



PCCS Board of Director's Meeting
AGENDA

Tuesday, July 28, 2015 7:00 PM
Comstock Bldg – Muir Hall
1591 Jones Point Road
Grayslake, IL 60030

Call to Order

President Dean Thorson

Pledge of Allegiance

Recognition & Appreciation: Barry Sattler, Anita Thomas

Executive Director/Board President

Mission Moment: Camp Wildside

Executive Director

Motion to Approve Agenda

Discussion Agenda:

1. Review June and July Legal Bills:
 - June Franzcek Radelet: GSL: \$ 2,903.52 Lawsuit: \$3,614.50
 - July Franzcek Radelet: GSL: \$ 660.00 Lawsuit: \$8,552.60
2. Board/Committee Meeting Calendar 2015/2016
3. Insurance Renewals
4. Capital Purchase of New Classroom Furniture
5. Audit Contract – Clifton Larson Allen
6. CBA Contract
7. Update of Woodland Lawsuit

Public Comment

20 Minutes

Closed Session

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

8. Review Closed Session Minutes of Previous Board Meetings.

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.

9. New Teachers
10. SPED Director
11. Instructional Assistants
12. Admin and Executive Director Evaluation

Discussion Related to 5ILCS 120/2(c)(3) The selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance.

13. Board Elected Candidates

Consent Agenda

- 14. Director's Report - includes School Team and Business Manager's Report
- 15. President's Report
- 16. PSO Report
- 17. Motion to Approve Open Session Minutes of Previous Board and Committee Meetings
- 18. Motion to Accept Reports on Consent Agenda

Public Comment

10 Minutes

Action Agenda

- 1A Authorize Payment of Legal Bills - Total of \$ 12,413.72
- 2A Approve Board/Committee Meeting Calendar 2015/2016
- 3A Approve Insurance Renewal(s)
- 4A Approve Capital Purchase of Classroom Furniture
- 5A. Approve Audit Contract with Clifton Larson Allen
- 6A Approve CBA Contract
- 8A Approve Closed Session Minutes of Previous Board and Committee Meetings
- 9A Approve Hiring of Teachers
- 10A Approve Hiring the Director of Special Ed
- 11A Approve Hiring of Instructional Assistants
- 12A Approve ED and Administration Evaluation and Compensation.

New Business

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 fewer than 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@pccharterschool.org. 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:

Jeff Barhorst
Dan Fedor
Sue Ross

Brian Conlon
Ed Jamison
Dean Thorson

Sean Daw
Nick Kotzamanis

A copy of the board documents for this meeting is available for viewing on the school [website](#).

Discussion Agenda

Item # 2

Attached is the proposed Board/Committee meeting calendar for FY 16. Dean has looked at this calendar made the appropriate changes and we present this for approval and subsequent posting on the website and overall school calendar.

Board & Committee Meeting | 2015-2016 CALENDAR

JULY 2015						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

4 Independence Day

- 21 6pm. Finance
- 21 7pm. Governance
- 28 7pm Board

18 M.L. King Day

- 19 6pm Finance
- 19 7pm Governance
- 26 7pm Board

JANUARY 2016						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST 2015						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 17 1st day of school
- 17 Begin election process
- 18 6pm Finance
- 18 7pm Governance
- 25 7pm Board

15 Presidents' Day

- 16 6pm Finance
- 16 7pm Board
- 23 7pm Board

FEBRUARY 2016						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

SEPTEMBER 2015						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- 7 **Labor Day**
- 14 7pm Academic Excellence
- 15 6pm Finance
- 15 7pm Governance
- 22 7pm Board

- 07 7pm Academic Excellence
- 08 6pm Finance
- 08 7pm Governance
- 15 7pm Board

MARCH 2016						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

21-25 Spring Break

OCTOBER 2015						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 12 **Columbus Day**
- 20 6pm Finance
- 20 7pm Governance
- 27 7pm Board

- 19 6pm Finance
- 19 7pm Governance
- 26 7pm Board

APRIL 2016						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

NOVEMBER 2015						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- 10 6pm Finance
- 10 7pm Governance
- 17 7pm Board
- 25-27 **Thanksgiving Break**

- 17 6pm Finance
- 17 7pm Governance
- 24 7pm Board
- 30 **Memorial Day**

MAY 2016						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

DECEMBER 2015						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 07 7pm Academic Excellence
- 08 6pm Finance
- 08 7pm Governance
- 15 7pm Board
- 21-1/1 **Winter Break**

- 20 7pm Academic Excellence
- 21 6pm Finance
- 21 7pm Governance
- 28 7pm Board

JUNE 2016						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Item # 3

Insurance Renewals

Attached are the insurance renewals and pertinent information in regards to renewal of Employee Benefits (Medical, Dental, Vision) including our recommendation.

Also included is our property, casualty and general liability for the school including our D& O Coverages. The package of coverages is sizeable and will be hand carried to the Board meeting if you would want to review in detail. Dean Thorson and I reviewed the package and concurred with the recommendation.

The summary of the coverages, carriers and costs are:

Commercial / Property / Liability / Worker's Comp plan renewals:

The following lines of coverage for renewal: coverage period 07/01/2015 – 06/30/2016

Line	Expiring Premium	Carrier	Renewal Premium
Commercial Package	\$9,219	Philadelphia Indemnity	\$8,939
Property	\$19,841	Federal Insurance	\$19,841
Crime Policy	Formerly in Commercial Package	Hiscox, Inc	\$835
Workers' Compensation	\$19,456	The Hartford	\$20,147
Student Accident	\$1,382.50	Gerber Life Insurance	\$1,410.50
Excess Liability	\$3,931	Lexington Insurance	\$4,508
D/O & Employment Practices Liability	\$7,704	Darwin	\$8,194
Service Fee	\$1,750	Arthur Gallagher	\$1,750
Total	\$63,283.50	*	\$65,624.50

***The actual renewal rates are within the anticipated increase amounts projected in the FY16 budget and have no material changes to coverage levels or content.**

Prairie Crossing Charter School

Benefit Plan renewal

July 28, 2015

Benefit Plan renewal 09/01/2015 – 09/30/2016:

Our broker with Digital Benefits Advisor (formerly The Linden Group) reviewed plan offering solutions available for the following programs at PCCS the week of July 10th:

Medical Plan: Program offerings competitive with our current plan design for the medical plan with United Healthcare were reviewed. United Healthcare (UHC) was able to provide the same comprehensive coverage, deductible and out of pocket limits and network of doctors as we had in 2014/2015 at a cumulative increase of 8% to premium costs. The anticipated cost increase to premiums for comparable coverage levels with BCBS or Humana were expected to exceed the proposed increase percentage provided by UHC due to medical review. The employees will continue to have plan options which will provide deductible levels ranging \$250.00 per covered individual - \$2,600.00 per covered individual with maximum out of pocket costs maintained. The board approved allowance for medical premiums of \$550/month will provide employees who elect employee only coverage with no payroll contributions when electing 4 out of 5 of the plans offered. The Choice Plus plan would require a payroll contribution of \$4.30 per check if employee only coverage is elected. It is my recommendation that we renew with UHC with the plan designs detailed on the subsequent page.

Dental Plan: Dental coverage offered to the staff is currently provided by Principal Financial Group. Comparable plan designs were reviewed, maintaining standard industry offered coverages for preventative, basic, major and orthodontic services. The dental plan offered by Principal Financial Group meets the needs of our current staff. The increase in board approved allowance for dental premiums to \$30/month will off-set the increase in employee payroll contributions resulting in a maximum \$1.75 increase to payroll contributions for employees. It is my recommendation that we renew with Principal Financial Group with no change to coverage levels or out of pocket limits. Plan coverages related to the renewal is enclosed.

Vision Plan: Vision coverage offered to the staff is currently provided by Principal Financial Group and is 100% employee paid. This carrier did not make any changes to their rates for the 2015/2016 plan year. It is my recommendation that we continue to offer vision coverage to staff with Principal Financial Group using the same plan design. Plan coverage details are enclosed.

Voluntary Life: Voluntary Life Insurance coverage offered to the staff is currently provided by Principal Financial Group and is 100% employee paid. This carrier did not make any changes to their rates for the 2015/2016 plan year. It is my recommendation that we continue to offer voluntary life coverage to staff with Principal Financial Group using the coverage level guidelines currently in place as we are unable to guarantee enrollment minimums of the other plans considered. Plan coverage details are enclosed.

Respectfully submitted,

Kim Disalvo



Dental Cost Analysis - Renewal Date: 9/1/15

Dental	Current Principal PPO	Renewal Principal PPO
Deductible Per Family	\$0 / \$25 2 times	\$0 / \$25 2 times
Preventive (deductible waived in network)	100% / 100% X-Rays Oral Exams Routine cleanings Sealants Space Maintainers	100% / 100% X-Rays Oral Exams Routine cleanings Sealants Space Maintainers
Basic	80% / 80% Fillings Endodontics Periodontics	80% / 80% Fillings Endodontics Periodontics
Major	50% / 50% Bridges Crowns Dentures	50% / 50% Bridges Crowns Dentures
Orthodontics	50% / 50%	50% / 50%
Maximum per year	\$1,000	\$1,000
Ortho Lifetime Maximum	\$1,000	\$1,000
Usual & Customary	90%	90%
Rate Guarantee	1 year	1 year
Monthly Rates	Current Rates	Renewal Rates
Employee	23 \$48.02	\$50.57
Employee + Spouse	1 \$91.37	\$96.22
Employee + Child(ren)	2 \$110.62	\$116.49
Employee + Family	2 <u>\$160.21</u>	<u>\$168.71</u>
Monthly Cost	\$1,737.49	\$1,829.73
Annual Premium	\$20,849.88	\$21,956.76
Percentage Difference		5.3%



Vision Cost Analysis- Effective Date: 9/1/15

Vision	Current Principal	Renewal Principal
Benefit Allowance		
Exams	\$50	\$50
Frames	\$100	\$100
Lenses		
Single Vision	\$50	\$50
Bifocal	\$75	\$75
Trifocal	\$100	\$100
Lenticular	\$150	\$150
Contact Lens (in lieu of frames & lenses)	\$150 first 12 months; \$50 next 12 months	\$150 first 12 months; \$50 next 12 months
Frequency		
Exams	One every 12 months	One every 12 months
Frames	1 set every 24 months	1 set every 24 months
Lenses	1 pair every 12 months	1 pair every 12 months
Rate Guarantee		1 year
Monthly Rates	Current Rates	Renewal Rates
Employee	13	\$5.83
Employee + Spouse	1	\$12.96
Employee + Child(ren)	2	\$12.12
Family	5	<u>\$19.25</u>
Monthly Cost	\$209.24	\$209.24

Voluntary Life Cost Analysis - Effective Date: 9/1/15

Prepared by: Craig Stubler

	Current Principal	Renewal Principal	Option #1 MetLife	Option #2 Unum	Option #3 Guardian
	Life Only	Life Only	Life Only	Life Only	Life Only
Currently Enrolled	\$10,000 to \$300,000	\$10,000 to \$300,000	\$10,000 to \$500,000	\$10,000 to \$500,000	\$10,000 to \$300,000
Under 25	0	0.063	0.063	0.063	0.063
25-29	3	0.063	0.063	0.063	0.063
30-34	1	0.079	0.080	0.079	0.079
35-39	2	0.119	0.119	0.119	0.119
40-44	0	0.173	0.173	0.173	0.173
45-49	0	0.272	0.272	0.272	0.272
50-54	2	0.442	0.442	0.442	0.442
55-59	1	0.735	0.735	0.735	0.735
60-64	0	1.145	1.145	1.145	1.145
65-69	0	1.383	2.130	1.383	1.383
70-74	0	2.104	4.208	2.104	2.104
AD&D Rates			0.017	0.027	
Reduction Schedule	35% reduction at age 65 with an additional 15% reduction at age 70	35% reduction at age 65 with an additional 15% reduction at age 70	No age reduction	35% reduction at age 70 50% at age 75	35% reduction at age 65; 50% at age 70

Rate Guarantee

1 year

1 year

2 years

3 years

2 years

Participation Requirement

Greater of 25% or 10 enrolled

Greater of 20% or 10 enrolled

Greater of 16% or 10 enrolled

Rates shown are on a monthly rate per \$1,000

Item # 5

Clifton Larsen Allen

Attached is the engagement letter from the School auditors Clifton Larsen Allen. The costs associated with the audit can be highlighted below (page 9 of the engagement letter). This costs fall within our budget and in discussing with the auditors as of Thursday July 23, there are no anticipated additional fees that will be necessary.

The auditors are on schedule to present the audit to the Finance Committee during the September 15th Finance Committee meeting.

July 15, 2015

Mr. Geoff Deigan
Prairie Crossing Charter School and its subsidiary
1531 Jones Point Road
Grayslake, IL 60030

Dear Mr. Deigan:

We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the audit, nonaudit, and tax services CliftonLarsonAllen LLP (CLA) will provide for Prairie Crossing Charter School and its subsidiary ("you," "your," or "the entity") for the year ended June 30, 2015.

Steven C. Johnson, CPA, is responsible for the services provided to you. He will be assisted by Kimberly A. Anderson, CPA, who is responsible for the performance of the tax services. .

Services to be provided

Audit services

We will audit the consolidated financial statements of Prairie Crossing Charter School and its subsidiary, which comprise the consolidated statement of financial position as of June 30, 2015, and the related consolidated statements of activities and cash flows for the year then ended, and the related notes to the consolidated financial statements.

We will also evaluate and report on the presentation of the supplementary information accompanying the consolidated financial statements in relation to the consolidated financial statements as a whole.

Nonaudit services

We will also provide the following nonaudit services:

- Preparation of your consolidated financial statements and related notes.
- Preparation of depreciation schedules.
- Preparation of adjusting journal entries.

Tax services

We will also prepare the entity's federal Form 990 and applicable state filings.

Audit engagement terms

Audit objective

The objective of our audit is the expression of an opinion about whether your consolidated financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP). Our audit will be conducted in accordance with auditing standards

generally accepted in the United States of America (U.S. GAAS) and will include tests of your accounting records and other procedures we consider necessary to enable us to express such an opinion. We will perform procedures on the financial information of Prairie Crossing Charter School Holdings, LLC to enable us to express our opinion. We will also perform procedures to enable us to express an opinion on whether the supplementary information (as identified above) accompanying the consolidated financial statements is fairly stated, in all material respects, in relation to the consolidated financial statements as a whole.

We will issue a written report upon completion of our audit of your consolidated financial statements. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the consolidated financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the consolidated financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

Auditor responsibilities, procedures, and limitations

We will conduct our audit in accordance with U.S. GAAS. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error. An audit involves performing procedures to obtain sufficient appropriate audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

There is an unavoidable risk, because of the inherent limitations of an audit, together with the inherent limitations of internal control, that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with U.S. GAAS. Because we will not perform a detailed examination of all transactions, material misstatements, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity, may not be detected.

In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the consolidated financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential.

In making our risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in

the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, we will communicate to you in writing significant deficiencies or material weaknesses in internal control relevant to the audit of the consolidated financial statements that we identify during the audit.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Management responsibilities

Our audit will be conducted on the basis that you (management and, when appropriate, those charged with governance) acknowledge and understand that you have certain responsibilities that are fundamental to the conduct of an audit.

You are responsible for the preparation and fair presentation of the consolidated financial statements in accordance with U.S. GAAP. Management's responsibilities include the selection and application of accounting principles; recording and reflecting all transactions in the consolidated financial statements; determining the reasonableness of significant accounting estimates included in the financial statements; adjusting the consolidated financial statements to correct material misstatements; and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the consolidated financial statements taken as a whole.

You are responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of consolidated financial statements that are free from material misstatement, whether due to fraud or error. You are responsible for the design, implementation, and maintenance of internal controls to prevent and detect fraud; assessing the risk that the consolidated financial statements may be materially misstated as a result of fraud; and for informing us about all known or suspected fraud affecting the entity involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the consolidated financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations, and informing us of all instances of identified or suspected noncompliance whose effects on the consolidated financial statements should be considered.

You are responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the consolidated financial statements, such as records, documentation, and other matters, and for the accuracy and completeness of that information; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence. You agree to inform us of events occurring or facts discovered subsequent to the date of the consolidated financial statements that may affect the consolidated financial statements. You are also responsible for providing us access to component information, those charged with governance of components, component management.

Management is responsible for the preparation of the supplementary information in accordance with U.S. GAAP. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited consolidated financial statements with any presentation of the supplementary information that includes our report thereon or make the audited consolidated financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. You agree to provide us written representations related to the presentation of the supplementary information.

Management is responsible for providing us with a written confirmation concerning representations made by you and your staff to us in connection with the audit. During our engagement, we will request information and explanations from you regarding, among other matters, the entity's activities, internal control, future plans, specific transactions, and accounting systems and procedures. The procedures we will perform during our engagement and the conclusions we reach as a basis for our report will be heavily influenced by the representations that we receive in the representation letter and otherwise from you. Accordingly, inaccurate, incomplete, or false representations could cause us to expend unnecessary effort or could cause a material fraud or error to go undetected by our procedures. In view of the foregoing, you agree that we shall not be responsible for any misstatements in the entity's consolidated financial statements that we may fail to detect as a result of misrepresentations made to us by you.

Responsibilities and limitations related to nonaudit services

For all nonaudit services we may provide to you, management agrees to assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience to understand and oversee the services; evaluate the adequacy and results of the services; and accept responsibility for the results of the services.

The responsibilities and limitations related to the nonaudit services performed as part of this engagement are as follows:

- We will prepare a draft of your consolidated financial statements and related notes. Since the preparation and fair presentation of the consolidated financial statements is your responsibility, you will be required to review, approve, and accept responsibility for those consolidated financial statements prior to their issuance and have a responsibility to be in a position in fact and appearance to make an informed judgment on those consolidated financial statements.
- We will prepare the depreciation schedules for the entity for the year ended June 30, 2015. Management is responsible for determining the method and rate of depreciation and the salvage value of the assets.
- We will propose adjusting journal entries as needed. You will be required to review and approve those entries and to understand the nature of the changes and their impact on the consolidated financial statements.

Use of consolidated financial statements

The consolidated financial statements and our report thereon are for management's use. If you intend to reproduce and publish the consolidated financial statements and our report thereon, they must be reproduced in their entirety. Inclusion of the audited consolidated financial statements in a document, such as an annual report or an offering document, should be done only with our prior approval of the document. You are responsible to provide us the opportunity to review such documents before issuance.

With regard to the electronic dissemination of audited consolidated financial statements, including consolidated financial statements published electronically on your website or submitted on a regulator website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information in the electronic site with the original document.

We may issue preliminary draft consolidated financial statements to you for your review. Any preliminary draft consolidated financial statements should not be relied on or distributed.

Engagement administration and other matters

We expect to begin our audit on approximately July 20, 2015.

We understand that your employees will prepare all confirmations, account analyses, and audit schedules we request and will locate any documents or invoices selected by us for testing. A list of information we expect to need for our audit and the dates required will be provided in a separate communication.

We are available to perform additional procedures with regard to fraud detection and prevention, at your request, as a separate engagement, subject to completion of our normal engagement acceptance procedures. The terms and fees of such an engagement would be documented in a separate engagement letter.

The workpapers supporting the services we perform are the sole and exclusive property of CLA and constitute confidential and proprietary information. We do not provide access to our workpapers to you or anyone else in the normal course of business. Unless required by law or regulation to the contrary, we retain our workpapers in accordance with our record retention policy that typically provides for a retention period of seven years.

Professional standards require us to be independent with respect to you in the performance of these services. Any discussion that you have with our personnel regarding potential employment with you could impair our independence with respect to this engagement. Therefore, we request that you inform us prior to any such discussions so that we can implement appropriate safeguards to maintain our independence and objectivity. Further, any employment offers to any staff members working on this engagement without our prior knowledge may require substantial additional procedures to ensure our independence. You will be responsible for any additional costs incurred to perform these procedures.

Our relationship with you is limited to that described in this letter. As such, you understand and agree that we are acting solely as independent accountants. We are not acting in any way as a fiduciary or assuming any fiduciary responsibilities for you. We are not responsible for the preparation of any report to any governmental agency, or any other form, return, or report or for providing advice or any other service not specifically recited in this letter.

Tax engagement terms

Our responsibility to you

We will prepare the entity's federal Form 990 and applicable state filings in accordance with the applicable tax laws. We will use our judgment in resolving questions where the law is unclear, and where there is reasonable authority, we will resolve questions in your favor whenever possible. We will not audit or independently verify the accuracy or completeness of the information we receive from you for the preparation of the returns and filings, and our engagement cannot be relied upon to uncover errors or irregularities in the underlying information.

Management responsibilities

It is management's responsibility to provide us with all of the information needed to prepare complete and accurate returns and filings. We will have no obligation to prepare the returns and filings until you have provided such information to us. We will prepare filings for the same states where the entity filed last year unless entity personnel notify us to the contrary or other information clearly indicates the need for an additional return or state filing.

Please note that if the entity had a taxable presence in more than one state, such as an employee or sales within the state or any tangible property owned or rented within the state, the entity may be required to register in the state. The entity also may be subject to state income, sales, use, or franchise tax in that state, depending upon the particular facts. It is the entity's responsibility, not CLA's, to determine if assistance is needed in deciding whether the entity must register or may be liable for state income, sales, use, or franchise tax or may have a filing requirement in various states.

For all nonattest services we may provide to you, including the preparation of the federal Form 990 and applicable state filings, management agrees to assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience to understand and oversee the services; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services. Management is responsible to carefully review the federal Form 990 and state filings that we prepare on your behalf before signing and submitting them to tax authorities. We will advise you with regard to tax positions taken in the preparation of the federal Form 990 and state filings, but the responsibility for the federal Form 990 and state filings remains with you.

Tax examinations

All returns and filings are subject to potential examination by the IRS and state authorities. In the event of an examination, we will be available, at your request, to assist or represent the entity and its directors or officers. Services in connection with tax examinations are not included in our fee for preparation of the federal Form 990 and state filings. Our fee for such services will be billed to you separately, along with any direct costs.

Record retention

You are responsible for retaining all documents, records, canceled checks, receipts, or other evidence in support of information and amounts reported on the federal Form 990 and state filings. These items may be necessary in the event the taxing or other authority examines or challenges your federal Form 990 and state filings. These records should be kept for at least seven years. Your copy of the federal Form 990 and state filings should be retained indefinitely.

If carryover item(s) exist (e.g., capital loss, net operating loss, tax credits, etc.), you should retain the supporting records related to the carryover item(s) until the item has either been utilized (and the statute of limitations associated with the year of utilization has expired) or the carryforward period has expired.

In preparing the federal Form 990 and state filings, we rely on your representation that entity personnel and its directors or officers understand and have complied with these documentation requirements. The management of the entity is responsible for the proper recording of transactions in the books of accounts, for the safeguarding of assets, and for the substantial accuracy of the entity's financial records.

All of the records that you provide to us to prepare your federal Form 990 and state filings will be returned to you after our use. Our working papers, including any copies of your records that we chose to make, are our property and will be retained by us in accordance with our established records retention policy. This policy states, in general, that we will retain our working papers for a period of seven years. After this period expires, our working papers and files will be destroyed. Furthermore, physical deterioration or catastrophic events may shorten the time our records are available. The working papers and files of our firm are not a substitute for the records of the entity.

Tax consulting services

This engagement letter also covers tax consulting services that may arise for which the entity seeks our consultation and advice, both written and oral, that are not the subject of a separate engagement letter. These additional services are not included in our fees for the preparation of the federal Form 990 and state filings.

We will base our tax analysis and conclusions on the facts you provide to us, and will not independently verify those facts. We will review the applicable tax law, tax regulations, and other tax authorities, all of which are subject to change. At your request, we will provide a memorandum of our conclusions. Written advice provided by us is for the entity's information and use only and is not to be provided to any third party without our express written consent.

Unless we are separately engaged to do so, we will not continuously monitor and update our advice for subsequent changes or modifications to the tax law and regulations, or to the related judicial and administrative interpretations.

Communications and confidentiality

The Internal Revenue Code contains a limited privilege for confidentiality of tax advice between you and our firm. In addition, the laws of some states likewise recognize a confidentiality privilege for some accountant-client communications. You understand that CLA makes no representation, warranty or promise, and offers no opinion with respect to the applicability of any confidentiality privilege to any information supplied or communications you have with us, and, to the extent that we follow instructions from you to withhold such information or communications in the face of a request from a third party (including a subpoena, summons or discovery demand in litigation), you agree to hold CLA harmless should the privilege be determined not to apply to particular information or communications.

Limitations and dispute resolution

You agree that our liability, if any, arising out of the tax services portion of this engagement, any tax advice and tax planning, and for the federal Form 990 and state filings and schedules we prepare, will be limited to the tax fees paid to CLA for the tax services portion of this engagement.

Mediation

Any disagreement, controversy, or claim (“Dispute”) that may arise out of any aspect of our services or relationship with you, including this engagement, shall be submitted to non-binding mediation by written notice (“Mediation Notice”) to the other party. In mediation, we will work with you to resolve any differences voluntarily with the aid of an impartial mediator.

The mediation will be conducted as specified by the mediator and agreed upon by the parties. The parties agree to discuss their differences in good faith and to attempt, with the assistance of the mediator, to reach an amicable resolution of the Dispute.

Each party will bear its own costs in the mediation. The fees and expenses of the mediator will be shared equally by the parties.

Any Dispute will be governed by the laws of the state of Minnesota, without giving effect to choice of law principles.

Time limitation

The nature of our services makes it difficult, with the passage of time, to gather and present evidence that fully and fairly establishes the facts underlying any Dispute that may arise between us. The parties agree that, notwithstanding any statute or law of limitations that might otherwise apply to a Dispute, including one arising out of this agreement or the services performed under this agreement, for breach of contract or fiduciary duty, tort, fraud, misrepresentation or any other cause of action or remedy, any action or legal proceeding by you against us must be commenced as provided below or you shall be forever barred from commencing a lawsuit or obtaining any legal or equitable relief or recovery. An action to recover on a Dispute shall be commenced within the shorter of these periods (“Limitation Period”):

- For audit services, within twenty-four (24) months after the date when we deliver our final audit report under this agreement to you, regardless of whether we provide other services for you relating to the audit report.
- For federal Form 990 and state filing preparation, separately within thirty-six (36) months after the date when we deliver the tax returns and filings under this agreement to you on which the Dispute is based, regardless of whether we provide other services for you or relating to said returns and filings.
- For tax consulting engagements, separately within thirty-six (36) months from the date of our last billing for services on each consultation on which the Dispute is based.

- For all tax return, state filing, and tax consulting engagements, within twelve (12) months from the date when you terminate this or any other engagement of our services. This should provide you with the benefit of tax services to replace ours from whomever you choose as the successor.

The applicable Limitation Period applies and begins to run even if you have not suffered any damage or loss, or have not become aware of the existence or possible existence of a Dispute.

Fees

Our fees for these services will be based on the time involved and the degree of responsibility and skills required, plus expenses including internal and administrative charges. **Based on our preliminary estimates, the fee for the engagement should approximate \$18,900 for the audit and related nonaudit services and \$2,000 for the tax services.** The fee estimate is based on anticipated cooperation from your personnel and their assistance with preparing confirmations and requested schedules. If the requested items are not available on the dates required or are not accurate, the estimated fee for services will likely be higher. If unexpected circumstances require significant additional time, we will advise you before undertaking work that would require a substantial increase in the fee estimate. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed even if we have not issued our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

Unanticipated services

We do not anticipate encountering the need to perform additional services beyond those described in this letter. Below are listings of services considered to be outside the scope of our engagement. If any such service needs to be completed before the audit can proceed in an efficient manner, we will notify you and provide a fair and reasonable price for providing the service. We will bill you for the service at periodic dates after the additional service has been performed.

Bookkeeping services

Bookkeeping services are not audit services. Bookkeeping services include the following activities:

- Preparation of a trial balance
- Account reconciliations
- Bank statement reconciliations
- Calculating accruals
- Analyzing transactions for proper recording
- Converting cash basis accounting records to accrual basis

- Assisting in calculating tax provisions
- Adjusting the consolidated financial statements for new activities and new disclosures

Additional work resulting from unanticipated changes in your organization or accounting records

If your organization undergoes significant changes in key personnel, accounting systems, and/or internal control, we are required to update our audit documentation and audit plan. The following are examples of situations that will require additional audit work:

- Revising documentation of your internal control for changes resulting from your implementation of new information systems
- Deterioration in the quality of the entity's accounting records during the current-year engagement in comparison to the prior-year engagement
- Significant new accounting issues
- Significant changes in your volume of business
- Mergers, acquisitions, or other business combinations
- New or unusual transactions
- Changes in audit scope or requirements resulting from changes in your activities
- Erroneous or incomplete accounting records
- Evidence of material weaknesses or significant deficiencies in internal control
- Regulatory examination matters
- Implementation or adoption of new or existing accounting, reporting, regulatory, or tax requirements
- New consolidated financial statement disclosures

Changes in engagement timing and assistance by your personnel

The fee estimate is based on anticipated cooperation from your personnel and their assistance with timely preparation of confirmations and requested schedules. If the requested items are not available on the dates required or are not accurate, we will advise management. Additional time and costs may be necessary because of such unanticipated delays. Examples of situations that may cause our estimated fee to increase include:

- Significant delays in responding to our requests for information such as reconciling variances or providing requested supporting documentation (e.g., invoices, contracts, and other documents)

- Rescheduling our fieldwork
- Schedule disruption caused by litigation, financial challenges (going concern), loan covenants (waivers), etc.
- Identifying a significant number of proposed audit adjustments
- Schedules prepared by your personnel that do not reconcile to the general ledger
- Numerous revisions to information and schedules provided by your personnel
- Restating financial statements for accounting errors in the prior year
- Lack of availability of entity personnel during audit fieldwork

Changes in accounting and audit standards

Standard setters and regulators continue to evaluate and modify standards. Such changes may result in new or revised financial reporting and disclosure requirements or expand the nature, timing, and scope of the activities we are required to perform. To the extent that the amount of time required to provide the services described in the letter increases due to such changes, our fee may need to be adjusted. We will discuss such circumstances with you prior to performing the additional work.

Other fees

You also agree to compensate us for any time and expenses, including time and expenses of legal counsel, we may incur in responding to discovery requests or participating as a witness or otherwise in any legal, regulatory, or other proceedings that we are asked to respond to on your behalf. You and your attorney will receive a copy of every subpoena or request we are asked to respond to. You can control the costs of any discovery process or document request by informing us which requests you would like us to act on.

Finance charges and collection expenses

You agree that if any statement is not paid within 30 days from its date, the unpaid balance shall accrue interest at the monthly rate of one and one-quarter percent (1.25%), which is an annual percentage rate of 15%. In the event that any collection action is required to collect unpaid balances due us, reasonable attorney fees and expenses shall be recoverable.

Consent

Consent to use financial information

Annually, we assemble a variety of benchmarking analyses using client data obtained through our audit and other engagements. Some of this benchmarking information is published and released publicly. However, the information that we obtain is confidential, as required by ET Section 301 of the AICPA Code of Professional Conduct. Your acceptance of this engagement letter will serve as your consent to use of Prairie Crossing Charter School and its subsidiaries' information in these cost comparison, performance indicator, and/or benchmarking reports.

Consent to send you publications and other materials

For your convenience, CLA produces a variety of publications, hard copy and electronic, to keep you informed about pertinent business and personal financial issues. This includes published articles, invitations to upcoming seminars, webinars and webcasts, newsletters, surveys, and press releases. To determine whether these materials may be of interest to you, CLA will need to use your federal Form 990 and state filings information. Such information includes the entity name and address as well as the business and financial information you provided to us.

By signing and dating this engagement letter, you authorize CLA to use the information that you provide to CLA during the preparation of your federal Form 990 and state filings to determine whether to offer you relevant materials. Your consent is valid until further notice. If you do not wish to authorize such use, please strike out this paragraph prior to signing the engagement letter.

Subcontractors

CLA may, at times, use subcontractors to perform services under this agreement, and they may have access to your information and records. Any such subcontractors will be subject to the same restrictions on the use of such information and records as apply to CLA under this agreement.

Agreement

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. This letter constitutes the entire agreement regarding these services and supersedes all prior agreements (whether oral or written), understandings, negotiations, and discussions between us. If you have any questions, please let us know. Please sign, date, and return the enclosed copy of this letter to us to indicate your acknowledgment and understanding of, and agreement with, the arrangements for the audit and tax services including the terms of our engagement and our respective responsibilities.

Sincerely,

CliftonLarsonAllen LLP



Steven C. Johnson, CPA
Principal
262-898-6581
Steve.Johnson@CLAconnect.com

Enclosure

Response:

This letter correctly sets forth the understanding of Prairie Crossing Charter School and its subsidiary.

Authorized governance signature: _____

Title: _____

Date: _____ **CLIENT COPY**

Authorized management signature: _____

Title: _____

Date: _____

Item # 6

Attached is the final CBA negotiated contract for Board Approval.

AGREEMENT

BETWEEN



BOARD OF EDUCATION

PRAIRIE CROSSING CHARTER SCHOOL

LAKE COUNTY, ILLINOIS

AND THE



PRAIRIE CROSSING COUNCIL

LAKE COUNTY FEDERATION OF TEACHERS

LOCAL 504, IFT-AFT/AFL-CIO

2015-2016

2016-2017

2017-2018

2018-2019

TABLE OF CONTENTS

ARTICLE I-RECOGNITION.....3

Section A Parties to the Agreement..... 3

Section B Recognition 3

Section C Agreement Mutually Prepared 3

ARTICLE II-UNION RIGHTS.....4

Section A Right to Address Employees 4

Section B Use of School Facilities and Equipment 4

Section C Dues Deduction..... 4

Section D COPE Deduction 5

Section E Fair Share 5

Section F Release Time for Union Officers 6

Section G School Calendar 6

Section H Board Agenda, Minutes, and Addressing the Board..... 6

Section I New Employee Information..... 7

ARTICLE III-EMPLOYEE RIGHTS.....8

Section A Posting of Vacancies 8

Section B Reduction in Force and Involuntary Reassignment 8

Section C Voluntary Transfer 8

Section D Notice of Employee Assignments 8

Section E Representation and Appearance Before the Board 9

Section F Personal Injury and Protection of Employees..... 9

ARTICLE IV-EVALUATION AND FILES.....10

Section A Evaluation 10

Section B Personnel File..... 10

ARTICLE V-DISCHARGE AND DISCIPLINE12

ARTICLE VI-LEAVES.....13

Section A Sick Leave 13

Section B Personal Leave 13

Section C Bereavement Leave 13

Section D Leave without Pay, Prolonged Illness, and Insurance Benefits While on Leave..... 13

Section E Maternity/Child Rearing Leave of Absence 14

Section F Family and Medical Leave Act (FMLA) 14

Section G Jury Duty Leave 14

Section H Religious Holiday Leave 15

Section I Leave of Absence-Units 15

ARTICLE VII-WORKING CONDITIONS16

Section A School Term 16

Section B Workday..... 16

Section C Employee Computers..... 16

Section D Courtesy and Respect 16

Section E Parent Teacher Conferences..... 17

Section F	Staff Meetings.....	17
Section G	Teacher Institute Days	17
Section H	Parking Lot Safety	17
Section I	Carpool.....	17
Section J	Instructional Assistants’ Evaluations	18
Section K	First Aid/CPR Training	18
ARTICLE VIII-COMPENSATION AND FRINGE BENEFITS.....		18
Section A	Compensation and Payroll Procedure	19
Section B	Merit Award.....	19
Section C	Health and Dental Insurance	19
Section D	School Trip Chaperone.....	19
Section E	Mentoring	19
Section F	Retirement.....	20
ARTICLE IX-GRIEVANCE PROCEDURE		21
Section A	Purpose	21
Section B	Definitions and General Terms	21
Section C	Procedure.....	22
ARTICLE X-DURATION AND RELATED CLAUSES		24
Section A	Duration	24
Section B	Date to Start Negotiations and Negotiations Procedure.....	24
Section C	Savings	24
Section D	Existing Benefits.....	24
Section E	Typing and Printing of the Agreement	24
APPENDIX A-SALARIES		25
APPENDIX B-MISCELLANEOUS STIPEND SCHEDULE.....		26
APPENDIX C-EVALUATION INSTRUMENT AND PROCEDURES		27
APPENDIX D-PERFORMANCE PAY		43
IN WITNESS WHEREOF		44

ARTICLE I RECOGNITION

A. Parties to the Agreement

This Agreement is made and entered by and between the Board of Education of Prairie Crossing Charter School, Lake County, Illinois, hereinafter referred to as “Employer” and the Prairie Crossing Council, a Council of the Lake County Federation of Teachers, Local 504, IFT-AFT, AFL-CIO, hereinafter referred to as the “Union.” The Employer and the Union hereinafter shall be referred to as “the Parties.”

B. Recognition

The Employer recognizes the Union as the sole and exclusive bargaining agent with respect to wages, hours, terms and conditions of employment for all regularly employed full-time and part-time certified and non-certified teachers and social workers (which are hereinafter referred to as “employees”). This shall not include substitute teachers or instructional assistants.

C. Agreement Mutually Prepared

Neither party shall be considered to be the drafter of this Agreement or any of its provisions for the purpose of any statute, case law or rule of interpretation or construction that would or might cause any provision to be construed against the drafter of this Agreement.

ARTICLE II UNION RIGHTS

A. Right to Address Employees

The Union President or designee and the Board President shall have the right to briefly address the employees at the first meeting of the school year and shall have the right to address new employees at a mutually agreeable time during their orientation period.

B. Use of School Facilities and Equipment

1. The Union shall have the right to hold its membership meetings outside the normal employee workday on school property.
2. The Union shall have the right to use the District's employee mailboxes for official Union materials.
3. The Union shall have the right to post official Union announcements and publications on a designated bulletin board; however, email correspondence shall be used for communications whenever possible to promote our environmental focus.
4. The Union shall have the right to use school duplicating equipment for official Union announcements if such is available.

C. Dues Deduction

1. The Employer shall deduct from the pay of each employee membership dues of the Union and its affiliates, provided that at the time of such deduction there is in possession of the Employer a current written authorization for dues deduction voluntarily executed by the employee. Such authorization shall specify the dues to be deducted from the employee's salary.
2. The amount specified shall be prorated and deducted in equal amounts from paychecks starting with the first paycheck in October and continuing through the last paycheck in May.
3. The Union shall indemnify and save harmless the Employer and all of its agents and employees from any and all claims, demands, suits and costs resulting from any reasonable action taken or omitted by the Employer or any of its agents or employees for the purpose of complying with the provisions of this Section.

D. COPE Deduction

Upon receipt of a voluntary authorization in writing by an employee, the Employer shall deduct from the employee's salary the amount authorized by the employee for the Lake County Federation of Teachers Committee on Political Education (COPE). Such deduction shall be made the last paycheck in October and forwarded to the Treasurer of the Union not more than fourteen (14) days after such deductions were made, and the amount deducted for each. The Union shall defend and hold the Employer harmless for any action properly performed pursuant to this Section. Union dues and COPE deductions shall be mailed in separate checks.

E. Fair Share

All employees covered by this Agreement who are not members of the Union shall, commencing upon their employment, or the effective date of this Agreement, whichever is later, and continuing during the term of this Agreement, and so long as they remain non-members of the Union, pay to the Union their fair share of the cost of the services rendered by the Union that are chargeable to non-members under state and federal law.

The Union shall certify to the Employer the amount of the annual fair share fee, not to exceed the dues uniformly required of members of the Union, and shall supply the Employer and the non-members a copy of the basis of the calculation of the fee. The Union shall further certify to the Employer that "Notice of Fair Share" has been posted in accordance with the IELRB rules and regulations. No payroll deduction of fair share fees shall be made until at least fourteen (14) days after such certification. Such fair share payments shall be deducted by the Employer from the earnings of the non-member employees and be paid to the Union. Nothing in this Section shall preclude the non-member employee from making voluntary political contributions in conjunction with his or her fair share payment.

This fair share agreement shall safeguard the right of non-association of employees based upon bonafide religious tenets or teaching of a church or religious body of which such employees are members. Such employees may be required to pay an amount equal to their fair share under this Agreement to a non-religious charitable organization mutually agreed upon by the employees affected and the Union, or if no mutual agreement is reached, from an approved list of charitable organizations established by the Illinois Educational Labor Relations Board. Non-member employees who object to the amount of the fair share fee have the right to file an unfair labor practice charge against the Union pursuant to Paragraph 1714(b)(1) of the Illinois Educational Labor Relations Act. Additionally, non-member employees who object to the amount of the fair share fee have the right to file such objection pursuant to the internal Fair Share Implementation Program procedures established by the Union, except that the filing of such objection pursuant to the internal procedure may not be sufficient to preserve any rights the non-members may have under the IELRA. Upon any such filing, pursuant to said internal procedures and

notice of such to the Union, the Union shall place in an interest-bearing escrow account, separated from other funds held by the Union, the amount of each objector's fair share payments made, and to be made pending resolution of the charge, which is fairly placed at issue by the objection or objections, and it shall maintain the escrow account during the pendency of the charge and any judicial review pursuant to the Act.

The Union shall indemnify and hold harmless the Board of Education, its members, officers, agents, and employees from and against any and all claims, demands, actions, complaints, suits, or other forms of liability, including, but not limited to, damages, attorneys' fees, and costs that shall arise out of or by reason of action taken by the Employer for the purpose of complying with the above provisions of this Article, or in reliance on any list, notice, certification, affidavit, or assignment furnished under any of such provisions.

F. Release Time for Union Officers

The Union President and/or designee shall be granted eight (8) days per year without loss of pay to attend to Union duties and/or to attend Union functions.

Elected or designated Union members may engage in Union activities directly relating to the Union's duties as representative of the employees during the school day, without loss of pay, provided such activities do not infringe upon the members' assigned duties or the duties of any other employee

G. School Calendar

The Union President shall have the right to review the proposed school calendar and provide input as to its content prior to its scheduled adoption by the Board.

H. Board Agenda, Minutes, and Addressing the Board

Upon request, the President of the Union or designee shall be given a copy of the agenda for each Board meeting and the approved minutes of each Board meeting. Electronic publication of these documents on the District's website shall satisfy the dissemination of said documents.

One (1) Union Council representative shall be allowed to attend the Board meeting in the established position of staff liaison. Links to necessary information shall be sent to the liaisons scheduled to attend.

The parties agree that any reference in this Agreement to employees attending Board meetings is intended to mean Open Sessions of Board meetings unless an employee is directly invited to a Closed Session, and employees do not have voting rights for Board matters.

I. New Employee Information

When new employees are hired, the Union President or designee shall have the right to review names, addresses, and a summary of prior experience and discuss with the Executive Director or designee placement on the salary schedule according to this agreement.

ARTICLE III EMPLOYEE RIGHTS

A. Posting of Vacancies

The Employer shall internally, through email, post notice of vacancies existing in all bargaining unit positions as they occur. The posting shall include the title of the job, the job description, the method of application, the closing date to apply, and the salary or stipend. Job postings for newly created, bargaining unit positions shall be mutually agreed upon by the Union President and the designee of the Board. Current employees who meet all of the qualifications for the vacant position shall receive consideration for such vacancy before considering candidates from outside the District.

B. Reduction in Force and Involuntary Reassignment

Reductions in force and involuntary reassignments shall be conducted according to inverse seniority. Seniority shall be determined as follows:

1. years of continuous service as a teacher in the District
2. hire date
3. years of continuous service in any capacity in the District (i.e. Instructional Assistant)
4. summative evaluation points for the last three (3) years (or fewer if the teacher has not been here for three (3) years)
5. by lot

Any leave granted by the Board in accordance with the rules and regulations of the CBA shall be counted toward years of continuous service under this Section.

C. Voluntary Transfer

Employees wishing to be considered for reassignment must notify the Executive Director or designee in writing, indicating the reasons for requesting reassignment and the position desired.

D. Notice of Employee Assignment

Absent exigent circumstances, the Employer shall notify employees of their grade level assignments for the coming school year prior to the end of each current school year.

E. Representation and Appearance Before the Board

When any employee is required to appear before the Board or any representative or agent thereof at which it reasonably appears that disciplinary action against the employee may occur, the employee shall be given advance notice of such meeting and shall have the right to have a Union representative accompany him/her to such meeting.

F. Personal Injury and Protection of Employees

Whenever an employee is absent from school as a result of personal injury arising out of and in the course of his/her employment and this injury results in eligibility for Worker's Compensation, the employee shall have the option of receiving such Worker's Compensation without salary and without deduction of accumulated sick leave or with salary and pro-rata deduction of sick leave, provided the Worker's Compensation payments are endorsed to the Board.

No employee shall be required to take action that places the employee in physical danger.

ARTICLE IV EVALUATION AND FILES

A. Evaluation

The evaluation procedures and instrument are set forth in Appendix C of this Agreement.

If an employee is placed on remediation after having received an overall Unsatisfactory summative evaluation rating according to the agreed upon evaluation procedures, a written remediation plan designed to foster professional growth and development shall be created by the teacher being placed on remediation, a cooperating teacher approved by the parties, and an administrator designated by the Employer. Employees will receive tenure after three (3) years of employment in the District. Beginning in the fourth year of employment, the District will follow *The School Code* guidelines for remediation and dismissal for performance.

If an employee is placed on a professional development plan after having received an overall Needs Improvement summative evaluation rating according to the agreed up evaluation procedures, a written professional development plan designed to foster professional growth and development shall be created by the teacher who received the Needs Improvement rating, a cooperating teacher approved by the parties, and an administrator designated by the Employer.

Any changes made to the evaluation instrument are subject to mutual agreement between the parties.

B. Personnel File

1. Only one (1) official Board personnel file shall be kept for each employee. The location of such file shall be made known to all employees and a copy of any material added to the official file shall be given to the employee at the time it is added.
2. A copy of all evaluation material affecting an employee shall be placed in the employee's personnel file, and the originator of such material shall be identified. The employee may respond to any such material in writing and such response shall be made part of the employee's personnel file, provided such comments shall be filed within fifteen (15) employment days of the date when such was first made known to the employee.
3. Each employee shall have the right, upon request, to review the contents of his/her own personnel file. A representative of the Union may, at the employee's request, accompany the employee in this review.

4. No one shall remove any material from a personnel file without the expressed written consent of both the Board and the employee, but an employee shall have the right to copy any material in the file, or to have such copies mechanically made by the District office personnel with prior approval of the Board or designee.
5. Confidential material, such as recommendations by colleges or universities, or evaluations or recommendations of an employee by a previous employer, shall not be deemed to be a part of the employee personnel file described in this Section.
6. The material in the employee's personnel file shall not be made known to persons other than administrators or members of the Board, or counsel for the Board, or as required by law, except with the written consent of the employee.
7. Only items which have been reduced to writing, signed or initialed by the employee, dated and placed in the official personnel file may be used for disciplinary purposes. In the event that the employee refuses to sign or initial the document, it shall be so noted and placed in the file.

Article IV.B will not apply to confidential medical information.

ARTICLE V

DISCHARGE AND DISCIPLINE

No employee shall be disciplined, given a written reprimand or discharged by the Employer except for just cause. The President of the Union or designee will be given a copy of any written discipline imposed upon a bargaining unit member within twenty-four (24) hours of such discipline.

The concepts of “progressive discipline” and the prohibition of disparate treatment by the Employer are applicable. Progressive discipline should include the following steps:

1. Oral warning and directive
2. Written reprimand and directive
3. Suspension with or without pay
In extenuating circumstances, specifically as related to safety and welfare of the students, progressive discipline may begin at step three (3).
4. Discharge

Discipline shall not be taken based on hearsay or anonymous complaints and disciplinary action shall not be taken without first holding a conference with the employee to determine the facts of the incident. Employees shall be provided with a time period for correction and a bill of particulars, which, if not followed, could result in further discipline.

This article shall only apply to employees beginning after year two (2) of employment.

ARTICLE VI LEAVES

A. Sick Leave

Every employee shall, without deduction in pay, be entitled to fourteen (14) days sick leave per year. Sick leave is intended to be used during times of personal illness or to attend to the illness of a spouse, child, parent, grandparent or other members of the extended family. It may be used to accommodate medical appointments which cannot be scheduled during non-work time. Sick leave shall accumulate to a maximum of one full school year (185 days).

B. Personal Leave

Every employee shall, without deduction in pay, be entitled to three (3) personal leave days per year. Personal leave requests should be submitted at least two (2) days before the requested date. If, in a given year, an employee uses less than three (3) days of personal leave, the employee shall be entitled to roll over up to two (2) days, not to exceed a maximum of five (5) days available for personal leave in any given school year. If an employee desires to use more than three (3) consecutive days of personal leave, absent exigent circumstances, notice for this leave shall be submitted at least two (2) weeks in advance. Employees shall make every effort to avoid scheduling personal days on in-service days.

C. Bereavement Leave

In the event of the death of a member of the employee's family, the employee shall, without deduction in pay, be entitled to three (3) days bereavement leave, with up to five (5) days utilizing personal and/or sick days, for each death in the family. This shall not prevent the Employer from granting additional days from sick leave on a case by case basis.

D. Leave without Pay, Prolonged Illness, and Insurance Benefits While on Leave

Upon written application, a leave of absence, without pay, of up to two (2) years may be granted. As a condition of such leave and upon written request by the Employer during the month of January, the employee shall give written notice not later than March 1 of intent to return to full-time duty.

The Employer may grant an unpaid leave of absence to an employee who has exhausted all accumulated sick leave but who continues to be ill or disabled. Such leave may be for the duration of the illness or disability. The employee may likewise be granted an unpaid leave of absence to care for a parent or child who is seriously ill or disabled.

During such leaves, the employee may continue his/her insurance coverage provided the employee pays the full premium.

E. Maternity/Child Rearing Leave of Absence

Nothing in this Section shall be construed as requiring any employee to apply for an unpaid leave of absence. An employee not desiring an unpaid leave of absence may utilize accumulated sick leave. If such employee shall have exhausted accumulated sick leave, the employee shall be granted an unpaid leave. This Section shall apply to situations including, but not limited to such situations as might result from pregnancy, adoption, and child-rearing and shall apply equally to both male and female teachers.

An employee shall receive leave up to one (1) calendar year divided into blocks by the District's trimester schedule upon request subject to the conditions hereinafter set forth:

1. The employee shall make written request to the Executive Director or designee for the leave of absence at least three (3) months prior to the onset of the requested leave.
2. In cases of pregnancy, the employee shall advise the Employer as to the expected date of delivery.
3. The Executive Director or designee and the employee shall agree on the tentative dates of commencement and termination of leave.
4. Employees, if taking the time as unpaid leave, shall have insurance benefits be computed pro-rata if the leave commences during the school term. The employee may maintain insurance benefits during the unpaid leave provided the employee pay the full premium.

F. Family and Medical Leave Act (FMLA)

The Employer will comply with all provisions of the Family and Medical Leave Act (FMLA) as applicable. Such leave is unpaid unless accumulated sick leave or personal leave is available and requested to be used by the employee or directed to be used by the Executive Director or designee. In calculating the twelve (12) month period within which an eligible employee may take FMLA leave, the Employer will apply a rolling twelve (12) month period, measured backward from the time the employee takes FMLA leave. In the event this language conflicts with the FMLA, the FMLA shall control.

G. Jury Duty Leave

The Employer shall pay the regular salary to employees called to serve as jurors. Such absence shall not be charged against any other leave of absence. The employee so summoned shall reimburse the Employer in the amount of any per diem compensation (exclusive of mileage allowances) received for such service.

Employees so summoned shall make every effort to meet their duties when their services are not required by the court and to have such service postponed until the summer recess.

H. Religious Holiday Leave

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 these days off without pay. Staff members will not be penalized in any way for taking time off to observe religious holidays. This leave shall not exceed twelve (12) days per school year. The employee shall make provisions to ensure continuity of instruction.

I. Leave of Absence – Units

If the school has to retain a substitute, leaves of absence shall be computed in one-half (1/2) day intervals. If handled internally, no time will be docked.

ARTICLE VII

WORKING CONDITIONS

A. School Term

The school term shall consist of no more than one hundred, eighty-eight (188) school days, of which one hundred, eighty five (185) shall be the maximum number of student attendance days and three (3) shall be teacher in-service days. Should ISBE mandates change, the days noted in this paragraph shall be adjusted accordingly to comply with such mandates.

B. Workday

The employee workday shall run from 7:30 am until 3:45 pm and student attendance from 8:00 am until 3:30 pm. These starting and ending times are subject to change at the beginning of a school year upon mutual agreement based on transportation requirements, provided the length of time remains at eight (8) hours and fifteen (15) minutes for the employee workday and seven (7) hours and thirty (30) minutes for student attendance.

Employees shall receive a minimum of seven (7) plan periods (kindergarten shall receive six (6)) during specials per week. The schedule shall represent a collaborative effort between the Parties with a goal of allowing a minimum of one (1) plan period scheduled per day. This shall exclude days on which field trips and similar experiences are planned. Each plan period shall be no less than thirty (30) minutes in length.

Employees shall receive one (1) duty free lunch per day which shall be no less than sixty (60) minutes in length.

C. Employee Computers

Employees' computers shall be in working order and criteria for replacement will be in order from old to new. Computer replacement for Employees will take precedent over computer replacement for teaching assistants.

D. Courtesy and Respect

Sensitive and potentially critical discussions with employees will not be held in the presence of students or other employees.

E. Parent Teacher Conferences

Parent Teacher Conferences shall be limited to a maximum of two (2) times per year. The first day of conferences will run from 2:00-7:30 and the second day of conferences will run from 2:00-4:00. Employees shall not be required to stay beyond these conference windows, but if all conferences are completed, Employees may leave. If an employee has to see more than thirty (30) families during a conference session (defined as the two conference days), a sub will be provided for the second day to accommodate the additional conferences.

F. Staff Meetings

Dates for staff meetings shall be set prior to the commencement of the school year and the schedule for such meetings shall be disseminated to teachers on the first day of school. Employees shall receive an agenda for each staff meeting at least two (2) days in advance of the meeting. Absent exigent circumstances, if a staff meeting is cancelled, employees will be given at least two (2) days notice.

Regular, monthly staff meetings will run from 4:00 pm until 5:00 pm. Early release staff meetings will run from 2:00 pm until 4:00 pm.

G. Teacher Institute Days

Teacher institute days scheduled prior to the beginning of the school year shall be limited to three (3) days for current Employees and five (5) days for Employees new to the District. The agenda (both times and activities) for said teacher institute days, shall be determined through collaboration between the Parties. The additional days for new teachers are not intended to diminish the number of teaching days in the school year for said new teachers.

H. Parking Lot Safety

For employee safety, parking lot lights shall be turned on after twilight on weekdays when employees are present.

I. Carpool

Carpool duty shall be divided equitably between all employees. The schedule for carpool duty shall be developed collaboratively by the Union President or designee and the Executive Director or designee before being placed into effect. Instructional Assistants will be responsible for afternoon carpool duty, and employees will be responsible for morning carpool duty on a rotational basis.

J. Instructional Assistants' Evaluations

Employees will collaborate on Instructional Assistants' summative evaluations.

K. First Aid/CPR Training

Employees must hold First Aid/CPR credentials. Prairie Crossing Charter School will hold and pay for one annual on-site training. If employees miss said training, they must take training elsewhere at personal cost. If the training provider cannot accommodate all employees who need the training, the employee shall not be responsible for the cost of the training.

ARTICLE VIII

COMPENSATION AND FRINGE BENEFITS

A. Compensation and Payroll Procedure

Compensation is set forth in Appendix A of this Agreement.

Employees shall be paid twice a month, the fifteenth (15th) of the month and the last day of the month subject to the recommendations of the task force created according to the terms of this Agreement.

In order to receive compensation at the Master's Degree rate of pay, the employee's Master's Degree must be related to the field of education.

B. Merit Award

Each year, there will be a performance pay allotment to be distributed based upon the criteria set forth in Appendix D. For the 2015-2016 school year, the minimum allotment will be \$45,000. Allotments for the 2016-2017, 2017-2018, and 2018-2019 school years will be determined during the salary reopener negotiations. First year teachers are not eligible to receive a merit award.

C. Health and Dental Insurance

The Employer shall contribute the amount as specified in the Miscellaneous Stipend Schedule (Appendix B) for each employee participating in one of the District Health and/or Dental insurance plans. The Employer, with input from Union leadership, shall retain discretion for decisions affecting the insurance program, but shall not diminish the current schedule of benefits without agreement between the Parties. Eligibility for participation in such plans shall be determined by the terms of the insurance carrier.

D. School Trip Chaperone

Employees who chaperone a school trip shall receive a stipend as listed in the Miscellaneous Stipend Schedule (Appendix B).

E. Mentoring

Employees who serve as a mentor shall receive a stipend as listed in the Miscellaneous Stipend Schedule (Appendix B).

F. Retirement

The Employer shall remit for each employee the full amount allowable by law to the Illinois Teachers' Retirement System (TRS). Each employee shall pay his/her own share of the employee's required contribution of creditable earnings unless the employee is not part of the Illinois Teachers' Retirement System (TRS). Those employees who are not part of the Illinois Teachers' Retirement System (TRS) will have Social Security and Medicare deducted but not TRS.

ARTICLE IX

GRIEVANCE PROCEDURE

A. Purpose

The primary purpose of this procedure is to secure the lowest level possible equitable solution to the problems of the parties.

B. Definitions and General Terms

1. A grievance is defined to be a complaint by the Union and/or an employee or group of employees that there has been a violation, misinterpretation, or misapplication of the terms of this Agreement.
2. No reprisals of any kind shall be taken by the Board or Administration against any employee because of his/her participation in any of these grievance procedures.
3. The failure of an Administrator to give a decision within the time limits shall permit the grievant to proceed to the next step. The time limits may be extended by mutual written agreement.
4. When hearings or conferences pertaining to a grievance are held during school hours, all employees whose presence is required shall be excused, with pay, for that purpose.
5. As used in this Article "days" shall mean employment days, except during the summer recess when it shall mean days on which the Executive Director's office shall be open.
6. The Employer acknowledges the right of the Union's grievance representative to participate in the processing of a grievance at any level. It is further understood that no employee shall be required to discuss any grievance if the Union representative is not present.
7. A grievance may be withdrawn at any level without establishing precedent, and if withdrawn shall be deemed as though never having been filed.

C. Procedure

The Parties hereto acknowledge that it is usually most desirable for an employee and the employee's immediately involved supervisor to resolve problems through free and informal communication. When requested by the employee, a Union representative may accompany the employee to assist in the informal resolution of the grievance. If, however, such informal processes fail to satisfy the employee, a grievance may be processed as follows:

1. Step One:

The employee or the Union may present the grievance in writing to the Principal or immediate supervisor within fifteen (15) days from the alleged occurrence or when the grievant might have reasonable knowledge of the incident. The parties shall meet within five (5) days and make a reasonable attempt to settle the grievance. The Principal or supervisor shall provide a written decision to the grievant and the Union within ten (10) days of the meeting.

2. Step Two:

If the grievance is not resolved at Step One, then the employee or the Union may in writing refer the grievance to the Executive Director within fifteen (15) days after receipt of the Step One answer. The Executive Director shall arrange for a meeting with a representative of the Union to take place within five (5) days of receipt of the appeal. Upon conclusion of the hearing, the Executive Director shall within ten (10) days provide a written decision with reasons to the grievant and the Union.

3. Step Three:

If the grievance is not resolved at Step Two, then the employee or the Union may in writing refer the grievance to the Board within fifteen (15) days after receipt of the Step Two answer. The Board shall within twenty-one (21) days provide a written decision with reasons to the grievant and the Union.

4. Step Four

If the Union is not satisfied with the disposition of the grievance at Step Three, or the time limits expire without the issuance of the Board's written reply, the Union may submit the grievance to binding arbitration. The arbitrator shall be selected by mutual agreement between the Parties. In the event that the Parties are unable to mutually agree upon an arbitrator, the process used by the American Arbitration Association (AAA) shall be used. If a demand for arbitration is not filed within thirty (30) days of the date for the Step Three answer, then the grievance shall be deemed withdrawn.

- (a) The arbitrator shall have no power to amend, modify, nullify, ignore, or add to the terms of this Agreement.
- (b) Each party shall bear the full costs for its representation in the arbitration. The cost of the arbitrator shall be paid by the losing party.
- (c) If either party requests a transcript of the proceedings, that party shall bear the full costs of that transcript. If both parties request a transcript, the cost shall be divided between the parties.

ARTICLE X DURATION AND RELATED CLAUSES

A. Duration

This Agreement shall be in effect as of the execution of this Agreement and shall continue in full force and effect through the 2018-2019 school term except that a salary reopener shall take place in years 2, 3, and 4 of the Agreement.

B. Date to Start Negotiations & Negotiations Procedure

The parties agree to enter into negotiations for a Successor Agreement not later than March 1 of the year in which this Agreement expires unless both parties agree to an alternate date.

Each party to negotiations shall select its negotiating representatives. Meetings shall be held as necessary at times and places agreed to by both parties.

All individual tentative agreements shall be reduced to writing and initialed by both parties. The complete tentative Agreement shall be subject to ratification by the Board and the Union.

The parties shall cooperate and make every effort to comply with the timeline and notice provisions of the Illinois Education Labor Relations Act.

C. Savings

Should any Article, Section or Clause of this Agreement be declared illegal by a court of competent jurisdiction, said Article, Section or Clause shall be deleted from this Agreement. The remaining Articles, Sections and Clauses shall remain in full force and effect for the duration of this Agreement if not affected by the deleted Article, Section or Clause.

D. Existing Benefits

All existing benefits not altered or removed by this Agreement shall remain in effect.

E. Typing and Printing of the Agreement

The Union shall assume all responsibility and cost related to the typing and printing of the Agreement for execution by the parties. Upon execution of the Agreement, in consideration of the school's environmental focus, the document shall be made available to the Parties in PDF format.

APPENDIX A (SALARIES)

For the 2015-2016 school year, all employees will receive a three percent (3%) Base Rate Increase (BRI) on their “Earnable Compensation” from 2014-2015.

Baseline salary for incoming teachers in 2015-2016 will be defined as follow:

BA	MA
\$ 34,322	\$ 39,194

Employees with additional years of outside teaching experience will receive a flat stipend of two hundred and fifty (250) dollars per year for each year of experience outside of PCCS to a cap of five (5) years or one -thousand two hundred and fifty (1250) dollars. If an employee was formerly employed by PCCS or a similar environmentally focused institution, the Employer may grant a higher starting salary, not to exceed the salary of any current employee with like experience and education.

Said starting salary shall be negotiated as part of the salary reopeners in years 2, 3, and 4 of this Agreement.

If it is not already calculated into their salary upon execution of this Agreement, employees who move from a BA degree to an MA degree during their employment with PCCS shall receive an additional six thousand dollars (\$6,000) added to their base salary contingent upon completion of the PCCS Professional Advancement Plan. If the movement occurs after September 1st but before January 1st, half of the amount shall be added to that year’s base rate and the second half to the next year’s base rate. An employee must notify the Executive Director and the Union President within two months of entrance to a Master’s Degree program that would enable the employee to be qualified for this additional compensation.

PCCS Professional Advancement Plan:

A committee composed of two members appointed by the Union and two administrative members appointed by the Board shall comprise the review panel for interviews related to PCCS Professional Advancement. Upon notification to the Executive Director and Union President that the employee is entering a Master’s Degree Program, the employee shall partake in an entrance interview with the review panel in which the team will discuss the employee’s goals and plans for how he/she will use the Master’s Degree program to enhance his/her classroom practice. Once the committee has vetted the program thorough the interview process, a representative from the Union and a representative from the Administration will sign the Professional Advancement Plan Approval Form indicating that the employee is eligible for the additional compensation upon his/her completion of the Master’s Degree program.

APPENDIX B MISCELLANEOUS STIPEND SCHEDULE

SUBJECT	2015-2016
District Health Insurance Contribution	\$550/month-full time
District Dental Insurance Contribution	\$30/month-full time
Chaperone (overnight trips)	\$ 55/ night (weekdays) \$ 105/ night (weekends)
Mentor (per mentee)	\$800
Mentor Coordinator Stipend	\$800
Curriculum Writing and Additional Meetings	\$30/hour
Athletic Director	\$3500
Coaching	\$550 per coach, per sport

Amounts for the 2016-2017, 2017-2018, and 2018-2019 school years will be determined during the salary reopeners.

APPENDIX C

Evaluation Instrument and Procedures

Prairie Crossing Charter School Schedule of Observations

1st and 2nd year teachers (at PCCS)

- 4 evaluative formal observations – multiple administrative observers
 - 2 in the 1st trimester and 2 in the 2nd trimester
- Walk-through/informal observations to occur on a regular basis by multiple administrators, with data reported back to individuals/community
- Mentor-teacher observations are non-evaluative but must occur according to the prescribed schedule

3rd year through 10th year teachers

- 2 evaluative formal observations – multiple administrative observers
 - 1 in the 1st trimester and 1 in the 2nd trimester
- Walk-through/informal observations to occur on a regular basis by multiple administrators, with data reported back to individuals/community

Over 10th year teachers

- 1 evaluative formal observations – multiple administrative observers
 - in the 1st trimester or in the 2nd trimester
- Walk-through/informal observations to occur on a regular basis by multiple administrators, with data reported back to individuals/community

**CBA Evaluation System
Proposal, 2015-16
Classroom Teacher**

The purpose the teacher evaluation system is to inform, instruct, and improve teaching and learning through meaningful dialog and reflection; to provide educators with useful feedback on areas of strength and areas to improve; to ensure that the teaching staff is furthering the school's mission, visions and strategic plan; and to ensure fair and valid employment decisions.

Components of Evaluation System for Classroom Teachers (years 3+ at PCCS)

We have developed a goal-based system, in which teachers will have a strong voice in their own professional focus, development and assessment. Teachers will complete/submit:

- Goals. Each teacher will develop 2 professional goals, one to align with the Environmental Learning value statement and one to align with the Academic Excellence value statement. Information, including instructions and timeline, [HERE](#). (Academic excellence goal needs to include a student data component.)
- Formal Observations. The [frequency/schedule](#), format, paperwork, etc. for observations will remain unchanged. [Pre-Obs Form](#), [Observation Form](#), [Post-Obs Form](#).
- Reflections. Teachers will complete the following activities and reflect:
 - Environmental Observation. Teachers will participate in a non-evaluative observation with the DEL and a peer, with reflection. (Details and rubric same as [current profile](#)).
 - Professional Development Reflection. Form [HERE](#).
- Summative Evaluation. (Form to be developed that encompasses ratings from above items as well as an accountability section that allows for notations about job requirements such as timely responses to emails, website updates, and other professional responsibilities.)

Components of Evaluation System for Classroom Teachers (years 1-2 at PCCS)

In order to ensure that new teachers are meeting basic requirements, we have created a profile that highlights basic PCCS teacher competencies. They will complete/submit the following:

- 2 lesson plans that show evidence of integrating the environment with academic content.*
- 2 lesson plans that show evidence of integrating school gardens/SSY into the curriculum.*
- 2 lesson plans that show evidence of incorporating Green Challenges into the curriculum.*
- 2 data analysis sets of data and reflection.*
- Non-evaluative observation of EE lesson with DEL and peer, with reflection.*
- Formal Observations. The [frequency/schedule](#), format, paperwork, etc. for observations will remain unchanged. [Pre-Obs Form](#), [Observation Form](#), [Post-Obs Form](#).
- 2 observations of experienced teachers (recommended for specific skills or topic areas) with reflection.
- Professional Development Reflection. Form [HERE](#).

*These artifacts are the same as those in the [current profile](#); detailed descriptions and rubrics can be found there!

A Summative Evaluation with recommendation to rehire will be developed that encompasses ratings from above items as well as an accountability section that allows for notations about job requirements such as timely responses to emails, website updates, meeting mentorship requirements, and other professional responsibilities.

**CBA Evaluation System
Proposal, 2015-16
Specials Teacher**

The purpose the teacher evaluation system is to inform, instruct, and improve teaching and learning through meaningful dialog and reflection; to provide educators with useful feedback on areas of strength and areas to improve; to ensure that the teaching staff is furthering the school's mission, visions and strategic plan; and to ensure fair and valid employment decisions.

Components of Evaluation System for Classroom Teachers (years 3+ at PCCS)

We have developed a goal-based system, in which teachers will have a strong voice in their own professional focus, development and assessment. Teachers will complete/submit:

- Goals. Each teacher will develop 2 professional goals, one to align with the Environmental Learning value statement and one to align with the Academic Excellence value statement. Information, including instructions and timeline, [HERE](#).
- Formal Observations. The [frequency/schedule](#), format, paperwork, etc. for observations will remain unchanged. [Pre-Obs Form](#), [Observation Form](#), [Post-Obs Form](#).
- Reflections. Teachers will complete the following activities and reflect:
 - Environmental Observation. Teachers will participate in a non-evaluative observation with the DEL and a peer, with reflection. (Details and rubric same as [current profile](#)).
 - Professional Development Reflection. Form [HERE](#).
- Summative Evaluation. (Form to be developed that encompasses ratings from above items as well as an accountability section that allows for notations about job requirements such as timely responses to emails, website updates, and other professional responsibilities.)

Components of Evaluation System for Classroom Teachers (years 1-2 at PCCS)

In order to ensure that new teachers are meeting basic requirements, we have created a profile that highlights basic PCCS teacher competencies. They will complete/submit the following:

- 2 lesson plans that show evidence of integrating the environment with academic content.*
- 2 lesson plans that show evidence of integrating school gardens/SSY into the curriculum.*
- 2 lesson plans that show evidence of incorporating Green Challenges into the curriculum.*
- 2 data analysis sets of data and reflection.*
- Non-evaluative observation of EE lesson with DEL and peer, with reflection.*
- Formal Observations. The [frequency/schedule](#), format, paperwork, etc. for observations will remain unchanged. [Pre-Obs Form](#), [Observation Form](#), [Post-Obs Form](#).
- 2 observations of experienced teachers (recommended for specific skills or topic areas) with reflection.
- Professional Development Reflection. Form [HERE](#).

*These artifacts are the same as those in the [current profile](#); detailed descriptions and rubrics can be found there!

A Summative Evaluation with recommendation to rehire will be developed that encompasses ratings from above items as well as an accountability section that allows for notations about job requirements such as timely responses to emails, website updates, meeting mentorship requirements, and other professional responsibilities.

**CBA Evaluation System
Proposal, 2015-16
Resource Teacher**

The purpose the teacher evaluation system is to inform, instruct, and improve teaching and learning through meaningful dialog and reflection; to provide educators with useful feedback on areas of strength and areas to improve; to ensure that the teaching staff is furthering the school's mission, visions and strategic plan; and to ensure fair and valid employment decisions.

Components of Evaluation System for Classroom Teachers (years 3+ at PCCS)

We have developed a goal-based system, in which teachers will have a strong voice in their own professional focus, development and assessment. Teachers will complete/submit:

- Goals. Each teacher will develop 2 professional goals, one to align with the Environmental Learning and one to align with the Academic Excellence value statement. Information, including instructions and timeline, [HERE](#).
- Formal Observations. The [frequency/schedule](#), format, paperwork, etc. for observations will remain unchanged. [Pre-Obs Form](#), [Observation Form](#), [Post-Obs Form](#).
- Reflections. Teachers will complete the following activities and reflect:
 - Peer Observation. Teachers will participate in a non-evaluative observation with one of the Building Deans and a peer, with reflection. (Details and rubric same as [current profile](#)).
 - Professional Development Reflection. Form [HERE](#).
- Summative Evaluation. (Form to be developed that encompasses ratings from above items as well as an accountability section that allows for notations about job requirements such as timely responses to emails, website updates, and other professional responsibilities.)

Components of Evaluation System for Classroom Teachers (years 1-2 at PCCS)

In order to ensure that new teachers are meeting basic requirements, we have created a profile that highlights basic PCCS teacher competencies. They will complete/submit the following:

- 2 meeting plans that show evidence of integrating the environment with academic content.*
- 2 observations of an IEP/504 meeting by peer, with reflection.*
- 2 samples of meeting plans, or descriptions of activities, and/or curriculum that shows evidence of work with students *
- 2 data analysis sets of data and reflection.*
- Peer Observation: Teachers will participate in a non-evaluative observation with one of the Building Deans and a peer, with reflection. (Details and rubric same as [current profile](#)).*
- Formal Observations. The [frequency/schedule](#), format, paperwork, etc. for observations will remain unchanged. [Pre-Obs Form](#), [Observation Form](#), [Post-Obs Form](#).
- 2 observations of experienced teachers (recommended for specific skills or topic areas) with reflection.
- Professional Development Reflection. Form [HERE](#).

*These artifacts are the same as those in the [current profile](#); detailed descriptions and rubrics can be found there!

A Summative Evaluation with recommendation to rehire will be developed that encompasses ratings from above items as well as an accountability section that allows for notations about job requirements such as timely responses to emails, website updates, meeting mentorship requirements, and other professional responsibilities.

**CBA Evaluation System
Proposal, 2015-16
Social Worker**

The purpose the teacher evaluation system is to inform, instruct, and improve teaching and learning through meaningful dialog and reflection; to provide educators with useful feedback on areas of strength and areas to improve; to ensure that the teaching staff is furthering the school's mission, visions and strategic plan; and to ensure fair and valid employment decisions.

Components of Evaluation System for Classroom Teachers (years 3+ at PCCS)

We have developed a goal-based system, in which teachers will have a strong voice in their own professional focus, development and assessment. Teachers will complete/submit:

- Goals. Each teacher will develop 2 professional goals, one to align with the Personal Responsibility and one to align with the Partnering with Parents value statement. Information, including instructions and timeline, [HERE](#).
- Formal Observations. The [frequency/schedule](#), format, paperwork, etc. for observations will remain unchanged. [Pre-Obs Form](#), [Observation Form](#), [Post-Obs Form](#).
- Reflections. Teachers will complete the following activities and reflect:
 - Peer Observation. Teachers will participate in a non-evaluative observation with one of the Building Deans and a peer, with reflection. (Details and rubric same as [current profile](#)).
 - Professional Development Reflection. Form [HERE](#).
- Summative Evaluation. (Form to be developed that encompasses ratings from above items as well as an accountability section that allows for notations about job requirements such as timely responses to emails, website updates, and other professional responsibilities.)

Components of Evaluation System for Classroom Teachers (years 1-2 at PCCS)

In order to ensure that new teachers are meeting basic requirements, we have created a profile that highlights basic PCCS teacher competencies. They will complete/submit the following:

- 2 lesson plans that shows evidence of work with students with social emotional needs and integration of classroom learning.*
- 2 observations of an IEP/504 meeting by peer, with reflection.*
- 2 samples of communications with parents/ community that gives resources and extends parental involvement.*
- 2 data analysis sets of data and reflection.*
- Peer Observation: Teachers will participate in a non-evaluative observation with one of the Building Deans and a peer, with reflection. (Details and rubric same as [current profile](#)).*
- Formal Observations. The [frequency/schedule](#), format, paperwork, etc. for observations will remain unchanged. [Pre-Obs Form](#), [Observation Form](#), [Post-Obs Form](#).
- 2 observations of experienced teachers (recommended for specific skills or topic areas) with reflection.
- Professional Development Reflection. Form [HERE](#).

*These artifacts are the same as those in the [current profile](#); detailed descriptions and rubrics can be found there!

A Summative Evaluation with recommendation to rehire will be developed that encompasses ratings from above items as well as an accountability section that allows for notations about job requirements such as timely responses to emails, website updates, meeting mentorship requirements, and other professional responsibilities.

Summative Appraisal and Evaluation: Teacher Evaluation Instrument

Teacher: _____ Date: _____

Evaluator(s): _____

Ratings based on Profile evidence; point Allocation: E= 3 points P= 2 points NI= 1 point U = 0 points

Excellent: Score assigned to a category for which the teacher receives **2.7** or more **AND** for which one or more items are supported by indicators that describe notable strength(s) and performance. Performance demonstrates commendable *proficiency and exceptional quality* so as to exceed expectations as measured by the school's Values Statements.

Proficient: Score assigned to a category for which the teacher receives **2.0 to 2.69**. Performance is *fully satisfactory* and consistently effective as measured by the school's Values Statements.

Needs Improvement: Score assigned to a category for which the teacher receives **1.0 to 1.99**. Performance is *not fully satisfactory* or consistently effective as measured by the school's Values Statements. If a teacher with three or more years of service at PCCS receives two or more needs improvement on their summative ratings, they will be given a formal remediation intervention plan. A teacher with one to two years of service at PCCS who receives three or more needs improvement on their summative rating will be given a formal remediation intervention plan.

Unsatisfactory: Score assigned to a category for which the teacher receives **0 to 0.99**. Performance is *not satisfactory* or effective as measured by the school's Values Statements. Any teacher that receives an unsatisfactory on their summertime rating will be given a formal remediation intervention plan.

Directions: For each criterion, please indicate the evaluatee's rating for each value statement. **Comment** upon all "*Excellent*" and "*Unsatisfactory*" evaluations.

Value Statement	Rating	Comments
<p><u>Environmental Learning</u> The environment is at the center of everything we do.</p>		
<p><u>Academic Excellence</u> Through innovative educational experiences graduates are academically prepared, confident of who they are and environmentally responsible.</p>		
<p><u>Partner with Parents</u> We partner with parents to provide children with a personalized education experience, where children learn the value of education, community and the environment.</p>		
<p><u>Personal Responsibility</u> Children are empowered to make a positive difference for themselves and their communities.</p>		

Additional comments:

Based on the evaluation you received in categories 1-4, you are evaluated as:

_____ **Excellent:** Rating for which at least 2 of the 4 categories receive a rating of “Excellent,” and no score is below proficient.

_____ **Proficient:** Rating for which no more than 1 category is rated as NI or lower (3 out of 4 scores are proficient or above).

_____ **Needs Improvement:** Rating for which 2 or more categories are rated as NI. Identified weaknesses should be documented and discussed. Employees that earn this rating are not eligible for merit pay the following year and will be placed on a professional growth plan.

_____ **Unsatisfactory:** Rating for which 1 or more of the five categories of professional performance are scored as “unsatisfactory” above. Employees that earn this rating are not eligible for merit pay the following year and will be placed on a professional growth plan. Identified weaknesses should be documented and discussed.

Employment Recommendation

Continued Employment

Professional Growth Plan

Remediation/
Termination

Attach any needed data collection forms or other pertinent information.

Signature of Evaluator _____

Date _____

Signature of Teacher _____

Date _____

Signature of Director or Dean _____

Date _____

Signing of this instrument acknowledges that the teacher has received a copy of this evaluation and has met with the evaluator at a conference to discuss his/her performance. The teacher’s signature does not necessarily mean that he/she agrees with the content of the evaluation. The teacher has been advised that he/she has (10) ten working days within which to submit a written response regarding his/her evaluation to the evaluator. This will be included with the evaluation and placed in his/her file.

If you have received a Proficient (with no Needs Improvements) or Excellent rating and have at least five years of teaching experience, you could serve as a consulting teacher to assist someone on remediation. Please check “yes” if you are willing to serve as a consulting teacher and “no” if you do not want to serve as a consulting teacher.

_____ yes _____ no

Pre-Observation Conference Report

Teacher: _____

Date: _____

Class: _____

Grade: _____

The purpose of this form is to help your evaluator obtain a clear picture of the class he/she will observe. The information you provide will enable your evaluator to collect data and provide you with appropriate feedback.

Please complete the following information and return the form to your evaluator prior to your scheduled pre-conference. *Note: It is suggested that you return your pre-observation conference report to your evaluator at least 24 hours in advance of your pre-conference meeting in order to facilitate professional discussion. Schedule your pre-observation conference for at least 48 hours prior to the observation.*

DOMAIN 1: PLANNING AND PREPARATION

1a. Demonstrating Knowledge of Content and Pedagogy:

Please describe the lesson to be observed. How does this lesson relate to your current area and unit of study? Please list any prerequisite (student) knowledge necessary for this lesson and a rationale for study.

1b. Demonstrating Knowledge of Students:

Please describe your students and list any group or individual characteristics or circumstances of which the evaluator should be aware.

1c part 1. Setting Instructional Outcomes:

Please state your objectives (“As a result of this lesson, students will be able to...”) for this lesson and list both the targeted Common Core Learning Standards and ACT College Readiness Standards for 7th and 8th grades) that align with each objective.

1c part 2. Mission Fit:

Please explain how your lesson fits with PCCS’ Values Statements (at least 2).

1d. Demonstrating Knowledge of Resources:

Please list resources to be used to teach this lesson:

1e. Designing Coherent Instruction:

Please describe what teaching/learning activities you intend to employ in this lesson. What will you do? What will the students do? How will you provide opportunities for independent practice as a result of this lesson?

1f. Designing Student Assessments:

Please describe how you will assess students in the following manners:

DOMAIN 4: PROFESSIONAL RESPONSIBILITIES (Teacher Reflection)

4a. Reflecting on Teaching:

Please reflect on areas of strength and areas for continued growth in your professional capacity.

The following sub-categories will be addressed formally on the professional profile as part of the summative evaluation. You may find it beneficial to address these with your evaluator during your pre-observation conference and throughout the course of the year.

- 4b. Maintaining Accurate Records***
- 4c. Communicating with Staff, Students, Families***
- 4d. Participating in a Professional Community***
- 4e. Growing and Developing Professionally***
- 4f. Showing Professionalism***

Please sign at the time of the pre-conference meeting

Teacher Signature: _____ Date: _____

Evaluator Signature: _____ Date: _____

ADD IN:
Examples/type of thing it's asking for, for each question

Instructional Observation: Teacher Evaluation Instrument

Teacher _____ Years at PCCS | Evaluator _____

Classroom Demographics

Number of students enrolled _____ Female _ Male ___ In Attendance/Participating _____

Class _____ Time _____ Day _____ Grade Band _____

Number of identified special needs students _____

Special conditions/circumstances/teacher's management concerns: _____

Additional comments: _____

Domain 1: Planning and Preparation

(Domain 1—Also addressed in the Pre-Observation Conference Report)

B/P/E
NO/NI/
U

	Domain	Data and Indicators
1	1e The teacher shows evidence of careful planning and organization.	
2	1a The teacher's lesson reflects integration of environmental concepts into the lesson design.	
3	1a The teacher develops a purposeful planned instructional methodology that is reflective of a constructivist approach.	
4	1d, e The teacher demonstrates an awareness of available resources to assist with instruction.	
5	1b, f The teacher plans assessments which reflect objectives and are appropriate to student ability.	
6	1a The teacher demonstrates knowledge of content and pedagogy.	
7	1b The teacher demonstrates an awareness/knowledge of student needs.	
8	1f The teacher demonstrates an ability to set instructional outcomes and align them with the appropriate Common Core Learning Standards.	
9	1d The teacher demonstrates an ability to design coherent instruction.	
10	1f There is evidence of both formative and summative assessment within the lesson design.	

Additional Comments Regarding Domain 1: _____

Domain 2: The Instructional Environment

B/P/E NO/NI/ U	Domain	Data and Indicators
11	2a	The teacher-student interactions are friendly and demonstrate general caring and respect.
12	2b	Instructional outcomes, activities and assignments and classroom interactions convey high expectations for most students.
13	2c	The teacher creates efficient transitions between tasks and activities.
14	2c	The teacher secures and maintains a high level of student engagement during instruction.
15	2d	The teacher manages group and individual behavior (e.g. monitors student behavior, encourages appropriate student behavior, promptly stops inappropriate behavior, re-directs students who are off-task).
16	2c	Transitions occur smoothly with little loss to instructional time. Routines for handling materials and supplies are evident.
17	2e	The teacher uses physical resources skillfully and the room/furniture arrangement is a resource for learning activities.
18	2b	The teacher establishes a climate enabling students to work without being disturbed by others.
19	2a	The teacher interacts with students in a mutually respectful and friendly manner.*
20	2c	Small-group work is well organized and most students are productively engaged in learning while being directly supervised by the teacher
21	2c	Classroom reflects “green” mission of school (Green Challenges highlighted, conservation behaviors encouraged, natural decorations, etc.)

Additional Comments Regarding Domain 2:

Domain 3: Instruction

B/P/E NO/NI/ U	Domain	Data and Indicators
21	3a	The teacher's purpose for the lesson or unit is clear, including where it is situated within broader learning.
22	3a	The teacher's explanation of content is appropriate and connects with students' knowledge and experience.
23	3b,c,e	The teacher creates a genuine discussion among students, stepping aside when appropriate; teacher successfully engages all students in the discussion.
24	3a	The teacher uses vocabulary and explanations appropriate to the course, grade, and/or level.*
25	3c	The lesson has clearly defined structure around which the activities are organized. Pacing of the lesson is generally appropriate.
26	3e	The teacher provides guided practice, circulating to check students' progress and provide assistance.
27	3b	Most of the teacher's questions are high quality; adequate time is provided for students to respond.
28	3a, c	The teacher provides clear assignments that allow students to apply what they have learned, enabling students to complete assignments with a high degree of success.*
29	3d	Students are fully aware of the criteria and performance standards by which their work will be evaluated.
30	3e	The teacher persists in seeking approaches for students who have difficulty learning, drawing on a broad repertoire of strategies.*
31	3d	The teacher's feedback to students is timely and of consistently high quality
32	3a	The teacher's spoken and written language is clear and correct; vocabulary is appropriate to students' ages and interests.
33	3c	The teacher provides accurate content-based instruction that is appropriate for the grade, and/or level.*
34	3d	The teacher uses assessment in instruction (formative and/or summative).
35	3e	The teacher successfully accommodates students' questions or interests as it relates to the lesson.
36	3c	The teacher provides for the use of current technology to benefit instruction.*

Additional Comments Regarding Domain 3:

Domain 4: Professional Responsibilities

(Domain 4—This will also be addressed in the Professional Profile section of the Summative Evaluation)

Additional Comments Regarding Domain 4 from the Pre-Conference:

Additional Comments:

Attach any needed data collection forms or other pertinent information.

Signature of
Evaluator _____ Date _____

Signature of Teacher _____ Date _____

Signature of Principal _____ Date _____

B= Basic P= Proficient E=Excellent NO=Not Observed NI=Needs Improvement U= Unsatisfactory

* Addresses the “knowledge area” as required by Illinois School Code

Portfolio Goal Extension

Professional Goal: _____

Goal(s) Extension Proposal (for bonus pay):
Type your proposal here.

1. Goal proposal must include learning outcome(s) that benefit both teacher and the community beyond the classroom. (project that supports any of the PCCS value statements/mission of the school, the building, grade band, etc.)
2. Goal(s) must be demonstrate rigor and thoughtful reflection
3. Goals must include action plan and formative progress reports
4. Teacher must document impact/success (eg. Student performance, enhanced communication, simplified process, etc.). Product / data / etc.
5. Teacher must complete a project Reflection (personal), which will be basis of final discussion with evaluator(s).

Proposal Approval _____ (admin signature) _____ (date)
_____ (teacher signature) _____ (date)

Evaluation of proposal will include an administrative team (4 people including 2 teaching staff and 2 administrators)

Remediation Plan – Prairie Crossing Charter School

If a teacher receives an “unsatisfactory” evaluation, within 30 school days PCCS will convene a team of administration, union representation, and the teacher to develop and commence a remediation plan designed to correct the deficiencies, provided the deficiencies are deemed remediable. (This document refers to unsatisfactory ratings on the instructional observations; discipline is a response to a single inappropriate action(s) and may not be subject to a remediation plan. Refer to staff handbook and school code for information on disciplinary actions.)

The plan will include:

- Specificity of deficiencies.
- Specific goals for improvement for each area deemed deficient.
- A timeline for completion (for each area).
- Assignment of coaches/mentors to work with the teacher.
- Evidence-based rubric for re-evaluation and determination of success (and definition of evidence needed).
- Consequences for not completing the plan adequately, up to and including termination of employment.

APPENDIX D

Performance Pay

Appendix D to be inserted after committee has completed its work and the parties have approved the performance pay plan.

IN WITNESS WHEREOF, this Agreement is executed by the duly authorized officers of the Board and the Union this _____ day of _____, 2015.

FOR THE BOARD

FOR THE UNION

IN WITNESS WHEREOF, this Agreement is executed by the duly authorized officers of the Board and the Union this 1st day of July, 2015.

FOR THE BOARD

Dean E. Thompson

FOR THE UNION

[Signature]

Discussion Agenda

Director's Report

Summer "Vacation"

This summer there is much momentum in gearing up for the new school year fast approaching. The Leadership Team is working diligently in making sure the school, the curriculum and the staff is ready to go come August 17th. To that end, on the agenda for this month I am excited to present faculty and instructional assistant additions that will enhance our personalized K-8 public education where children learn the value of community and the environment.

I am also pleased to present Jessica Loustaunau for Board Approval as our Director of Special Education and Student Services. Through an extensive search and many qualified applicants, Jessica rose to the top with her impressive background, work history and passion for PCCS. Jessica will be a strong asset to the Leadership Team and the SPED and Student Services component of our School.

Kudos to Janette Siegel for working tirelessly in making sure our new parents feel right at home with their choice of attending PCCS. Janette has greeted many new families, given many tours, answered all of their questions and as a result PCCS will have the highest enrollment numbers in the Schools history – as of today the enrollment numbers are expecting 419 students enroll for 2015/2016.

With our increased enrollment, we have made necessary changes to the classrooms and the 1st through 7th grade classrooms have been outfitted with 24 lockers. We are awaiting delivery for the remainder of the lockers that were order and as a result, there will be a few classrooms that have make shift areas until the lockers arrive. In addition, before the Board this month is a capital purchase discussion and action item to outfit 15 classrooms with new classroom furniture. The investment per classroom is approximately \$9K per class and we expect to capitalize this cost over 7 years. Regardless of the increased enrollment, the need for replacing old furniture was a school need as much of the furniture is dating back to the construction of the Comstock (2004) and Carson (2006) buildings.

Camp Wildside

The School piloted a new camp this summer. The champions who created and implementing the camp were Heather Jackson and Carol Flaig. With assistance from Robb Freeman, Carly Kroll and Rebecca Moyer, this camp enrolled at its peak 19 campers ranging from 1st through 8th graders, most that were not PCCS students and came from Woodland District 50. The camp is a great showcase of the uniqueness of PCCS and our campus and we look forward to continuing this camp again next year.

Update of Woodland Lawsuit

On behalf of Prairie Crossing Charter School last week, our team filed a motion to stay Judge Allen's decision during the pendency of the appeal before the Illinois Appellate Court. I am happy to report that the Illinois Appellate Court granted the stay and the Illinois Appellate Courts reasoning, although brief, was favorable to PCCS.

The next steps are to follow up with the Circuit Court Clerk's office in getting the record on appeal prepared and filed with the Illinois Appellate Court. The briefing schedule will most likely be set soon after the record on appeal is filed.

Respectfully submitted,



Geoff Deigan - Executive Director



Dean's Board Report - Summer 2015

The administration has been hard at work preparing for the teaching staff to return to campus. On August 10-11, new faculty will experience a PCCS boot camp of sorts, learning what it means to be a PCCS teacher. From solo spots to Google education, constructivism to service learning, they'll discover what makes our program so unique and successful. All teachers return on August 12 (with Instructional assistants joining us on the 13th) for three days of professional growth and improvement. Some highlights of these three very busy days -- staff will experience reading group discussions, train in maximizing the effectiveness of our math program, and begin with the new evaluation system. We are excited to have the energy of the teaching staff back on campus!

Evaluating instructional staff can be an important component of professional growth and improved teaching. We are excited about the new innovative evaluation systems that will be implemented this year for teachers and IAs. Teachers new to PCCS will be meeting regularly with administration and submitting evidence that they are living out PCCS four value statements on a daily basis. Seasoned teachers will be setting two goals, one in the area of environmental learning and one in the area of academic excellence. These goals will ensure that teachers are focusing their energies on areas that will enhance PCCS and improve our school as a whole; regular check-in meetings with administration will allow for open communication and a focus on serving our students to the highest levels possible. The evaluation system for the Instructional Aids has also been re-vamped. It has been aligned with PCCS' values system, prioritized to focus on student learning, and simplified!

Camp Wild Side was a huge success for the school and surrounding community. If learning to become environmental stewards is our goal and creating Natural Leaders is our mission; Goals met and mission accomplished. The nine, week-long sessions brought new and existing students together to explore and interact with the natural world.

Many of our new kindergarten students have already gotten to know PCCS through Mrs. Barnett's wonderful Get to Know You program. Offered in two sessions, students were able to come spend three days learning about life as a PCCS student... they harvested produce from their gardens and planted seeds. They played games and read books. They made friends and learned



classroom routines. Thank you to Mrs. Barnett for providing this great opportunity for children to get a head start on being students!

We've been planning exciting Welcome to 2015-16! events for other members of the PCCS community as well. On August 5, fifth grade parents are invited to an orientation to the Carson Building, and then the fifth and sixth grade students will participate in the 2nd annual Lock-In. We'll cook over a fire, play games, get to know each other, and then spend a truly restful (we hope!!!) night in the gym. The next week, the entire school community is invited to the annual Welcome Back Picnic on August 13 (5:30 pm). In addition to meeting and greeting friends and teachers, the pot luck event allows people to share in others' culinary and picnic traditions... and it's delicious!

Thank You to the Maintenance, Garden, and Cleaning Crews - A lot of time and energy has gone into getting the campus ready for students to arrive in August. Look for:

- New lockers to accommodate 24 students in the 1-8th grade classes.
- New, energy-efficient lighting throughout the school.
- New paint in the Carson Building.
- Deep-cleaned buildings and well-maintained gardens.

The Deans of the School are geared up for another great school year in 2015-16, and can't wait to get started!

Respectfully submitted,
Tony Zamiar, Dean of Carson Building
Kelly Smith, Dean of Comstock Building
Naomi Hershiser, Dean of Environmental Learning

Prairie Crossing Charter School

Business Managers Report

July 28, 2015

Commercial / Property / Liability / Worker's Comp plan renewals:

The following lines of coverage for renewal: coverage period 07/01/2015 – 06/30/2016

Line	Expiring Premium	Carrier	Renewal Premium
Commercial Package	\$9,219	Philadelphia Indemnity	\$8,939
Property	\$19,841	Federal Insurance	\$19,841
Crime Policy	Formerly in Commercial Package	Hiscox, Inc	\$835
Workers' Compensation	\$19,456	The Hartford	\$20,147
Student Accident	\$1,382.50	Gerber Life Insurance	\$1,410.50
Excess Liability	\$3,931	Lexington Insurance	\$4,508
D/O & Employment Practices Liability	\$7,704	Darwin	\$8,194
Service Fee	\$1,750	Arthur Gallagher	\$1,750
Total	\$63,283.50		* \$65,624.50

***The actual renewal rates are within the anticipated increase amounts projected in the FY16 budget and have no material changes to coverage levels or content.**

Annual Report – TRS due 8/10/2015:

The annual report of creditable earnings for TRS eligible positions in SY2015 was submitted to Teachers Retirement System (TRS) on 7/15/2015.

FY 2014 / 2015 Audit – CliftonLarsonAllen:

The auditors from CliftonLarsonAllen were on site the week of July 20th and worked on their audit review of all accounting transactions for the 2014/2015 school year. They performed a thorough and detailed analysis of all general ledger accounts and transactions, pulling random samplings from all transactions types and reviewed our accounting practices. The audit team will compile its field notes and begin preparing the FY15 Consolidated Financial Statements for presentation to the Finance Committee at the September 15, 2015 meeting.

State / Federal Grants:

Expenditures for Q4 2015 for the IDEA, Title I and Title II grants were submitted the first week in July and payments were released by the Comptroller's Office the week of July 13, 2015 for all

grants. Payments for the Special Ed Personnel Grant and Special Ed Funding for Children Grant for Q4 2015 were also received the week of July 13, 2015.

Grant reporting for expenditures incurred in Q4 2015 for the HVAC grant were reported July 16, 2015 in accordance with guidelines set for that grant. In FY15 the total grant expenditures reported were \$31,005.25. The total grant allowance applied for was \$49,104 leaving a balance of \$18,098.75 to be incurred to satisfy the total grant award.

Respectfully submitted,

Kim Disalvo