable Loan Payable	211,681.33	219,033.88	233,253.12
Total Other Current Liabilities	<u>1,114,195.36</u>	<u>421,879.44</u>	<u>1,115,717.76</u>
Total Current Liabilities	<u>1,143,919.98</u>	<u>441,272.70</u>	<u>1,124,959.46</u>
Long Term Liabilities			
2500 · Capital Lease Obligations - LT	5,656.16	5,656.16	9,794.68
2607 · Series 2008 Revenue Bonds	9,285,000.00	9,440,000.00	9,427,083.33
2608 · Interest Rate Swap Liability	356,559.67	356,559.67	0.00
Total Long Term Liabilities	<u>9,647,215.83</u>	<u>9,802,215.83</u>	<u>9,436,878.01</u>
Total Liabilities	<u>10,791,135.81</u>	<u>10,243,488.53</u>	<u>10,561,837.47</u>
Equity			
3200 · PCCS Net Assets	2,197,652.14	2,197,652.14	1,918,359.50
3210 · PCCS - Temporarily Restricted	-1,525.00	-1,525.00	-35,625.00
3500 · LLC Net Assets	1,163,907.00	1,163,907.00	1,637,422.00
3900 · Retained Earnings	-474,462.69	0.00	-33,614.36
3999 · Consolidate	-1,637,422.00	-1,637,422.00	0.00
Net Income	-193,182.55	-474,462.69	-251,543.52
Total Equity	<u>1,054,966.90</u>	<u>1,248,149.45</u>	<u>3,234,998.62</u>
TOTAL LIABILITIES & EQUITY	<u><u>11,846,102.71</u></u>	<u><u>11,491,637.98</u></u>	<u><u>13,796,836.09</u></u>

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

	Jul - Oct 09	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4100 · Reimbursement From ISBE	803,754.50	803,465.00	289.50
4200 · Grants			
4201 · Federal Grants			
4210 · IDEA Grant	15,140.00	12,000.00	3,140.00
4215 · ARRA Grant	58,925.00	8,000.00	50,925.00
4224 · Title I Low Income	0.00	1,250.00	-1,250.00
4225 · Title IV Safe & Drug Free	0.00	669.00	-669.00
4226 · Title II Teacher Quality	0.00	3,405.00	-3,405.00
Total 4201 · Federal Grants	74,065.00	25,324.00	48,741.00
4220 · State Grants			
4221 · Special Ed Personnel	0.00	13,175.00	-13,175.00
4222 · Reading Improvement	0.00	3,574.00	-3,574.00
4220 · State Grants - Other	0.00	1,218.00	-1,218.00
Total 4220 · State Grants	0.00	17,967.00	-17,967.00
4230 · Other Grants	15,000.00	15,000.00	0.00
Total 4200 · Grants	89,065.00	58,291.00	30,774.00
4300 · Student Fees			
4310 · Books/Materials/Activities	8,591.10	8,700.00	-108.90
4315 · Field Trip Fees	9,020.00		
4320 · Summer School	0.00	0.00	0.00
4325 · Before and After School Program			
4359 · Before and After School Care	23,295.00	25,200.00	-1,905.00
4369 · Summer Enrichment Program	8,475.00	5,000.00	3,475.00
4370 · Getting to Know You	1,560.00		
Total 4325 · Before and After School Program	33,330.00	30,200.00	3,130.00
4350 · Clubs			
4356 · Band	10,440.00	12,500.00	-2,060.00
4358 · Interscholastic Sports	5,245.00	2,000.00	3,245.00
4360 · Spanish Club	0.00	0.00	0.00
4361 · Gathering Club	0.00	0.00	0.00
4362 · Knitting Club	0.00	0.00	0.00
4363 · Tae Kwon Do	540.00	0.00	540.00
4364 · Drumming	0.00	0.00	0.00
4365 · Movie Club	25.00		
4366 · Outside Clubs	0.00	0.00	0.00
4367 · Homework Club	0.00	0.00	0.00
4368 · Champions Club	1,965.00	2,000.00	-35.00
4350 · Clubs - Other	0.00	0.00	0.00
Total 4350 · Clubs	18,215.00	16,500.00	1,715.00
Total 4300 · Student Fees	69,156.10	55,400.00	13,756.10
4400 · Out-of-District Tuition			
4402 · Out-of-District Tuition 08/09	1,389.00		
4400 · Out-of-District Tuition - Other	4,402.67	2,889.00	1,513.67
Total 4400 · Out-of-District Tuition	5,791.67	2,889.00	2,902.67
4500 · Fundraising			
4501 · Other	1,091.00	0.00	1,091.00
4502 · Pavers	0.00	0.00	0.00
4503 · Holiday Cards	0.00	0.00	0.00
4504 · Taste of the World	0.00	0.00	0.00
4505 · Auction	100.00	0.00	100.00
4506 · Rummage Sale	0.00	0.00	0.00
4507 · Golf Outing	0.00	0.00	0.00
4508 · Edible Harvest Festival	14,674.74	20,000.00	-5,325.26
4509 · 8th Grade	5,024.70	0.00	5,024.70
4510 · Community Outreach	0.00	0.00	0.00
4511 · Band Boosters	590.00	0.00	590.00
4512 · 7th Grade	134.80	0.00	134.80
4513 · Kraig Kenning Concert	0.00	0.00	0.00

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

	Jul - Oct 09	Budget	\$ Over Budget
4514 · Prairie Pedal	0.00	0.00	0.00
4515 · Scholastic Book Fairs	0.00	0.00	0.00
4516 · Student Council	351.00	0.00	351.00
4517 · 7th Grade Flag Pole	0.00	0.00	0.00
4518 · Poker Night	0.00	0.00	0.00
4519 · Earthweek	0.00	0.00	0.00
4520 · 5/6th Grade - Rain Barrels	60.00		
4824 · Spirit Wear	1,923.85	1,000.00	923.85
Total 4500 · Fundraising	23,950.09	21,000.00	2,950.09
4600 · Hot Lunch			
4601 · Hot Lunch - Farm to Table	6,871.07	6,000.00	871.07
4602 · Hot Lunch - Pizza	15,620.50	10,000.00	5,620.50
Total 4600 · Hot Lunch	22,491.57	16,000.00	6,491.57
4700 · Interest Income			
4701 · Interest Income - LaSalle	0.00	0.00	0.00
4702 · Interest Income - LFB	256.48	0.00	256.48
4703 · Interest Income - LLC	1,209.98	0.00	1,209.98
4700 · Interest Income - Other	0.00	3,336.00	-3,336.00
Total 4700 · Interest Income	1,466.46	3,336.00	-1,869.54
4800 · Other Income			
4805 · Contributions			
4810 · General Contributions	975.06	0.00	975.06
4811 · Sponsorships	1,462.50	16,350.00	-14,887.50
4812 · Gifts-in-Kind - Services	0.00	0.00	0.00
4813 · Annual Appeal	450.00	0.00	450.00
4814 · Restricted Contributions	0.00	0.00	0.00
4815 · Flooring	0.00	0.00	0.00
4816 · ACH Donations	2,600.00	2,600.00	0.00
4817 · Parent Appeal	0.00	0.00	0.00
4818 · Gifts in Kind - Goods	0.00	0.00	0.00
4819 · Penny Wars	0.00	0.00	0.00
4828 · Matching Gifts	894.48	1,200.00	-305.52
4831 · Auction Restricted Gifts	0.00	0.00	0.00
Total 4805 · Contributions	6,382.04	20,150.00	-13,767.96
4820 · Other			
4821 · 7th Grade Trip	0.00	0.00	0.00
4822 · Field Trip & Activity Fees	0.00	19,000.00	-19,000.00
4823 · 8th Grade Trip	1,218.00	0.00	1,218.00
4826 · 5th/6th Grade Trip	0.00	0.00	0.00
4827 · Graduation	55.00	0.00	55.00
4829 · 7th and 8th Parties	0.00	0.00	0.00
4830 · Reimbursed Expenses	-88.88	1,664.00	-1,752.88
Total 4820 · Other	1,184.12	20,664.00	-19,479.88
4825 · Rental Income	1,974.50	10,000.00	-8,025.50
Total 4800 · Other Income	9,540.66	50,814.00	-41,273.34
Total Income	1,025,216.05	1,011,195.00	14,021.05
Expense			
5100 · Instruction			
5105 · Classroom Supplies	7,528.13	7,000.00	528.13
5110 · Educational Materials	24,805.37	21,000.00	3,805.37
5115 · Computer Supplies	650.82	2,250.00	-1,599.18
5116 · Computer Support	5,937.50	8,336.00	-2,398.50
5120 · Other Instructional Equipment	0.00	1,500.00	-1,500.00
5125 · Furniture	0.00	1,500.00	-1,500.00
5130 · Instruction Salaries	284,142.59	281,000.00	3,142.59
5131 · Allocated Stipends	-16,033.47	0.00	-16,033.47
5133 · Goal Incentives	0.00	1,000.00	-1,000.00
5135 · Related TRS Expense	5,541.17	4,000.00	1,541.17
5140 · Related Medicare Expense	5,482.81	5,148.00	334.81
5145 · Related FICA Expense	6,011.00	7,324.00	-1,313.00

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

	Jul - Oct 09	Budget	\$ Over Budget
5150 · Related Health Benefits Expense	32,227.40	30,080.00	2,147.40
5155 · Other Expenses for Clubs			
5156 · Pumpkin Gang	0.00	0.00	0.00
5157 · Cooking Club	0.00	0.00	0.00
5158 · Yearbook	186.80	0.00	186.80
5159 · Band	8,017.78	7,500.00	517.78
5171 · Interscholastic Sports	1,787.35	2,280.00	-492.65
5172 · Before and After School Care	12,947.71	7,500.00	5,447.71
5173 · Spanish Club	0.00	0.00	0.00
5174 · Guitar Lessons	0.00	0.00	0.00
5175 · Knitting Club	0.00	0.00	0.00
5176 · Champions Club	2,698.76	0.00	2,698.76
5177 · Tae Kwon Do	0.00	0.00	0.00
5178 · Homework Club	0.00	0.00	0.00
5179 · Newspaper	0.00	0.00	0.00
5180 · Drumming	0.00	0.00	0.00
5181 · Scrapbooking	0.00	0.00	0.00
5190 · Getting to Know You	485.00	0.00	485.00
5155 · Other Expenses for Clubs - Other	0.00	1,125.00	-1,125.00
Total 5155 · Other Expenses for Clubs	26,123.40	18,405.00	7,718.40
5160 · Other			
5161 · Other- Educational Activities	1,670.00	20,000.00	-18,330.00
5162 · Other- Farm Education	5,000.00	5,100.00	-100.00
5163 · Graduation	0.00	0.00	0.00
5164 · Summer School	0.00	4,000.00	-4,000.00
5167 · 7th & 8th Grade Parties	200.00	0.00	200.00
5168 · 8th Grade Trip	0.00	0.00	0.00
5169 · 7th Grade Trip	440.00	0.00	440.00
Total 5160 · Other	7,310.00	29,100.00	-21,790.00
5165 · Related FSA Expense	0.00	1,500.00	-1,500.00
5199 · Allocated Grant Expense	0.00	-5,199.00	5,199.00
Total 5100 · Instruction	389,726.72	413,944.00	-24,217.28
5200 · Administration			
5205 · Administrative Salaries	113,861.64	111,296.00	2,565.64
5206 · Administrative Contractual	6,900.99	8,120.00	-1,219.01
5210 · Related TRS Expense	0.00	336.00	-336.00
5215 · Related Medicare Expense	1,939.13	1,604.00	335.13
5220 · Related FICA Expense	6,398.13	5,204.00	1,194.13
5225 · Related Health Benefits Expense	4,812.88	5,335.00	-522.12
5226 · Unemployment Compensation	0.00	0.00	0.00
5230 · Supplies	3,182.67	3,000.00	182.67
5235 · Furniture	0.00	0.00	0.00
5240 · Office Equipment	0.00	0.00	0.00
5241 · Computers	3,135.97	336.00	2,799.97
5242 · Computer Support	887.52	164.00	723.52
5245 · Equipment Rental	0.00	0.00	0.00
5250 · Equipment Maintenance	9,515.73	2,664.00	6,851.73
5255 · Telecommunication Equipment	0.00	0.00	0.00
5260 · Telecommunication Usage	5,344.39	5,000.00	344.39
5265 · Accounting and Audit Fees	17,800.00	19,500.00	-1,700.00
5266 · Accounting and Audit Fees - LLC	0.00	0.00	0.00
5270 · Payroll Service Fees	3,332.20	3,664.00	-331.80
5275 · Printing and Copying	171.30	0.00	171.30
5280 · Postage and Shipping	1,386.02	1,000.00	386.02
5285 · Insurance (incl. Building Ins.)	37,725.00	37,000.00	725.00
5290 · Dues and Subscriptions	2,607.25	1,664.00	943.25
5291 · Board Related Expenses	536.27	668.00	-131.73
5294 · Legal Fees - LLC	0.00	0.00	0.00
5295 · Legal Fees	994.46	8,336.00	-7,341.54
5296 · Employment Expense - Other	72.00	0.00	72.00
5297 · Other	1,269.31	0.00	1,269.31
5298 · Related FSA Expense	55.00	400.00	-345.00
5299 · Allocated Grant Expense	0.00	0.00	0.00

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

	Jul - Oct 09	Budget	\$ Over Budget
Total 5200 · Administration	221,927.86	215,291.00	6,636.86
5300 · Support Services			
5301 · Special Ed Salaries	55,300.00	64,318.00	-9,018.00
5302 · Related Medicare Expense	0.00	880.00	-880.00
5303 · Related FICA	0.00	1,280.00	-1,280.00
5304 · Related Health Benefits	4,566.25	3,760.00	806.25
5305 · Contractual Expense for Spec Ed			
5324 · Auditory Services	900.00		
5325 · Speech Services	24,024.00	20,200.00	3,824.00
5326 · OT Services	27,447.68	17,664.00	9,783.68
5327 · Psychological Services	20,442.66	19,313.00	1,129.66
5328 · Other Services	13,954.20	13,050.00	904.20
Total 5305 · Contractual Expense for Spec Ed	86,768.54	70,227.00	16,541.54
5306 · Contract Exp Student Data Base	0.00	0.00	0.00
5307 · Related TRS Expense	0.00	664.00	-664.00
5308 · Special Ed Legal Fees	58.50	2,500.00	-2,441.50
5309 · Special Ed CR Mats & Sups	1,876.07	1,228.00	648.07
5310 · Professional Development	4,212.27	3,600.00	612.27
5315 · Transportation	457.88	5,000.00	-4,542.12
5316 · Transportation Stipend	585.00	800.00	-215.00
5320 · Food Service			
5321 · Pizza	6,776.71	8,000.00	-1,223.29
5322 · Hot Lunch - Farm to Table	2,166.36	1,375.00	791.36
5405 · Facility Rent - Barn	400.00	400.00	0.00
Total 5320 · Food Service	9,343.07	9,775.00	-431.93
5399 · Allocated Grant Expense	0.00	-24,965.50	24,965.50
Total 5300 · Support Services	163,167.58	139,066.50	24,101.08
5400 · Operations and Maintenance			
5410 · Utilities			
5411 · Water and Sewer	550.80	0.00	550.80
5412 · Other	7,381.46	0.00	7,381.46
5413 · Gas and Electricity	3,384.12	0.00	3,384.12
5414 · Garbage	570.50	0.00	570.50
5410 · Utilities - Other	0.00	16,664.00	-16,664.00
Total 5410 · Utilities	11,886.88	16,664.00	-4,777.12
5415 · Maintenance Salaries	11,104.50	14,664.00	-3,559.50
5416 · Facilities Management	7,085.00	8,112.00	-1,027.00
5420 · Related Medicare Expense	154.97	233.00	-78.03
5421 · Related Health Benefits	479.80	0.00	479.80
5425 · Related FICA Expense	662.63	995.00	-332.37
5430 · Maintenance Contractual			
5431 · Cleaning	225.00	0.00	225.00
5432 · Life Safety	2,153.30	0.00	2,153.30
5433 · Snow Removal	0.00	0.00	0.00
5436 · Other	4,824.00	0.00	4,824.00
5430 · Maintenance Contractual - Other	0.00	6,664.00	-6,664.00
Total 5430 · Maintenance Contractual	7,202.30	6,664.00	538.30
5435 · Maintenance Equipment	415.66	2,664.00	-2,248.34
5440 · Maintenance Supplies	4,250.60	4,000.00	250.60
5445 · Long-Term Maint & Repairs	0.00	3,336.00	-3,336.00
Total 5400 · Operations and Maintenance	43,242.34	57,332.00	-14,089.66
5500 · Other Expenses			
5510 · Fundraising			
5511 · Auction	1,000.00	0.00	1,000.00
5512 · Rummage Sale	0.00	0.00	0.00
5513 · 5/6 Grade Fundraising	332.50		
5514 · Other	649.80	3,000.00	-2,350.20
5516 · Golf Outiing	0.00	0.00	0.00
5517 · Edible Harvest	4,121.38	9,000.00	-4,878.62
5518 · Holiday Cards	0.00	0.00	0.00

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

	Jul - Oct 09	Budget	\$ Over Budget
5519 · 8th Grade Fundraising	3,443.58	0.00	3,443.58
5521 · Band Boosters	0.00	0.00	0.00
5522 · Prairie Pedal	0.00	0.00	0.00
5523 · Kraig Kenning Concert	0.00	0.00	0.00
5524 · 7th Grade Fundraising	0.00	0.00	0.00
5525 · Spirit Wear	1,911.00	0.00	1,911.00
5526 · Scholastic Book Fair	0.00	0.00	0.00
5527 · Student Council	0.00	0.00	0.00
5528 · Earthweek	0.00	0.00	0.00
5529 · Poker Night	1,195.00	0.00	1,195.00
5550 · Fundraising Salaries	8,500.00	6,048.00	2,452.00
5551 · Related FICA	0.00	372.00	-372.00
5552 · Related Medicare	0.00	87.00	-87.00
5553 · Fundraising Stipends	0.00	0.00	0.00
Total 5510 · Fundraising	21,153.26	18,507.00	2,646.26
5515 · Bank Fees	681.02	664.00	17.02
5520 · Recruitment and Employment	354.00	500.00	-146.00
5535 · Community Outreach	0.00	2,000.00	-2,000.00
5540 · Contingency	0.00	1,664.00	-1,664.00
Total 5500 · Other Expenses	22,188.28	23,335.00	-1,146.72
5600 · Grant Expense			
5601 · IDEA Grant	475.00	10,630.00	-10,155.00
5602 · Spec Ed Pers Grant Exp	0.00	13,157.00	-13,157.00
5603 · Title I FY08	0.00	0.00	0.00
5604 · Title II Teacher Quality	0.00	855.00	-855.00
5605 · Title IV Safe & Drug Fee	0.00	167.00	-167.00
5606 · Title V Innovative Programs	0.00	0.00	0.00
5607 · Reading Improvement	414.74	1,774.00	-1,359.26
5608 · Title I FY09	625.00	2,550.00	-1,925.00
5609 · ARRA Grant	29,907.16	17,500.00	12,407.16
5610 · JCCC Grant	0.00	0.00	0.00
5611 · Angel Grant	0.00	0.00	0.00
5612 · BP Grant	0.00	0.00	0.00
5613 · Impact Grant	0.00	0.00	0.00
5614 · Bio-diversity Field Trip Grant	0.00	0.00	0.00
5615 · Prof Development	0.00	0.00	0.00
5616 · Nutrition Education	0.00	0.00	0.00
5617 · Circle of Service	625.00	3,750.00	-3,125.00
5618 · Title I FY10	75.00		
Total 5600 · Grant Expense	32,121.90	50,383.00	-18,261.10
5999 · School Rent Expense	0.00	0.00	0.00
6600 · Reconciliation Discrepancies	0.00	0.00	0.00
Total Expense	872,374.68	899,351.50	-26,976.82
Net Ordinary Income	152,841.37	111,843.50	40,997.87
Other Income/Expense			
Other Income			
7100 · Non-Operating Income			
7101 · PSO Revenue			
7102 · Fundraising			
7103 · Box Tops	0.00	0.00	0.00
7104 · Tyson Chicken	0.00	0.00	0.00
7105 · Target VISA Card	743.25	0.00	743.25
7106 · Natural Ovens	300.31	0.00	300.31
7107 · SCRIP	30,067.41	0.00	30,067.41
7108 · Plant Sale	0.00	0.00	0.00
7109 · Holiday Bazaar	0.00	0.00	0.00
7110 · Other	0.00	0.00	0.00
Total 7102 · Fundraising	31,110.97	0.00	31,110.97
Total 7101 · PSO Revenue	31,110.97	0.00	31,110.97
7115 · Non-Operating Contributions			

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

	Jul - Oct 09	Budget	\$ Over Budget
7116 · CC Phase II Donations	0.00	0.00	0.00
7117 · Golf Outing	0.00	0.00	0.00
7118 · Other Contributions	0.00	0.00	0.00
7119 · Pumpkin Fest	0.00	0.00	0.00
Total 7115 · Non-Operating Contributions	0.00	0.00	0.00
Total 7100 · Non-Operating Income	31,110.97	0.00	31,110.97
Total Other Income	31,110.97	0.00	31,110.97
Other Expense			
7200 · Non-Operating Expense			
7220 · PCCSHI-Mortgage Loan Interest			
7221 · Base Interest Expense	74,500.00		
7222 · SWAP Adjustment	86,536.29		
7223 · LOC Fee	46,992.46		
7224 · Draw Fee	1,500.00		
7225 · Remarketing Fee	2,950.00		
7220 · PCCSHI-Mortgage Loan Interest - Other	0.00	204,000.00	-204,000.00
Total 7220 · PCCSHI-Mortgage Loan Interest	212,478.75	204,000.00	8,478.75
7240 · Taxable Loan Interest Expense	5,314.13	5,314.00	0.13
7241 · LOC Interest Expense	355.56	0.00	355.56
7244 · Lease Interest Expense	371.70	0.00	371.70
7246 · Depreciation	25,969.32	26,000.00	-30.68
7247 · Amortization	8,737.43	7,200.00	1,537.43
7248 · Depreciation - LLC	88,650.28	90,000.00	-1,349.72
7300 · PSO Expense			
7301 · Postage	403.95	0.00	403.95
7302 · Water	129.61	0.00	129.61
7303 · Office	0.00	0.00	0.00
7304 · Bank Fees	251.65	0.00	251.65
7305 · Newsletter	0.00	0.00	0.00
7306 · Directory	0.00	0.00	0.00
7308 · Plant Sale	0.00	0.00	0.00
7311 · SCRIP	33,219.95	0.00	33,219.95
7312 · Natural Ovens	229.25	0.00	229.25
7313 · Holiday Bazaar/Staben House	0.00	0.00	0.00
7315 · Other Fundraising	0.00	0.00	0.00
7320 · Teacher Appreciation	0.00	0.00	0.00
7321 · Classroom Care	0.00	0.00	0.00
7322 · Teacher Sup Exp Reimb	562.32	0.00	562.32
7323 · Community Care	316.99	0.00	316.99
7324 · Programming	0.00	0.00	0.00
7325 · PSO Graduation Expense	0.00	0.00	0.00
7326 · Inschool Grants	0.00	0.00	0.00
7327 · Discretionary Hardship Fund	144.00		
Total 7300 · PSO Expense	35,257.72	0.00	35,257.72
Total 7200 · Non-Operating Expense	377,134.89	332,514.00	44,620.89
Total Other Expense	377,134.89	332,514.00	44,620.89
Net Other Income	-346,023.92	-332,514.00	-13,509.92
Net Income	-193,182.55	-220,670.50	27,487.95

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

	Jul - Oct 09	Jul - Oct 08	\$ Change	% Change
Ordinary Income/Expense				
Income				
4100 · Reimbursement From ISBE	803,754.50	765,463.75	38,290.75	5.0%
4200 · Grants				
4201 · Federal Grants				
4210 · IDEA Grant	15,140.00	0.00	15,140.00	100.0%
4215 · ARRA Grant	58,925.00	0.00	58,925.00	100.0%
4224 · Title I Low Income	0.00	3,414.00	-3,414.00	-100.0%
4225 · Title IV Safe & Drug Free	0.00	669.00	-669.00	-100.0%
Total 4201 · Federal Grants	74,065.00	4,083.00	69,982.00	1,714.0%
4230 · Other Grants	15,000.00	5,000.00	10,000.00	200.0%
Total 4200 · Grants	89,065.00	9,083.00	79,982.00	880.6%
4300 · Student Fees				
4310 · Books/Materials/Activities	8,591.10	20,690.78	-12,099.68	-58.5%
4315 · Field Trip Fees	9,020.00	0.00	9,020.00	100.0%
4320 · Summer School	0.00	3,680.00	-3,680.00	-100.0%
4325 · Before and After School Program				
4359 · Before and After School Care	23,295.00	30,235.00	-6,940.00	-23.0%
4369 · Summer Enrichment Program	8,475.00	0.00	8,475.00	100.0%
4370 · Getting to Know You	1,560.00	1,360.00	200.00	14.7%
Total 4325 · Before and After School Program	33,330.00	31,595.00	1,735.00	5.5%
4350 · Clubs				
4356 · Band	10,440.00	8,450.00	1,990.00	23.6%
4358 · Interscholastic Sports	5,245.00	3,350.00	1,895.00	56.6%
4363 · Tae Kwon Do	540.00	0.00	540.00	100.0%
4364 · Drumming	0.00	520.00	-520.00	-100.0%
4365 · Movie Club	25.00	0.00	25.00	100.0%
4367 · Homework Club	0.00	735.00	-735.00	-100.0%
4368 · Champions Club	1,965.00	0.00	1,965.00	100.0%
Total 4350 · Clubs	18,215.00	13,055.00	5,160.00	39.5%
Total 4300 · Student Fees	69,156.10	69,020.78	135.32	0.2%
4400 · Out-of-District Tuition				
4402 · Out-of-District Tuition 08/09	1,389.00	0.00	1,389.00	100.0%
4400 · Out-of-District Tuition - Other	4,402.67	3,508.67	894.00	25.5%
Total 4400 · Out-of-District Tuition	5,791.67	3,508.67	2,283.00	65.1%
4500 · Fundraising				
4501 · Other	1,091.00	1,735.95	-644.95	-37.2%
4503 · Holiday Cards	0.00	10.00	-10.00	-100.0%
4505 · Auction	100.00	0.00	100.00	100.0%
4508 · Edible Harvest Festival	14,674.74	16,319.30	-1,644.56	-10.1%
4509 · 8th Grade	5,024.70	0.00	5,024.70	100.0%
4511 · Band Boosters	590.00	3,560.00	-2,970.00	-83.4%
4512 · 7th Grade	134.80	0.00	134.80	100.0%
4516 · Student Council	351.00	0.00	351.00	100.0%
4520 · 5/6th Grade - Rain Barrels	60.00	0.00	60.00	100.0%
4824 · Spirit Wear	1,923.85	872.00	1,051.85	120.6%
Total 4500 · Fundraising	23,950.09	22,497.25	1,452.84	6.5%
4600 · Hot Lunch				
4601 · Hot Lunch - Farm to Table	6,871.07	4,666.00	2,205.07	47.3%
4602 · Hot Lunch - Pizza	15,620.50	22.00	15,598.50	70,902.3%
Total 4600 · Hot Lunch	22,491.57	4,688.00	17,803.57	379.8%
4700 · Interest Income				
4702 · Interest Income - LFB	256.48	342.53	-86.05	-25.1%
4703 · Interest Income - LLC	1,209.98	2,332.77	-1,122.79	-48.1%
Total 4700 · Interest Income	1,466.46	2,675.30	-1,208.84	-45.2%
4800 · Other Income				
4805 · Contributions				
4810 · General Contributions	975.06	0.00	975.06	100.0%

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

	Jul - Oct 09	Jul - Oct 08	\$ Change	% Change
4811 · Sponsorships	1,462.50	907.50	555.00	61.2%
4813 · Annual Appeal	450.00	50.00	400.00	800.0%
4814 · Restricted Contributions	0.00	385.00	-385.00	-100.0%
4816 · ACH Donations	2,600.00	2,750.00	-150.00	-5.5%
4819 · Penny Wars	0.00	865.34	-865.34	-100.0%
4828 · Matching Gifts	894.48	2,483.24	-1,588.76	-64.0%
Total 4805 · Contributions	6,382.04	7,441.08	-1,059.04	-14.2%
4820 · Other				
4821 · 7th Grade Trip	0.00	9,100.00	-9,100.00	-100.0%
4823 · 8th Grade Trip	1,218.00	8,078.50	-6,860.50	-84.9%
4827 · Graduation	55.00	0.00	55.00	100.0%
4829 · 7th and 8th Parties	0.00	645.00	-645.00	-100.0%
4830 · Reimbursed Expenses	-88.88	549.35	-638.23	-116.2%
Total 4820 · Other	1,184.12	18,372.85	-17,188.73	-93.6%
4825 · Rental Income	1,974.50	5,493.00	-3,518.50	-64.1%
Total 4800 · Other Income	9,540.66	31,306.93	-21,766.27	-69.5%
Total Income	1,025,216.05	908,243.68	116,972.37	12.9%
Expense				
5100 · Instruction				
5105 · Classroom Supplies	7,528.13	10,397.48	-2,869.35	-27.6%
5110 · Educational Materials	24,805.37	28,162.43	-3,357.06	-11.9%
5115 · Computer Supplies	650.82	0.00	650.82	100.0%
5116 · Computer Support	5,937.50	0.00	5,937.50	100.0%
5120 · Other Instructional Equipment	0.00	499.80	-499.80	-100.0%
5130 · Instruction Salaries	284,142.59	313,679.99	-29,537.40	-9.4%
5131 · Allocated Stipends	-16,033.47	-10,750.40	-5,283.07	-49.1%
5135 · Related TRS Expense	5,541.17	2,315.63	3,225.54	139.3%
5140 · Related Medicare Expense	5,482.81	5,328.96	153.85	2.9%
5145 · Related FICA Expense	6,011.00	6,209.65	-198.65	-3.2%
5150 · Related Health Benefits Expense	32,227.40	40,787.38	-8,559.98	-21.0%
5155 · Other Expenses for Clubs				
5158 · Yearbook	186.80	0.00	186.80	100.0%
5159 · Band	8,017.78	7,465.56	552.22	7.4%
5171 · Interscholastic Sports	1,787.35	2,097.16	-309.81	-14.8%
5172 · Before and After School Care	12,947.71	7,251.25	5,696.46	78.6%
5176 · Champions Club	2,698.76	588.00	2,110.76	359.0%
5190 · Getting to Know You	485.00	0.00	485.00	100.0%
Total 5155 · Other Expenses for Clubs	26,123.40	17,401.97	8,721.43	50.1%
5160 · Other				
5161 · Other- Educational Activities	1,670.00	2,446.00	-776.00	-31.7%
5162 · Other- Farm Education	5,000.00	5,000.00	0.00	0.0%
5163 · Graduation	0.00	-9.83	9.83	100.0%
5164 · Summer School	0.00	2,892.50	-2,892.50	-100.0%
5167 · 7th & 8th Grade Parties	200.00	0.00	200.00	100.0%
5168 · 8th Grade Trip	0.00	6,358.33	-6,358.33	-100.0%
5169 · 7th Grade Trip	440.00	7,901.12	-7,461.12	-94.4%
Total 5160 · Other	7,310.00	24,588.12	-17,278.12	-70.3%
Total 5100 · Instruction	389,726.72	438,621.01	-48,894.29	-11.2%
5200 · Administration				
5205 · Administrative Salaries	113,861.64	112,576.66	1,284.98	1.1%
5206 · Administrative Contractual	6,900.99	7,006.09	-105.10	-1.5%
5215 · Related Medicare Expense	1,939.13	1,553.88	385.25	24.8%
5220 · Related FICA Expense	6,398.13	5,302.44	1,095.69	20.7%
5225 · Related Health Benefits Expense	4,812.88	4,557.15	255.73	5.6%
5226 · Unemployment Compensation	0.00	4,454.00	-4,454.00	-100.0%
5230 · Supplies	3,182.67	2,822.65	360.02	12.8%
5235 · Furniture	0.00	1,678.91	-1,678.91	-100.0%
5241 · Computers	3,135.97	7,414.42	-4,278.45	-57.7%
5242 · Computer Support	887.52	2,000.00	-1,112.48	-55.6%
5250 · Equipment Maintenance	9,515.73	1,275.82	8,239.91	645.9%

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

	Jul - Oct 09	Jul - Oct 08	\$ Change	% Change
5260 · Telecommunication Usage	5,344.39	3,806.99	1,537.40	40.4%
5265 · Accounting and Audit Fees	17,800.00	20,500.00	-2,700.00	-13.2%
5270 · Payroll Service Fees	3,332.20	3,198.88	133.32	4.2%
5275 · Printing and Copying	171.30	0.00	171.30	100.0%
5280 · Postage and Shipping	1,386.02	1,205.74	180.28	15.0%
5285 · Insurance (incl. Building Ins.)	37,725.00	14,707.80	23,017.20	156.5%
5290 · Dues and Subscriptions	2,607.25	2,901.00	-293.75	-10.1%
5291 · Board Related Expenses	536.27	5,207.02	-4,670.75	-89.7%
5294 · Legal Fees - LLC	0.00	78.00	-78.00	-100.0%
5295 · Legal Fees	994.46	12,296.47	-11,302.01	-91.9%
5296 · Employment Expense - Other	72.00	0.00	72.00	100.0%
5297 · Other	1,269.31	670.61	598.70	89.3%
5298 · Related FSA Expense	55.00	695.00	-640.00	-92.1%
Total 5200 · Administration	221,927.86	215,909.53	6,018.33	2.8%
5300 · Support Services				
5301 · Special Ed Salaries	55,300.00	34,272.07	21,027.93	61.4%
5302 · Related Medicare Expense	0.00	458.88	-458.88	-100.0%
5303 · Related FICA	0.00	988.88	-988.88	-100.0%
5304 · Related Health Benefits	4,566.25	6,693.32	-2,127.07	-31.8%
5305 · Contractual Expense for Spec Ed				
5324 · Auditory Services	900.00	0.00	900.00	100.0%
5325 · Speech Services	24,024.00	21,804.00	2,220.00	10.2%
5326 · OT Services	27,447.68	18,950.80	8,496.88	44.8%
5327 · Psychological Services	20,442.66	17,572.00	2,870.66	16.3%
5328 · Other Services	13,954.20	15,679.47	-1,725.27	-11.0%
Total 5305 · Contractual Expense for Spec Ed	86,768.54	74,006.27	12,762.27	17.2%
5308 · Special Ed Legal Fees	58.50	3,081.00	-3,022.50	-98.1%
5309 · Special Ed CR Mats & Sups	1,876.07	806.21	1,069.86	132.7%
5310 · Professional Development	4,212.27	4,947.62	-735.35	-14.9%
5315 · Transportation	457.88	4,897.00	-4,439.12	-90.7%
5316 · Transportation Stipend	585.00	0.00	585.00	100.0%
5320 · Food Service				
5321 · Pizza	6,776.71	417.05	6,359.66	1,524.9%
5322 · Hot Lunch - Farm to Table	2,166.36	672.40	1,493.96	222.2%
5405 · Facility Rent - Barn	400.00	200.00	200.00	100.0%
Total 5320 · Food Service	9,343.07	1,289.45	8,053.62	624.6%
Total 5300 · Support Services	163,167.58	131,440.70	31,726.88	24.1%
5400 · Operations and Maintenance				
5410 · Utilities				
5411 · Water and Sewer	550.80	280.50	270.30	96.4%
5412 · Other	7,381.46	0.00	7,381.46	100.0%
5413 · Gas and Electricity	3,384.12	10,952.30	-7,568.18	-69.1%
5414 · Garbage	570.50	723.00	-152.50	-21.1%
Total 5410 · Utilities	11,886.88	11,955.80	-68.92	-0.6%
5415 · Maintenance Salaries	11,104.50	9,484.99	1,619.51	17.1%
5416 · Facilities Management	7,085.00	0.00	7,085.00	100.0%
5420 · Related Medicare Expense	154.97	132.17	22.80	17.3%
5421 · Related Health Benefits	479.80	1,048.43	-568.63	-54.2%
5425 · Related FICA Expense	662.63	565.15	97.48	17.3%
5430 · Maintenance Contractual				
5431 · Cleaning	225.00	0.00	225.00	100.0%
5432 · Life Safety	2,153.30	2,484.15	-330.85	-13.3%
5436 · Other	4,824.00	5,451.25	-627.25	-11.5%
Total 5430 · Maintenance Contractual	7,202.30	7,935.40	-733.10	-9.2%
5435 · Maintenance Equipment	415.66	0.00	415.66	100.0%
5440 · Maintenance Supplies	4,250.60	5,223.00	-972.40	-18.6%
5445 · Long-Term Maint & Repairs	0.00	2,198.37	-2,198.37	-100.0%
Total 5400 · Operations and Maintenance	43,242.34	38,543.31	4,699.03	12.2%
5500 · Other Expenses				
5510 · Fundraising				

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

	Jul - Oct 09	Jul - Oct 08	\$ Change	% Change
5511 · Auction	1,000.00	0.00	1,000.00	100.0%
5512 · Rummage Sale	0.00	50.00	-50.00	-100.0%
5513 · 5/6 Grade Fundraising	332.50	0.00	332.50	100.0%
5514 · Other	649.80	653.50	-3.70	-0.6%
5517 · Edible Harvest	4,121.38	6,164.22	-2,042.84	-33.1%
5519 · 8th Grade Fundraising	3,443.58	0.00	3,443.58	100.0%
5521 · Band Boosters	0.00	1,847.00	-1,847.00	-100.0%
5525 · Spirit Wear	1,911.00	2,173.00	-262.00	-12.1%
5527 · Student Council	0.00	109.15	-109.15	-100.0%
5529 · Poker Night	1,195.00	0.00	1,195.00	100.0%
5550 · Fundraising Salaries	8,500.00	4,000.00	4,500.00	112.5%
5551 · Related FICA	0.00	248.00	-248.00	-100.0%
5552 · Related Medicare	0.00	58.00	-58.00	-100.0%
5553 · Fundraising Stipends	0.00	115.00	-115.00	-100.0%
Total 5510 · Fundraising	21,153.26	15,417.87	5,735.39	37.2%
5515 · Bank Fees	681.02	1,663.91	-982.89	-59.1%
5520 · Recruitment and Employment	354.00	959.90	-605.90	-63.1%
Total 5500 · Other Expenses	22,188.28	18,041.68	4,146.60	23.0%
5600 · Grant Expense				
5601 · IDEA Grant	475.00	513.26	-38.26	-7.5%
5603 · Title I FY08	0.00	4,658.92	-4,658.92	-100.0%
5604 · Title II Teacher Quality	0.00	3,289.23	-3,289.23	-100.0%
5607 · Reading Improvement	414.74	1,070.28	-655.54	-61.3%
5608 · Title I FY09	625.00	2,165.00	-1,540.00	-71.1%
5609 · ARRA Grant	29,907.16	0.00	29,907.16	100.0%
5616 · Nutrition Education	0.00	1,250.00	-1,250.00	-100.0%
5617 · Circle of Service	625.00	0.00	625.00	100.0%
5618 · Title I FY10	75.00	0.00	75.00	100.0%
Total 5600 · Grant Expense	32,121.90	12,946.69	19,175.21	148.1%
Total Expense	872,374.68	855,502.92	16,871.76	2.0%
Net Ordinary Income	152,841.37	52,740.76	100,100.61	189.8%
Other Income/Expense				
Other Income				
7100 · Non-Operating Income				
7101 · PSO Revenue				
7102 · Fundraising				
7105 · Target VISA Card	743.25	852.01	-108.76	-12.8%
7106 · Natural Ovens	300.31	23.84	276.47	1,159.7%
7107 · SCRIP	30,067.41	12,309.72	17,757.69	144.3%
Total 7102 · Fundraising	31,110.97	13,185.57	17,925.40	136.0%
Total 7101 · PSO Revenue	31,110.97	13,185.57	17,925.40	136.0%
Total 7100 · Non-Operating Income	31,110.97	13,185.57	17,925.40	136.0%
Total Other Income	31,110.97	13,185.57	17,925.40	136.0%
Other Expense				
7200 · Non-Operating Expense				
7220 · PCCSHI-Mortgage Loan Interest				
7221 · Base Interest Expense	74,500.00	166,209.48	-91,709.48	-55.2%
7222 · SWAP Adjustment	86,536.29	0.00	86,536.29	100.0%
7223 · LOC Fee	46,992.46	0.00	46,992.46	100.0%
7224 · Draw Fee	1,500.00	300.00	1,200.00	400.0%
7225 · Remarketing Fee	2,950.00	0.00	2,950.00	100.0%
Total 7220 · PCCSHI-Mortgage Loan Interest	212,478.75	166,509.48	45,969.27	27.6%
7240 · Taxable Loan Interest Expense	5,314.13	1,419.79	3,894.34	274.3%
7241 · LOC Interest Expense	355.56	944.44	-588.88	-62.4%
7244 · Lease Interest Expense	371.70	526.17	-154.47	-29.4%
7246 · Depreciation	25,969.32	29,787.32	-3,818.00	-12.8%
7247 · Amortization	8,737.43	6,403.00	2,334.43	36.5%

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Accrual Basis

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

	<u>Jul - Oct 09</u>	<u>Jul - Oct 08</u>	<u>\$ Change</u>	<u>% Change</u>
7248 · Depreciation - LLC	88,650.28	88,432.64	217.64	0.3%
7300 · PSO Expense				
7301 · Postage	403.95	191.93	212.02	110.5%
7302 · Water	129.61	111.56	18.05	16.2%
7304 · Bank Fees	251.65	89.88	161.77	180.0%
7306 · Directory	0.00	568.72	-568.72	-100.0%
7308 · Plant Sale	0.00	-3.05	3.05	100.0%
7311 · SCRIP	33,219.95	19,930.48	13,289.47	66.7%
7312 · Natural Ovens	229.25	203.28	25.97	12.8%
7322 · Teacher Sup Exp Reimb	562.32	521.33	40.99	7.9%
7323 · Community Care	316.99	131.28	185.71	141.5%
7324 · Programming	0.00	565.30	-565.30	-100.0%
7326 · Inschool Grants	0.00	1,136.30	-1,136.30	-100.0%
7327 · Discretionary Hardship Fund	144.00	0.00	144.00	100.0%
Total 7300 · PSO Expense	<u>35,257.72</u>	<u>23,447.01</u>	<u>11,810.71</u>	<u>50.4%</u>
Total 7200 · Non-Operating Expense	<u>377,134.89</u>	<u>317,469.85</u>	<u>59,665.04</u>	<u>18.8%</u>
Total Other Expense	<u>377,134.89</u>	<u>317,469.85</u>	<u>59,665.04</u>	<u>18.8%</u>
Net Other Income	<u>-346,023.92</u>	<u>-304,284.28</u>	<u>-41,739.64</u>	<u>-13.7%</u>
Net Income	<u>-193,182.55</u>	<u>-251,543.52</u>	<u>58,360.97</u>	<u>23.2%</u>



Treasurers Report November, 2009

Treasurers Message

The refinance is scheduled to close on November 25, 2009. Thanksgiving will taste just a bit better this year! The final documents are being circulated and will likely be signed well ahead of the formal closing date.

The cost of issuance and legal fees are approaching \$120,000. The increase in fees primarily comes from additional legal expense and an origination fee from Lake Forest Bank & Trust. We are actively working on cash strategies to pay for the fees. These items are on the agenda for the LLC and PCCS Board for discussion on Tuesday.

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

Financial Status

Cash will remain tight for the coming months until we see the effect of the refinance savings. Stacy and Myron are closely monitoring our cash flow position.

There have not been any notable budget variations through October with exception of the shortfall in event income. The school is operating within tolerance of the approved budget, but there are a few expense items that we will continue to monitor that we believe are above or below budget due to the timing of expenses or services provided.

Future Business

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

Respectfully Submitted, Steve Achtemeier – Board Treasurer



HR Committee Report
October 27, 2009

Over the last several meetings, the Committee has undertaken a review of a number of Board Policies, and after discussion, made a number of substantive edits to the drafts circulated to the Committee, including the Sick Leave Bank, the Uniform Grievance Policy, the Ethics Policy, and the policy regarding leave for religious holidays. At recent meetings, the Committee also discussed its role, and that of the Board as a whole, in the hiring of teachers. The Committee has recommended that the Board take up discussion of the latter at a future meeting.

In addition, the Committee discussed and recommended for approval contracts for a number of teachers.

As to future business, the committee will continue with the review of the several Board Policies mentioned above, as well as the policy relating to leaves of absence, and will continue its discussion regarding the Board's and the Committee's role with respect to hiring and recruiting, with the goal of coming to a consensus on that role.

Respectfully Submitted,

John R. Wylie, Chair, HR Committee



**Prairie Crossing Charter School
Governance Committee Meeting
Committee Report**

The report of the PCCS Board of Directors' and its Governance Committee:

The Governance Committee is in the Process of restructuring in conjunction with the seating of a new Board, and our Strategic Plan goals and objectives will continue once the committee has been reconstituted.

Respectfully Submitted,

Mark Dybas



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

Mission/ Purpose of this committee

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

Our committee did choose to meet in October as we still have several projects still in process from the past strategic plan year including a review of the website design. Our goal is to unveil the new website at the December board meeting and at this time we are on track to do so.

We also heard a presentation from Sarah Kirsch, Events Coordinator, on the importance of development work to our organization. You will be hearing Sarah's presentation at our November meeting. As chair of the Communications, Public Relations and Fundraising Committee for the past year I'd like to take this opportunity to ask my fellow board members to seriously consider reinstating the Development position that we cut in round four in last year's budget process. We are already behind in our fundraising line item this year and it concerns me that we have no staff member assigned to fundraising, yet we expect to raise over \$150,000.

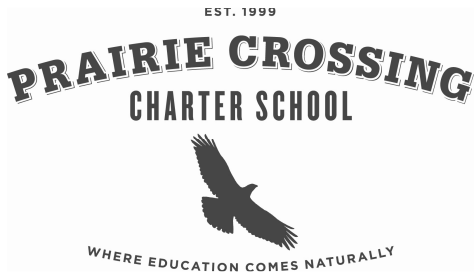
We have been so fortunate to have dedicated and passionate parents who have organized multitudes of fundraisers over the past 10 years which have helped us in meeting our goals, building our campus and keeping our doors open. However this process has relied primarily on the parent community to provide these funds, be it through special events, programs or the annual appeal. If we would like to truly create sustainable funding as identified in our strategic plan, this cannot continue be an unfunded mandate. We need to move towards a model that creates a dependable new revenue stream that will allow us to reinstate services that have been cut or postponed and fulfill dreams and visions as defined by our strategic plan. It is not a situation of either a development staff person or another program or service; it is with a development staff that we can add those new programs and services.

It is time for us to move beyond the capacity of our own community to close our funding gaps. There are many opportunities out there to supplement our funding but it requires a dedicated staff person to do the research, create a program, organize the appeals—through grants or solicitations--and provide stewardship of our donors so that they want to continue to support us. We need someone who can organize our past donors, identify prospects for future donors and communicate with them in a professional and organized manner. We need someone to make sure our gifts are appropriate and placed where they are most needed.

True fundraising is about relationship building. It is time for us to build and sustain those relationships that will ensure that Prairie Crossing Charter School will continue to excel in every arena—including fundraising!

Respectfully Submitted,

Elizabeth Stearns, CPR&F Committee Chair



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

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

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

**PRESIDENT'S REPORT
NOVEMBER 2009**

Global Statement

As we approach this holiday, we ask ourselves "What do we have to be thankful for"? This year, in particular, is an exciting one for the Charter School. Financial stability, a new identity, a refreshed website, technology improvements, a renewed charter, committed staff and engaged parents are all the things for which we are grateful. For these are the tools that will continue to assist this School in moving forward as a sustainable body- educationally, environmentally and economically. This continued vision and commitment, from our entire community, open the potential for strengthening the foundation of this School as a unique choice for public education.

Director's Position

With that, we have drafted a redesign for the role of the Director to advance our footprint and make our mark in our surrounding community. On the agenda for discussion is the progress for the future of the Director's Position. A draft description, for discussion purposes only, are included in the Board Packet.

Board Committees

As the Committees continue their development and composition, I would like to announce the Chairs of the existing committees and the potential chairs of future committees should the Board agree they become necessary:

<i>Finance</i>	Treasurer Mr. Steve Achtemeier
<i>Communications, Public Relations & Fundraising</i>	Ms. Elizabeth Stearns
<i>Governance</i>	Mr. John Wylie
<i>Human Resources</i>	Mr. Eric Hebert
<i>Exc. in Academics Programming Advisory</i>	VP Dr. Barb Provost
<i>Strategic Planning Steering</i>	Director Dagley
<i>Nominating</i>	Ms Peggy Boyle
<u>For Consideration</u>	
<i>Technology</i>	Mr. Dean Thorson
<i>Outreach</i>	Principal Greene

Appointments of committee members are being confirmed and letters will be sent before the Thanksgiving Holiday. The intended goal is to have each Board Member serve on two committees (with a few exceptions) in order to do so we may need to revisit our current Bylaws, which we will be discussing at the Board Meeting.

Next Steps

Enjoy your holiday and thank you for your dedication to Prairie Crossing Charter School

As we express our gratitude, we must never forget that the highest appreciation is not to utter words, but to live by them.

John Fitzgerald Kennedy

Respectfully submitted,


Geoff Deigan
Board President

Parent Staff Organization (PSO)

PSO Mission Statement

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

Report to the Board 17 November 2009

November Focus

We are well underway with planning for the much anticipated Holiday Bazaar which will be held on Thursday, December 10. On Monday, November 9 we began accepting donations of new or gently used items and supplies for wrapping. We are looking forward to again having a fun and successful event this year.

Our SCRIP drive was very successful. The SCRIP Team and PSO Officers teamed-up to pass out information about SCRIP during afternoon carpool. This helped to spread the word and encourage people to get into the SCRIP habit. We are pleased to report that he week of the drive we had the highest number of orders for the school year so far and signed-up some new families for weekly orders. We anticipate SCRIP orders will increase throughout the holiday season.

Community Support

We have postponed our plans for the Talent Show that was to be held on November 14th. We did not want this event to conflict with the Open Gym Night being held this same weekend by 7th grade students raising funds for their SLP. We hope to reschedule the talent show for sometime in January.

The Lounge Angels are planning to provide breakfast and “survival” items for the teachers on conference days to help get them through their long days (and nights) of conferences.

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

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

Respectfully Submitted,
Jennifer Ropke
PSO President