

## **PCCS Board of Director's Meeting AGENDA**

Tuesday, November 17, 2015 7:00 PM  
Comstock Bldg. – Muir Hall  
1591 Jones Point Road  
Grayslake, IL 60030

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**Call to Order** President Ed Jamison

**Pledge of Allegiance**

**Recognition & Appreciation:** Furniture Helpers, Bill Batz Executive Director

**Mission Moment:** PCCS 1<sup>st</sup> Trimester Executive Director

**Motion to Approve Agenda**

### **Discussion Agenda**

1. FY15 Audit
2. 2<sup>nd</sup> Policy Reading 500.12, .16, .17, .18, .19, .21, and 900.6
3. 1<sup>st</sup> Policy Reading 200.4
4. Board Procedure -Revisions to Board Policies
5. Sub-Consultant Agreement(s) – Maxim
6. Draft of Executive Director FY 16 Goals

**Public Comment** 10 Minutes

### **Closed Session**

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

7. Employment of Staff Member(s)
  - After Care Substitute
  - ELL IA

### **Consent Agenda**

8. Director's Report - includes School Team and Business Manager's Report
9. Financial Statements, October 2015
10. Outreach Report
11. Treasurer's Report
12. President's Report
13. PSO Report
14. Motion to Approve Open Session Minutes of Previous Board and Committee Meetings
15. Motion to Accept Reports on Consent Agenda

**Public Comment**

10 Minutes

### **Action Agenda – New Business**

- 1A – Approve FY 15 Audit from Clifton Larson Allen
- 2A – Adopt Policy #'s 500.12, .16, .17, .18, .19, .21, and 900.6
- 4A – Approve Board Procedure -Revisions to Board Policies
- 5A – Sub-consultant Agreement with Maxim for a NTE \$ 18,000
- 6A – Approve ED FY 16 Goals
- 7A – Approve Employment of Staff Member(s)

### **New Business**

### **Adjourn**

A copy of the board documents for this meeting is available for viewing on the school web site.

Thank you for attending the meeting of the PCCS Board of Education. You are asked to limit your remarks to the Public Comment opportunities to fewer than four minutes. Respect and courtesy toward everyone present is expected. As a reminder, individual Board members do not respond to public comment, nor does the Board engage in discussion with the public at its business meeting.

For questions or comments, please e-mail the Board at [board@pccharterschool.org](mailto:board@pccharterschool.org). Board e-mails are received and responded to by the Board President as soon as possible.

The PCCS Board of Directors:

Ed Jamison – President  
Angela Lewis– Secretary  
Sean Daw

Nick Kotzamanis – Vice President  
Jeff Barhorst  
Dan Fedor

Brian Conlon – Treasurer  
Marcelo Chiodi  
Sue Ross

## *Discussion Agenda*

**1. FY15 Audit**

The Final Audit for FY15 will be hand carried to the meeting.

**2. 2nd Policy Reading 500.12, .16, .17, .18, .19, .21, and 900.6**

All changes as noted during the 1<sup>st</sup> reading have been incorporated (if applicable) and these policies will be voted on for adoption during the action items.



## **Board of Director's Policy Section 500: Students**

### **500.12 – Student Appearance**

A student's appearance, including dress and grooming, must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. Procedures for handling students who dress or groom inappropriately will be developed by the Executive Director or designee and included in the Parent/Student Handbook.

**LEGAL REF.:**

105 ILCS 5/10-22.25b.

*Tinker v. Des Moines Independent School District, 89 S.Ct. 733 (1969).*

ADOPTED: XXXX



## **Board of Director's Policy Section 500: Students**

### **500.16 – Attendance and Truancy**

#### Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: (a) whose age meets the compulsory attendance age listed in State law, or (b) who is enrolled in any of grades, kindergarten through 12, in the public school regardless of age. Unless a student has already graduated from high school, compulsory attendance is for students between the ages of 6 (on or before September 1) and 17 years.

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, and (5) any child absent because his or her religion forbids secular activity on a particular day.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student, other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the Executive Director or designee.

#### Absenteeism and Truancy Program

The Executive Director or designee shall manage an absenteeism and truancy program in accordance with the School Code and Board of Education policy. The program shall include but not be limited to:

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Executive Director or designee is authorized to determine when the student's absence is justified.
2. A process to telephone, within 2 hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.
3. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in the School Code, Section 26-2a.
4. Methods for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information.
5. The identification of supportive services that may be offered to truant or chronically truant students, including parent-teacher conferences, student and/or family counseling, or information about community agency services.

6. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.
7. A protocol for cooperating with non-School agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with the Board policy on Student Records, as well as State and federal law concerning school student records.
8. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a chronic truant for his or her truancy unless available supportive services and other school resources have been provided to the student.
9. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Executive Director believes qualifies.

LEGAL REF.:

105 ILCS 5/26-1 through 16.

705 ILCS 405/3-33.5.

23 Ill.Admin.Code §§1.242 and 1.290.

ADOPTED: XXX





## **Board of Director's Policy Section 500: Students**

### **500.17 – Student Records**

School student records are confidential. Information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below:

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 17 years who has been arrested or taken into custody.

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school student records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The School may release directory information as permitted by law, but a parent/guardian shall have the right to object to the release of information regarding his or her child. However, the School will comply with an ex parte court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent/guardian.

The Executive Director shall fully implement this policy and designate an official records custodian who shall maintain and protect the confidentiality of school student records, inform staff members of this policy, inform students and their parents/guardians of their rights regarding school student records, and retain school records as required by law.

#### **LEGAL REF.:**

Chicago Tribune Co. v. Chicago Bd. of Ed., 773 N.E.2d 674 (Ill.App.1, 2002).  
Owasso I.S.D. No. I-011 v. Falvo, 122 S.Ct. 934 (2002).  
Family Educational Rights and Privacy Act, 20 U.S.C. §1232g; 34 C.F.R. Part 99.  
Children's Privacy Protection and Parental Empowerment Act, 325 ILCS 17/.  
105 ILCS 5/10-20.21b, 20.37, 20.40, 5/14-1.01 et seq. and 10/.

50 ILCS 205/7.  
23 Ill.Admin.Code §§226 and 375.

ADOPTED: XXXXXX



## Board of Director's Policy Section 500: Students

### 500.18 – Abused and Neglected Child Reporting

Any School employee who suspects or receives knowledge that a student may be an abused or neglected child shall: (1) immediately report or cause a report to be made to the Illinois Department of Children and Family Services (DCFS) on its Child Abuse Hotline 800/25-ABUSE or 217/524-2606, and (2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office. The employee shall also promptly notify the Executive Director or Dean of Students that a report has been made.

The report shall include, if known:

1. The name and address of the child, parent/guardian names, or other persons having custody;
2. The child's age;
3. The child's condition, including any evidence of previous injuries or disabilities; and
4. Any other information that the reporter believes may be helpful to DCFS for its investigation.

Any School employee who discovers child pornography on electronic and information technology equipment shall immediately report it to local law enforcement, the National Center for Missing and Exploited Children's CyberTipline 800/843-5678, or online at [www.cybertipline.com](http://www.cybertipline.com). The Executive Director or Designee shall also be promptly notified of the discovery and that a report has been made.

Any School employee who observes any act of hazing that does bodily harm to a student must report that act to the Dean of Students, Executive Director, or designee who will investigate and take appropriate action. If the hazing results in death or great bodily harm, the employee must first make the report to law enforcement and then to the Executive Director or Dean of Students. Hazing is defined as any intentional, knowing, or reckless act directed to or required of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students.

#### Abused and Neglected Child Reporting Act (ANCRA), School Code, and Erin's Law Training

The Executive Director or designee shall provide staff development opportunities for School employees in the detection, reporting, and prevention of child abuse and neglect.

All School employees shall:

1. Before beginning employment, sign the Acknowledgement of Mandated Reporter Status form provided by DCFS. The Superintendent or designee shall ensure that the signed forms are retained.
2. Complete mandated reporter training as required by law within one year of initial employment and at least every 5 years after that date.

The Executive Director will encourage all School educators to complete continuing professional development that addresses the traits and identifiers that may be evident in students who are victims of child sexual abuse, including recognizing and reporting child sexual abuse and providing appropriate follow-up and care for abused students as they return to the classroom setting.

#### Special Executive Director Responsibilities

The Executive Director shall execute the requirements in Board Personnel Records policy, whenever another school district requests a reference concerning an applicant who is or was a District employee and was the subject of a report made by a School employee to DCFS.

The Executive Director shall notify the State Superintendent and the Regional Superintendent in writing when he or she has reasonable cause to believe that a certificate holder was dismissed or resigned from the School as a result of an act that made a child an abused or neglected child. The Executive Director must make the report within 30 days of the dismissal or resignation and mail a copy of the notification to the certificate holder.

#### Special School Board Member Responsibilities

Each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in the Act, direct or cause the Board to direct the Executive Director or other equivalent school administrator to comply with the Act's requirements concerning the reporting of child abuse.

LEGAL REF.:  
105 ILCS 5/10-21.9.  
20 ILCS 1305/1-1 et seq.  
20 ILCS 2435/.  
325 ILCS 5/.  
720 ILCS 5/12C-50.1.

ADOPTED: XXXXX



## Board of Director's Policy Section 500: Students

### 500.19 – Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students

#### Required Health Examinations and Immunizations

A student's parent(s)/guardian(s) shall present proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health, within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth grade; and
3. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, headstart programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

As required by State law:

1. The required health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening must be included as a required part of each health examination; diabetes testing is not required.
3. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of 6 months and 6 years must provide a statement from a physician that their child was "risk-assessed" or screened for lead poisoning.
4. The Department of Public Health will provide all female students entering sixth grade and their parents/guardians information about the link between human papilloma virus (HPV) and cervical cancer and the availability of the HPV vaccine.

Unless an exemption or extension applies, the failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the School. New students who register after October 15 of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations.

Until June 30, 2015, a student transferring from out-of-state who does not have the required proof of immunizations by October 15 may attend classes only if he or she has proof that an appointment

for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

### Eye Examination

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required.

Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before the first day of school of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination.

If a student fails to present proof by the first day of school, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after The first day of school. The Executive Director or designee shall ensure that parents/guardians are notified of this eye examination requirement in compliance with the rules of the Department of Public Health. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

### Dental Examination

All children in kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the Illinois Department of Public Health.

If a child in the second or sixth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Executive Director or designee shall ensure that parents/guardians are notified of this dental examination requirement at least 60 days before May 15 of each school year.

### Exemptions

In accordance with rules adopted by the Illinois Department of Public Health, a student will be exempted from this policy's requirements for:

1. Religious or medical grounds if the student's parents/guardians present to the Executive Director a signed statement explaining the objection;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student's parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
4. Dental examination requirement if the student's parents/guardians show an undue burden or a lack of access to a dentist.

## Homeless Child

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. The Board of Education policy on Education of Homeless Children, governs the enrollment of homeless children.

### LEGAL REF.:

McKinney Homeless Assistance Act, 42 U.S.C. § 11431 et seq.

105 ILCS 5/27-8.1 and 45/1-20.

410 ILCS 45/7.1 and 315/2e.

23 Ill.Admin.Code §1.530.

77 Ill.Admin.Code Part 665.

ADOPTED: XXXXX



## **Board of Director's Policy Section 500: Students**

### **500.21 – Communicable and Chronic Infectious Disease**

A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges, and services provided by law and the Board of Education's policies. The Executive Director or designee will develop procedures to safeguard these rights while managing health and safety concerns.

**LEGAL REF.:**

105 ILCS 5/10-21.11.

410 ILCS 315/2a.

23 Ill.Admin.Code §§ 1.610 and 226.300.

77 Ill.Admin.Code §690.100 et seq.

Individuals With Disabilities Education Act, 20 U.S.C. §1400 et seq.

Rehabilitation Act, Section 504, 29 U.S.C. §794(a).

ADOPTED: XXXXXX





## **Board of Director's Policy Section 9: Development and Community Relations**

### **900.6 Accommodating Individuals with Disabilities**

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities and will not be subject to illegal discrimination. When appropriate, the School may provide to persons with disabilities aids, benefits, or services that are separate or different from, but as effective as, those provided to others.

The School will provide auxiliary aids and services where necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

Each service, program, or activity operated in existing facilities shall be readily accessible to, and useable by, individuals with disabilities. New construction and alterations to facilities existing before January 26, 1992, will be accessible when viewed in their entirety.

The Executive Director or designee is designated the Title II Coordinator and shall:

1. Oversee the School's compliance efforts, recommend necessary modifications to the Board, and maintain the School's final Title II self-evaluation document and keep it available for public inspection, for at least 3 years after its completion date.
2. Institute plans to make information regarding Title II's protection available to any interested party.

Individuals with disabilities should notify the Executive Director or Dean of Students if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Individuals with disabilities may allege a violation of this policy or federal law by reporting it to the Executive or designated Title II Coordinator, or by filing a grievance under the Uniform Grievance Procedure.

#### **LEGAL REF.:**

Americans with Disabilities Act, 42 U.S.C. §§ 12101 et seq. and 12131 et seq.  
28 C.F.R. Part 35.  
Rehabilitation Act of 1973 §104, 29 U.S.C. §794 (2006).  
105 ILCS 5/10-20.46.  
410 ILCS 25/, Environmental Barriers Act.  
71 Ill.Admin.Code Part 400, Illinois Accessibility Code.

ADOPTED: XXXXXX

### **3. 1st Policy Reading 200.4**

Revision of Policy 200.4 to add the language of

“Work with School Administration to ensure that each Board member completes all training and paperwork required to serve as a school Board member.”



**Board of Director's Policy  
Governance 200 Series**

**Policy # 200.4**

**Responsibilities of the Board President**

The responsibilities of the President of the Board of Directors are:

- A. Preside at all Board meetings;
- B. Serve as a member of the Executive Committee of the Board and preside at Executive Committee meetings;
- C. Develop meeting agendas in conjunction with the Executive Director and the Vice President.
- D. Provide constructive feedback to Board members when appropriate and necessary.
- E. Facilitate Board deliberations and ensure that all topics before the Board are discussed in an open, effective, efficient and civil manner. The President of the Board shall ensure that Board members receive all relevant information and documentation, which would allow topics to be discussed as, noted above.
- F. Facilitate relationships between and among board members and the Executive Director.
- G. Communicate with Board members, when appropriate, to assure that the Board and members are kept informed in a timely manner and operate within the parameters of law and established governance policy;
- H. Work with School Administration to ensure that each Board member completes all training and paperwork required to serve as a school Board member.
- I. Appoint members to committees of the Board.
- J. Serve as an ex-officio, non-voting member of each committee established by the Board.
- K. Serve as spokesperson for the Board relative to Board approved positions.
- L. Represent the Board at community activities and functions, as appropriate.
- M. Comply with all laws, rules and regulations relative to the position.
- N. Oversee the election of new board officers at the annual meeting and/or upon the existence of an officer vacancy.

**Adoption Dates:**

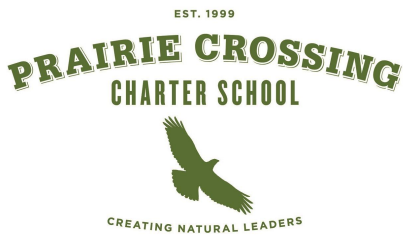
Revised and adopted September 23, 2008

Revised and adopted December 2014

Revised and adopted XXX 2015

**4. Board Procedure -Revisions to Board Policies**

Recommended from the Governance Committee on putting a procedure in place for Board Policy revisions.



**Board of Director's Policy  
200 Series**

**Policy # 200.20**

**Board Procedure on Policy Revisions**

When it is determined by PCCS Staff, Administration, Board of Directors, and/or a Board Committee that a new policy or a policy revision is required, the following steps should be taken to create, review and approve the policy.

<b>Step #</b>	<b>Step Description</b>	<b>Responsible</b>
1	Draft new policy or policy revision, and provide copy to Governance Committee Chair.  <i>Note:</i> Relevant federal or state statutes should be considered.  <i>Note:</i> Staff, student and community input may be solicited and incorporated, as appropriate.	Policy Authors  (Administration, staff, board, and/or committee members)
2	Add review of policy on Governance Committee agenda.	Governance Chair
3	Review policy draft at Governance Committee open meeting.  <i>Note:</i> Public comment should be heard and may be incorporated, as appropriate.	Governance Committee
4	Recommend policy draft to proceed to Board review with no or minor changes (Go to Step 5).  OR  Recommend significant further revision (Return to Step 1).	Governance Committee
5	Provide policy draft to Board President for inclusion on Board agenda.	Governance Chair
6	Add 1st reading of policy draft on Board meeting discussion agenda.	Board President
7	Review policy draft (1st reading) at Board open meeting.  <i>Note:</i> Public comment should be heard and may be incorporated, as appropriate.	Board of Directors
8	Recommend policy draft to proceed to 2nd reading with no or minor changes (Go to Step 9).	Board of Directors

	<p>OR</p> <p>Recommend significant further revision (Return to Step 1).</p>	
9	Add 2nd reading of policy draft on Board meeting discussion and action agendas.	Board President
10	<p>Review policy draft (2nd reading) at Board open meeting.</p> <p><i>Note:</i> If Legal review of policy is required, Executive Director should coordinate review with the school attorney prior to the 2nd reading.</p> <p><i>Note:</i> Public comment should be heard and may be incorporated, as appropriate.</p>	Board of Directors
11	<p>Approve policy revision with no or minor changes by a majority vote (Go to step 12).</p> <p>OR</p> <p>Recommend significant further revision (Return to Step 1).</p> <p>OR</p> <p>Approve motion to discontinue policy revision or new policy (Procedure ends).</p> <p><i>Note:</i> Under unique circumstances, the Board may approve a new policy or policy revision by majority vote without following the exact process defined in this procedure (e.g., to meet emergency conditions, to allow a different committee to complete the pre-Board review based on subject matter, etc). However, allowance for public comment on the draft should always be given prior to approval.</p> <p><i>Note:</i> The Board may waive element(s) of a policy for a specific time period, e.g., “grandfather” clauses, or for a specific purpose, by majority vote of the Board.</p>	Board of Directors
12	Provide approved version of policy revision in Word format to Executive Director.	Governance Chair
13	Post PDF of approved policy revision on PCCS website and ensure implementation of policy requirements.	Executive Director or designee
14	Retain Word copy of approved policy revision in designated location.	Executive Director or designee

**Adoption Dates:**

Adopted: XXX

## **5. Sub-Consultant Agreement(s) – Maxim**

The Administration would like approval to execute a contract with Maxim Staffing for certified nurse staffing on a part time basis to assist with school demand and need. The cost allocation is accounted for in the FY16 Budget and the contract with Maxim is attached.

Admin recommends the Board to take action to approve a contract with Maxim Staffing for the following hourly rates for a Not to Exceed total of \$18,000.





## **FACILITY STAFFING AGREEMENT**

This Facility Staffing Agreement (hereinafter "Agreement") is entered into this 6th day of August, 2015, by and between **Prairie Crossing Charter School** located at 1531 Jones Point Rd. Grayslake, IL 60030, referred to in this Agreement as "FACILITY," and **Maxim Healthcare Services, Inc. d/b/a Maxim Staffing Solutions**, a Maryland Corporation including its affiliates and subsidiaries, with an office located at 150 N. Wacker Dr. Suite 620 Chicago, IL 60606 referred to in this Agreement as "MAXIM."

### **RECITALS**

**WHEREAS**, FACILITY operates a School located in Illinois and wishes to engage MAXIM to provide personnel to supplement FACILITY's staff.

**WHEREAS**, MAXIM operates a supplemental staffing agency and employs licensed health care personnel to provide healthcare services to FACILITY.

**THEREFORE**, in consideration of the above premises set forth herein, and for other good and valuable consideration, the receipt and sufficiency of which are acknowledged by the parties, and intending to be legally bound, FACILITY and MAXIM hereby agree to the following terms and conditions.

### **ARTICLE 1. TERM OF AGREEMENT**

**Section 1.1 Term.** This Agreement will be in effect for one (1) year and will continue indefinitely until terminated pursuant to Section 1.2 of this Agreement.

**Section 1.2 Termination.** Either party may terminate this Agreement at any time, with or without cause, by providing at least thirty (30) days advance written notice of the termination date to the other party. Such termination will have no effect upon the rights and obligations resulting from any transactions occurring prior to the effective date of the termination.

### **ARTICLE 2. RESPONSIBILITIES OF MAXIM**

**Section 2.1 Services.** MAXIM will, upon request by FACILITY, provide one or more licensed health care providers (i.e. LPNs, LVNs, RNs, CNAs) as specified by FACILITY (collectively, "Personnel") for supplemental staffing services, subject to availability of qualified Personnel. Subject to the terms of Section 6.8 of this Agreement, to the extent that MAXIM is unable to provide the type of healthcare provider requested by FACILITY, MAXIM will provide FACILITY with a higher skilled healthcare provider. MAXIM must, however, bill that higher skilled provider at that provider's fair market value rate.

**Section 2.2 Personnel.** MAXIM will supply FACILITY with Personnel who meet the following criteria and will provide evidence of the following to FACILITY upon written request:

- 1) Possess current state license/registration and/or certification.
- 2) Possess CPR certification, as requested in writing by FACILITY to comply with applicable law.

- 3) Completed pre-employment physical as requested in writing by FACILITY to comply with applicable law.
- 4) Possess proof of pre-employment screening to include a TB skin test or chest X-ray, professional references, criminal background check(s) (and drug screenings as requested in writing).
- 5) Possess a preferred one (1) year of relevant professional experience and a preferred one (1) year of specialty experience.
- 6) Possess current skills competency to include, (i) written exam; (ii) skills checklist; and (iii) verified work history.
- 7) Completed MAXIM standard OSHA and HIPAA training.

**Section 2.3 Insurance.** MAXIM will maintain (at its sole expense), or require the individuals it provides under this Agreement to maintain, valid policies of insurance evidencing general and professional liability coverage of not less than \$1,000,000 per occurrence and \$3,000,000 in the aggregate, covering the sole negligent acts or omissions which may give rise to liability for services provided under this Agreement. MAXIM will provide a certificate of insurance evidencing such coverage upon request by FACILITY.

**Section 2.4 Use of Independent Contractors and Subcontractors.** Personnel provided to FACILITY are employees of MAXIM and are subject to MAXIM'S standard screening process, as well as additional qualifications as required in this Agreement. If MAXIM deems it necessary to obtain the services of a subcontractor to fulfill its requirements under this Agreement, MAXIM will notify FACILITY in writing of its intent to use subcontractors and will obtain written approval from FACILITY. MAXIM will ensure that any subcontractor will comply with all applicable terms of this Agreement. MAXIM will provide written notification to FACILITY if it becomes necessary for MAXIM to utilize independent contractors to fulfill its staffing obligations to FACILITY. Any Personnel provided to FACILITY by an independent contractor will be subject to the same qualifications as MAXIM employees.

**Section 2.5 Employment and Taxes.** MAXIM will follow its standard employment policies and procedures to verify that all Personnel meet applicable licensing requirements. MAXIM, or its subcontractor if applicable, will maintain direct responsibility as employer for the payment of wages and other compensation, and for any applicable mandatory withholdings and contributions such as federal, state, and local income taxes, social security taxes, worker's compensation, and unemployment insurance.

**Section 2.6 Record Access.** In instances where FACILITY is Medicare and/or Medicaid certified, MAXIM agrees that in accordance with Section 952 of the Omnibus Budget Reconciliation Act of 1980, its contracts, books, documents and records will be made available to the Comptroller General of the United States, the United States Department of Health and Human Services and their duly authorized representatives ("USDHHS") until the expiration of four (4) years after the date on which such services were furnished under this Agreement.

### **ARTICLE 3. RESPONSIBILITIES OF FACILITY**

**Section 3.1 Orientation.** FACILITY will promptly provide MAXIM Personnel with an adequate and timely orientation to FACILITY. FACILITY shall review instructions regarding confidentiality (including patient and employee), and orient MAXIM Personnel to the specific Exposure Control Plan of the FACILITY as it pertains to OSHA requirements for bloodborne pathogens, as well as any of the FACILITY'S specific policies and procedures provided to MAXIM for such purpose.

- Section 3.2 Requests for Personnel.** FACILITY will use its best efforts to request Personnel at least twenty-four (24) hours prior to reporting time in order to assure prompt arrival of assigned Personnel. All information regarding reporting time and assignment will be provided by FACILITY at the time of the initial call.
- Section 3.3 Short-notice Requests.** MAXIM will bill FACILITY for the entire shift if an order for staff is made less than two (2) hour(s) prior to the start of the shift, as long as the Personnel report for work within a reasonable prompt period of time under existing conditions after receiving notice of the assignment.
- Section 3.4 Staff Order Cancellation.** If FACILITY changes or cancels an order less than two (2) hours prior to the start of a shift, MAXIM will bill FACILITY for two (2) hours at the established fee for each scheduled Personnel. MAXIM will be responsible for contacting MAXIM Personnel prior to reporting time.
- Section 3.5 Responsibility for Patient Care.** FACILITY retains full authority and responsibility for professional and medical management of care for each of its patients and for ensuring that services provided by MAXIM Personnel under this agreement are furnished in a safe and effective manner and in accordance with applicable standards.
- Section 3.6 Placement Fee.** For a period of twelve (12) months following that date on which MAXIM Personnel last worked a shift at FACILITY, FACILITY agrees that it will take no steps to recruit, hire or employ as its own employees or as a contractor those Personnel provided by MAXIM during the term of this Agreement. FACILITY understands and agrees that MAXIM is not an employment agency and that Personnel are assigned to the FACILITY to render temporary service(s) and are not assigned to become employed by the FACILITY. The FACILITY further acknowledges and agrees that there is a substantial investment in business related costs incurred by MAXIM in recruiting, training and employing Personnel, to include advertisement, recruitment, interviewing, evaluation, reference checks, training, and supervising Personnel. In the event that FACILITY, or any affiliate, subsidiary, department, or division of FACILITY hires, employs or solicits MAXIM Personnel, FACILITY will be in breach of this Agreement. FACILITY agrees to give MAXIM either (a) two hundred and forty (240) days prior written notice of its intent to hire, or employ, continuing to staff Personnel through MAXIM for a minimum of thirty-six (36) hours per week through the two hundred and forty (240) days notice period; OR (b) to pay MAXIM a placement fee equal to the greater of: five thousand dollars (\$5,000) or the sum of twenty five percent (25%) of such Personnel's annualized salary (calculated as Weekday Hourly Pay Rate x 2080 Hours x 25%).
- Section 3.7 Non-Performance.** If FACILITY concludes, in its sole discretion, that any Personnel provided by MAXIM have engaged in misconduct, or have been negligent, FACILITY may require the Personnel to leave the premises and will notify MAXIM immediately in writing, providing in reasonable detail the reason(s) for such dismissal. FACILITY'S obligation to compensate MAXIM for such Personnel's services will be limited to the number of hours actually worked. MAXIM will not reassign the individual to FACILITY without prior approval of the FACILITY.
- Section 3.8 Right to Dismiss.** FACILITY may request the dismissal of any MAXIM Personnel for any reason. FACILITY agrees to notify MAXIM of any such action immediately in writing, providing in reasonable detail the reason(s) for such dismissal. FACILITY shall be obligated to compensate MAXIM for all Personnel hours worked prior to dismissal.
- Section 3.9 Float Policy.** Subject to prior written notification, FACILITY may reassign Personnel to a different FACILITY department, unit, facility, or to a different staff

classification (hereinafter "Float"), if Personnel satisfy the requisite specialty qualifications. If FACILITY Floats Personnel, the Personnel must perform the duties of the revised assignment as if the revised assignment were the original assignment. FACILITY will provide the Personnel with additional orientation regarding the Float as necessary. If Personnel Floats to a staff classification that has a lower reimbursement rate, then the reimbursement rate that was applicable to the original Personnel assignment remains the applicable reimbursement rate despite the Float. If Personnel Floats to a staff classification that has a higher reimbursement rate, then the reimbursement rate that is applicable to the newly assigned staff classification is the applicable reimbursement rate for as long as the Personnel continues to work in that staff classification.

**Section 3.10 Insurance.** FACILITY will maintain at its sole expense valid policies of general and professional liability insurance with minimum limits of \$1,000,000 per occurrence and \$3,000,000 annual aggregate covering the acts or omissions of its employees, contractors and agents which may give rise to liability in connection with the Services under this Agreement. FACILITY will give MAXIM prompt written notice of any material change in FACILITY coverage.

**Section 3.11 Incident Reports.** FACILITY shall report to MAXIM any unexpected incident known to involve any Personnel (such as Personnel errors, unanticipated deaths or other unanticipated patient-related events or injuries known to be attributable to Personnel, and any safety hazards known to be related to the services provided by Personnel) if the incident may have an adverse impact on the FACILITY and/or MAXIM in order to comply with MAXIM'S incident tracking program. Complaints and grievances regarding MAXIM Personnel may be reported to the local MAXIM representative at any time.

#### **ARTICLE 4. MUTUAL RESPONSIBILITIES**

**Section 4.1 Non-discrimination.** Neither MAXIM nor FACILITY will discriminate on the basis of age, race, color, national origin, religion, sex, disability, being a qualified disabled veteran, being a qualified veteran of the Vietnam era, or any other category protected by law.

#### **ARTICLE 5. COMPENSATION**

**Section 5.1 Invoicing.** MAXIM will supply Personnel under this Agreement at the rates listed in the Attachment(s). MAXIM will submit invoices to FACILITY every week for Personnel provided to FACILITY during the preceding week. Invoices shall be submitted to the following address:

**Prairie Crossing Charter School  
1531 Jones Point Rd.  
Grayslake, IL 60030  
ATTN: Geoff Deigan, Executive Director**

**Section 5.2 Payment.** All amounts due to MAXIM are due and payable within thirty (30) days from date of invoice. FACILITY will send all payments to the address set forth on the invoice.

**Section 5.3 Late Payment.** Payments not received within thirty (30) days from the applicable invoice date will accumulate interest, until paid, at the rate of one and one-half percent (1.5%) per month on the unpaid balance, equating to an annual percentage rate of eighteen percent (18%), or the maximum rate permitted by applicable law, whichever is less.

**Section 5.4 Annual Rate Increases.** FACILITY agrees to and accepts annual rate increases at the percentage listed on Attachment A of this Agreement.

## **ARTICLE 6. GENERAL TERMS**

**Section 6.1 Independent Contractors.** MAXIM and FACILITY are independent legal entities. Nothing in this Agreement shall be construed to create the relationship of employer and employee, or principal and agent, or any relationship other than that of independent parties contracting with each other solely for the purpose of carrying out the terms of this Agreement. Neither MAXIM nor FACILITY nor any of their respective agents or employees shall control or have any right to control the activities of the other party in carrying out the terms of this Agreement.

**Section 6.2 Assignment.** Neither party may assign this Agreement without the prior written consent of the other party, and such consent will not be unreasonably withheld. No such consent will be required for assignment to an entity owned by or under common control with assignor or in connection with any acquisition of all of the assets or capital stock of a party; provided however, the assigning party will provide notice of such transaction to the other party and remain fully responsible for compliance with all of the terms of this Agreement.

**Section 6.3 Indemnification.** MAXIM agrees to indemnify and hold harmless FACILITY, and its directors, officers, and agents from and against any and all claims, actions, or liabilities which may be asserted against them by third parties in connection with the sole negligent performance of MAXIM, its directors, officers, employees or agents under this Agreement only. FACILITY agrees to indemnify and hold harmless MAXIM, its directors, officers, shareholders, employees and agents from and against any and all claims, actions, or liabilities which may be asserted against them by third parties in connection with the negligent performance of FACILITY, its directors, officers, employees, contractors or agents under this Agreement.

**Section 6.4 Attorneys' Fees.** In the event either party is required to obtain legal assistance (including in-house counsel) to enforce its rights under this Agreement, or to collect any monies due to such party for services provided, the prevailing party shall be entitled to receive from the other party, in addition to all other sums due, reasonable attorney's fees, court costs and expenses, if any, incurred enforcing its rights and/or collecting its monies.

**Section 6.5 Notices.** Any notice or demand required under this Agreement will be in writing; will be personally served or sent by certified mail, return receipt requested, postage prepaid, or by a recognized overnight carrier which provides proof of receipt; and will be sent to the addresses below. Either party may change the address to which notices are sent by sending written notice of such change of address to the other party.

Prairie Crossing Charter School  
1531 Jones Point Rd.  
Grayslake, IL 60030  
ATTN: Geoff Deigan,  
Executive Director

Maxim Healthcare Services, Inc.  
7227 Lee DeForest Drive  
Columbia, MD 21046  
ATTN: Contracts Department

COPY TO:

Maxim Staffing Solutions  
150 N. Wacker Dr. Suite 620  
Chicago, IL 60606  
ATTN: **Kate Hills**

- Section 6.6 Headings.** The headings of sections and subsections of this Agreement are for reference only and will not affect in any way the meaning or interpretation of this Agreement.
- Section 6.7 Entire Contract; Counterparts.** This Agreement constitutes the entire contract between FACILITY and MAXIM regarding the services to be provided hereunder. Any agreements, promises, negotiations, or representations not expressly set forth in this Agreement are of no force or effect. This Agreement may be executed in any number of counterparts, each of which will be deemed to be the original, but all of which shall constitute one and the same document. No amendments to this Agreement will be effective unless made in writing and signed by duly authorized representatives of both parties except as provided in Section 6.9.
- Section 6.8 Availability of Personnel.** The parties agree that MAXIM'S duty to supply Personnel on request of FACILITY is subject to the availability of qualified MAXIM Personnel. The failure of MAXIM to provide Personnel or the failure of FACILITY to request Personnel shall result in no penalty to FACILITY or any party claiming by or through it and shall not constitute a breach of this Agreement.
- Section 6.9 Compliance with Laws.** MAXIM agrees that all services provided pursuant to this Agreement shall be performed in compliance with all applicable federal, state, and/or local rules and regulations. In the event that applicable federal, state or local laws and regulations or applicable accrediting body standards are modified, MAXIM reserves the right to notify FACILITY in writing of any modifications to the Agreement in order to remain in compliance with such law, rule or regulation.
- Section 6.10 Severability.** In the event that one or more provision(s) of this Agreement is deemed invalid, unlawful and/or unenforceable, then only that provision will be omitted, and will not affect the validity or enforceability of any other provision; the remaining provisions will be deemed to continue in full force and effect.
- Section 6.11 Governing Law, Jurisdiction.** This Agreement will be governed by and construed in accordance with the laws of the State of Maryland, without regard to its principles of conflict of laws. Any dispute or claim from this Agreement shall be resolved exclusively in the federal and state courts of the State of Maryland and the parties hereby irrevocably submit to the personal jurisdiction of said courts and waive all defenses thereto.
- Section 6.12 Limitation on Liability.** Neither MAXIM nor FACILITY will be responsible for special, indirect, incidental, consequential, or other similar damages, including but not limited to lost profits, that the other party may incur or experience in connection with this Agreement or the services provided, however caused, even if such party has been advised of the possibility of such damages.
- Section 6.13 Incorporation of Recitals.** The recitals set forth at the top of this Agreement are incorporated by reference as if fully set forth herein.

## **ARTICLE 7. CONFIDENTIALITY OF PROTECTED HEALTH INFORMATION**

### **Section 7.1 Confidentiality.**

**A. MAXIM/FACILITY Information.** The parties recognize and acknowledge that, by virtue of entering into this Agreement and providing services hereunder, the parties will have access to certain information of the other party that is confidential and constitutes valuable, special, and unique property of the party. Each of the parties agrees that neither it nor his/her staff shall, at any time either during or subsequent to the term of this Agreement, disclose to others, use, copy,

or permit to be copied, except pursuant to his duties for or on behalf of the other party, any secret or confidential information of the party, including, without limitation, information with respect to the party's patients, costs, prices, and treatment methods at any time used, developed or made by the party during the term of this Agreement and that is not available to the public, without the other party's prior written consent.

**B. Terms of this Agreement.** Except for disclosure to his/her legal counsel, accountant or financial or other advisors/consultants neither party nor its respective staff shall disclose the terms of this Agreement to any person who is not a party or signatory to this Agreement, unless disclosure thereof is required by law or otherwise authorized by this Agreement. Unauthorized disclosure of the terms of this Agreement shall be a material breach of this Agreement and shall provide the party with the option of pursuing remedies for breach or immediate termination of this Agreement in accordance with the provisions stated herein.

**C. Patient/Customer Information:** Neither party nor its employees shall disclose any financial or medical information regarding patients/customers treated hereunder to any third-party, except where permitted or required by law or where such disclosure is expressly approved by FACILITY, MAXIM and patient/customer in writing. Further, each party and its employees shall comply with the other party's rules, regulations and policies regarding the confidentiality of such information as well as all federal and state laws and regulations including, without limitation, the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and the Health Information Technology for Economic and Clinical Health Act ("HITECH").

**D.** The obligations set forth in this Section shall survive the termination of this Agreement.

## **Section 7.2**

**HIPAA/HITECH Obligations.** Each party and its respective staff shall comply with all federal and state laws and regulations, and all rules, regulations, and policies of the other party, regarding the confidentiality of patient information, to include, without limitation, HIPAA and HITECH. In addition, if necessary, the parties agree to resist any effort to obtain access to such records or information in judicial proceedings, except such access as is expressly permitted by federal/state regulations.

To the extent that FACILITY may be a "Covered Entity" as defined by HIPAA, and would therefore be subject to applicable requirements, including, but not limited to, requirements to enter into certain contracts with their "business associates," by HIPAA, the parties acknowledge that a business associate agreement is not needed due to the nature of services provided by MAXIM. Specifically, the parties acknowledge that under HIPAA, Personnel provided hereunder are considered part of FACILITY's workforce and to that end, all Protected Health Information ("PHI") is created, viewed, used, maintained and otherwise stored and safeguarded in FACILITY's work environment. The parties further acknowledge that PHI is not exchanged between the parties in order for MAXIM to provide Personnel as part of FACILITY's temporary workforce.

Notwithstanding the foregoing, MAXIM and all staff provided to FACILITY hereunder shall comply with confidentiality, medical records and/or other applicable laws and regulations with regard to any and all information directly or indirectly accessed or used by MAXIM and their personnel, including without limitation HIPAA and HITECH.

FACILITY and MAXIM have acknowledged their understanding of and agreement to the mutual promises written above by executing and delivering this Agreement as of the date set forth above.

PRAIRIE CROSSING CHARTER  
SCHOOL:

MAXIM HEALTHCARE SERVICES, INC., D/B/A  
MAXIM STAFFING SOLUTIONS:

\_\_\_\_\_  
Signature

GEOFF DEIGAN, EXEC DIRECTOR

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Signature

MICHAEL COLLINS, ASST CONTROLLER

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



**ATTACHMENT A**  
**MAXIM STAFFING SOLUTIONS**  
**FACILITY STAFFING RATES FOR**  
**Prairie Crossing Charter School**

Charges will be based on the following hourly rate schedule effective **May 21<sup>st</sup> 2015**:

Service	Weekday Rate	Weekend Rate
Training Services (RN)	TBD	TBD
Registered Nurse (RN)	\$50.00	\$50.00
Licensed Practical Nurse (LPN)	\$40.00	\$40.00

MAXIM will bill FACILITY two (2) hours for any services provided that take less than that amount of time. All remaining time will be billed at the regular hourly billing.

**Rate Increase.** An annual rate increase of 2% will be added to each services type listed above on August 6th, every year beginning in 2016.

**Weekend.** Weekend rates will apply to shifts beginning at 11:00 p.m. on Friday and ending at 7:00 a.m. on Monday.

**Orientation.** Rates listed above will be charged for all time spent in required FACILITY orientation.

**Overtime.** Overtime rates are charged for all hours worked in excess of forty (40) per week or according to applicable state law. Overtime must have FACILITY supervisory approval. The overtime rate is one and one-half (1.5) times the regular billing rate for such hours.

**Holidays.** Holiday rates will apply to shifts beginning at 11:00 p.m. the night before the holiday through 11:00 p.m. the night of the holiday. Time and one-half will be charged for the following holidays:

- |                            |                           |
|----------------------------|---------------------------|
| New Year's Eve (from 3 PM) | Thanksgiving Day          |
| New Year's Day             | Labor Day                 |
| Memorial Day               | Christmas Eve (from 3 PM) |
| Independence Day           | Christmas Day             |
| Easter                     | Presidents Day            |
| Martin Luther King Day     | Pioneer Day (Utah Only)   |

PRAIRIE CROSSING CHARTER  
SCHOOL:

MAXIM HEALTHCARE SERVICES, INC.  
D/B/A MAXIM STAFFING SOLUTIONS:

\_\_\_\_\_  
Signature  
GEOFF DEIGAN, EXEC DIRECTOR  
\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Signature  
MICHAEL COLLINS, ASST CONTROLLER  
\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## **6. Draft of Executive Director FY 16 Goals**

Attached is a draft version of the Executive Director Goals for FY16 & FY17.

These draft goals were established through multiple meetings with the Board Chair (previous and present) and one other Board Member.

If there are revisions, the Chair will ask the Board to provide feedback and have the Board Chair and one other Board Member finalize these goals with the Executive Director.

If there are no further revisions needed, there is an action item on the agenda for the adoption of these goals.

## Executive Director Objectives

<b>Employee Name:</b> Geoff Deigan	<b>Employee Title:</b> Executive Director	<b>Year:</b> FY16 -17	<b>DRAFT</b>
<b>Organizational Objectives</b>	<b>Key Action Steps and Target Dates</b>	<b>Progress / Notes</b>	
Feasibility Plan for space utilization	<ul style="list-style-type: none"> <li>▪ Analyze Existing Space</li> <li>▪ Explore New Space addition</li> <li>▪ Weigh District vs School Options</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>	
Brand Strategy	<ul style="list-style-type: none"> <li>▪ Enhance PCCS Story &amp; PR/Marketing Plan</li> <li>▪ Increase Marketing Initiatives</li> <li>▪ Increase Awareness &amp; Brand on Campus</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>	
Implement 20/20 Vision Plan	<ul style="list-style-type: none"> <li>▪ Facilitated Strategic Session w/Stakeholders</li> <li>▪ Implement Vision Plan &amp; Strategic Drivers</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>	
Meet ISCSC/ISBE Deliverable Deadlines	<ul style="list-style-type: none"> <li>▪ ISCSC Dashboard Deliverables</li> <li>▪ IWAS/ISBE Submittals</li> <li>▪ Complete SCSC Evaluation</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>	

## Executive Director Objectives

Financial Objectives	Key Action Steps and Target Dates	Progress / Notes
Meet FY16 Budget Expectations	<ul style="list-style-type: none"> <li>▪ Manage Business Office</li> <li>▪ Prioritize Expenditures</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
Produce Qualified Audit FY 14/15	<ul style="list-style-type: none"> <li>▪ Expected September 2015</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
Renegotiate Long Term Bond Financing	<ul style="list-style-type: none"> <li>▪ Analyze SWAP and Alternative Options.</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
Explore Grant Opportunities for SSY and EE Integration		<ul style="list-style-type: none"> <li>▪</li> </ul>

## Executive Director Objectives

Academic Objectives	Key Action Steps and Target Dates	Progress / Notes
Ensure clear and measurable goals are established and focused on critical needs regarding improving overall student achievement.	<ul style="list-style-type: none"> <li>▪ Enhance Experience of 5-8<sup>th</sup> grade</li> <li>▪ Analyze Middle School Structure</li> <li>▪ Provide Additional Resources to ELL Program</li> <li>▪ Implement Coaching for Student Service Staff</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
Effectively support and retains teachers who continually enhance their pedagogical skills through reflection and professional growth plans	<ul style="list-style-type: none"> <li>▪ Ensure that Faculty have input in the decision-making process regarding school academic initiatives</li> <li>▪ Faculty/Staff Investments</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
Ensures that faculty is provided professional development that is related to their instructional growth goals.	<ul style="list-style-type: none"> <li>▪ Strengthen PBIS initiatives and practices</li> <li>▪ Increase Bully Awareness Campaign</li> <li>▪ Increase EE Prof Development</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
Academic Innovative Initiatives	<ul style="list-style-type: none"> <li>▪ Curriculum Enhancements</li> <li>▪ Environmental Best Practices</li> <li>▪ Pilot RTI throughout all Spectrums of Learning</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
Aware of predominant instructional practices throughout the school.	<ul style="list-style-type: none"> <li>▪ Increase Environmental Initiatives</li> <li>▪ Sustainable Schoolyards Enhancements</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>

## Executive Director Objectives

Outreach Objective	Key Action Steps and Target Dates	Progress / Notes
EDS/Outreach	<ul style="list-style-type: none"> <li>▪ Continue to Implement A Robust Outreach Plan</li> <li>▪ Strategic Partnerships with Community Groups</li> <li>▪ Task Force Creation</li> <li>▪ IS CSC Deliverables</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
Create strategic partnership with other educational institutions	<ul style="list-style-type: none"> <li>▪ Partner with Other Lake County Charter Schools</li> <li>▪ Engage with other community groups &amp; organizations</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
Establish Key Developmental Partnerships	<ul style="list-style-type: none"> <li>▪ Local Organizations: Latino Groups, Social Service groups, Faith based organizations/Environmental advocacy groups</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
Evaluate Alternate Transportation Options	<ul style="list-style-type: none"> <li>▪ Investigate Feasibility around transport options for students</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
Evaluate Legislation Regarding Entrance and Out of Districts Students	<ul style="list-style-type: none"> <li>▪ Wait List &amp; Application Process – District Alignment</li> <li>▪ PCTC for Out of Districts – State GSA</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>

## Executive Director Objectives

Leadership Objectives	Key Action Steps and Target Dates	Progress / Notes
Collective Bargaining Agreement	<ul style="list-style-type: none"> <li>▪ Negotiate and Renew 5 Year CBA</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
Customer Satisfaction	<ul style="list-style-type: none"> <li>▪ Decrease unnecessary mobility</li> <li>▪ Enhance Experience of 5-8<sup>th</sup> grade</li> <li>▪ Enhance Experience in 1-4<sup>th</sup> grade</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
Strengthen School Culture	<ul style="list-style-type: none"> <li>▪ Implement and Grow Dean Structure</li> <li>▪ Increase Environmental Integration</li> <li>▪ Celebrate Staff Achievements</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
Mentorship	<ul style="list-style-type: none"> <li>▪ Work with Leadership Team to and set clear expectations/goals and communication standards</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
Increase Awareness of PCCS throughout the Region.		<ul style="list-style-type: none"> <li>▪</li> </ul>

## Executive Director Objectives

School Cultural Objectives	Key Action Steps and Target Dates	Progress / Notes
Students, parents, and community have formal ways to provide input regarding the optimal functioning of the school.	<ul style="list-style-type: none"> <li>▪ Continue Biannual Town Hall Meetings</li> <li>▪ Establish focus group meetings with students</li> <li>▪ Speak at community/business events</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
Increase trust of the faculty and staff and guide actions that align with mission and vision.	<ul style="list-style-type: none"> <li>▪ 1:1 Feedback Sessions with All Staff</li> <li>▪ All Staff Meeting periodic check ins</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
Students, parents, and the community perceive the school environment as safe and orderly	<ul style="list-style-type: none"> <li>▪ Strengthen PBIS initiatives and practices</li> <li>▪ Increase Bully Awareness and other Safety Campaigns</li> <li>▪ Celebrate student achievements</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
Acknowledge the success of the whole school, as well as individuals within the school community		<ul style="list-style-type: none"> <li>▪</li> </ul>



***Consent Agenda***

## Director's Report



### Giving Thanks

There is a dynamic energy and enthusiasm at Prairie Crossing Charter School. The support for one and other and the teamwork of the Faculty, Staff, Volunteers, Board, PSO, Community and Students is, in my opinion, more noticeable this year than it has been in the past. We all seem to be working toward the greater good, in a comprehensive approach to achieve our mission.

The School is engaged in the continued growth of PCCS. We are advancing our environmental focus, strengthening our academic foundation and creating new and improved relations with other schools, non for profits, green networks and social service organizations.

I ask that if you too see this energy – consider helping PCCS meet its goals.

The launching our Annual Appeal will begin on December 1 with *Giving Tuesday*. Giving Tuesday is a national day of spending with a purpose -coming on the heels of Black Friday and Cyber Monday, Giving Tuesday inspires people to support the causes and initiatives that are most important to them.

We ask you to remember why you choose PCCS and consider supporting that reason during our fundraising campaign and on Giving Tuesday. Let your friends know which organizations you're supporting by using the #GivingTuesday hashtag on Facebook, Twitter and other social networks.

- ✎ Help us spread the word about the choice of PCCS in our community.
- ✎ Help us continue to provide a personalized education where children learn the value of community and environment.
- ✎ Help us ***Create Natural Leaders***.

The strength of this School is a result of generosity and the involvement of our community.

On behalf of our entire School community, I thank you for entrusting your children to PCCS and wish you a respectful, responsible and safe Thanksgiving Break.

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

*John Fitzgerald Kennedy*



Geoff Deigan  
Executive Director



## **Deans' Board Report - November 17, 2015**

November has already seen a lot of activity in its first few weeks.

We were privileged to honor both Mrs. Christine Jeffery and Mrs. Heather Jackson for being nominated for the Illinois Network of Charter Schools Elementary Teacher of the Year Award. A letter of recognition and certificate were given to both of these great teachers. Mrs. Jeffery was also nominated for the Exceptional Educator Award as part of the 10th District Leadership awards. A top-ten finish for this award and the nomination for the INCS award are just a small indication of the quality of teachers we have at PCCS.

New furniture arrived at the school on November 4th and 5th. With help from parents, student, and former students the old furniture was quickly moved out and taken to storage. This allowed Frank Cooney Company to quickly come in and stage the classrooms behind the volunteers. A big thank you to all the volunteers and to Nick Moriello for helping make this move happen.

On November 11th a Veteran's Day Assembly was held to honor those men and women who have both served or are now serving in the United States Military.

November 23rd and 24th are Parent/Teacher Conferences. Kindergarten - Fourth grade will be having traditional parent/teacher conferences. Fifth through Eighth grade will be holding student-attended parent/teacher conferences. This is one integral way in which we partner with parents.

We are also pleased to be partnering with parents through November's Green Challenge -- Donate, Don't Toss! This challenge celebrates one of PCCS' favorite traditions, the holiday Bazaar, in which our community gives new life to old things through resale. Please donate your used items today so that students have a great selection on December 3!

Mr. Zamiar and all four 7/8th grade teachers participated in staff development and articulation at Carmel HS and Grayslake HS this month. They learned more about the expectations held by our parent schools and strategies which we can employ to better prepare our students for high school success. We are very excited about these partnerships and are confident they will continue to help us build curriculum and develop/improve teaching strategies in our mission to create natural leaders.

Respectfully submitted,

Tony Zamiar, Dean of Carson Building

Kelly Smith, Dean of Comstock Building

Naomi Hershiser, Dean of Environmental Learning

Jessica Loustaunau, Director of Student Services and Special Education

## **Prairie Crossing Charter School**

### **Business Managers Report**

**October 27, 2015**

- The Finance Committee scheduled for November 10, 2015 at 6:00pm did not have quorum. October financials were reviewed. No unusual items or significant fluctuations were noted on the statement of activities.
- The 2<sup>nd</sup> quarter 2016 GSA payment totaling \$1,069,829 was received 10/20/2015. This was a decrease of \$6,848 from the 1<sup>st</sup> quarter payment.
- IDEA Grant Q1 2016 expenditures totaling \$12,231 were reimbursed 10/23/2015.
- Grant payments for Q1 2016 for Special Ed Funding for Children and Special Ed Personnel grants have been approved and are awaiting release from the State of Illinois Comptroller's Office. These grant payments total \$12,437.75 and \$21,003.12 respectively.
- Capital Improvement invoices in excess of \$5,000 received:
  - Classroom Furniture Project:
    - VS America, Inc. invoice dated 10/28/2015 was received 11/9/2015 – Purchase of tables, chairs, stools and desks for the classrooms totaling \$131,582.90.

Respectfully submitted,

Kim Disalvo

**Prairie Crossing Charter School**  
**Profit & Loss Budget vs. Actual**  
 July through October 2015

Ordinary Income/Expense	Jul - Oct 15	Budget	\$ Over Budget
Income			
4100 · GENERAL INCOME			
4105 · Reimbursement From ISBE	1,071,524.75	1,071,524.75	0.00
4110 · General Contributions	497.20	435.20	62.00
4115 · General Sponsorships	0.00	0.00	0.00
4125 · Restricted Contribs/Sponsorship	450.00	0.00	450.00
4130 · Matching Gifts	265.00	525.00	(260.00)
4199 · Consolidate	0.00	0.00	0.00
<b>Total 4100 · GENERAL INCOME</b>	<b>1,072,736.95</b>	<b>1,072,484.95</b>	<b>252.00</b>
4200 · GRANTS			
4205 · IDEA Grant	12,231.00	12,231.00	0.00
4215 · Title I Low Income	0.00	0.00	0.00
4220 · Title II Teacher Quality	0.00	0.00	0.00
4225 · Special Ed Personnel	0.00	21,003.12	(21,003.12)
4230 · Special Ed Fundg for Children	0.00	12,437.75	(12,437.75)
4295 · Other Grants	0.00	0.00	0.00
<b>Total 4200 · GRANTS</b>	<b>12,231.00</b>	<b>45,671.87</b>	<b>(33,440.87)</b>
4300 · SCHOOL FEES INCOME			
4305 · Books/Materials/Activities	12,452.50	12,452.50	0.00
4310 · Out-of-District Tuition	2,165.70	0.00	2,165.70
4300 · SCHOOL FEES INCOME - Other	0.00	0.00	0.00
<b>Total 4300 · SCHOOL FEES INCOME</b>	<b>14,618.20</b>	<b>12,452.50</b>	<b>2,165.70</b>
4400 · CLUBS & PROGRAMS			
4405 · Before and After School Program	38,178.65	33,992.00	4,186.65
4415 · Getting to Know You	3,260.00	3,260.00	0.00
4420 · Band	0.00	0.00	0.00
4425 · Interscholastic Sports	9,235.50	8,000.00	1,235.50
4430 · Golf Club	0.00	0.00	0.00
4435 · Tae Kwon Do	650.00	1,400.00	(750.00)
4440 · Drumming	0.00	0.00	0.00
4445 · Champions Club	950.00	1,040.00	(90.00)
4450 · Knitting Club Income	0.00	0.00	0.00
4455 · Hot Lunch - Farm to Table	11,090.00	10,168.00	922.00
4460 · Hot Lunch - Pizza	0.00	0.00	0.00
4465 · Student Council	0.00	0.00	0.00
4475 · Literary / Art Program	0.00	0.00	0.00
4495 · Other Clubs	9,944.00	6,384.00	3,560.00
4400 · CLUBS & PROGRAMS - Other	0.00	0.00	0.00
<b>Total 4400 · CLUBS &amp; PROGRAMS</b>	<b>73,308.15</b>	<b>64,244.00</b>	<b>9,064.15</b>
4500 · GENERAL FUNDRAISING INCOME			
4501 · In Kind Gifts Received	0.00	0.00	0.00
4502 · Annual Appeal	0.00	0.00	0.00
4505 · Auction	0.00	0.00	0.00
4507 · Auction Restricted Gifts	0.00	0.00	0.00
4510 · Scholastic Book Fairs	0.00	0.00	0.00
4515 · Prairie Pedal	0.00	0.00	0.00
4520 · Earthweek	0.00	0.00	0.00
4535 · Operation Sidewalk Makeover Inc	0.00	0.00	0.00
4540 · Compost Buckets Inc	0.00	0.00	0.00
4545 · Camping Equip Income	0.00	0.00	0.00
4550 · Rain Barrels	0.00	0.00	0.00
4555 · Awards Inc	0.00	0.00	0.00
4560 · Spirit Wear / Gym Uniforms	0.00	0.00	0.00
4563 · Homecoming Inc	0.00	0.00	0.00
4565 · Dances Income	444.00	335.00	109.00
4568 · Sustainable Schoolyard	0.00	0.00	0.00
4570 · Envir. Library Income	0.00	0.00	0.00
4595 · Other Fundraising Inc	200.00	1,500.00	(1,300.00)
<b>Total 4500 · GENERAL FUNDRAISING INCOME</b>	<b>644.00</b>	<b>1,835.00</b>	<b>(1,191.00)</b>
4700 · STUDENT PARTICIPATION INCOME			

**Prairie Crossing Charter School**  
**Profit & Loss Budget vs. Actual**  
 July through October 2015

	Jul - Oct 15	Budget	\$ Over Budget
4705 · 5th/6th Grade Trip	0.00	0.00	0.00
4710 · 7th Grade Trip	15,840.00	15,840.00	0.00
4712 · 7th Grade Fundraising	0.00	0.00	0.00
4715 · 8th Grade Trip	14,985.00	14,985.00	0.00
4717 · 8th Grade Fundraising	0.00	0.00	0.00
4720 · Graduation	0.00	0.00	0.00
4725 · Class Parties	0.00	0.00	0.00
4730 · Field Trips/Educ Activities Inc	2,555.00	2,523.90	31.10
<b>Total 4700 · STUDENT PARTICIPATION INCOME</b>	<b>33,380.00</b>	<b>33,348.90</b>	<b>31.10</b>
<b>4800 · INVESTMENT &amp; OTHER INCOME</b>			
4805 · Rental Income	1,848.75	2,653.75	(805.00)
4815 · Snow Removal Income	0.00	0.00	0.00
4817 · Maintenance Income	0.00	0.00	0.00
4818 · Gifts in Kind - Goods	0.00	0.00	0.00
4820 · Interest Income - LFB	303.56	305.35	(1.79)
<b>Total 4800 · INVESTMENT &amp; OTHER INCOME</b>	<b>2,152.31</b>	<b>2,959.10</b>	<b>(806.79)</b>
4998 · Investment Income (loss) in LLC	0.00	0.00	0.00
4999 · School Rent Income-LLC	0.00	0.00	0.00
<b>Total Income</b>	<b>1,209,070.61</b>	<b>1,232,996.32</b>	<b>(23,925.71)</b>
<b>Gross Profit</b>	<b>1,209,070.61</b>	<b>1,232,996.32</b>	<b>(23,925.71)</b>
<b>Expense</b>			
<b>5100 · INSTRUCTION EXPS</b>			
5105 · Instruction Salaries	330,575.91	327,929.47	2,646.44
5110 · Instruction Stipends	4,801.40	4,801.40	0.00
5115 · Merit Pay	0.00	0.00	0.00
5120 · Related FICA & Medicare Expense	10,571.29	10,226.50	344.79
5125 · Instruction TRS	4,488.65	4,440.49	48.16
5130 · Instruction Health Benefits Exp	58,929.92	62,242.96	(3,313.04)
5135 · Instruction FSA Expense	0.00	0.00	0.00
5140 · Classroom Supplies	9,872.53	9,755.98	116.55
5145 · Educational Materials	29,747.90	27,000.00	2,747.90
5150 · Computer Supplies	2,084.19	1,092.48	991.71
5160 · Furniture	0.00	0.00	0.00
5170 · Dues & Subscriptions	2,058.56	1,462.72	595.84
5175 · Instruction Prof Development	10,655.87	9,197.05	1,458.82
5181 · Environmental Learning	2,146.52	2,362.74	(216.22)
5182 · Environmental Ed Professional D	51.63	51.63	0.00
5183 · Environmental Library	0.00	0.00	0.00
5190 · Deans Discretionary	1,820.27	1,724.62	95.65
<b>Total 5100 · INSTRUCTION EXPS</b>	<b>467,804.64</b>	<b>462,288.04</b>	<b>5,516.60</b>
<b>5200 · CLUBS &amp; PROGRAMS EXP</b>			
5205 · Before and After School Care	11,378.45	9,681.93	1,696.52
5210 · Getting to Know You	3,260.00	3,260.00	0.00
5212 · Band	0.00	0.00	0.00
5215 · Interscholastic Sports	3,794.44	3,237.50	556.94
5225 · Tae Kwon Do	60.00	660.00	(600.00)
5240 · Champions Club	0.00	0.00	0.00
5260 · Extra Curricular Expense	0.00	0.00	0.00
5265 · Student Council	0.00	0.00	0.00
5275 · Literary / Art Program	0.00	0.00	0.00
5285 · Hot Lunch - Farm to Table	1,932.43	2,493.71	(561.28)
5295 · Other Club Exps	2,037.50	3,584.00	(1,546.50)
<b>Total 5200 · CLUBS &amp; PROGRAMS EXP</b>	<b>22,462.82</b>	<b>22,917.14</b>	<b>(454.32)</b>
<b>5300 · STUDENT PARTICIPATION EXPS</b>			
5305 · Field Trips/Educ Activities Exp	3,498.67	3,250.00	248.67
5315 · Class Parties & Activities	0.00	0.00	0.00
5320 · 5/6 Grade Trip	0.00	0.00	0.00
5325 · 7th Grade Trip	15,281.59	15,266.00	15.59
5327 · 7th Grade Fundraising	0.00	0.00	0.00
5330 · 8th Grade Trip	14,759.34	14,770.50	(11.16)

**Prairie Crossing Charter School**  
**Profit & Loss Budget vs. Actual**  
 July through October 2015

	Jul - Oct 15	Budget	\$ Over Budget
5332 · 8th Grade Fundraising	0.00	0.00	0.00
5340 · Graduation	302.60	0.00	302.60
<b>Total 5300 · STUDENT PARTICIPATION EXPS</b>	<b>33,842.20</b>	<b>33,286.50</b>	<b>555.70</b>
<b>5400 · ADMINISTRATION EXPS</b>			
5405 · Administrative Salaries	158,543.58	156,332.11	2,211.47
5415 · Admin TRS Expense	0.00	0.00	0.00
5420 · Admin FICA & Medicare	10,570.12	10,256.61	313.51
5425 · Admin Health Benefits Expense	12,414.77	12,020.80	393.97
5430 · Unemployment Compensation	0.00	0.00	0.00
5435 · Admin FSA Expense	1,433.27	1,318.21	115.06
5438 · Employment Expense - Other	1,465.00	790.00	675.00
5440 · Supplies	7,795.77	7,388.47	407.30
5445 · Furniture	907.06	907.06	0.00
5450 · Office Equipment	0.00	0.00	0.00
5455 · Computers	4,275.79	4,256.40	19.39
5460 · Computer Support	4,300.61	5,532.49	(1,231.88)
5465 · Equipment Rental	0.00	0.00	0.00
5470 · Equipment Maintenance	150.00	0.00	150.00
5475 · Admin Professional Development	350.00	0.00	350.00
5480 · Telecommunication	8,007.02	7,749.04	257.98
5485 · Accounting and Audit Fees	21,900.00	22,000.00	(100.00)
5488 · Accounting and Audit Fees - LLC	0.00	0.00	0.00
5490 · Payroll Service Fees	3,533.20	3,537.37	(4.17)
5495 · Printing and Copying	2,280.97	2,278.19	2.78
5500 · Postage and Shipping	906.31	924.31	(18.00)
5505 · Insurance (incl. Building Ins.)	24,393.13	21,886.13	2,507.00
5510 · Dues and Subscriptions	759.00	759.00	0.00
5515 · Board Related Expenses	49.00	200.00	(151.00)
5525 · Legal Fees	25,413.00	21,315.68	4,097.32
5530 · Bank Fees	707.32	677.50	29.82
5544 · Outreach Conferences/Membership	7,656.56	5,820.00	1,836.56
5545 · Community Outreach	25,289.73	24,317.27	972.46
5546 · Outreach Materials	3,458.68	4,467.81	(1,009.13)
5547 · Transportation	7,425.00	10,166.72	(2,741.72)
5550 · Contingency	0.00	0.00	0.00
5555 · Fee Waiver Expenses	7,210.04	8,042.00	(831.96)
5590 · Admin Discretionary	367.28	1,026.00	(658.72)
5595 · Other Admin Expenses	1,620.98	1,500.00	120.98
<b>Total 5400 · ADMINISTRATION EXPS</b>	<b>343,183.19</b>	<b>335,469.17</b>	<b>7,714.02</b>
<b>5600 · SUPPORT SERVICES</b>			
5605 · Special Ed Salaries	103,248.10	103,613.62	(365.52)
5610 · Spec Ed FICA & Medicare	3,666.38	3,528.78	137.60
5615 · Spec Ed Health Benefits	13,313.02	15,880.00	(2,566.98)
5620 · Spec Ed TRS Expense	0.00	0.00	0.00
5625 · Auditory Services	2,917.50	2,820.00	97.50
5630 · Speech Services	23,863.00	23,320.48	542.52
5635 · OT/PT Services	21,679.00	22,410.96	(731.96)
5640 · Psychological Services	27,712.50	25,996.00	1,716.50
5641 · Behavioral Therapist Services	0.00	0.00	0.00
5642 · Nursing Services	720.00	5,875.00	(5,155.00)
5645 · Other Spec Ed Services	1,829.00	1,829.00	0.00
5646 · Out of District Placement	11,944.73	16,413.90	(4,469.17)
5650 · Special Ed Legal Fees	0.00	1,250.00	(1,250.00)
5655 · Special Ed CR Mats & Sups	3,719.14	3,339.84	379.30
5660 · Spec Ed Professional Developmt	2,891.00	3,703.12	(812.12)
<b>Total 5600 · SUPPORT SERVICES</b>	<b>217,503.37</b>	<b>229,980.70</b>	<b>(12,477.33)</b>
<b>5700 · OPERATIONS &amp; MAINT EXP</b>			
5705 · Maintenance Salaries	42,135.38	41,946.55	188.83
5710 · Maint FICA & Medicare	3,724.16	3,706.53	17.63
5715 · Maint Health Benefits	4,302.87	4,417.20	(114.33)
5720 · Water and Sewer	928.60	932.72	(4.12)
5730 · Gas and Electricity	8,055.11	8,159.12	(104.01)
5735 · Garbage	448.00	1,000.00	(552.00)

**Prairie Crossing Charter School**  
**Profit & Loss Budget vs. Actual**  
 July through October 2015

	Jul - Oct 15	Budget	\$ Over Budget
5740 · Life Safety	5,570.67	5,558.00	12.67
5745 · Snow Removal	0.00	0.00	0.00
5750 · Summer Help	5,378.65	5,378.65	0.00
5755 · Winter Help	0.00	0.00	0.00
5765 · Maintenance Equipment	1,913.99	1,500.00	413.99
5770 · Maintenance Supplies	2,319.00	2,899.60	(580.60)
5775 · Long-Term Maint & Repairs	2,021.12	2,295.81	(274.69)
5795 · Other Maint Exps	779.39	919.44	(140.05)
<b>Total 5700 · OPERATIONS &amp; MAINT EXP</b>	<b>77,576.94</b>	<b>78,713.62</b>	<b>(1,136.68)</b>
<b>5800 · FUNDRAISING EXP</b>			
5805 · Fundraising Salaries	0.00	0.00	0.00
5807 · Fundraising Stipends	0.00	0.00	0.00
5810 · Fundraising FICA & Medicare	0.00	0.00	0.00
5813 · Fundraising Contractual	0.00	0.00	0.00
5814 · Marketing/Advertising Expense	0.00	0.00	0.00
5815 · Auction Exps	0.00	0.00	0.00
5825 · Annual Appeal Develop Exps	0.00	0.00	0.00
5827 · Contribs/Sponsor Develop Exps	0.00	0.00	0.00
5830 · Scholastic Book Fair	0.00	0.00	0.00
5835 · Prairie Pedal	0.00	0.00	0.00
5840 · Earthweek Exps	0.00	0.00	0.00
5850 · Operation Sidewalk Makeover Exp	0.00	0.00	0.00
5855 · Compost Buckets Exp	0.00	0.00	0.00
5860 · Camping Equip Exps	0.00	0.00	0.00
5865 · Rain Barrels Exp	0.00	0.00	0.00
5870 · Awards Exp	0.00	0.00	0.00
5875 · Spirit Wear / Gym Uniforms	0.00	0.00	0.00
5878 · Homecoming Exp	0.00	0.00	0.00
5880 · Dances Exp	246.65	335.00	(88.35)
5881 · Sustainable Schoolyard	0.00	0.00	0.00
5882 · Envir. Library Exp	0.00	0.00	0.00
5885 · Classroom Gardens Exp	0.00	0.00	0.00
5890 · Restricted Expense	275.00	0.00	275.00
5895 · Other Fundraising Exps	0.00	0.00	0.00
<b>Total 5800 · FUNDRAISING EXP</b>	<b>521.65</b>	<b>335.00</b>	<b>186.65</b>
<b>5900 · GRANT EXPENSE</b>			
5905 · IDEA Grant Exp	13,132.50	15,924.29	(2,791.79)
5910 · Title I Exp	0.00	0.00	0.00
5915 · Title II Teacher Quality Exp	0.00	0.00	0.00
5920 · ARRA Grant Exp	0.00	0.00	0.00
5925 · Spec Ed Pers Grant Exp	0.00	0.00	0.00
5930 · Spec Ed Fundg For Children Exp	0.00	0.00	0.00
5995 · Other Grants Expenditures	3,497.00	3,497.00	0.00
5999 · School Rent Expense	0.00	0.00	0.00
<b>Total 5900 · GRANT EXPENSE</b>	<b>16,629.50</b>	<b>19,421.29</b>	<b>(2,791.79)</b>
9315 · Transportation	0.00	0.00	0.00
<b>Total Expense</b>	<b>1,179,524.31</b>	<b>1,182,411.46</b>	<b>(2,887.15)</b>
<b>Net Ordinary Income</b>	<b>29,546.30</b>	<b>50,584.86</b>	<b>(21,038.56)</b>
<b>Other Income/Expense</b>			
<b>Other Income</b>			
<b>7100 · NON OPERATING INC-PSO FUNDRAISG</b>			
<b>7102 · Fundraising</b>			
7101 · Textile Drive	5,105.85	0.00	5,105.85
7103 · Box Tops	0.00	0.00	0.00
7107 · SCRIP	6,541.72	0.00	6,541.72
7109 · Holiday Bazaar	0.00	0.00	0.00
7110 · Other	0.00	0.00	0.00
7111 · School Supply Packs	0.00	0.00	0.00
7114 · Father Daughter Dance - PSO	0.00	0.00	0.00
<b>Total 7102 · Fundraising</b>	<b>11,647.57</b>	<b>0.00</b>	<b>11,647.57</b>



## Prairie Crossing Charter School Profit & Loss Budget vs. Actual July through October 2015

	Jul - Oct 15	Budget	\$ Over Budget
Total 7100 · NON OPERATING INC-PSO FUNDRAISG	11,647.57	0.00	11,647.57
Total Other Income	11,647.57	0.00	11,647.57
Other Expense			
7200 · NON OPERATING EXPENSE			
7220 · PCCSHI-Mortgage Loan Interest			
7222 · LFB Loan Interest Expense	108,599.70	108,599.70	0.00
7226 · Gain/Loss on Interest Rate Swap	(21,364.58)	(21,364.58)	0.00
Total 7220 · PCCSHI-Mortgage Loan Interest	87,235.12	87,235.12	0.00
7227 · State Charter School Commission	26,916.95	26,916.95	0.00
7244 · Lease Interest Expense	54.29	54.29	0.00
7246 · Depreciation	19,209.96	19,271.58	(61.62)
7247 · Amortization	2,471.76	2,471.76	0.00
7248 · Depreciation - LLC	89,902.32	89,902.32	0.00
7249 · Amortization - LLC	8,850.68	8,859.68	(9.00)
7250 · Other Expense			
7258 · Other Expenses	4,787.32	14,793.43	(10,006.11)
Total 7250 · Other Expense	4,787.32	14,793.43	(10,006.11)
7300 · NON OPERATING-PSO EXPENSE			
7304 · Bank Fees	219.92	0.00	219.92
7311 · SCRIP	15,276.64	0.00	15,276.64
7313 · Holiday Bazaar	0.00	0.00	0.00
7314 · Father Daughter Dance - PSO	0.00	0.00	0.00
7315 · Other Fundraising	0.00	0.00	0.00
7321 · Classroom Care	0.00	0.00	0.00
7322 · Teacher Sup Exp Reimb	290.67	0.00	290.67
7323 · Community Care/Family Social	425.00	0.00	425.00
7326 · Inschool Grants	0.00	0.00	0.00
7327 · Discretionary Hardship Fund	0.00	0.00	0.00
7328 · School Supply Packs	0.00	0.00	0.00
7329 · Textile Drive	0.00	0.00	0.00
Total 7300 · NON OPERATING-PSO EXPENSE	16,212.23	0.00	16,212.23
Total 7200 · NON OPERATING EXPENSE	255,640.63	249,505.13	6,135.50
Total Other Expense	255,640.63	249,505.13	6,135.50
Net Other Income	(243,993.06)	(249,505.13)	5,512.07
Net Income	(214,446.76)	(198,920.27)	(15,526.49)

**Prairie Crossing Charter School**  
**Profit & Loss Budget vs. Actual**  
**October 2015**

Ordinary Income/Expense	Oct 15	Budget	\$ Over Budget
Income			
4100 · GENERAL INCOME			
4105 · Reimbursement From ISBE	428,609.90	428,609.90	0.00
4110 · General Contributions	200.00	125.00	75.00
4115 · General Sponsorships	0.00	0.00	0.00
4125 · Restricted Contribs/Sponsorship	300.00	0.00	300.00
4130 · Matching Gifts	0.00	150.00	(150.00)
4199 · Consolidate	0.00	0.00	0.00
<b>Total 4100 · GENERAL INCOME</b>	<b>429,109.90</b>	<b>428,884.90</b>	<b>225.00</b>
4200 · GRANTS			
4205 · IDEA Grant	12,231.00	12,231.00	0.00
4215 · Title I Low Income	0.00	0.00	0.00
4220 · Title II Teacher Quality	0.00	0.00	0.00
4225 · Special Ed Personnel	0.00	21,003.12	(21,003.12)
4230 · Special Ed Fundg for Children	0.00	12,437.75	(12,437.75)
4295 · Other Grants	0.00	0.00	0.00
<b>Total 4200 · GRANTS</b>	<b>12,231.00</b>	<b>45,671.87</b>	<b>(33,440.87)</b>
4300 · SCHOOL FEES INCOME			
4305 · Books/Materials/Activities	4,981.00	4,981.00	0.00
4310 · Out-of-District Tuition	1,082.85	0.00	1,082.85
4300 · SCHOOL FEES INCOME - Other	0.00	0.00	0.00
<b>Total 4300 · SCHOOL FEES INCOME</b>	<b>6,063.85</b>	<b>4,981.00</b>	<b>1,082.85</b>
4400 · CLUBS & PROGRAMS			
4405 · Before and After School Program	2,053.00	500.00	1,553.00
4415 · Getting to Know You	0.00	0.00	0.00
4420 · Band	0.00	0.00	0.00
4425 · Interscholastic Sports	5,110.50	3,750.00	1,360.50
4430 · Golf Club	0.00	0.00	0.00
4435 · Tae Kwon Do	0.00	740.00	(740.00)
4440 · Drumming	0.00	0.00	0.00
4445 · Champions Club	0.00	0.00	0.00
4450 · Knitting Club Income	0.00	0.00	0.00
4455 · Hot Lunch - Farm to Table	922.00	0.00	922.00
4460 · Hot Lunch - Pizza	0.00	0.00	0.00
4465 · Student Council	0.00	0.00	0.00
4475 · Literary / Art Program	0.00	0.00	0.00
4495 · Other Clubs	4,860.00	1,300.00	3,560.00
4400 · CLUBS & PROGRAMS - Other	0.00	0.00	0.00
<b>Total 4400 · CLUBS &amp; PROGRAMS</b>	<b>12,945.50</b>	<b>6,290.00</b>	<b>6,655.50</b>
4500 · GENERAL FUNDRAISING INCOME			
4501 · In Kind Gifts Received	0.00	0.00	0.00
4502 · Annual Appeal	0.00	0.00	0.00
4505 · Auction	0.00	0.00	0.00
4507 · Auction Restricted Gifts	0.00	0.00	0.00
4510 · Scholastic Book Fairs	0.00	0.00	0.00
4515 · Prairie Pedal	0.00	0.00	0.00
4520 · Earthweek	0.00	0.00	0.00
4535 · Operation Sidewalk Makeover Inc	0.00	0.00	0.00
4540 · Compost Buckets Inc	0.00	0.00	0.00
4545 · Camping Equip Income	0.00	0.00	0.00
4550 · Rain Barrels	0.00	0.00	0.00
4555 · Awards Inc	0.00	0.00	0.00
4560 · Spirit Wear / Gym Uniforms	0.00	0.00	0.00
4563 · Homecoming Inc	0.00	0.00	0.00
4565 · Dances Income	444.00	335.00	109.00
4568 · Sustainable Schoolyard	0.00	0.00	0.00
4570 · Envir. Library Income	0.00	0.00	0.00
4595 · Other Fundraising Inc	200.00	1,500.00	(1,300.00)
<b>Total 4500 · GENERAL FUNDRAISING INCOME</b>	<b>644.00</b>	<b>1,835.00</b>	<b>(1,191.00)</b>
4700 · STUDENT PARTICIPATION INCOME			

**Prairie Crossing Charter School**  
**Profit & Loss Budget vs. Actual**  
 October 2015

	Oct 15	Budget	\$ Over Budget
4705 · 5th/6th Grade Trip	0.00	0.00	0.00
4710 · 7th Grade Trip	0.00	0.00	0.00
4712 · 7th Grade Fundraising	0.00	0.00	0.00
4715 · 8th Grade Trip	0.00	0.00	0.00
4717 · 8th Grade Fundraising	0.00	0.00	0.00
4720 · Graduation	0.00	0.00	0.00
4725 · Class Parties	0.00	0.00	0.00
4730 · Field Trips/Educ Activities Inc	2,360.00	2,133.90	226.10
<b>Total 4700 · STUDENT PARTICIPATION INCOME</b>	<b>2,360.00</b>	<b>2,133.90</b>	<b>226.10</b>
<b>4800 · INVESTMENT &amp; OTHER INCOME</b>			
4805 · Rental Income	612.50	716.25	(103.75)
4815 · Snow Removal Income	0.00	0.00	0.00
4817 · Maintenance Income	0.00	0.00	0.00
4818 · Gifts in Kind - Goods	0.00	0.00	0.00
4820 · Interest Income - LFB	71.51	73.30	(1.79)
<b>Total 4800 · INVESTMENT &amp; OTHER INCOME</b>	<b>684.01</b>	<b>789.55</b>	<b>(105.54)</b>
4998 · Investment Income (loss) in LLC	0.00	0.00	0.00
4999 · School Rent Income-LLC	0.00	0.00	0.00
<b>Total Income</b>	<b>464,038.26</b>	<b>490,586.22</b>	<b>(26,547.96)</b>
<b>Gross Profit</b>	<b>464,038.26</b>	<b>490,586.22</b>	<b>(26,547.96)</b>
<b>Expense</b>			
<b>5100 · INSTRUCTION EXPS</b>			
5105 · Instruction Salaries	140,225.56	139,528.63	696.93
5110 · Instruction Stipends	200.00	200.00	0.00
5115 · Merit Pay	0.00	0.00	0.00
5120 · Related FICA & Medicare Expense	4,602.57	4,367.24	235.33
5125 · Instruction TRS	1,889.49	1,897.58	(8.09)
5130 · Instruction Health Benefits Exp	14,911.76	17,224.67	(2,312.91)
5135 · Instruction FSA Expense	0.00	0.00	0.00
5140 · Classroom Supplies	3,359.15	2,700.00	659.15
5145 · Educational Materials	1,757.78	0.00	1,757.78
5150 · Computer Supplies	1,353.66	363.46	990.20
5160 · Furniture	0.00	0.00	0.00
5170 · Dues & Subscriptions	365.68	365.68	0.00
5175 · Instruction Prof Development	1,638.82	2,000.00	(361.18)
5181 · Environmental Learning	13.78	200.00	(186.22)
5182 · Environmental Ed Professional D	0.00	0.00	0.00
5183 · Environmental Library	0.00	0.00	0.00
5190 · Deans Discretionary	118.86	0.00	118.86
<b>Total 5100 · INSTRUCTION EXPS</b>	<b>170,437.11</b>	<b>168,847.26</b>	<b>1,589.85</b>
<b>5200 · CLUBS &amp; PROGRAMS EXP</b>			
5205 · Before and After School Care	5,701.20	4,023.22	1,677.98
5210 · Getting to Know You	0.00	0.00	0.00
5212 · Band	0.00	0.00	0.00
5215 · Interscholastic Sports	2,381.94	1,550.00	831.94
5225 · Tae Kwon Do	60.00	660.00	(600.00)
5240 · Champions Club	0.00	0.00	0.00
5260 · Extra Curricular Expense	0.00	0.00	0.00
5265 · Student Council	0.00	0.00	0.00
5275 · Literary / Art Program	0.00	0.00	0.00
5285 · Hot Lunch - Farm to Table	991.28	1,543.71	(552.43)
5295 · Other Club Exps	2,007.50	3,554.00	(1,546.50)
<b>Total 5200 · CLUBS &amp; PROGRAMS EXP</b>	<b>11,141.92</b>	<b>11,330.93</b>	<b>(189.01)</b>
<b>5300 · STUDENT PARTICIPATION EXPS</b>			
5305 · Field Trips/Educ Activities Exp	3,356.40	3,107.73	248.67
5315 · Class Parties & Activities	0.00	0.00	0.00
5320 · 5/6 Grade Trip	0.00	0.00	0.00
5325 · 7th Grade Trip	0.00	0.00	0.00
5327 · 7th Grade Fundraising	0.00	0.00	0.00
5330 · 8th Grade Trip	0.00	0.00	0.00

**Prairie Crossing Charter School**  
**Profit & Loss Budget vs. Actual**  
**October 2015**

	Oct 15	Budget	\$ Over Budget
5332 · 8th Grade Fundraising	0.00	0.00	0.00
5340 · Graduation	302.60	0.00	302.60
<b>Total 5300 · STUDENT PARTICIPATION EXPS</b>	<b>3,659.00</b>	<b>3,107.73</b>	<b>551.27</b>
<b>5400 · ADMINISTRATION EXPS</b>			
5405 · Administrative Salaries	41,136.93	38,941.46	2,195.47
5415 · Admin TRS Expense	0.00	0.00	0.00
5420 · Admin FICA & Medicare	2,417.14	2,119.12	298.02
5425 · Admin Health Benefits Expense	3,979.00	3,582.42	396.58
5430 · Unemployment Compensation	0.00	0.00	0.00
5435 · Admin FSA Expense	165.06	50.00	115.06
5438 · Employment Expense - Other	725.00	60.00	665.00
5440 · Supplies	2,148.45	1,707.70	440.75
5445 · Furniture	0.00	0.00	0.00
5450 · Office Equipment	0.00	0.00	0.00
5455 · Computers	445.77	386.68	59.09
5460 · Computer Support	1,018.91	2,253.25	(1,234.34)
5465 · Equipment Rental	0.00	0.00	0.00
5470 · Equipment Maintenance	150.00	0.00	150.00
5475 · Admin Professional Development	350.00	0.00	350.00
5480 · Telecommunication	1,784.95	1,535.64	249.31
5485 · Accounting and Audit Fees	0.00	0.00	0.00
5488 · Accounting and Audit Fees - LLC	0.00	0.00	0.00
5490 · Payroll Service Fees	954.94	956.64	(1.70)
5495 · Printing and Copying	382.03	379.25	2.78
5500 · Postage and Shipping	201.00	219.00	(18.00)
5505 · Insurance (incl. Building Ins.)	7,982.23	5,475.23	2,507.00
5510 · Dues and Subscriptions	0.00	0.00	0.00
5515 · Board Related Expenses	49.00	200.00	(151.00)
5525 · Legal Fees	11,038.90	7,335.54	3,703.36
5530 · Bank Fees	127.53	95.35	32.18
5544 · Outreach Conferences/Membership	1,836.56	0.00	1,836.56
5545 · Community Outreach	4,543.54	4,543.54	0.00
5546 · Outreach Materials	139.86	1,566.50	(1,426.64)
5547 · Transportation	0.00	2,741.72	(2,741.72)
5550 · Contingency	0.00	0.00	0.00
5555 · Fee Waiver Expenses	325.00	1,136.00	(811.00)
5590 · Admin Discretionary	0.00	641.08	(641.08)
5595 · Other Admin Expenses	1,620.98	1,500.00	120.98
<b>Total 5400 · ADMINISTRATION EXPS</b>	<b>83,522.78</b>	<b>77,426.12</b>	<b>6,096.66</b>
<b>5600 · SUPPORT SERVICES</b>			
5605 · Special Ed Salaries	38,875.47	38,195.00	680.47
5610 · Spec Ed FICA & Medicare	1,277.87	1,148.96	128.91
5615 · Spec Ed Health Benefits	5,071.08	3,970.00	1,101.08
5620 · Spec Ed TRS Expense	0.00	0.00	0.00
5625 · Auditory Services	982.50	885.00	97.50
5630 · Speech Services	8,030.00	7,487.48	542.52
5635 · OT/PT Services	5,605.50	6,337.46	(731.96)
5640 · Psychological Services	9,563.00	7,846.50	1,716.50
5641 · Behavioral Therapist Services	0.00	0.00	0.00
5642 · Nursing Services	0.00	2,350.00	(2,350.00)
5645 · Other Spec Ed Services	0.00	0.00	0.00
5646 · Out of District Placement	0.00	4,469.17	(4,469.17)
5650 · Special Ed Legal Fees	0.00	500.00	(500.00)
5655 · Special Ed CR Mats & Sups	711.82	332.52	379.30
5660 · Spec Ed Professional Developmt	2,419.00	562.12	1,856.88
<b>Total 5600 · SUPPORT SERVICES</b>	<b>72,536.24</b>	<b>74,084.21</b>	<b>(1,547.97)</b>
<b>5700 · OPERATIONS &amp; MAINT EXP</b>			
5705 · Maintenance Salaries	10,285.84	10,094.32	191.52
5710 · Maint FICA & Medicare	755.52	737.89	17.63
5715 · Maint Health Benefits	1,073.56	1,187.89	(114.33)
5720 · Water and Sewer	379.31	383.43	(4.12)
5730 · Gas and Electricity	1,938.60	2,042.61	(104.01)
5735 · Garbage	112.00	250.00	(138.00)

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Accrual Basis

**Prairie Crossing Charter School**  
**Profit & Loss Budget vs. Actual**  
**October 2015**

	Oct 15	Budget	\$ Over Budget
5740 · Life Safety	1,281.45	2,167.78	(886.33)
5745 · Snow Removal	0.00	0.00	0.00
5750 · Summer Help	0.00	0.00	0.00
5755 · Winter Help	0.00	0.00	0.00
5765 · Maintenance Equipment	1,631.15	0.00	1,631.15
5770 · Maintenance Supplies	307.00	887.60	(580.60)
5775 · Long-Term Maint & Repairs	125.31	400.00	(274.69)
5795 · Other Maint Exps	7.56	147.61	(140.05)
<b>Total 5700 · OPERATIONS &amp; MAINT EXP</b>	<b>17,897.30</b>	<b>18,299.13</b>	<b>(401.83)</b>
<b>5800 · FUNDRAISING EXP</b>			
5805 · Fundraising Salaries	0.00	0.00	0.00
5807 · Fundraising Stipends	0.00	0.00	0.00
5810 · Fundraising FICA & Medicare	0.00	0.00	0.00
5813 · Fundraising Contractual	0.00	0.00	0.00
5814 · Marketing/Advertising Expense	0.00	0.00	0.00
5815 · Auction Exps	0.00	0.00	0.00
5825 · Annual Appeal Develop Exps	0.00	0.00	0.00
5827 · Contribs/Sponsor Develop Exps	0.00	0.00	0.00
5830 · Scholastic Book Fair	0.00	0.00	0.00
5835 · Prairie Pedal	0.00	0.00	0.00
5840 · Earthweek Exps	0.00	0.00	0.00
5850 · Operation Sidewalk Makeover Exp	0.00	0.00	0.00
5855 · Compost Buckets Exp	0.00	0.00	0.00
5860 · Camping Equip Exps	0.00	0.00	0.00
5865 · Rain Barrels Exp	0.00	0.00	0.00
5870 · Awards Exp	0.00	0.00	0.00
5875 · Spirit Wear / Gym Uniforms	0.00	0.00	0.00
5878 · Homecoming Exp	0.00	0.00	0.00
5880 · Dances Exp	246.65	335.00	(88.35)
5881 · Sustainable Schoolyard	0.00	0.00	0.00
5882 · Envir. Library Exp	0.00	0.00	0.00
5885 · Classroom Gardens Exp	0.00	0.00	0.00
5890 · Restricted Expense	0.00	0.00	0.00
5895 · Other Fundraising Exps	0.00	0.00	0.00
<b>Total 5800 · FUNDRAISING EXP</b>	<b>246.65</b>	<b>335.00</b>	<b>(88.35)</b>
<b>5900 · GRANT EXPENSE</b>			
5905 · IDEA Grant Exp	901.50	3,943.29	(3,041.79)
5910 · Title I Exp	0.00	0.00	0.00
5915 · Title II Teacher Quality Exp	0.00	0.00	0.00
5920 · ARRA Grant Exp	0.00	0.00	0.00
5925 · Spec Ed Pers Grant Exp	0.00	0.00	0.00
5930 · Spec Ed Fundg For Children Exp	0.00	0.00	0.00
5995 · Other Grants Expenditures	0.00	0.00	0.00
5999 · School Rent Expense	0.00	0.00	0.00
<b>Total 5900 · GRANT EXPENSE</b>	<b>901.50</b>	<b>3,943.29</b>	<b>(3,041.79)</b>
9315 · Transportation	0.00	0.00	0.00
<b>Total Expense</b>	<b>360,342.50</b>	<b>357,373.67</b>	<b>2,968.83</b>
<b>Net Ordinary Income</b>	<b>103,695.76</b>	<b>133,212.55</b>	<b>(29,516.79)</b>
<b>Other Income/Expense</b>			
Other Income			
<b>7100 · NON OPERATING INC-PSO FUNDRAISG</b>			
7102 · Fundraising			
7101 · Textile Drive	5,105.85	0.00	5,105.85
7103 · Box Tops	0.00	0.00	0.00
7107 · SCRIP	1,145.00	0.00	1,145.00
7109 · Holiday Bazaar	0.00	0.00	0.00
7110 · Other	0.00	0.00	0.00
7111 · School Supply Packs	0.00	0.00	0.00
7114 · Father Daughter Dance - PSO	0.00	0.00	0.00
<b>Total 7102 · Fundraising</b>	<b>6,250.85</b>	<b>0.00</b>	<b>6,250.85</b>

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Accrual Basis

**Prairie Crossing Charter School**  
**Profit & Loss Budget vs. Actual**  
**October 2015**

	Oct 15	Budget	\$ Over Budget
Total 7100 · NON OPERATING INC-PSO FUNDRAISG	6,250.85	0.00	6,250.85
Total Other Income	6,250.85	0.00	6,250.85
Other Expense			
7200 · NON OPERATING EXPENSE			
7220 · PCCSHI-Mortgage Loan Interest			
7222 · LFB Loan Interest Expense	26,617.50	26,617.50	0.00
7226 · Gain/Loss on Interest Rate Swap	0.00	0.00	0.00
Total 7220 · PCCSHI-Mortgage Loan Interest	26,617.50	26,617.50	0.00
7227 · State Charter School Commission	0.00	0.00	0.00
7244 · Lease Interest Expense	0.00	0.00	0.00
7246 · Depreciation	4,802.49	4,864.11	(61.62)
7247 · Amortization	617.94	617.94	0.00
7248 · Depreciation - LLC	22,475.58	22,475.58	0.00
7249 · Amortization - LLC	2,212.67	2,221.67	(9.00)
7250 · Other Expense			
7258 · Other Expenses	0.00	0.00	0.00
Total 7250 · Other Expense	0.00	0.00	0.00
7300 · NON OPERATING-PSO EXPENSE			
7304 · Bank Fees	59.57	0.00	59.57
7311 · SCRIP	7,065.83	0.00	7,065.83
7313 · Holiday Bazaar	0.00	0.00	0.00
7314 · Father Daughter Dance - PSO	0.00	0.00	0.00
7315 · Other Fundraising	0.00	0.00	0.00
7321 · Classroom Care	0.00	0.00	0.00
7322 · Teacher Sup Exp Reimb	33.89	0.00	33.89
7323 · Community Care/Family Social	160.00	0.00	160.00
7326 · Inschool Grants	0.00	0.00	0.00
7327 · Discretionary Hardship Fund	0.00	0.00	0.00
7328 · School Supply Packs	0.00	0.00	0.00
7329 · Textile Drive	0.00	0.00	0.00
Total 7300 · NON OPERATING-PSO EXPENSE	7,319.29	0.00	7,319.29
Total 7200 · NON OPERATING EXPENSE	64,045.47	56,796.80	7,248.67
Total Other Expense	64,045.47	56,796.80	7,248.67
Net Other Income	(57,794.62)	(56,796.80)	(997.82)
Net Income	45,901.14	76,415.75	(30,514.61)

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Accrual Basis

**Prairie Crossing Charter School**  
**Balance Sheet Prev Year Comparison**  
**As of October 31, 2015**

	Oct 31, 15	Oct 31, 14	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
<b>1100 · Cash</b>			
1110 · LFB Operating 379719	1,280,833.04	1,021,904.84	258,928.20
1115 · Money Market 8100003238	659,308.50	858,904.69	(199,596.19)
1130 · PCCS Building 379727	135,873.25	98,543.05	37,330.20
1140 · PCCS Holdings 393851	5,951.45	5,951.45	0.00
1150 · PSO State Bank	31,474.42	22,329.47	9,144.95
1160 · Petty Cash	300.00	300.00	0.00
1100 · Cash - Other	0.00	145.00	(145.00)
<b>Total 1100 · Cash</b>	<b>2,113,740.66</b>	<b>2,008,078.50</b>	<b>105,662.16</b>
<b>Total Checking/Savings</b>	<b>2,113,740.66</b>	<b>2,008,078.50</b>	<b>105,662.16</b>
<b>Accounts Receivable</b>			
1200 · Accounts Receivable	(3,788.05)	950.75	(4,738.80)
<b>Total Accounts Receivable</b>	<b>(3,788.05)</b>	<b>950.75</b>	<b>(4,738.80)</b>
<b>Other Current Assets</b>			
12000 · Undeposited Funds	2,150.50	115.00	2,035.50
1250 · Grants Receivable	7,218.99	2.50	7,216.49
<b>1300 · Other Assets</b>			
1320 · Prepaid Expense	47,475.86	48,965.89	(1,490.03)
1330 · Charter Renewal Fees	27,189.16	34,604.44	(7,415.28)
8999 · Due to Holdings	(9,717.00)	(76,128.00)	66,411.00
9999 · Due from PCCS - LLC	9,717.00	76,128.00	(66,411.00)
<b>Total 1300 · Other Assets</b>	<b>74,665.02</b>	<b>83,570.33</b>	<b>(8,905.31)</b>
<b>Total Other Current Assets</b>	<b>84,034.51</b>	<b>83,687.83</b>	<b>346.68</b>
<b>Total Current Assets</b>	<b>2,193,987.12</b>	<b>2,092,717.08</b>	<b>101,270.04</b>
<b>Fixed Assets</b>			
<b>1400 · Fixed Assets</b>			
1405 · Software	49,819.95	49,819.95	0.00
1410 · Computers	109,150.72	80,329.95	28,820.77
1420 · Computers - New Building	197,378.26	197,378.26	0.00
1425 · Security / Intercom System	42,205.00	42,205.00	0.00
1430 · Equipment	120,566.43	120,566.43	0.00
1435 · Vehicle	34,800.00	34,800.00	0.00
1440 · Office Equipment - Other	126,563.78	126,563.78	0.00
1445 · HVAC / Boiler	47,460.25	0.00	47,460.25
1450 · Furniture & Fixtures - New Bldg	151,536.89	148,000.41	3,536.48
1460 · Furniture & Fixtures - Other	61,997.43	61,997.43	0.00
1470 · Construction in Process - SSY	5,857.48	4,597.48	1,260.00
1490 · Accumulated Depreciation	(772,562.95)	(712,004.94)	(60,558.01)
<b>Total 1400 · Fixed Assets</b>	<b>174,773.24</b>	<b>154,253.75</b>	<b>20,519.49</b>
<b>Total Fixed Assets</b>	<b>174,773.24</b>	<b>154,253.75</b>	<b>20,519.49</b>
<b>Other Assets</b>			
<b>1600 · Investment in LLC</b>			
1605 · Investment in PCCS Holdings LLC	1,109,662.00	1,095,535.00	14,127.00
1607 · Capitalized Closing Costs	607,137.11	633,680.11	(26,543.00)
1610 · PCCSHI-Pledged Deposit	306,696.43	306,696.43	0.00
1620 · PCCSHI-Phase I Building	3,623,888.18	3,623,888.18	0.00
1630 · PCCSHI-Buildings	1,369,027.82	1,369,027.82	0.00
1640 · PCCSHI-Phase II Building	4,946,265.81	4,946,265.81	0.00
1650 · PCCSHI-Land	976,852.54	976,852.54	0.00
1655 · PCCSHI - Land Improvement	224,097.43	224,097.43	0.00
1660 · PCCSHI-Accumulated Depreciation	(2,686,825.08)	(2,419,771.65)	(267,053.43)
1699 · Consolidate	(1,109,662.00)	(1,095,535.00)	(14,127.00)
<b>Total 1600 · Investment in LLC</b>	<b>9,367,140.24</b>	<b>9,660,736.67</b>	<b>(293,596.43)</b>

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Accrual Basis

**Prairie Crossing Charter School**  
**Balance Sheet Prev Year Comparison**  
As of October 31, 2015

	Oct 31, 15	Oct 31, 14	\$ Change
Total Other Assets	9,367,140.24	9,660,736.67	(293,596.43)
<b>TOTAL ASSETS</b>	<b>11,735,900.60</b>	<b>11,907,707.50</b>	<b>(171,806.90)</b>
<b>LIABILITIES &amp; EQUITY</b>			
Liabilities			
Current Liabilities			
Accounts Payable			
2002 · Accounts Payables	60,728.87	56,535.95	4,192.92
Total Accounts Payable	60,728.87	56,535.95	4,192.92
Other Current Liabilities			
2010 · Accounts Payable - Accrued	933.52	38,757.09	(37,823.57)
2050 · Other Current Liabilities			
2051 · Operation Sidewalk Makeover	2,043.10	2,043.10	0.00
2052 · Compost Buckets	279.28	279.28	0.00
2053 · Camping Equipment	5,246.92	4,050.31	1,196.61
2054 · Rain Barrels / Work Day	250.00	0.00	250.00
2055 · Awards	0.00	1,136.71	(1,136.71)
2057 · Student Council	388.00	170.00	218.00
2058 · Athletics	6,070.34	9,052.73	(2,982.39)
2059 · Dances	1,134.13	863.65	270.48
2060 · Chromebook deposit-refundable	6,300.00	3,045.00	3,255.00
2068 · Annual Appeal	4,911.56	4,911.56	0.00
2069 · Auction Restricted Gifts	771.48	771.48	0.00
Total 2050 · Other Current Liabilities	27,394.81	26,323.82	1,070.99
2106 · LLC Accrued Expenses	(1,331.00)	(1,331.00)	0.00
2151 · Deferred Revenue-Fees	37,467.50	36,167.50	1,300.00
2152 · Deferred Revenue - ISBE	1,124,981.29	951,420.68	173,560.61
2200 · Accrued Interest	18,322.09	18,322.09	0.00
2201 · Accrued Payroll Liabilities			
2210 · Accrued Salaries	49,186.82	45,588.19	3,598.63
2211 · Accrued Bonuses	0.00	32,000.00	(32,000.00)
2212 · Accrued FICA/Medicare/TRS Bonus	1,605.82	4,354.53	(2,748.71)
2215 · FIT Payable	0.00	(1.99)	1.99
2221 · FICA Payable	0.01	(0.02)	0.03
2225 · Medicare Payable	(0.01)	(0.03)	0.02
2235 · Equitable - 403B Payable	1,215.00	3,441.08	(2,226.08)
2245 · THIS Payable	1,654.56	1,586.08	68.48
2250 · TRS Payable	10,383.21	10,032.81	350.40
2255 · FSA Payable	129.44	109.64	19.80
2280 · HSA Payable	0.00	(100.00)	100.00
Total 2201 · Accrued Payroll Liabilities	64,174.85	97,010.29	(32,835.44)
2300 · Capital Lease Obligations - ST	(1,095.67)	2,139.06	(3,234.73)
Total Other Current Liabilities	1,270,847.39	1,168,809.53	102,037.86
Total Current Liabilities	1,331,576.26	1,225,345.48	106,230.78
Long Term Liabilities			
2500 · Capital Lease Obligations - LT	3,340.70	3,340.70	0.00
2607 · Series 2011 Revenue Bonds	8,171,250.00	8,387,083.37	(215,833.37)
2608 · Interest Rate Swap Liability	106,784.18	183,131.29	(76,347.11)
Total Long Term Liabilities	8,281,374.88	8,573,555.36	(292,180.48)
Total Liabilities	9,612,951.14	9,798,900.84	(185,949.70)
Equity			
3200 · PCCS Net Assets	1,882,924.88	1,882,924.88	0.00
3210 · PCCS - Temporarily Restricted	7,323.00	6,473.00	850.00
3500 · LLC Net Assets	1,095,535.00	1,095,535.00	0.00
3900 · Retained Earnings	989,035.34	961,035.14	28,000.20
3999 · Consolidate	(1,637,422.00)	(1,637,422.00)	0.00
Net Income	(214,446.76)	(199,739.36)	(14,707.40)



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Accrual Basis

**Prairie Crossing Charter School**  
**Balance Sheet Prev Year Comparison**  
As of October 31, 2015

	<u>Oct 31, 15</u>	<u>Oct 31, 14</u>	<u>\$ Change</u>
Total Equity	2,122,949.46	2,108,806.66	14,142.80
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>11,735,900.60</u></b>	<b><u>11,907,707.50</u></b>	<b><u>(171,806.90)</u></b>

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Accrual Basis

**Prairie Crossing Charter School**  
**Profit & Loss Prev Year Comparison**  
 July through October 2015

	Jul - Oct 15	Jul - Oct 14	\$ Change
Ordinary Income/Expense			
Income			
4100 · GENERAL INCOME			
4105 · Reimbursement From ISBE	1,071,524.75	958,503.68	113,021.07
4110 · General Contributions	497.20	261.15	236.05
4125 · Restricted Contribs/Sponsorship	450.00	2,176.69	(1,726.69)
4130 · Matching Gifts	265.00	579.65	(314.65)
Total 4100 · GENERAL INCOME	1,072,736.95	961,521.17	111,215.78
4200 · GRANTS			
4205 · IDEA Grant	12,231.00	0.00	12,231.00
4295 · Other Grants	0.00	24,552.00	(24,552.00)
Total 4200 · GRANTS	12,231.00	24,552.00	(12,321.00)
4300 · SCHOOL FEES INCOME			
4305 · Books/Materials/Activities	12,452.50	11,647.71	804.79
4310 · Out-of-District Tuition	2,165.70	2,358.01	(192.31)
Total 4300 · SCHOOL FEES INCOME	14,618.20	14,005.72	612.48
4400 · CLUBS & PROGRAMS			
4405 · Before and After School Program	38,178.65	30,333.85	7,844.80
4415 · Getting to Know You	3,260.00	2,980.00	280.00
4420 · Band	0.00	115.60	(115.60)
4425 · Interscholastic Sports	9,235.50	0.00	9,235.50
4435 · Tae Kwon Do	650.00	1,200.00	(550.00)
4445 · Champions Club	950.00	760.00	190.00
4455 · Hot Lunch - Farm to Table	11,090.00	9,591.00	1,499.00
4495 · Other Clubs	9,944.00	4,405.00	5,539.00
Total 4400 · CLUBS & PROGRAMS	73,308.15	49,385.45	23,922.70
4500 · GENERAL FUNDRAISING INCOME			
4560 · Spirit Wear / Gym Uniforms	0.00	967.00	(967.00)
4565 · Dances Income	444.00	0.00	444.00
4595 · Other Fundraising Inc	200.00	2,198.21	(1,998.21)
Total 4500 · GENERAL FUNDRAISING INCOME	644.00	3,165.21	(2,521.21)
4700 · STUDENT PARTICIPATION INCOME			
4705 · 5th/6th Grade Trip	0.00	0.00	0.00
4710 · 7th Grade Trip	15,840.00	13,650.00	2,190.00
4715 · 8th Grade Trip	14,985.00	11,925.00	3,060.00
4730 · Field Trips/Educ Activities Inc	2,555.00	3,355.00	(800.00)
Total 4700 · STUDENT PARTICIPATION INCOME	33,380.00	28,930.00	4,450.00
4800 · INVESTMENT & OTHER INCOME			
4805 · Rental Income	1,848.75	2,632.50	(783.75)
4820 · Interest Income - LFB	303.56	296.48	7.08
Total 4800 · INVESTMENT & OTHER INCOME	2,152.31	2,928.98	(776.67)
Total Income	1,209,070.61	1,084,488.53	124,582.08
Gross Profit	1,209,070.61	1,084,488.53	124,582.08
Expense			
5100 · INSTRUCTION EXPS			
5105 · Instruction Salaries	330,575.91	317,255.50	13,320.41
5110 · Instruction Stipends	4,801.40	5,097.50	(296.10)
5120 · Related FICA & Medicare Expense	10,571.29	10,730.56	(159.27)
5125 · Instruction TRS	4,488.65	4,439.10	49.55
5130 · Instruction Health Benefits Exp	58,929.92	51,895.65	7,034.27
5135 · Instruction FSA Expense	0.00	49.90	(49.90)
5140 · Classroom Supplies	9,872.53	2,499.07	7,373.46
5145 · Educational Materials	29,747.90	20,425.36	9,322.54
5150 · Computer Supplies	2,084.19	0.00	2,084.19
5170 · Dues & Subscriptions	2,058.56	2,025.66	32.90
5175 · Instruction Prof Development	10,655.87	8,522.69	2,133.18
5181 · Environmental Learning	2,146.52	643.50	1,503.02

**Prairie Crossing Charter School**  
**Profit & Loss Prev Year Comparison**  
 July through October 2015

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Accrual Basis

	Jul - Oct 15	Jul - Oct 14	\$ Change
5182 · Environmental Ed Professional D	51.63	0.00	51.63
5190 · Deans Discretionary	1,820.27	181.42	1,638.85
<b>Total 5100 · INSTRUCTION EXPS</b>	<b>467,804.64</b>	<b>423,765.91</b>	<b>44,038.73</b>
<b>5200 · CLUBS &amp; PROGRAMS EXP</b>			
5205 · Before and After School Care	11,378.45	8,468.23	2,910.22
5210 · Getting to Know You	3,260.00	2,980.00	280.00
5212 · Band	0.00	115.60	(115.60)
5215 · Interscholastic Sports	3,794.44	0.00	3,794.44
5225 · Tae Kwon Do	60.00	660.00	(600.00)
5285 · Hot Lunch - Farm to Table	1,932.43	3,134.81	(1,202.38)
5295 · Other Club Exps	2,037.50	1,825.00	212.50
<b>Total 5200 · CLUBS &amp; PROGRAMS EXP</b>	<b>22,462.82</b>	<b>17,183.64</b>	<b>5,279.18</b>
<b>5300 · STUDENT PARTICIPATION EXPS</b>			
5305 · Field Trips/Educ Activities Exp	3,498.67	4,207.45	(708.78)
5325 · 7th Grade Trip	15,281.59	13,914.75	1,366.84
5330 · 8th Grade Trip	14,759.34	13,321.20	1,438.14
5332 · 8th Grade Fundraising	0.00	0.00	0.00
5340 · Graduation	302.60	0.00	302.60
<b>Total 5300 · STUDENT PARTICIPATION EXPS</b>	<b>33,842.20</b>	<b>31,443.40</b>	<b>2,398.80</b>
<b>5400 · ADMINISTRATION EXPS</b>			
5405 · Administrative Salaries	158,543.58	128,638.73	29,904.85
5420 · Admin FICA & Medicare	10,570.12	9,853.67	716.45
5425 · Admin Health Benefits Expense	12,414.77	10,549.09	1,865.68
5435 · Admin FSA Expense	1,433.27	650.00	783.27
5438 · Employment Expense - Other	1,465.00	1,325.00	140.00
5440 · Supplies	7,795.77	3,596.13	4,199.64
5445 · Furniture	907.06	0.00	907.06
5450 · Office Equipment	0.00	440.58	(440.58)
5455 · Computers	4,275.79	3,360.02	915.77
5460 · Computer Support	4,300.61	2,845.60	1,455.01
5470 · Equipment Maintenance	150.00	0.00	150.00
5475 · Admin Professional Development	350.00	5,553.69	(5,203.69)
5480 · Telecommunication	8,007.02	5,719.83	2,287.19
5485 · Accounting and Audit Fees	21,900.00	18,000.00	3,900.00
5490 · Payroll Service Fees	3,533.20	3,266.52	266.68
5495 · Printing and Copying	2,280.97	2,136.02	144.95
5500 · Postage and Shipping	906.31	732.33	173.98
5505 · Insurance (incl. Building Ins.)	24,393.13	24,688.90	(295.77)
5510 · Dues and Subscriptions	759.00	0.00	759.00
5515 · Board Related Expenses	49.00	369.75	(320.75)
5525 · Legal Fees	25,413.00	26,369.70	(956.70)
5530 · Bank Fees	707.32	422.06	285.26
5544 · Outreach Conferences/Membership	7,656.56	0.00	7,656.56
5545 · Community Outreach	25,289.73	17,462.55	7,827.18
5546 · Outreach Materials	3,458.68	411.64	3,047.04
5547 · Transportation	7,425.00	0.00	7,425.00
5555 · Fee Waiver Expenses	7,210.04	5,378.45	1,831.59
5590 · Admin Discretionary	367.28	363.98	3.30
5595 · Other Admin Expenses	1,620.98	1,253.28	367.70
<b>Total 5400 · ADMINISTRATION EXPS</b>	<b>343,183.19</b>	<b>273,387.52</b>	<b>69,795.67</b>
<b>5600 · SUPPORT SERVICES</b>			
5605 · Special Ed Salaries	103,248.10	102,302.79	945.31
5610 · Spec Ed FICA & Medicare	3,666.38	3,518.54	147.84
5615 · Spec Ed Health Benefits	13,313.02	9,557.34	3,755.68
5625 · Auditory Services	2,917.50	2,160.00	757.50
5630 · Speech Services	23,863.00	25,719.00	(1,856.00)
5635 · OT/PT Services	21,679.00	16,717.50	4,961.50
5640 · Psychological Services	27,712.50	25,688.00	2,024.50
5641 · Behavioral Therapist Services	0.00	1,152.00	(1,152.00)
5642 · Nursing Services	720.00	0.00	720.00
5645 · Other Spec Ed Services	1,829.00	2,266.00	(437.00)
5646 · Out of District Placement	11,944.73	0.00	11,944.73

**Prairie Crossing Charter School**  
**Profit & Loss Prev Year Comparison**  
 July through October 2015

	Jul - Oct 15	Jul - Oct 14	\$ Change
5650 · Special Ed Legal Fees	0.00	6,111.00	(6,111.00)
5655 · Special Ed CR Mats & Sups	3,719.14	1,425.98	2,293.16
5660 · Spec Ed Professional Developmt	2,891.00	1,729.83	1,161.17
<b>Total 5600 · SUPPORT SERVICES</b>	<b>217,503.37</b>	<b>198,347.98</b>	<b>19,155.39</b>
<b>5700 · OPERATIONS &amp; MAINT EXP</b>			
5705 · Maintenance Salaries	42,135.38	37,542.29	4,593.09
5710 · Maint FICA & Medicare	3,724.16	2,801.09	923.07
5715 · Maint Health Benefits	4,302.87	4,226.50	76.37
5720 · Water and Sewer	928.60	1,065.51	(136.91)
5730 · Gas and Electricity	8,055.11	7,729.14	325.97
5735 · Garbage	448.00	915.43	(467.43)
5740 · Life Safety	5,570.67	5,917.59	(346.92)
5745 · Snow Removal	0.00	37.40	(37.40)
5750 · Summer Help	5,378.65	6,340.75	(962.10)
5765 · Maintenance Equipment	1,913.99	159.40	1,754.59
5770 · Maintenance Supplies	2,319.00	2,598.87	(279.87)
5775 · Long-Term Maint & Repairs	2,021.12	4,340.94	(2,319.82)
5795 · Other Maint Exps	779.39	666.44	112.95
<b>Total 5700 · OPERATIONS &amp; MAINT EXP</b>	<b>77,576.94</b>	<b>74,341.35</b>	<b>3,235.59</b>
<b>5800 · FUNDRAISING EXP</b>			
5875 · Spirit Wear / Gym Uniforms	0.00	901.00	(901.00)
5880 · Dances Exp	246.65	0.00	246.65
5890 · Restricted Expense	275.00	2,146.67	(1,871.67)
<b>Total 5800 · FUNDRAISING EXP</b>	<b>521.65</b>	<b>3,047.67</b>	<b>(2,526.02)</b>
<b>5900 · GRANT EXPENSE</b>			
5905 · IDEA Grant Exp	13,132.50	15,928.84	(2,796.34)
5910 · Title I Exp	0.00	4,522.00	(4,522.00)
5995 · Other Grants Expenditures	3,497.00	18,761.15	(15,264.15)
<b>Total 5900 · GRANT EXPENSE</b>	<b>16,629.50</b>	<b>39,211.99</b>	<b>(22,582.49)</b>
<b>Total Expense</b>	<b>1,179,524.31</b>	<b>1,060,729.46</b>	<b>118,794.85</b>
<b>Net Ordinary Income</b>	<b>29,546.30</b>	<b>23,759.07</b>	<b>5,787.23</b>
<b>Other Income/Expense</b>			
<b>Other Income</b>			
<b>7100 · NON OPERATING INC-PSO FUNDRAISG</b>			
7102 · Fundraising			
7101 · Textile Drive	5,105.85	2,470.25	2,635.60
7107 · SCRIP	6,541.72	6,863.38	(321.66)
7111 · School Supply Packs	0.00	146.00	(146.00)
<b>Total 7102 · Fundraising</b>	<b>11,647.57</b>	<b>9,479.63</b>	<b>2,167.94</b>
<b>Total 7100 · NON OPERATING INC-PSO FUNDRAISG</b>	<b>11,647.57</b>	<b>9,479.63</b>	<b>2,167.94</b>
<b>Total Other Income</b>	<b>11,647.57</b>	<b>9,479.63</b>	<b>2,167.94</b>
<b>Other Expense</b>			
<b>7200 · NON OPERATING EXPENSE</b>			
7220 · PCCSHI-Mortgage Loan Interest			
7222 · LFB Loan Interest Expense	108,599.70	111,424.75	(2,825.05)
7226 · Gain/Loss on Interest Rate Swap	(21,364.58)	(39,056.18)	17,691.60
<b>Total 7220 · PCCSHI-Mortgage Loan Interest</b>	<b>87,235.12</b>	<b>72,368.57</b>	<b>14,866.55</b>
7227 · State Charter School Commission	26,916.95	23,962.59	2,954.36
7244 · Lease Interest Expense	54.29	228.71	(174.42)
7246 · Depreciation	19,209.96	13,069.16	6,140.80
7247 · Amortization	2,471.76	2,471.76	0.00
7248 · Depreciation - LLC	89,902.32	88,432.64	1,469.68
7249 · Amortization - LLC	8,850.68	8,859.68	(9.00)
7250 · Other Expense			
7258 · Other Expenses	4,787.32	0.00	4,787.32

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**Prairie Crossing Charter School**  
**Profit & Loss Prev Year Comparison**  
**July through October 2015**

	Jul - Oct 15	Jul - Oct 14	\$ Change
Total 7250 · Other Expense	4,787.32	0.00	4,787.32
<b>7300 · NON OPERATING-PSO EXPENSE</b>			
7304 · Bank Fees	219.92	176.94	42.98
7311 · SCRIP	15,276.64	17,653.18	(2,376.54)
7322 · Teacher Sup Exp Reimb	290.67	144.35	146.32
7323 · Community Care/Family Social	425.00	840.00	(415.00)
7328 · School Supply Packs	0.00	4,749.43	(4,749.43)
7329 · Textile Drive	0.00	21.05	(21.05)
<b>Total 7300 · NON OPERATING-PSO EXPENSE</b>	<b>16,212.23</b>	<b>23,584.95</b>	<b>(7,372.72)</b>
<b>Total 7200 · NON OPERATING EXPENSE</b>	<b>255,640.63</b>	<b>232,978.06</b>	<b>22,662.57</b>
<b>Total Other Expense</b>	<b>255,640.63</b>	<b>232,978.06</b>	<b>22,662.57</b>
<b>Net Other Income</b>	<b>(243,993.06)</b>	<b>(223,498.43)</b>	<b>(20,494.63)</b>
<b>Net Income</b>	<b>(214,446.76)</b>	<b>(199,739.36)</b>	<b>(14,707.40)</b>

**Prairie Crossing Charter School**  
**Profit & Loss Prev Year Comparison**  
**October 2015**

	Oct 15	Oct 14	\$ Change
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>4100 · GENERAL INCOME</b>			
4105 · Reimbursement From ISBE	428,609.90	386,833.85	41,776.05
4110 · General Contributions	200.00	0.00	200.00
4125 · Restricted Contribs/Sponsorship	300.00	0.00	300.00
<b>Total 4100 · GENERAL INCOME</b>	429,109.90	386,833.85	42,276.05
<b>4200 · GRANTS</b>			
4205 · IDEA Grant	12,231.00	0.00	12,231.00
<b>Total 4200 · GRANTS</b>	12,231.00	0.00	12,231.00
<b>4300 · SCHOOL FEES INCOME</b>			
4305 · Books/Materials/Activities	4,981.00	4,826.50	154.50
4310 · Out-of-District Tuition	1,082.85	0.00	1,082.85
<b>Total 4300 · SCHOOL FEES INCOME</b>	6,063.85	4,826.50	1,237.35
<b>4400 · CLUBS &amp; PROGRAMS</b>			
4405 · Before and After School Program	2,053.00	2,430.00	(377.00)
4425 · Interscholastic Sports	5,110.50	0.00	5,110.50
4435 · Tae Kwon Do	0.00	540.00	(540.00)
4455 · Hot Lunch - Farm to Table	922.00	472.00	450.00
4495 · Other Clubs	4,860.00	2,650.00	2,210.00
<b>Total 4400 · CLUBS &amp; PROGRAMS</b>	12,945.50	6,092.00	6,853.50
<b>4500 · GENERAL FUNDRAISING INCOME</b>			
4565 · Dances Income	444.00	0.00	444.00
4595 · Other Fundraising Inc	200.00	150.00	50.00
<b>Total 4500 · GENERAL FUNDRAISING INCOME</b>	644.00	150.00	494.00
<b>4700 · STUDENT PARTICIPATION INCOME</b>			
4730 · Field Trips/Educ Activities Inc	2,360.00	0.00	2,360.00
<b>Total 4700 · STUDENT PARTICIPATION INCOME</b>	2,360.00	0.00	2,360.00
<b>4800 · INVESTMENT &amp; OTHER INCOME</b>			
4805 · Rental Income	612.50	716.25	(103.75)
4820 · Interest Income - LFB	71.51	73.59	(2.08)
<b>Total 4800 · INVESTMENT &amp; OTHER INCOME</b>	684.01	789.84	(105.83)
<b>Total Income</b>	464,038.26	398,692.19	65,346.07
<b>Gross Profit</b>	464,038.26	398,692.19	65,346.07
<b>Expense</b>			
<b>5100 · INSTRUCTION EXPS</b>			
5105 · Instruction Salaries	140,225.56	133,367.62	6,857.94
5110 · Instruction Stipends	200.00	200.00	0.00
5120 · Related FICA & Medicare Expense	4,602.57	4,249.75	352.82
5125 · Instruction TRS	1,889.49	1,719.58	169.91
5130 · Instruction Health Benefits Exp	14,911.76	14,163.26	748.50
5135 · Instruction FSA Expense	0.00	49.90	(49.90)
5140 · Classroom Supplies	3,359.15	575.82	2,783.33
5145 · Educational Materials	1,757.78	2,588.53	(830.75)
5150 · Computer Supplies	1,353.66	0.00	1,353.66
5170 · Dues & Subscriptions	365.68	357.54	8.14
5175 · Instruction Prof Development	1,638.82	924.95	713.87
5181 · Environmental Learning	13.78	0.00	13.78
5190 · Deans Discretionary	118.86	0.00	118.86
<b>Total 5100 · INSTRUCTION EXPS</b>	170,437.11	158,196.95	12,240.16
<b>5200 · CLUBS &amp; PROGRAMS EXP</b>			
5205 · Before and After School Care	5,701.20	3,497.13	2,204.07
5215 · Interscholastic Sports	2,381.94	0.00	2,381.94
5225 · Tae Kwon Do	60.00	660.00	(600.00)
5285 · Hot Lunch - Farm to Table	991.28	1,695.54	(704.26)
5295 · Other Club Exps	2,007.50	1,825.00	182.50

**Prairie Crossing Charter School**  
**Profit & Loss Prev Year Comparison**  
**October 2015**

	Oct 15	Oct 14	\$ Change
<b>Total 5200 · CLUBS &amp; PROGRAMS EXP</b>	11,141.92	7,677.67	3,464.25
<b>5300 · STUDENT PARTICIPATION EXPS</b>			
5305 · Field Trips/Educ Activities Exp	3,356.40	2,537.54	818.86
5330 · 8th Grade Trip	0.00	6,588.00	(6,588.00)
5340 · Graduation	302.60	0.00	302.60
<b>Total 5300 · STUDENT PARTICIPATION EXPS</b>	3,659.00	9,125.54	(5,466.54)
<b>5400 · ADMINISTRATION EXPS</b>			
5405 · Administrative Salaries	41,136.93	32,980.29	8,156.64
5420 · Admin FICA & Medicare	2,417.14	2,419.12	(1.98)
5425 · Admin Health Benefits Expense	3,979.00	2,855.71	1,123.29
5435 · Admin FSA Expense	165.06	50.00	115.06
5438 · Employment Expense - Other	725.00	60.00	665.00
5440 · Supplies	2,148.45	967.14	1,181.31
5445 · Furniture	0.00	0.00	0.00
5455 · Computers	445.77	47.40	398.37
5460 · Computer Support	1,018.91	561.71	457.20
5470 · Equipment Maintenance	150.00	0.00	150.00
5475 · Admin Professional Development	350.00	0.00	350.00
5480 · Telecommunication	1,784.95	1,437.14	347.81
5490 · Payroll Service Fees	954.94	957.36	(2.42)
5495 · Printing and Copying	382.03	428.32	(46.29)
5500 · Postage and Shipping	201.00	188.35	12.65
5505 · Insurance (incl. Building Ins.)	7,982.23	5,634.64	2,347.59
5515 · Board Related Expenses	49.00	327.35	(278.35)
5525 · Legal Fees	11,038.90	1,402.50	9,636.40
5530 · Bank Fees	127.53	95.35	32.18
5544 · Outreach Conferences/Membership	1,836.56	0.00	1,836.56
5545 · Community Outreach	4,543.54	4,202.92	340.62
5546 · Outreach Materials	139.86	311.64	(171.78)
5555 · Fee Waiver Expenses	325.00	441.45	(116.45)
5590 · Admin Discretionary	0.00	100.04	(100.04)
5595 · Other Admin Expenses	1,620.98	1,197.64	423.34
<b>Total 5400 · ADMINISTRATION EXPS</b>	83,522.78	56,666.07	26,856.71
<b>5600 · SUPPORT SERVICES</b>			
5605 · Special Ed Salaries	38,875.47	38,261.25	614.22
5610 · Spec Ed FICA & Medicare	1,277.87	1,276.00	1.87
5615 · Spec Ed Health Benefits	5,071.08	2,648.26	2,422.82
5625 · Auditory Services	982.50	720.00	262.50
5630 · Speech Services	8,030.00	10,220.00	(2,190.00)
5635 · OT/PT Services	5,605.50	5,412.50	193.00
5640 · Psychological Services	9,563.00	9,782.00	(219.00)
5645 · Other Spec Ed Services	0.00	2,140.00	(2,140.00)
5650 · Special Ed Legal Fees	0.00	945.00	(945.00)
5655 · Special Ed CR Mats & Sups	711.82	193.98	517.84
5660 · Spec Ed Professional Developmt	2,419.00	216.81	2,202.19
<b>Total 5600 · SUPPORT SERVICES</b>	72,536.24	71,815.80	720.44
<b>5700 · OPERATIONS &amp; MAINT EXP</b>			
5705 · Maintenance Salaries	10,285.84	9,600.00	685.84
5710 · Maint FICA & Medicare	755.52	707.01	48.51
5715 · Maint Health Benefits	1,073.56	1,140.41	(66.85)
5720 · Water and Sewer	379.31	399.37	(20.06)
5730 · Gas and Electricity	1,938.60	1,240.03	698.57
5735 · Garbage	112.00	290.12	(178.12)
5740 · Life Safety	1,281.45	1,293.05	(11.60)
5745 · Snow Removal	0.00	37.40	(37.40)
5765 · Maintenance Equipment	1,631.15	119.00	1,512.15
5770 · Maintenance Supplies	307.00	428.25	(121.25)
5775 · Long-Term Maint & Repairs	125.31	1,097.36	(972.05)
5795 · Other Maint Exps	7.56	288.75	(281.19)
<b>Total 5700 · OPERATIONS &amp; MAINT EXP</b>	17,897.30	16,640.75	1,256.55
<b>5800 · FUNDRAISING EXP</b>			

4:25 PM

11/05/15

Accrual Basis

**Prairie Crossing Charter School**  
**Profit & Loss Prev Year Comparison**  
**October 2015**

	Oct 15	Oct 14	\$ Change
5880 · Dances Exp	246.65	0.00	246.65
5890 · Restricted Expense	0.00	1,869.71	(1,869.71)
<b>Total 5800 · FUNDRAISING EXP</b>	<b>246.65</b>	<b>1,869.71</b>	<b>(1,623.06)</b>
5900 · GRANT EXPENSE			
5905 · IDEA Grant Exp	901.50	3,494.24	(2,592.74)
5995 · Other Grants Expenditures	0.00	13,480.00	(13,480.00)
<b>Total 5900 · GRANT EXPENSE</b>	<b>901.50</b>	<b>16,974.24</b>	<b>(16,072.74)</b>
<b>Total Expense</b>	<b>360,342.50</b>	<b>338,966.73</b>	<b>21,375.77</b>
<b>Net Ordinary Income</b>	<b>103,695.76</b>	<b>59,725.46</b>	<b>43,970.30</b>
<b>Other Income/Expense</b>			
<b>Other Income</b>			
7100 · NON OPERATING INC-PSO FUNDRAISG			
7102 · Fundraising			
7101 · Textile Drive	5,105.85	2,470.25	2,635.60
7107 · SCRIP	1,145.00	3,753.66	(2,608.66)
<b>Total 7102 · Fundraising</b>	<b>6,250.85</b>	<b>6,223.91</b>	<b>26.94</b>
<b>Total 7100 · NON OPERATING INC-PSO FUNDRAISG</b>	<b>6,250.85</b>	<b>6,223.91</b>	<b>26.94</b>
<b>Total Other Income</b>	<b>6,250.85</b>	<b>6,223.91</b>	<b>26.94</b>
<b>Other Expense</b>			
7200 · NON OPERATING EXPENSE			
7220 · PCCSHI-Mortgage Loan Interest			
7222 · LFB Loan Interest Expense	26,617.50	27,316.25	(698.75)
<b>Total 7220 · PCCSHI-Mortgage Loan Interest</b>	<b>26,617.50</b>	<b>27,316.25</b>	<b>(698.75)</b>
7246 · Depreciation	4,802.49	3,267.29	1,535.20
7247 · Amortization	617.94	617.94	0.00
7248 · Depreciation - LLC	22,475.58	22,108.16	367.42
7249 · Amortization - LLC	2,212.67	2,221.67	(9.00)
7300 · NON OPERATING-PSO EXPENSE			
7304 · Bank Fees	59.57	43.50	16.07
7311 · SCRIP	7,065.83	4,454.48	2,611.35
7322 · Teacher Sup Exp Reimb	33.89	0.00	33.89
7323 · Community Care/Family Social	160.00	440.00	(280.00)
7329 · Textile Drive	0.00	(11.00)	11.00
<b>Total 7300 · NON OPERATING-PSO EXPENSE</b>	<b>7,319.29</b>	<b>4,926.98</b>	<b>2,392.31</b>
<b>Total 7200 · NON OPERATING EXPENSE</b>	<b>64,045.47</b>	<b>60,458.29</b>	<b>3,587.18</b>
<b>Total Other Expense</b>	<b>64,045.47</b>	<b>60,458.29</b>	<b>3,587.18</b>
<b>Net Other Income</b>	<b>(57,794.62)</b>	<b>(54,234.38)</b>	<b>(3,560.24)</b>
<b>Net Income</b>	<b>45,901.14</b>	<b>5,491.08</b>	<b>40,410.06</b>



**Prairie Crossing Charter School**  
**Statement of Cash Flows**  
July through October 2015

	Jul - Oct 15
<b>OPERATING ACTIVITIES</b>	
Net Income	(214,446.76)
Adjustments to reconcile Net Income to net cash provided by operations:	
1200 · Accounts Receivable	3,692.05
1250 · Grants Receivable	52,347.06
1320 · Prepaid Expense	(39,218.24)
1330 · Charter Renewal Fees	2,471.76
1490 · Accumulated Depreciation	19,209.96
1660 · PCCSHI-Accumulated Depreciation	89,902.32
2002 · Accounts Payables	58,310.46
2053 · Camping Equipment	(1,665.65)
2055 · Awards	(403.37)
2151 · Deferred Revenue-Fees	(5,852.50)
2152 · Deferred Revenue - ISBE	1,124,981.29
2210 · Accrued Salaries	(93,628.45)
2215 · FIT Payable	1.99
2220 · SIT Payable	(0.18)
2221 · FICA Payable	0.80
2225 · Medicare Payable	(0.57)
2235 · Equitable - 403B Payable	(1,123.02)
2245 · THIS Payable	(517.94)
2250 · TRS Payable	(5,053.70)
2255 · FSA Payable	129.31
2010 · Accounts Payable - Accrued	(28,955.92)
2060 · Chromebook deposit-refundable	6,300.00
2061 · Restricted Contributions-other	(50.00)
2211 · Accrued Bonuses	(37,500.00)
2212 · Accrued FICA/Medicare/TRS Bonus	(4,290.24)
<b>Net cash provided by Operating Activities</b>	<b>924,640.46</b>
<b>INVESTING ACTIVITIES</b>	
1410 · Computers	(23,232.00)
1450 · Furniture & Fixtures - New Bldg	(3,536.48)
1445 · HVAC / Boiler	(16,455.00)
1607 · Capitalized Closing Costs	8,850.68
<b>Net cash provided by Investing Activities</b>	<b>(34,372.80)</b>
<b>FINANCING ACTIVITIES</b>	
2300 · Capital Lease Obligations - ST	(1,095.67)
2607 · Series 2011 Revenue Bonds	(72,500.01)
2608 · Interest Rate Swap Liability	(21,364.58)
<b>Net cash provided by Financing Activities</b>	<b>(94,960.26)</b>
<b>Net cash increase for period</b>	<b>795,307.40</b>
<b>Cash at beginning of period</b>	<b>1,320,583.76</b>
<b>Cash at end of period</b>	<b>2,115,891.16</b>

## **Outreach Report November 2015**

Over the last few months, we have increased our visibility in the community and partnered with some community groups to broaden our reach in Lake County. Here are some initiatives which have taken place:

- Additional promotional materials were created in English and Spanish to utilize in upcoming outreach initiatives.
- We completed an internal school protocol to ensure that website and phone contact is available in English and Spanish.
- Through a partnership with the Alliance for Human Services, we hosted their Translator program at PCCS for adult students throughout Lake County. We presented information about PCCS at their first class, to educate the students about our public school.
- PCCS served as a sponsor for the Bradbury Festival at the Waukegan Public Library.
- PCCS partnered with the MOMS Club of Gurnee in their book drive to support Bernie's Book Bank--our PCCS community showed their generosity and donated 300 books to the cause.
- Through our Farm to Table program, we have been partnering with local restaurants to further enrich our program and incorporate the larger community in the unique programming we offer. So far, we have worked with the Cafe Pyrenees in Libertyville, Karma Asian in Mundelein, and Ad-Lib in Lindenhurst.
- Matt's Mile, an event founded by a former PCCS family, was held in September. PCCS supported this community event by challenging our students and staff to participate in the event. We were excited to see that 22 students took part in the event this year and look forward to seeing more at the event next year.
- PCCS was one of the sponsors at the Conserve Lake County Prairie Harvest Fest, where student and staff representatives shared information about PCCS, its programs, and student CPs.
- PCCS representatives provided outreach at a Waukegan Township Event, the PCCS Textile Drive, and the Mundelein Park District Boo Bash.
- In an attempt to further extend our visibility, we connected with the Boy Scouts and Girl Scouts to offer our facilities for their large events.
- We have increased our participation and membership in the following groups: INCS (Illinois Network of Charter Schools), Say YES to Lake County Coalition, and Lake County Community Coalition.
- We are excited about our recent contact with Great Lakes Naval Base; Ms. Allison Boniconro has volunteered to run a STEM program to build an underwater ROV. We are in contact with them to continue discussions about PCCS as another educational option for military families.
- Our Outreach Workgroup created over 400 Halloween treat bags, with PCCS promotional materials included; 20 PCCS families passed out these bags to trick or treaters in their neighborhoods--with representation throughout several neighborhoods in both underlying districts. We are hopeful that this continues to spread the message about PCCS as a free public school option.
- Our staff, led by Danielle Venegoni, sponsored a community food drive to benefit Warren and Fremont Townships. In total, our community donated 414 food items, which were then given to the Fremont and Warren Food Pantries to support our local community.

Respectfully Submitted:

Dilrukshi Dybas  
Community Engagement Liaison



## **PCCS Board of Director's Meeting DRAFT MINUTES**

Thursday, October 29, 2015 7:00 PM  
Comstock Bldg. – Muir Hall  
1591 Jones Point Road  
Grayslake, IL 60030

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### **Call to Order**

President Dean Thorson

**Call to Order** 7:02 PM

Board President Dean Thorson

The minutes of a meeting of the PCCS Board of Directors held on Tuesday, July 28, 2015 in the Muir Hall of the Anna B. Comstock Building, 1531 Jones Point Road, Grayslake, Illinois.

### **Members Present**

Dean Thorson, Board President (outgoing)  
Nick Kotzamanis, Vice President  
Brian Conlon, Treasurer (incoming 2<sup>nd</sup> term)  
Ed Jamison, Secretary  
Sean Daw  
Sue Ross  
Marcelo Chiodo (incoming)  
Angie Lewis (incoming)

### **Members Not Present**

Jeff Barhorst  
Dan Fedor

### **Staff Present**

Geoff Deigan, Executive Director

### **Others Present**

Various staff member present through recognition and appreciation.

**A quorum was present.**

**Pledge of Allegiance** led by Dean Thorson

**Recognition & Appreciation:** Dean Thorson

Executive Director

Many thanks to Dean Thorson and his family for his service on the PCCS Board for two 3-year terms.

**Mission Moment:** Attendance at PCCS

Executive Director

PCCS received recognition from ISBE for attendance during attendance week.

**Motion to Adjourn – Sine Die**

**Seating of Incoming Board Members**

Past President Dean Thorson

## **Roll Call to Constitute a Quorum**

Former Secretary – Ed Jamison

## **Motion to Approve Parent Elect Candidate for Board Appointed Position**

### **Election of New Board Officers**

Facilitated by Past President

**Brian Conlon** made a motion to appoint **Ed Jamison** as Board President, **Sean Daw** seconded.  
On a roll call vote all 'yes' MOTION CARRIED.

**Angie Lewis** made a motion to appoint **Nick Kotzamanis** as Board Vice President, **Brian Conlon** seconded.  
On a roll call vote all 'yes' MOTION CARRIED.

**Sean Daw** made a motion to appoint **Brian Conlon** as Board Treasurer, **Sue Ross** seconded.  
On a roll call vote all 'yes' MOTION CARRIED.

**Brian Conlon** made a motion to appoint **Angie Lewis** as Board Secretary, **Nick Kotzamanis** seconded.  
On a roll call vote all 'yes' MOTION CARRIED.

### **Oath of Office**

**Geoff Deigan** led all Board Officers in repeating the Oath of Office.

### **Review and Sign Documents**

**Geoff Deigan** gave the Oath of Office and other relevant Board Documents to each member for review and signature, with a request to return them to the Administration once complete.

### **Resolution to Adopt Policies and Procedures of Former Board of Directors**

**Sue Ross** made a motion to adopt all policies and procedure of the former Board of Directors, seconded by **Brian Conlon**.  
On a roll call vote all 'yes' MOTION CARRIED.

### **Resolution to Employ Legal Counsel:**

- Franczek Radelet P.C.

**Brian Conlon** made a motion to employ Franczek Radlet P.C. a legal counsel for PCCS, seconded by **Nick Kotzamanis**.  
On a roll call vote all 'yes' MOTION CARRIED.

### **Motion to Approve PCCS Holdings, LLC Managers - John Wylie, Bob Helle and Eve Lee.**

**Nick Kotzamanis** made a motion to approve PCCS Holdings, LLC Managers, **John Wylie, Bob Helle and Eve Lee** seconded by **Sean Daw**.  
On a voice vote all 'ayes' MOTION CARRIED.

### **Motion to Approve Agenda**

**Brian Conlon** made a motion to approve the agenda, seconded by **Nick Kotzamanis**.  
On a roll call vote all 'yes' MOTION CARRIED.

### **Discussion Agenda**

1. Welcome of New Board Members
2. Legal Bills: Franzcek Radelet: Sept: GSL/SPED: \$ 3,451.00 Woodland Lawsuit: \$4278.50  
Oct: GSL/SPED: \$ 1,551.40 Woodland Lawsuit: \$9487.50  
Legal bills were higher these months than the budgeted monthly average, but subsequent months are expected to be lower than average to keep us on budget.
3. FY15 Audit (Tentative upon receipt)
  - Pending response from the bank regarding a cash to value ration covenant. Report not due to ISBE until Dec, 2015.
  - **Marcelo Chiodo** recommended that an audit of PCCS's IT systems be considered.
4. 2<sup>nd</sup> Policy Reading – 500 Series
  - No comments.

5. 1<sup>st</sup> Policy Reading 500.12, .16, .17, .18, .19, .21, and 900.6  
- Members should provide any comments to **Janette Siegel** or **Sue Ross**.
6. Sub-consultant Agreement(s) – NSSD  
- Proposal to execute sub-consultant agreement with NSSD for special education coaching services to improve PCCS's special education program, as needed.
7. ROE Health/Life Safety Report  
- ROE did their annual inspection. There were no observations and no actions required. **Geoff Deigan** recognized **Bill Batz** and his team for their commitment to maintaining a compliant campus resulting in these great inspection results.

### Public Comment

10 Minutes

No public present.

### Closed Session

Closed session to review items 8, 9, and 10 was deemed unnecessary; the Board did not enter closed session.

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

8. Employment of Staff Member(s)
  - After Care
  - Office/SPED Assistant
  - Substitute Teacher(s)

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

9. Review Closed Session Minutes of Previous Board Meetings.

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

10. Merit Pay Addendum to CBA Contract

### Consent Agenda

11. Director's Report - includes School Team and Business Manager's Report
- ~~12. Financial Statements, September 2015~~
- ~~13. Treasurer's Report~~
- ~~14. President's Report~~
- ~~15. PSO Report~~
16. Motion to Approve Open Session Minutes of Previous Board and Committee Meetings  
**Sean Daw** made a motion to approve minutes from Oct 28, 2015 Election Committee, July 28, 2015 Open Session Board, and Sept 22, 2105 Open Session Board, **Marcelo Chiodi** seconded.  
On a voice vote all 'ayes', MOTION CARRIED.
17. Motion to Accept Reports on Consent Agenda  
**Sean Daw** made a motion to approve Director's Report, including School Team and Business Manager's Reports, **Angie Lewis** seconded.  
On a voice vote all 'ayes', MOTION CARRIED.

### Public Comment

10 Minutes

No public present.

### Action Agenda – New Business

- 2A – Authorize Payment of Legal Bills- GSL \$5,008.40 Woodland Lawsuit \$ 13,766  
**Sean Daw** made a motion to approve payment of Legal Bills – GSL \$5,008.50, Woodland Lawsuit \$13,766, **Angie Lewis** seconded.  
On a roll call vote all 'yes'; MOTION CARRIED.
- 3A – Approve FY 15 Audit from Clifton Larson Allen  
No action taken.

- 4A – Adopt Policy #'s 500.26 through 500.46  
**Nick Kotzamanis** made a motion to adopt Board Policy #'s 500.26, 500.27, 500.29, 500.31, 500.33, 500.34, 500.36, 500.39, 500.40, 500.41, 500.45, 500.46, **Brian Conlon** seconded.  
On a roll call vote all 'yes'; MOTION CARRIED.
- 6A – Sub-consultant Agreement with NSSD for a NTE \$ 11,680  
**Brian Conlon** made a motion to execute sub-consultant agreement with NSSD for a NTE \$11,680, **Angie Lewis** seconded.  
On a roll call vote all 'yes'; MOTION CARRIED.
- 8A – Approve Employment of Staff Member(s)  
**Angie Lewis** made a motion to employ David Blietz as a substitute teacher at \$14/hr, Jessica Roberts as Dean/Student Services Administrative Assistant at \$16/hr for 40 hrs/wk, and Camille Burks as an aftercare staff for \$13/hr for up to 25 hrs/wk, **Brian Conlon** seconded.  
On a roll call vote all 'yes'; MOTION CARRIED.
- 9A – Approve Closed Session Minutes of Previous Board and Committee Meetings  
**Sue Ross** made a motion to approve minutes from Closed Session Board Meetings on July 26, 2015 and Sept 22, 2015, **Angie Lewis** seconded.  
On a roll call vote all 'yes'; MOTION CARRIED.
- 10A – Approve Merit Pay Addendum to CBA  
**Brian Conlon** made a motion to approve merit pay addendum to the CBA, **Angie Lewis** seconded.  
On a roll call vote all 'yes'; MOTION CARRIED.

#### New Business

- **Marcello Chiodi** requested a Board member onboarding. **Sue Ross** and **Geoff Deigan** will arrange onboarding for new Board members.
- Discussed Board member committee interests as follows:
  - o Marcello Chiodo: governance, finance, as well as tech and outreach taskforces
  - o Nick Kotzamanis: academic chair, governance
  - o Brian Conlon: finance chair, governance
  - o Sue Ross: governance chair, finance
  - o Sean Daw: development chair
  - o Angie Lewis: development
  - o Ed Jamison: academic, development
- Search to employ a part-time nurse is ongoing
- **Geoff Deigan** will present our status with outreach at the November Board meeting.

#### Adjourn

**Brian Conlon** made a motion to adjourn, **Angie Lewis** seconded.  
On a voice call vote all 'ayes'; MOTION CARRIED at 9:08PM.

Respectfully submitted,  
Sue Ross  
Board Member