

PCCS Board of Director's Meeting AGENDA

Thursday, March 22, 2018 7:00 PM
Vicky Ranney Environmental Library
Upper Wright Schoolhouse
1571 Jones Point Road
Grayslake, IL 60030

Call to Order/Pledge of Allegiance

President

Recognition & Appreciation: Tony Zamiar

Mission Moment: Campus Visitors

Discussion Agenda

1. Legal Bills SPED: \$ 82.50
2. Review FY19 School Calendar
3. 2nd Reading of 600.9 Information Security Policy
4. Bi-annual Review of Closed Session Minutes/Recordings
5. Committee Updates
6. Executive Director Goals/Review (Oral Presentation)

Closed Session:

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

7. Bi-annual Review of Closed Session Minutes/Recordings

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. Executive Director Performance Review

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.

9. Development/Partnership Liaison
10. Employee 1
11. Aftercare Personnel

Consent Agenda

12. Leadership Team Reports (verbal)
13. Financial Statements
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

- 1A – Approve Legal Bills for \$ 82.50
- 2A – Approve FY19 School Calendar
- 3A – Adopt Policy # 600.9 Information Security
- 4/8A – Approve Action for Closed Session Archived Minutes
- 4/8B – Approve Destruction of Closed Session Minutes prior to Sept 2016
- 10A – Approve Employment of Development Personnel
- 11A – Approve Long Term Leave of Absence for Employee
- 12A – Approve After Care Support Personnel Replacement(s).

New Business:

Adjourn

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

** Underline denotes included in Board Packet

Thank you for attending the meeting of the PCCS Board of Education. Individual board members do not respond to public comment, nor does the board at its business meeting engage in discussion with the public.

For questions or comments, please e-mail the Board at board@pccharterschool.org. Board e-mails are received and responded to by the Board President. .

The PCCS Board of Directors consists of:

President: Ed Jamison
Secretary: Abe Janis
Dan Fedor
Sue Ross

Vice President Nick Kotzamanis
Nell Anen
Angela Lewis

Treasurer: Brian Conlon
Marcelo Chiodi
Devon Mann

Discussion Agenda

FRANCZEK RADELET

ATTORNEYS & COUNSELORS

300 SOUTH WACKER DRIVE, SUITE 3400 | CHICAGO, IL 60606

T: 312.986.0300 | F: 312.986.9192 | WWW.FRANCZEK.COM

RESPICIO F. VAZQUEZ

312.786.6134

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March 9, 2018

Geoff Deigan
Executive Director
Prairie Crossing Charter School
1531 Jones Point Road
Grayslake, IL 60030

**Re: March 2018 Invoice
General School Law**

Dear Geoff:

Enclosed please find our invoice for services rendered in February, 2018 for the above-captioned matter.

Please do not hesitate to call me if you have questions.

Sincerely,



Respicio F. Vazquez

RFV:imp
Enclosures

FRANCZEK RADELET

ATTORNEYS & COUNSELORS

300 SOUTH WACKER DRIVE, SUITE 3400 | CHICAGO, IL 60606
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FEIN 36-3924177

PERSONAL AND CONFIDENTIAL / ATTORNEY-CLIENT PRIVILEGED

Invoice Date: March 8, 2018

Invoice No. 182210

Matter No. 01907.107001

Geoff Deigan
Executive Director
Prairie Crossing Charter School
1531 Jones Point Road
Grayslake, IL 60030

FOR PROFESSIONAL FEES AND EXPENSES INCURRED THROUGH 02/28/18:

<u>Matter No.</u>	<u>Description</u>	<u>Fees</u>	<u>Expenses</u>	<u>Total</u>
01907.107001	General School Law	\$82.50	\$0.00	\$82.50
Total		\$82.50	\$0.00	\$82.50
Fees				\$82.50
Costs Advanced and Expenses Incurred				\$0.00
CURRENT INVOICE DUE				\$82.50

Proposed FY19 Calendar

August 2018						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	ER	21	22	23	24	25
26	27	28	29	30	ER	

September 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	ER	20	21	22
23	24	26	26	27	28	29

October 2018						
S	M	T	W	T	F	S
	1	2	3	ER	5	6
7	8	9	10	11	12	13
14	15	16	ER	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2018						
S	M	T	W	T	F	S
				1	ER	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	CER	CER	21	22	23	24
25	26	27	28	29	30	

December 2018						
S	M	T	W	T	F	S
						1
2	3	4	ER	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	ER	22
23	24	25	26	27	28	29

LEGEND	
	Break
	Holidays/Non Student Attendance
	End of Trimester

 Early Release Dismissal at 1:00 p.m.

Aug. 15-17....No School: Teacher In-Service

Aug. 13First Day of School / Early Release

Aug. 31Early Release: Teacher In-Service

Sept. 3.....No School: Labor Day

Sept. 19.....Early Release: Teacher In-Service

Oct. 4Early Release: Teacher In-Service

Oct. 5No School: Teacher In-Service

Oct. 8No School: Columbus Day

Oct. 17Early Release: Teacher In-Service

Nov. 2Early Release: Teacher In-Service

Nov. 9End of 1st Trimester (57)

Nov. 19.....Conferences - Early Release

Nov. 20Conferences - Early Release

Nov. 21No School: Nonattendance Day

Nov. 22.....No School: Thanksgiving Day

Nov. 23No School: Nonattendance Day

Dec. 5Early Release: Teacher In-Service

Dec. 21Early Release: Teacher In-Service

Dec. 24-Jan. 04....No School: Winter Break

Jan. 7School Reconvenes

Jan. 11Early Release: Teacher In-Service

Jan. 14No School: MLK Jr. Day

Jan. 23Early Release: Teacher In-Service

Feb. 6Early Release: Teacher In-Service

Feb. 15..... No School: Teacher In-Service

Feb. 18..... No School: President's Day

Feb. 27Early Release: Teacher In-Service

Mar. 1.....End of 2nd Trimester (64 days)

Mar. 7Conferences – Early Release

Mar. 8.....Conferences – Early Release

Mar. 25-29 ..No School: Spring Break

Apr. 1School Reconvenes

Apr. 10.Early Release: Teacher In-Service

Apr. 22-26 ...Earth Week

May 8Early Release: Teacher In-Service

May 24Early Release: Teacher In-Service

May 27No School: Memorial Day

June 5 8th Grade Graduation

June 7End of 3rd Trimester(64 days)

June 7.....Last Day of School: Early Release

January 2019						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	ER	12
13	14	15	16	17	18	19
20	21	22	ER	24	25	26
27	28	29	30	31		

February 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	ER	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	ER	28		

March 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	CER	CER	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

April 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	ER	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	ER	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	ER	25
26	27	28	29	30	31	

June 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	ER	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Key

All Day Teacher In-Service

Early Release Teacher In-Service

Legal Holidays Recommended by ISBE

Early Release Parent Teacher Conference.

Non-Attendance Day

First and Last Day of School ER



Board of Director's Policy Instruction 600 Series

Policy # 600.9

Information Security

Prairie Crossing Charter School stores a significant amount of important information, including but not limited to student, staff, and financial data and information. It is important that this data and information be adequately protected.

The Executive Director shall develop and implement a process for information security and protection that includes the following:

- **Information Storage:** Procedures identifying storage location for all classes of critical information and data. These procedures should define where all critical data should be stored, and should prohibit transfer of protected information and data to uncontrolled locations.
- **Information Access:** Procedures for control of access to all classes of protected information, electronic or hard copy. Individuals/roles having access to each class of data should be defined, and access should be given only to those individuals who require access for School purposes.
- **Computer Security:** Procedures for securing all computers accessing the School's network and data, including but not limited to laptops, home computers, and Smart Phones. Password protection, anti-virus software, software updates, and firewalls should be addressed in these procedures.
- **Record Retention Schedule:** A list of categories of records and information requiring retention, with the retention location and duration by category.
- **Backup of Information:** Procedures for backup of systems storing critical School information and data.
- **Training:** Procedures for training School staff and board members on appropriate protection of School data.

Adoption Dates:

Adopted: March 2018

**GUIDE TO THE
ILLINOIS OPEN MEETINGS ACT
5 ILCS 120**

**LISA MADIGAN
Attorney General
State of Illinois**

REVISED
8/2004

Printed by Authority of the State of Illinois

Closing Meetings: "A public body may hold a meeting closed to the public, or close a portion of a meeting to the public, upon a majority vote of a quorum present, taken at a meeting open to the public for which notice has been given as required by this Act. * * * The vote of each member on the question of holding a meeting closed to the public and a citation to the specific exception contained in Section 2 of this Act which authorizes the closing of the meeting to the public shall be publicly disclosed at the time of the vote and shall be recorded and entered into the minutes of the meeting." 5 ILCS 120/2a.

Minutes of open meetings: "(a) All public bodies shall keep written minutes of all their open meetings * * *. Minutes shall include, but need not be limited to:

- (1) the date, time and place of the meeting;
- (2) the members of the public body recorded as either present or absent; and
- (3) a summary of discussion on all matters proposed, deliberated, or decided, and a

record of any votes taken.

(b) The minutes of meetings open to the public shall be available for public inspection within 7 days of the approval of such minutes by the public body." 5 ILCS 120/2.06.

Effective January 1, 2005, the requirement that minutes be kept of all closed meetings will be reinstated by Public Act 93-974.

Verbatim record of closed meetings: "(a) All public bodies shall keep * * * a verbatim record of all their closed meetings in the form of an audio or video recording." 5 ILCS 120/2.06.

The recording may be kept confidential and may be destroyed no less than 18 months after

completion of the recorded meeting. 5 ILCS 120/2.06(e), (c). A particular recording may be

destroyed only after the public body approves its destruction and approves minutes of the closed

meeting that meet the requirements applicable to the minutes of open meetings. 5 ILCS

120/2.06(c). Until January 1, 2005, public bodies are required to review withheld minutes and recordings of closed meetings on a semi-annual basis; thereafter, they need only review the minutes. Public bodies must make a determination and report in an open meeting on the question of whether a need for confidentiality still exists with respect to all or part of the minutes and recordings reviewed. 5 ILCS 120/2.06(d), as amended by Public Act 93-974.

Public Notice: Public notice must be given for all meetings, whether open or closed to the public. 5 ILCS 120/2.02. Public notice is given "by posting a copy of the notice at the principal office of the body holding the meeting or, if no such office exists, at the building in which the meeting is to be held." 5 ILCS 120/2.02(b).

"Every public body shall give public notice of the schedule of regular meetings at the beginning of each calendar or fiscal year and shall state the regular dates, times, and places of such meetings." 5 ILCS 120/2.02(a). An agenda for each regular meeting is required to be posted 48 hours in advance of such meeting "at the principal office of the public body *and* at the location where the meeting is to be held." (Emphasis added.) The Act provides that this requirement "shall not preclude the consideration of items not specifically set forth in the [regular meeting] agenda." [Note: "consideration of" has been construed to exclude action on a topic – *see* discussion below.] 5 ILCS 120/2.02(a).

"Public notice of any special meeting except a meeting held in the event of a bona fide emergency, or of any rescheduled regular meeting, or of any reconvened meeting, shall be given at least 48 hours before such meeting, which notice shall also include the agenda for the * * * meeting." 5 ILCS 120/2.02(a). "Notice of an emergency meeting shall be given as soon as practicable, but in any event prior to the holding of such meeting, to any news medium which has

ILCS 120/2.06(f). Likewise, verbatim recordings of closed meetings can be disclosed to the public after the body determines that the recording no longer requires confidential treatment. 5 ILCS 120/2.06(e). Minutes or verbatim recordings or portions thereof may also be made available by court order pursuant to the provisions of 5 ILCS 120/3(c), when it is determined that the meeting to which such minutes pertain was closed in violation of the Act. [Note: A Federal court has characterized the language protecting the confidentiality of closed meeting minutes as a qualified privilege "which may be overcome if the necessity for the documents [in a court proceeding] outweighs the need for confidentiality." *Hartman v. Lisle Park District*, "Order on Documents Reviewed in Camera," 2002 WL 448999 (N.D. Ill. 2002).] A closed meeting may be held to approve the minutes of a prior closed meeting. 5 ILCS 120/2(c)(21). Public bodies are required to review minutes and verbatim records of closed meetings held in 2004 at least twice a year to determine whether a need for confidentiality exists with respect to all or part thereof. 5 ILCS 120/2.06(d). Public Act 93-974 eliminates the requirement of a semi-annual review of the verbatim records only as of January 1, 2005. A closed meeting may be held to conduct the mandated review. 5 ILCS 120/2(c)(21). Determinations on such minutes and recordings are to be reported in an open meeting. Minutes of closed meetings are exempt from inspection under the Freedom of Information Act (5 ILCS 140/7(1)(m)) "until the public body makes the minutes available to the public." Verbatim records of closed meetings are exempt from disclosure as information prohibited from disclosure by State law. 5 ILCS 140/7(1)(a).

7. PUBLIC NOTICE OF TIME AND PLACE

Subsection 2.02 requires public bodies to give public notice, at the beginning of each calendar or fiscal year, of the dates, times and places of their regular meetings to be held during the year. The posting of an agenda for each regular meeting at least 48 hours in advance of the

Consent Agenda

Prairie Crossing Charter School
Business Manager's Report
March 13, 2018 Finance Committee Meeting

Financial activities from January that are important to take note of include:

- GL 1630: PCCSHI-Buildings – Activity totaling \$58,790.55 related to the Upper Wright School House renovation were recorded: Landhaus (Renovation – Upper Wright building renovation - Trim Carpentry, Electrical trim and Fixtures, Plumbing, HVAC, Painting, Floor Finishing, Moss Wall)
- GL 4205 / 4206: IDEA Grant and IDEA Preschool Grant - grant expenditures for Q2 were reported the week of 1/16/2018...payments were received on January 22, 2018.
- GL 4215 / 4220 / 4222: Title I, Title II and Title IV - grant expenditures for Q1 & Q2 were reported the week of 1/16/2018...payments were received on January 26, 2018.
- GL 4425: Interscholastic Sports – Girls Basketball try-outs in January resulted in 16 girls joining the team.
- GL 4435 / 4495: Tae Kwon Do and Other Clubs – The following clubs started in January: Tae Kwon Do, Math Gone Wild, Star Wars Craft Club, Cooking Club, Magic Club, Science Club, Drama Club.
- GL 4815: Snow Removal Income – January's snow removal services billable totaled \$1,745.00.
- GL 5330: 8th Grade Trip – Virginia expenses for hotels and attractions are being recorded as expenses are finalized.
- GL 5530: Bank Fees – December's bank statement had a non-PCCS check posted in error totaling \$3,354.40. This error has been addressed with LFB and was corrected in January.
- GL 5625: Auditory Services – January services were not received in time to be recorded in January.
- No unusual items or significant fluctuations were noted on the statement of activities.

Respectfully submitted,

Kim Disalvo 3/8/2018

Prairie Crossing Charter School
Capital Purchases summary as of 01.31.2018
(Newly added items are highlighted)

GL 1420: Computers – New Building

Total amount of capital purchases recorded: \$23,183.00

52 Chromebooks for Comstock Building totaling \$12,055.16

48 Chromebooks for Carson Building totaling \$11,127.84

GL 1460: Furniture & Fixtures – Other

Total amount of capital purchases recorded: \$29,704.27

Lower Wright Building Improvements:

Build out and glass doors \$18,680.86

Countertops and Tables \$7,190.00

Ceiling Tiles and finishing work \$3,833.41

GL 1630: PCCSHI – Buildings

Total amount of capital purchases recorded: \$214,838.12

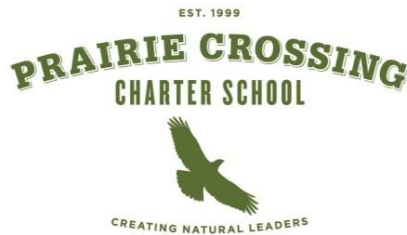
Upper Wright Building Renovations:

Demolition, rough framing, skylights, electrical, plumbing \$62,164.00

Bell Tower Lighting Protection \$1,750.00

Skylights, roofing, insulation, trim, carpentry, cabinets, painting \$92,133.57

Trim Carpentry, Electrical trim and Fixtures, Plumbing, HVAC, Painting, Floor Finishing,
Moss Wall \$58,790.55



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

Tuesday, Feb 27, 2018 7:00 PM
Vicky Ranney Environmental Library
Upper Wright Schoolhouse
1571 Jones Point Road
Grayslake, IL 60030

Call to Order

7:01 pm

Ed Jamison, President

Members Attending:

Ed Jamison, President
Nick Kotzamanis, Vice President
Brian Conlon, Treasurer
Marcelo Chiodi, Board member
Devon Mann, Board member
Dan Fedor, Board member
Nell Anen, Board member
Sue Ross, Board member
Abe Janis, Secretary

Members Not in Attendance:

Angie Lewis, Board member

Staff Attending:

Geoff Deigan, Executive Director @8PM
~~Tony Zamiar, Dean of Students~~
~~Cynthia McGovern, Teacher~~
~~Christina Jeffrey, Teacher~~

PSO Members Attending:

N/A

Pledge of Allegiance

Mission Moment

Ed Jamison, President

PCCS is hosting the opening films "Searching for the Gold Spot: The Wild after Wildfire" and "Straws" of the One Earth Film Festival at the Gaylord Nelson Gym at 2pm on Saturday March 3. The festival runs through March 10 with showings at other locations around Lake County

Discussion Agenda

1. Legal Bills GSL: \$192.50 SPED: 275.00
No questions or comments
2. March 1st Lottery Board Support up to 3

Mr. Kotzamanis and Mr. Conlon to attend the 2018-19 lottery. Mr Deigan, this is a record setting year for interested families.

3. Review of Bylaws
4. Discuss Election Procedure and Staggering of Appointed/Elected Board Positions Timeline.

Discussion of staggering board appointments and parent elect BOD positions, structure of committees

5. 1st Reading of Computer Security Policy

Computer security discussed. Administrators to propose plans for respective areas

6. Review of Board and Committee Make-up, Descriptions & Frequency of Meetings

Discussion of number of BOD meetings, necessity of recurring agenda items and potential formation of Outreach Committee

7. Biennial Review of Policy 500.14 *Preventing Bullying, Intimidation and Harassment*

Policy reviewed, no changes proposed

8. Executive Director Goals/Review

Timeline and goals reviewed

9. Aftercare Support Personnel

New hire Fatima Gozon presented by Mr. Deigan

Consent Agenda

10. Leadership Team Reports

Presented by Mr. Deigan

11. Financial Statements

No Finance Committee meeting this month. No comments

12. Motion to Approve Open Session Minutes of Previous Board and Committee Meetings

As amended. Motion by Mr. Chiodi, seconded by Mr. Conlon. All ayes.

13. Motion to Accept Reports on Consent Agenda

Motion by Ms. Ross, seconded by Mr. Chiodi. All ayes.

Public Comment

N/A

Action Agenda

- 1A – Approve Legal Bills for \$ 467.50

Motion by Mr. Conlon, seconded by Mr. Chiodi. On a roll call, all yes.

- 6A – Board and Committee Make-up, Descriptions & Frequency of Meetings

No action

7A – Renewal Policy 500.14 *Preventing Bullying, Intimidation and Harassment*

Motion by Mr. Kotzamanis, seconded by Ms. Ross. On a roll call, all yes.

9A – Approve Employment of After Care Support Personnel.

Motion by Mr. Conlon, seconded by Mr. Chiodi. On a roll call, all yes.

New Business:

Mr. Fedor provided an update on the coding club and its success as an outreach activity, now including Libertyville and College of Lake County attendees.

Calendar for 2018-19 will be available in March.

March meeting will be moved to accommodate election day.

Adjourn

Mr. Kotzamanis made a motion to adjourn the meeting. Mr. Jamison seconded the motion. Motion was approved on all ayes. Meeting was adjourned at 9:29pm.

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

Respectfully submitted,

Abe Janis

Thank you for attending the meeting of the PCCS Board of Education. Individual board members do not respond to public comment, nor does the board at its business meeting engage in discussion with the public.

For questions or comments, please e-mail the Board at board@pccharterschool.org. Board e-mails are received and responded to by the Board President.

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