

**PCCS Board of Directors Meeting Agenda**  
**Tuesday, April 27, 2021 @ 6:30PM**  
**[Zoom Meeting](#) - Meeting ID: 697 198 8979**  
**Password: 159304**

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**<https://us04web.zoom.us/j/6971988979?pwd=ZXplbUdnemI5UU83Y1JpdU1pdTZEdzo9>**

**Call to Order**

President

**Motion to Approve Agenda**

**Public Comment**

20 Minutes

**Discussion Agenda**

1. Future Board Meetings
2. Proposed FY22 School Budget
3. Executive Director Evaluation Process
4. Strategic Plan Update
5. Legal Bills
6. Committee Updates

**Consent Agenda**

7. Financial Statements
  - Business Manager's Report
  - 3<sup>rd</sup> Quarter YTD Financials
8. Motion to Approve Open Session Minutes of Previous Board and Committee Meetings
9. Motion to Accept Reports on Consent Agenda

**Public Comment**

10 Minutes

**Action Agenda**

- 2A – Adopt FY22 Operating Budget
- 5A – Approve Legal Bills for \$ 165.00
- 12A – Approve Closed Session 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.

10. Executive Director Review

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

11. Review Closed Session Minutes from Previous Board Meetings

Discussion Related to 5ILCS 120/2(c)(11) Litigation, when an action against, affecting, or on behalf of the public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

12. Pending Litigation

**New Business**

**Adjourn**

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

Thank you for attending a meeting of the PCCS Board of Education. As a reminder, individual board members do not respond to public comment. For questions or comments, please e-mail the Board at [board@pcharterschool.org](mailto:board@pcharterschool.org). Board e-mails are received and responded to by the Board President.

The PCCS Board of Directors consists of:

President: Nell Anen  
Secretary: Jim Mertz  
Rebekka Herrington

Vice President: Marcelo Chiodi  
Ankur Bhatia  
Demetri Georgatsos

Treasurer: Stacey White  
Lea-Ann Domanski  
Abe Janis

## *Discussion Agenda*

	FY21 Approved Budget	FY22 Preliminary budget (03.16.2020)
<b>Income</b>		
<b>4100 · GENERAL INCOME</b>		
4105 · Reimbursement From ISBE	5,976,796.21	6,249,870.60
4110 · General Contributions	2,000.00	6.00
4115 · Sponsorships	0.00	0.00
4125 · Restricted Contributions	0.00	0.00
4130 · Matching Gifts	2,000.00	2,000.00
<b>Total 4100 · GENERAL INCOME</b>	<b>5,980,796.21</b>	<b>6,251,876.60</b>
<b>4200 · GRANTS</b>		
4205 · IDEA Grant	79,968.00	104,172.00
4206 · IDEA Preschool Grant	2,518.00	2,681.00
4215 · Title I Low Income	43,118.00	38,959.00
4220 · Title II Teacher Quality	1,092.00	1,251.00
4221 · ESSER II Grant		105,000.00
4222 · Title IV Student Support	4,082.00	4,000.00
4225 · Special Ed Personnel	74,146.50	74,146.50
4230 · Special Ed Fundg for Children	53,147.96	53,147.96
4235 · Title III ELL - TBE/TPI	4,872.41	4,872.41
4295 · Other Grants	5,628.15	5,628.15
<b>Total 4200 · GRANTS</b>	<b>268,573.02</b>	<b>393,858.02</b>
<b>4300 · SCHOOL FEES INCOME</b>		
4305 · Books/Materials/Activities	52,320.00	52,320.00
4310 · Out-of-District Tuition	0.00	0.00
<b>Total 4300 · SCHOOL FEES INCOME</b>	<b>52,320.00</b>	<b>52,320.00</b>
<b>4400 · CLUBS &amp; PROGRAMS</b>		
4405 · Before and After School Program	0.00	107,726.92
4415 · Getting to Know You	3,000.00	3,000.00
4425 · Interscholastic Sports	15,168.00	22,000.00
4426 · Extra Curricular Income	0.00	3,375.00
4435 · Tae Kwon Do	2,620.00	2,620.00
4445 · Champions Club	0.00	0.00
4455 · Hot Lunch - Farm to Table	0.00	5,000.00
4495 · Other Clubs	15,000.00	15,000.00
<b>Total 4400 · CLUBS &amp; PROGRAMS</b>	<b>35,788.00</b>	<b>158,721.92</b>
<b>4500 · GENERAL FUNDRAISING INCOME</b>		
4502 · Annual Appeal	0.00	0.00
4510 · Scholastic Book Fairs	0.00	0.00
4520 · Earthweek	0.00	0.00
4550 · Green Team - Rainbarrels, etc	0.00	0.00
4560 · Spirit Wear / Gym Uniforms	0.00	0.00
4565 · Dances Income	778.00	778.00
4595 · Other Fundraising Inc	200.00	200.00
<b>Total 4500 · GENERAL FUNDRAISING INCOME</b>	<b>978.00</b>	<b>978.00</b>
<b>4700 · STUDENT PARTICIPATION INCOME</b>		
4705 · 5th/6th Grade Trip	9,888.00	9,888.00
4710 · 7th Grade Trip	19,680.00	19,680.00
4715 · 8th Grade Trip	62,640.00	62,640.00
4717 · 8th Grade Fundraising	0.00	0.00
4720 · Graduation	0.00	0.00
4725 · Class Parties	1,000.00	1,000.00
4730 · Educational Activities/Class Field Trips	19,000.00	19,000.00
<b>Total 4700 · STUDENT PARTICIPATION INCOME</b>	<b>112,208.00</b>	<b>112,208.00</b>
<b>4800 · INVESTMENT &amp; OTHER INCOME</b>		

	<b>FY21 Approved Budget</b>	<b>FY22 Preliminary budget (03.16.2020)</b>
<b>4805 · Rental Income (roll-up total)</b>	5,000.00	24,000.00
PCCS rentals		4,000.00
BCB rentals		20,000.00
<b>4815 · Snow Removal Income</b>	1,000.00	3,000.00
<b>4820 · Interest Income - LFB</b>	5,935.02	949.80
<b>4825 · Interest Income - LLC</b>	0.00	0.00
<b>Total 4800 · INVESTMENT &amp; OTHER INCOME</b>	<b>11,935.02</b>	<b>27,949.80</b>
<b>8841 · Reimbursed Expenses</b>		
<b>Total Income</b>	<b>6,462,598.25</b>	<b>6,997,912.34</b>

**Expense**

<b>5100 · INSTRUCTION EXPS</b>		
<b>5105 · Instruction Salaries (roll-up total)</b>	1,917,487.21	1,957,311.68
5105 · Instruction Salaries (Teachers)		1,133,014.68
5105 · Instruction Salaries (Teachers) accrual		0.00
5105 · Title II Grant Allocation		0.00
5105 · Title I Grant Allocation		0.00
5105 · Instruction Salaries (EE)		136,155.29
5105 · Instruction Salaries (Non TRS Retire Inc)		99,563.76
5105 · Instruction Salaries (TA / Lunch Help)		535,397.96
5105 · Instructions Salaries (IA) increase @ 2%		0.00
5105 · Instruction Salaries (Longevity Bonus)		3,200.00
5105 · Instruction Salaries (Subs)		49,980.00
<b>5110 · Instruction Stipends</b>	19,000.00	19,000.00
<b>5115 · Merit Pay (formerly Goal Incentive)</b>	10,000.00	19,200.00
		0.00
		19,200.00
<b>5120 · Related FICA &amp; Medicare Expense</b>	67,253.34	68,256.15
<b>5125 · Instruction TRS</b>	30,702.05	31,625.59
TRS ER 1.50%		31,625.59
Federally Funded Grant TRS component @ 10.41%		(2,810.70)
Federally Funded Grant TRS add-back for grant alloc		2,810.70
<b>5130 · Instruction Health Benefits Exp</b>	301,044.00	309,912.00
<b>5140 · Classroom Supplies</b>	20,000.00	20,500.00
<b>5141 · Culture Expenses</b>	11,000.00	10,000.00
<b>5145 · Educational Materials</b>	30,000.00	34,304.00
General		17,304.00
Curriculum		12,000.00
Social Emotional/PBIS		5,000.00
<b>5150 · Classroom Technology</b>	12,500.00	16,000.00
1:1 Technology Chromebook repairs		10,000.00
Instructional Technology		6,000.00
<b>5160 · Furniture</b>	5,000.00	5,000.00
<b>5170 · Dues &amp; Subscriptions (Roll-up total)</b>	11,885.58	16,025.74
SwiftReach	595.84	686.00
Powerschool -Enrollment Express	3,150.00	3,150.00
Powerschool SIS	5,217.55	5,217.55
Atlas	0.00	4,050.00
Go Guardian Chromebook access teachers	1,422.19	1,422.19
Other:	1,500.00	1,500.00
<b>5175 · Instruction Prof Development</b>	31,000.00	31,000.00
<b>5180 · Farm Education</b>	0.00	0.00
<b>5181 · Environmental Learning</b>	40,000.00	30,000.00

	<b>FY21 Approved Budget</b>	<b>FY22 Preliminary budget (03.16.2020)</b>
Environmental Education		10,000.00
Sustainability		10,000.00
SSY Iniatitves & labor		10,000.00
<b>5182 - Environmental Ed Instructional Prof Dev</b>	24,000.00	24,000.00
<b>5183 - Environmental Library</b>	2,500.00	2,500.00
<b>5190 - Deans Discretionary Fund</b>	15,000.00	12,000.00
<b>Total 5100 - INSTRUCTION EXPS</b>	<b>2,548,372.18</b>	<b>2,606,635.16</b>
<b>5200 - CLUBS &amp; PROGRAMS EXP</b>		
<b>5205 - Before and After School Care</b>	0.00	65,759.29
Salary expense		63,759.29
Supplies		2,000.00
<b>5210 - Getting to Know you</b>	1,500.00	1,500.00
<b>5215 - Interscholastic Sports</b>	30,000.00	30,000.00
<b>5225 - Tae Kwon Do</b>	2,620.00	2,620.00
<b>5240 - Champions Club</b>	0.00	0.00
<b>5260 - Extra Curricular expense</b>	10,000.00	10,000.00
<b>5285 - Hot Lunch - Farm to Table</b>	0.00	5,000.00
<b>5295 - Other Club Exps</b>	15,000.00	15,000.00
<b>Total 5200 - CLUBS &amp; PROGRAMS EXP</b>	<b>59,120.00</b>	<b>129,879.29</b>
<b>5300 - STUDENT PARTICIPATION EXPS</b>		
<b>5305 - Educational Activities-Field Tr</b>	24,000.00	24,000.00
<b>5315 - Class Parties &amp; Activities</b>	1,000.00	1,000.00
<b>5320 - 5/6 Grade Trip</b>	9,888.00	9,888.00
<b>5325 - 7th Grade Trip</b>	19,680.00	19,680.00
<b>5330 - 8th Grade Trip</b>	69,040.00	69,040.00
<b>5332 - 8th Grade Fundraising</b>	0.00	0.00
<b>5340 - Graduation</b>	5,000.00	5,000.00
<b>Total 5300 - STUDENT PARTICIPATION EXPS</b>	<b>128,608.00</b>	<b>128,608.00</b>
<b>5400 - ADMINISTRATION EXPS</b>		
<b>5405 - Administrative Salaries (roll-up)</b>	613,912.15	612,471.86
Administrative Salaries-Non-TRS		382,628.42
Administrative Salaries-Changes		0.00
Administrative Salaries-TRS		179,843.44
Bonuses as per contracts-Non-TRS		50,000.00
Bonuses as per contracts-TRS		0.00
<b>5415 - Admin TRS Expense</b>	0.00	0.00
<b>5420 - Admin FICA &amp; Medicare</b>	37,990.67	38,188.67
<b>5425 - Admin Health Benefits Expense</b>	33,252.00	41,232.00
<b>5430 - Unemployment Compensation</b>	0.00	0.00
<b>5438 - Employment Expense - Other</b>	3,500.00	3,015.75
<b>5440 - Supplies</b>	8,000.00	7,000.00
General Supplies	8,000.00	7,000.00
	0.00	
<b>5445 - Furniture</b>	5,000.00	2,000.00
<b>5450 - Office Equipment</b>	5,000.00	2,000.00
<b>5455 - Computers</b>	5,000.00	5,000.00
<b>5460 - Computer Support</b>	24,726.35	41,021.15
Zoom	1,000.00	7,900.00
Drupion/wpengine - website support	1,380.00	1,380.00
Network infrastructure/Access Points	4,071.00	4,071.00
Comcast	11,880.00	20,188.80
Verizion Hot Spots	720.00	1,806.00
Anti-virus / Chromebook monitoring	1,675.35	1,675.35
Other computer misc	4,000.00	4,000.00
<b>5465 - Equipment Rental</b>	1,500.00	1,000.00

	<b>FY21 Approved Budget</b>	<b>FY22 Preliminary budget (03.16.2020)</b>
<b>5470 · Equipment Maintenance</b>	400.00	400.00
<b>5475 · Admin Professional Development</b>	14,000.00	5,000.00
Power School Training	3,000.00	3,000.00
Other Professional Development	11,000.00	2,000.00
<b>5480 · Telecommunication</b>	23,206.44	23,206.44
TDS Monthly Contract	21,706.44	21,706.44
BCB Phone	3,840.00	0.00
Wiring interface improvement	1,000.00	1,000.00
Other Telecommunication charges	500.00	500.00
<b>5485 · Accounting and Audit Fees</b>	23,480.00	24,465.00
<b>5488 · Accounting and Audit Fees - LLC</b>	3,900.00	3,900.00
<b>5490 · Payroll Service Fees</b>	25,710.00	25,710.00
<b>5495 · Printing and Copying</b>	9,325.52	4,662.76
<b>5500 · Postage and Shipping</b>	2,000.00	2,000.00
<b>5505 · Insurance (incl. Building Ins.)</b>	89,991.60	100,728.00
<b>5510 · Dues and Subscriptions</b>	4,474.00	3,500.00
<b>5515 · Board Related Expenses</b>	2,500.00	5,000.00
<b>5525 · Legal Fees</b>	35,000.00	25,000.00
<b>5530 · Bank Fees</b>	1,420.00	1,540.00
<b>5544 · Outreach Conferences / Partnerships</b>	10,000.00	10,000.00
<b>5545 · Community Outreach</b>	91,559.59	134,226.44
Outreach Salaries		116,791.86
Outreach FICA & Medicare		8,934.58
Conferences/sponsorships		8,500.00
<b>5546 · Outreach Materials</b>	13,000.00	10,000.00
<b>5547 · Transportation</b>	20,500.00	25,000.00
<b>5550 · Contingency</b>	10,000.00	0.00
<b>5555 · Fee Waiver Expenses (roll-up total)</b>	26,000.00	19,995.00
Enrollment Fees / Tuition hardship	3,000.00	1,995.00
Other programs/fees	30,000.00	15,000.00
Food for children in need	3,000.00	3,000.00
<b>5590 · Administrative Discretionary Budget</b>	11,000.00	10,000.00
<b>5595 · Other Admin Expenses (roll-up total)</b>	7,404.00	7,456.00
Storage Unit rentals	2,904.00	3,456.00
Other admin exp	4,500.00	4,000.00
<b>Total 5400 · ADMINISTRATION EXPS</b>	<b>1,162,752.32</b>	<b>1,194,719.07</b>
<b>5600 · SUPPORT SERVICES</b>		
<b>5605 · Special Ed Salaries (roll-up total)</b>	813,902.60	852,964.58
5605 · Special Ed Salaries - Teachers		477,174.36
5605 · Special Ed Salaries - Teachers accrual		0.00
5605 · Special Ed Salaries - Summer School		3,419.40
5905 · IDEA Grant Allocation		(37,000.00)
5906 · IDEA Preschool Grant Allocation		(2,681.00)
5910 · Title I Grant Allocation		(23,607.00)
5935 · Title III Grant Allocation		0.00
5605 · Special Ed Salaries - Admin		150,436.98
5605 · Special Ed Salaries - Admin Bonus per contract		0.00
5605 · Special Ed Salaries - TA/Lunch		276,581.84
5605 · Special Ed Salaries - TA/Lunch w/ 2% increase		0.00
5605 · Special Ed Salaries - Longevity Bonus		800.00
5605 · Special Ed Salaries - Subs		7,840.00
<b>5610 · Spec Ed FICA &amp; Medicare</b>	29,994.86	34,640.34
<b>5615 · Spec Ed Health Benefits</b>	125,472.00	125,916.00
<b>5620 · Spec Ed TRS Expense</b>	0.00	0.00
<b>5625 · Auditory Services</b>	14,000.00	14,000.00

	<b>FY21 Approved Budget</b>	<b>FY22 Preliminary budget (03.16.2020)</b>
5630 · Speech Services	90,000.00	88,000.00
5635 · OT Services	67,500.00	62,000.00
5636 · PT Services	12,000.00	19,000.00
5640 · Psychological Services	12,500.00	12,500.00
5641 · Behavioral Therapist Services	4,000.00	6,000.00
5642 · Nursing Services (roll-up total)	42,060.00	63,000.00
Nursing contract		55,788.10
Nursing supplies		7,211.90
5645 · Other Spec Ed Services	12,000.00	12,000.00
5646 · Out of District Placement	50,000.00	65,000.00
5650 · Special Ed Legal Fees	6,000.00	6,000.00
5655 · Special Ed CR Mats & Sups	8,500.00	8,500.00
5656 · ELL CR Materials and Supplies	1,500.00	1,500.00
5660 · Spec Ed Professional Developmt (roll-up total)	12,000.00	12,000.00
5661 · ELL Professional Development	2,500.00	2,000.00
<b>Total 5600 · SUPPORT SERVICES</b>	<b>1,303,929.46</b>	<b>1,385,020.92</b>
<b>5700 · OPERATIONS &amp; MAINT EXP</b>		
5705 · Maintenance Salaries	187,889.51	179,818.49
Maintenance Salaries		182,518.49
Snow removal income allocation		(2,700.00)
Maintenance Salaries increase @ 2%		0.00
Maintenance Bonus as per contract		0.00
5710 · Maint FICA & Medicare	1,442.40	13,962.66
5715 · Maint Health Benefits	25,272.00	25,272.00
5720 · Water and Sewer	7,436.64	5,154.60
5730 · Gas and Electricity	44,916.67	44,801.20
5735 · Garbage	2,965.68	3,261.20
5740 · Life Safety	18,000.00	15,000.00
5745 · Snow Removal	8,000.00	8,000.00
5750 · Summer Help	20,000.00	20,000.00
5755 · Winter Help	0.00	0.00
5765 · Maintenance Equipment	10,000.00	8,000.00
5770 · Maintenance Supplies	10,000.00	10,000.00
5775 · Long-Term Maint & Repairs	15,000.00	10,000.00
5795 · Other Maint Exps	3,000.00	3,000.00
<b>Total 5700 · OPERATIONS &amp; MAINT EXP</b>	<b>366,922.90</b>	<b>346,270.15</b>
<b>5800 · FUNDRAISING EXP</b>		
5805 · Fundraising Salaries	0.00	0.00
5810 · Fundraising FICA & Medicare	0.00	0.00
5813 · Fundraising Contractual	0.00	0.00
5814 · Marketing/Advertising Expense	8,000.00	5,000.00
5815 · Auction	0.00	0.00
5825 · Annual Appeal	0.00	0.00
5827 · Contribs/Sponsor Develop Exp	0.00	0.00
5830 · Scholastic Book Fair	0.00	0.00
5840 · Earthweek	9,500.00	4,000.00
5865 · Greenteam Exp (Rain Barrel, etc.)	0.00	0.00
5875 · Spirit Wear / Gym Uniforms	3,000.00	3,000.00
5878 · Homecoming Exp	0.00	0.00
5880 · Dances Exp	778.00	778.00
5890 · Restricted Expense	0.00	0.00
5895 · Other Fundraising Exps	4,500.00	2,500.00
<b>Total 5800 · FUNDRAISING EXP</b>	<b>25,778.00</b>	<b>15,278.00</b>
<b>5900 · GRANT EXPENSE</b>		
5905 · IDEA Grant Exp	79,968.00	104,172.00



	<b>FY21 Approved Budget</b>	<b>FY22 Preliminary budget (03.16.2020)</b>
5906 · IDEA Preschool Grant Exp *NEW	2,518.00	2,681.00
5910 · Title I Exp	43,118.00	38,959.00
5915 · Title II Teacher Quality Exp	1,092.00	1,251.00
5922 · Title IV Student Support Exp	4,082.00	4,000.00
5935 · Title III ELL - TBE/TPI	0.00	0.00
5995 Other Grants (roll-up total)	3,500.00	5,000.00
SLP Grants		2,500.00
CP Project grants issued PCCS		2,500.00
<b>Total 5900 · GRANT EXPENSE</b>	<b>134,278.00</b>	<b>156,063.00</b>
<b>Total Expense</b>	<b>5,729,760.86</b>	<b>5,962,473.59</b>
<b>Net Ordinary Income</b>	<b>732,837.39</b>	<b>1,035,438.75</b>
<b>7100 · NON OPERATING INC-PSO FUNDRAISING</b>		
7102 · Fundraising		
7103 · Box Tops		
7105 · Target VISA Card		
7107 · SCRIP		
7109 · Holiday Bazaar		
7110 · Other		
7111 · School Supply Packs		
Total 7102 · Fundraising		
<b>Total 7100 · NON OPERATING INC-PSO FUNDRAISING</b>		
<b>Other Expense</b>		
7227 · State Charter School Commission	119,535.92	156,246.76
7228 · Series 2020 Bond Expense	160,000.00	440,349.96
7241 · LOC Interest Expense		
7244 · Lease Interest Expense	400.52	1,146.41
7246 · Depreciation	72,702.00	54,597.00
7247 · Amortization	7,415.28	6,378.00
7248 · Depreciation - LLC	314,029.00	326,495.00
7249 · Amortization - LLC	20,815.93	11,745.11
7258 · Other		
<b>7300 · NON OPERATING-PSO EXPENSE</b>		
7304 · Bank Fees		
7305 · Communications		
7308 · Plant Sale		
7311 · SCRIP		
7313 · Holiday Bazaar		
7322 · Teacher Sup Exp Reimb		
7323 · Community Care/Family Social		
7325 · PSO School Gifts		
7327 · Discretionary Hardship Fund		
7328 · School Supply Packs		
<b>Total 7300 · NON OPERATING-PSO EXPENSE</b>		
<b>Total 7200 · NON OPERATING EXPENSE</b>	<b>694,898.65</b>	<b>996,958.24</b>
<b>Total Other Expense</b>	<b>694,898.65</b>	<b>996,958.24</b>
<b>Net Other Income</b>	<b>(694,898.65)</b>	<b>(996,958.24)</b>
<b>NET</b>	<b>37,938.73</b>	<b>38,480.50</b>



## **Leadership Evaluation Report**

In the 2018/19 school year, PCCS once again implemented the evaluation system for the School leadership team. The Executive Director initiated and completed review and assessments for the following positions (herein referred to as the Leadership Team):

- Dean of Faculty and Students
- Director of Special Education and Student Services

In addition, the Board of Directors conducted a full review of the Executive Director.

The evaluations followed the model that was submitted to the SCSC as a condition during the schools 2013 charter renewal.

### **Timeline**

For the Leadership Team, initial meetings and discussions for developing goals started in July and were finalized in August. Beginning discussions were conducted with the entire team as a whole to align the individual schools with the school's strategic plan initiatives. Once aligned, one on one discussions were held between the direct reports and the Executive Director to finalize individual goals and plans to achieve the mutually agreed goals.

Throughout the year and in weekly Administrative Leadership meetings goal progress were discussed and analyzed and refined to ensure alignment with the school's strategic plan.

In April, a competency evaluation survey was sent to the staff to evaluate the Leadership Team, including the Executive Director, in the following areas:

- Communication
- Organizational
- Leadership
- Personnel Management
- Professional Acumen
- School Culture
- Self-Management
- Teamwork

In addition to the 45+ question survey, staff also had the opportunity to provide individual feedback on questions of *Areas of Strengths* and *Areas that Need Attention and/or Improvement*. In addition, the Leadership team conducted a self-assessment of their performance.

In May and June, the Executive Director compiled the answers and ratings, formulated into a weighted cut score, and shared individually with the leadership team members. The Executive Director discussed with each member the results of the survey, provided opportunities for growth and improvements and these results helped define the goals for the following year.

For the Executive Director, the Board discussed to establish baseline goals for the ED in August 2017. They assigned a subgroup of Board members consisting of the Board Chair and the Chair of the Governance Committee to lead the discussions with the ED to finalize goals and bring them back to the Board for ratification.

The Board subgroup and the Executive Director revisited the progress on the Board approved goals on a quarterly basis.

As with the Leadership Team - in April, a competency evaluation survey was sent to the staff to evaluate the Executive Director in same areas:

- Communication
- Organizational
- Leadership
- Personnel Management
- Professional Acumen
- School Culture
- Self-Management
- Teamwork
- Areas of Strengths and
- Areas that Need Attention and/or Improvement.

The Executive Director also conducted a self-assessment of his performance.

In June and July, the Board Subgroup compiled and formulated the survey results and created weighted cut score that were shared with the ED in a closed session meeting of the Board. Based on the analysis of the findings the Board and Executive Director outlined the ED goals for the following year.

### **Results**

Based on the findings of the Leadership Team Evaluation, staff expressed gratitude for being included in the process and that the opportunity to participate has helped staff further understand the School's mission, vision and strategic plan. As a result of the findings, goals that align with the School's strategic plan are in place for the FY20 school year.

Attached is the template for the evaluation system. Personnel reviews may be looked at by visiting PCCS during SCSC site visit in November. Due to Privacy concerns we are reluctant to send actual reviews to the SCSC as they may be subject to FOIA.



Jeanne Nowaczewski  
Executive Director  
Illinois State Charter School Commission  
Michael A. Bilandic Building  
160 N. LaSalle Street, Suite S-601  
Chicago, IL 60601

May 30, 2014  
*via email*

Subject: Charter Contract Exhibit D Submission

Dear Jeanne,

The following serves as Prairie Crossing Charter School's submittal as outlined in *Exhibit D: Renewal Conditions* of our 2014-2019 Charter Contract. We submit this as a response to the condition that *PCCS must develop a system of evaluation for PCCS management, including the Executive Director and school administrators on or before May 31, 2014 to be implemented in Fiscal Year 2015.*

Included with this cover letter is our Board approved evaluation system for the Executive Director and the School Leaders. The system described herein will be implementing starting July 1, 2014 for FY 2015.

In addition, in Attachment A of the Executive Director Evaluation, we have provided the accompanying pieces of the evaluations that support the system and includes:

- ✦ Draft Goals (for information purposes only)
- ✦ The Board Resolution for a Personnel Sub committee
- ✦ The Board Procedure outlining the Executive Director Review Protocols.

Our Leadership Team Evaluation system follows the Executive Director information below.

The specific goals of both evaluations will be finalized upon completion of our Strategic Planning sessions that will occur over the summer months and be in effect by the fall of 2014.

Sincerely,  
Prairie Crossing Charter School



Geoff Deigan  
Executive Director

Cc: R. Vazquez (Counsel)  
D. Thorson (PCCS Board Chair)



# **Executive Director Evaluation**

## **PURPOSE AND OBJECTIVE**

The Executive Director is responsible for ensuring that students are achieving at the highest levels. Recruiting and retaining exceptional school leaders is a means by which our School ensures exceptional achievement. It is the Executive Director's responsibility to champion its leader, build and nurture trust, encourage and reward candor, and address challenges proactively and in partnership with the staff. The evaluation process allows the Board to engage formally with its Executive Director about performance strengths and challenges and to discuss professional development opportunities.

## **OBJECTIVES FOR A SCHOOL LEADER EVALUATION**

- ✦ Foster explicit communications at regular intervals between the Board and the Executive Director regarding personal performance, progress against goals, and accountability,
- ✦ Develop clear performance measures and goals so the Executive Director's work is aligned with and supports the school's strategic direction,
- ✦ Discuss the Executive Director's performance throughout the school year, allowing for opportunities to revise performance expectations, goals, and professional development plans,
- ✦ Create opportunities to discuss long-term leadership needs of the school throughout the year,
- ✦ Provide opportunities for professional development, where needed,
- ✦ Provide an opportunity via self-assessment for the Executive Director's to reflect on his/her performance,
- ✦ Evaluate the Executive Director's ability to perform the core competencies of the position and to complete pre-defined goals, recognizing successful completion of goals and addressing performance issues associated with incomplete goals,
  - Reward performance according to results achieved and behaviors demonstrated.
  - Address performance concerns and develop targeted professional development plans to improve performance.

# Timeline

<b>EXECUTIVE DIRECTOR EVALUATION TIMELINE</b>	
<b>Month</b>	<b>Tasks</b>
August	<ul style="list-style-type: none"> <li>✓ Jointly establish Executive Director's goals aligned with Strategic Plan               <ul style="list-style-type: none"> <li>○ <i>Included but limited to: Areas of Organizational, Financial, Academic, Outreach, Leadership, School Culture, Communication, Teamwork objectives *</i></li> </ul> </li> <li>✓ Collectively establish Executive Director's goals for new year</li> <li>✓ Collectively establish Executive Director's professional development/improvement plan (if required)</li> </ul>
January	<ul style="list-style-type: none"> <li>✓ 6 month progress check in</li> <li>✓ If necessary, jointly adjust goals</li> </ul>
June	<ul style="list-style-type: none"> <li>✓ Executive Director completes self-assessment</li> <li>✓ Board conducts 360 evaluation in accordance with Board procedure</li> <li>✓ Executive Director and Board summarizes assessment results</li> <li>✓ Jointly establish Executive Director's goals with Strategic Plan</li> </ul>

*\* Objectives will be determined in accordance with the Board procedure and the Strategic Plan and be revisited on a biannual basis. The Board will follow the procedures to ensure ample feedback opportunities for evaluation metrics.*

*It is the understanding of the Board and the Executive Director that the Board would evaluate the Executive Director's performance based on progress being made toward the achievement of these expectations along with his/her overall performance relative to the usual responsibilities of the Executive Director.*

# EXECUTIVE DIRECTOR EVALUATION TEMPLATE

## SUMMARY

Executive Director: \_\_\_\_\_

Date of Review: \_\_\_\_\_

<b>GOAL SUMMARY</b>		
<b>GOAL</b>	<b>SMART GOAL</b> (aligned with the Strategic Plan & Board Evaluation Procedure)*	<b>LEVEL OF ACCOMPLISHMENT</b> (E, M, I, NP)
#1	Organizational:	
#2	Financial:	
#3	Academic:	
#4	Outreach:	
#5	Leadership:	
#6	School Culture:	
#7	Communication:	
#8	Teamwork:	
<b>LEVEL OF ACCOMPLISHMENT: E – Exceeded; M – Met; I- Incomplete; NP – No Progress</b>		

An evaluation form shall be sent to the Director’s direct reports, staff members agreed to by the Personnel Committee and Director, and the PSO officers per the Board Procedure.

\*Below is a draft of the Executive Directors 14/15 Goals that will be finalized at the Strategic Planning Sessions and will be completed by August/September 2015 as well as the Evaluation Procedure adopted by the PCCS Board on 5/27/14



**GOAL EVALUATION**

GOAL	SMART GOAL	LEVEL OF ACCOMPLISHMENT (E, M, I, NP)
<b>#1</b>		
<b>Organizational</b>	<i>Comments and specific examples to support rating:</i>	
<b>#2</b>		
<b>Financial</b>	<i>Comments and specific examples to support rating:</i>	
<b>#3</b>		
<b>Academic</b>	<i>Comments and specific examples to support rating:</i>	
<b>#4</b>		
<b>Outreach</b>	<i>Comments and specific examples to support rating:</i>	

#5	
<b>Leadership</b>	<i>Comments and specific examples to support rating:</i>
#6	
<b>School Culture</b>	<i>Comments and specific examples to support rating:</i>
#7	
<b>Communication</b>	<i>Comments and specific examples to support rating:</i>
#8	
<b>Teamwork</b>	<i>Comments and specific examples to support rating:</i>
<b>Level of Accomplishment:</b> <b>E</b> - Exceeded <b>M</b> - Met <b>I</b> – Incomplete/Missed Deadline <b>NP</b> - No Progress	

**Prairie Crossing Charter School  
Director Performance Evaluation Procedure  
Approved 5-27-2014**

The duties of the Personnel Committee (as a sub-committee of the board) will be to help coordinate a review and performance evaluation process for the Executive Director. As part of this process, the committee will ensure that the Executive Director completes a self-evaluation of his performance. The Personnel Committee will also create and then update an annual performance review form (via electronic survey) for the Executive Director and send it, along with the Executive Director's self-evaluation, to the full Board. The evaluation form shall be sent to the Executive Director's direct reports, staff members agreed to by the committee, and the PSO officers. Input and feedback will be solicited from them (electronically). This process should be initiated 1-2 months prior to the June board meeting to coincide with the end of the fiscal year. The Board of Directors will meet to compile the results of this survey and to draft an Executive Summary, including the detailed findings/results. Ideally, this packet will be provided to all board members at least one week prior to the June board meeting, but no later than the release of the board packet on the Friday preceding the board meeting. The Executive Summary will include a summary of the Executive Director's strengths and weaknesses, ratings by category as detailed in the Competency Summary and the respondent group (i.e. teachers, direct reports, Board of Directors, etc.) as well as an overall rating. At the June board meeting, the performance evaluation review will be conducted with the Executive Director during closed session. There will be an opportunity for conversation between the Executive Director and the Board, and questions may be asked to request clarification on items of interest and/or concern. The Executive Director will then be excused from closed session and Board members will remain in closed session to discuss the evaluation.

Another duty of the Personnel Committee will be to provide timely feedback to the Executive Director during interim performance evaluations and to keep the full Board apprised of the Executive Director's status towards achievement of goals and action steps, as well as any changes, issues or concerns. To this end, the following process will be followed.

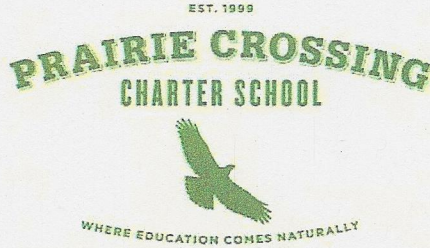
The Board in the following manner will conduct the performance evaluation of the Executive Director:

- Aug/Sept – Initial Goal Setting (mutually agreed by Exec Dir. and Board)
- January – Progress Check-in and update of performance (adjusting any goals as necessary),
- June – Final Cumulative Evaluation

Prior to each interim performance evaluation, the Executive Director will update/annotate the review document containing his or her goals for the year and actions steps towards the achievement of those goals.

At the interim performance evaluation, the evaluation will occur in closed session. The Executive Director will provide copies of the annotated review document and walk the Board through it, being mindful to address not only accomplishments, but also any areas of concern and problems encountered. In addition, the Director will be encouraged to highlight any item in the Director's Job Description that may be of concern.





**BOARD OF DIRECTORS OF PRAIRIE CROSSING CHARTER SCHOOL**  
**RESOLUTION REGARDING CREATION OF THE PERSONNEL SUBCOMMITTEE**  
**FOR EVALUATION PROCESS OF THE EXECUTIVE DIRECTOR**

WHEREAS, the Board of Directors of Prairie Crossing Charter School recognizes the need for a Personnel Subcommittee of the Board for the annual review process of the Executive Director.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Prairie Crossing Charter School, Lake County, Illinois, as follows:

1. The Personnel Committee shall be created as an ad-hoc sub-committee of the Board of Directors.
2. The President shall appoint the committee members. It shall be responsible for the review and performance evaluation process for the Executive Director per the *Executive Director Performance Evaluation Procedure*.

ADOPTED this 27th Day of May, 2014, by a roll call vote as follows:

YES: Achtemeier, Conlan, Daw, Jamison, Kotzameis, Ross, Thomas, Thorson

NO: \_\_\_\_\_

ABSENT: Barhorst

Signed:

Dean E. Thorson 5/27/2014

Dean E. Thorson

President, Board of Directors

Attest:

Sean Daw  
SEAN DAW

Secretary, Board of Directors

# FRANCZEK

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FEIN 36-3924177

PERSONAL AND CONFIDENTIAL / ATTORNEY-CLIENT PRIVILEGED

April 16, 2021

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

Invoice No. 203444  
Client No. 01907  
Matter No. 107001

## INVOICE SUMMARY

**For Professional Services Rendered Through March 31, 2021**

**RE: General School Law**

Professional Services	\$ 110.00
Expenses Incurred	<u>    \$ .00</u>
<b>TOTAL THIS INVOICE</b>	<b>\$ 110.00</b>
Outstanding Balance	<u>    \$ 55.00</u>
<b>TOTAL BALANCE DUE</b>	<b><u>    \$ 165.00</u></b>

***Consent Agenda***

**Prairie Crossing Charter School**  
**Business Manager's Report**  
**April 20, 2021 Finance Committee Meeting**

**Financial activities that are important to take note of include:**

- GL 5150 – Instructional Expense / Furniture: 500 qty. desk shields were ordered for classroom / lunchroom use in response to the COVID19 pandemic. Total cost \$8,700.
- GL 5625: Auditory Services: The invoice for March Auditory Services was not received in time to be included in this packet.
- GL 5775 Long Term Maintenance / Repairs: Furnace repairs to Carson, Comstock, Wright School House and Gym units – spend in Q3 FY2021 approximately \$4,341.00.
- No unusual items or significant fluctuations were noted on the statement of activities.

Respectfully submitted,

Kim Disalvo 04/15/2021



**Prairie Crossing Charter School**  
**Profit & Loss**  
**July 2020 through March 2021**

04/12/21

Accrual Basis

	Jul '20 - Mar 21
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>4100 · GENERAL INCOME</b>	
4105 · Reimbursement From ISBE	4,521,183.30
4110 · General Contributions	1,697.17
4125 · Restricted Contribs/Sponsorship	500.00
4130 · Matching Gifts	600.00
	600.00
<b>Total 4100 · GENERAL INCOME</b>	<b>4,523,980.47</b>
<b>4200 · GRANTS</b>	
4205 · IDEA Grant	39,724.00
4206 · IDEA Preschool Grant	2,547.00
4215 · Title I Low Income	18,377.00
4225 · Special Ed Personnel	53,926.80
4230 · Special Ed Fundg for Children	38,658.24
4235 · Title III ELL - TBE/TPI	3,544.96
4240 · ESSER Grant	13,445.00
4295 · Other Grants	832,571.37
	832,571.37
<b>Total 4200 · GRANTS</b>	<b>1,002,794.37</b>
<b>4300 · SCHOOL FEES INCOME</b>	
4305 · Books/Materials/Activities	39,240.00
	39,240.00
<b>Total 4300 · SCHOOL FEES INCOME</b>	<b>39,240.00</b>
<b>4500 · GENERAL FUNDRAISING INCOME</b>	
4502 · Annual Appeal	650.00
4595 · Other Fundraising Inc	135.00
	135.00
<b>Total 4500 · GENERAL FUNDRAISING INCOME</b>	<b>785.00</b>
<b>4800 · INVESTMENT &amp; OTHER INCOME</b>	
4815 · Snow Removal Income	805.00
4820 · Interest Income - LFB	697.29
4892 · Investment Income (Loss) in LLC	81.10
4895 · - Consolidate	0.00
	0.00
<b>Total 4800 · INVESTMENT &amp; OTHER INCOME</b>	<b>1,583.39</b>
<b>Total Income</b>	<b>5,568,383.23</b>
<b>Gross Profit</b>	<b>5,568,383.23</b>
<b>Expense</b>	
<b>5100 · INSTRUCTION EXPS</b>	
5105 · Instruction Salaries	1,307,899.18
5110 · Instruction Stipends	10,812.56
5120 · Related FICA & Medicare Expense	41,225.23
5125 · Instruction TRS	21,770.28
5130 · Instruction Health Benefits Exp	190,720.30
5140 · Classroom Supplies	7,225.26
5141 · Culture Expenses	3,405.41
5145 · Educational Materials	33,104.40
5150 · Classroom Technology	44,388.97
5160 · Furniture	9,531.35
5170 · Dues & Subscriptions	19,437.76
5175 · Instruction Prof Development	638.00
5181 · Environmental Learning	2,246.45
5190 · Deans Discretionary	(6,685.80)
	(6,685.80)
<b>Total 5100 · INSTRUCTION EXPS</b>	<b>1,685,719.35</b>
<b>5200 · CLUBS &amp; PROGRAMS EXP</b>	
5205 · Before and After School Care	8.36
5215 · Interscholastic Sports	270.00
5260 · Extra Curricular Expense	65.00
5285 · Hot Lunch - Farm to Table	324.00
	324.00

12:27 PM

## Prairie Crossing Charter School

## Profit &amp; Loss

04/12/21

July 2020 through March 2021

Accrual Basis

	<u>Jul '20 - Mar 21</u>
Total 5200 · CLUBS & PROGRAMS EXP	667.36
5300 · STUDENT PARTICIPATION EXPS	
5305 · Field Trips/Educ Activities Exp	630.00
Total 5300 · STUDENT PARTICIPATION EXPS	630.00
5400 · ADMINISTRATION EXPS	
5405 · Administrative Salaries	400,499.50
5420 · Admin FICA & Medicare	22,257.60
5425 · Admin Health Benefits Expense	33,116.20
5430 · Unemployment Compensation	10,961.00
5438 · Employment Expense - Other	2,857.50
5440 · Supplies	2,611.57
5445 · Furniture	2,553.74
5450 · Office Equipment	2,065.58
5455 · Computers	4,738.06
5460 · Computer Support	44,819.86
5475 · Admin Professional Development	49.00
5480 · Telecommunication	17,885.94
5485 · Accounting and Audit Fees	24,465.00
5488 · Accounting and Audit Fees - LLC	2,352.00
5490 · Payroll Service Fees	18,137.06
5495 · Printing and Copying	4,662.76
5500 · Postage and Shipping	1,098.87
5505 · Insurance (incl. Building Ins.)	66,127.74
5510 · Dues and Subscriptions	3,083.95
5515 · Board Related Expenses	19.00
5525 · Legal Fees	18,979.79
5530 · Bank Fees	2,912.55
5544 · Outreach Conferences/Partnershi	3,961.50
5545 · Community Outreach	60,778.57
5546 · Outreach Materials	1,648.00
5547 · Transportation	7,434.20
5555 · Fee Waiver Expenses	1,980.36
5590 · Admin Discretionary	1,032.33
5595 · Other Admin Expenses	1,873.42
Total 5400 · ADMINISTRATION EXPS	764,962.65
5600 · SUPPORT SERVICES	
5605 · Special Ed Salaries	588,520.94
5610 · Spec Ed FICA & Medicare	22,770.72
5615 · Spec Ed Health Benefits	88,990.79
5625 · Auditory Services	7,742.50
5630 · Speech Services	65,258.92
5635 · OT Services	51,075.00
5636 · PT Services	17,790.00
5642 · Nursing Services	30,392.97
5645 · Other Spec Ed Services	736.11
5646 · Out of District Placement	89,202.20
5650 · Special Ed Legal Fees	432.50
5655 · Special Ed CR Mats & Sups	2,612.04
5656 · ELL CR Materials & Supplies	481.62
5660 · Spec Ed Professional Developmt	3,444.50
5661 · ELL Professional Development	375.00
Total 5600 · SUPPORT SERVICES	969,825.81
5700 · OPERATIONS & MAINT EXP	
5705 · Maintenance Salaries	103,395.58
5710 · Maint FICA & Medicare	9,661.42
5715 · Maint Health Benefits	12,286.07
5720 · Water and Sewer	3,137.27
5730 · Gas and Electricity	27,127.30
5735 · Garbage	2,502.92
5740 · Life Safety	47,891.15
5745 · Snow Removal	9,753.45

## Prairie Crossing Charter School

## Profit &amp; Loss

04/12/21

July 2020 through March 2021

Accrual Basis

	Jul '20 - Mar 21
5750 · Summer Help	9,091.55
5765 · Maintenance Equipment	909.74
5770 · Maintenance Supplies	11,158.17
5775 · Long-Term Maint & Repairs	50,336.68
5795 · Other Maint Exps	1,534.23
<b>Total 5700 · OPERATIONS &amp; MAINT EXP</b>	<b>288,785.53</b>
5800 · FUNDRAISING EXP	
5880 · Dances Exp	19.98
5890 · Restricted Expense	500.00
<b>Total 5800 · FUNDRAISING EXP</b>	<b>519.98</b>
5900 · GRANT EXPENSE	
5905 · IDEA Grant Exp	58,965.17
5906 · IDEA Preschool Grant	2,681.00
5910 · Title I Exp	24,458.44
5940 · ESSER Grant Expense	18,917.57
<b>Total 5900 · GRANT EXPENSE</b>	<b>105,022.18</b>
<b>Total Expense</b>	<b>3,816,132.86</b>
<b>Net Ordinary Income</b>	<b>1,752,250.37</b>
<b>Other Income/Expense</b>	
Other Income	
7100 · NON OPERATING INC-PSO FUNDRAISG	
7102 · Fundraising	
7103 · Box Tops	40.40
7107 · SCRIP	3,656.11
7110 · Other	6,435.02
7112 · Spirit Wear - PSO	264.00
<b>Total 7102 · Fundraising</b>	<b>10,395.53</b>
<b>Total 7100 · NON OPERATING INC-PSO FUNDRAISG</b>	<b>10,395.53</b>
<b>Total Other Income</b>	<b>10,395.53</b>
Other Expense	
7200 · NON OPERATING EXPENSE	
7227 · Charter School Admin Fee	119,994.91
7228 · Series 2020 Bond Interest Expen	330,262.47
7244 · Lease Interest Expense	419.96
7246 · Depreciation	31,947.75
7247 · Amortization	4,783.50
7248 · Depreciation - LLC	214,871.67
7249 · Amortization - LLC	3,439.36
7300 · NON OPERATING-PSO EXPENSE	
7311 · SCRIP	3,493.64
7315 · Other Fundraising	1,971.25
7324 · Programming	475.00
7327 · Discretionary Hardship Fund	18,109.05
<b>Total 7300 · NON OPERATING-PSO EXPENSE</b>	<b>24,048.94</b>
<b>Total 7200 · NON OPERATING EXPENSE</b>	<b>729,768.56</b>
<b>Total Other Expense</b>	<b>729,768.56</b>
<b>Net Other Income</b>	<b>(719,373.03)</b>
<b>Net Income</b>	<b>1,032,877.34</b>

**Prairie Crossing Charter School**  
**Balance Sheet**  
As of March 31, 2021

Mar 31, 21

**ASSETS****Current Assets****Checking/Savings****1100 · Cash**

1110 · LFB Operating 379719	2,873,516.47
1115 · Money Market 8100003238	660,942.91
1125 · PCCS PPP 9195278569	1,663,447.00
1130 · PCCS Building 379727	81,493.95
1140 · PCCS Holdings 393851	43,703.02
1145 · Byron Colby Barn 9193551337	3,514.77
1150 · PSO State Bank	45,709.91
1160 · Petty Cash	300.00
1170 · Wilmington Trust Project Fund	17,229.62
1171 · Wilmington Trust Reserve Fund	556,763.73
1173 · Wilmington Trust Replace Rsrve	15,000.36
1174 · Wilmington Trust Expense Fund	208.40
1175 · Wilmington Trust Bond Fund	541.62
1176 · Wilmington Trust Revenue Fund	2.08

**Total 1100 · Cash** 5,962,373.84

**Total Checking/Savings** 5,962,373.84

**Accounts Receivable****1200 · Accounts Receivable**

(2,674.11)

**Total Accounts Receivable**

(2,674.11)

**Other Current Assets****12000 · Undeposited Funds**

1,160.00

**1300 · Other Assets**

1320 · Prepaid Expense	26,047.99
1330 · Charter Renewal Fees	20,728.23
8996 · Due From Holdings - BCB	(1,226,835.00)
8998 · Due To PCCS - BCB	6,227.00
8999 · Due to Holdings	283,764.50
9997 · Due From BCB - Holdings	1,226,835.00
9998 · Due From PCCS - BCB	(6,227.00)
9999 · Due from PCCS - LLC	(283,764.50)

**Total 1300 · Other Assets** 46,776.22

**Total Other Current Assets**

47,936.22

**Total Current Assets**

6,007,635.95

**Fixed Assets****1400 · Fixed Assets**

1405 · Software	49,819.95
1420 · Computers - New Building	270,651.70
1430 · Equipment	222,375.23
1435 · Vehicle	34,800.00
1440 · Office Equipment - Other	137,942.40
1445 · HVAC / Boiler	49,118.80
1450 · Furniture & Fixtures - New Bldg	148,000.41
1460 · Furniture & Fixtures - Other	250,780.12
1470 · Construction in Process - SSY	5,857.48
1475 · CIP - Barn and Kennicott Renova	1,198,923.15
1490 · Accumulated Depreciation	(1,068,346.50)
1491 · Accumulated Depreciations - BCB	(1,028.00)

**Total 1400 · Fixed Assets** 1,298,894.74

**Total Fixed Assets**

1,298,894.74

**Other Assets****1600 · Investment in LLC**

1604 · Investment in BCB LLC	209,765.00
1605 · Investment in PCCS Holdings LLC	324,547.00

## Prairie Crossing Charter School

## Balance Sheet

04/12/21

As of March 31, 2021

Accrual Basis

	<u>Mar 31, 21</u>
1607 · Capitalized Closing Costs	385,060.95
1610 · PCCSHI-Pledged Deposit	306,696.43
1620 · PCCSHI-Phase I Building	3,739,589.58
1630 · PCCSHI-Buildings	1,583,865.94
1640 · PCCSHI-Phase II Building	4,830,564.41
1650 · PCCSHI-Land	976,852.54
1655 · PCCSHI - Land Improvement	224,097.43
1660 · PCCSHI-Accumulated Depreciation	(4,196,134.95)
1670 · PCCSHI - BCB	96,176.00
1671 · PCCSHI - BCB - Land	644,082.00
1699 · Consolidate	(534,312.00)
	<hr/>
Total 1600 · Investment in LLC	8,590,850.33
	<hr/>
Total Other Assets	8,590,850.33
	<hr/>
<b>TOTAL ASSETS</b>	<b>15,897,381.02</b>
	<hr/> <hr/>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2002 · Accounts Payables	113,308.00
	<hr/>
<b>Total Accounts Payable</b>	113,308.00
<b>Other Current Liabilities</b>	
2010 · Accounts Payable - Accrued	4,337.09
2030 · Other Accrued Expenses	3,529.34
<b>2050 · Other Current Liabilities</b>	
2051 · Operation Sidewalk Makeover	2,043.10
2052 · Compost Buckets	279.28
2053 · Camping Equipment	8,724.99
2054 · Green Team Events	516.60
2057 · Student Council	388.00
2058 · Athletics	1,849.99
2059 · Dances	2,363.66
2061 · Restricted Contributions-other	4,496.34
2068 · Annual Appeal	4,911.56
2069 · Auction Restricted Gifts	771.48
	<hr/>
<b>Total 2050 · Other Current Liabilities</b>	26,345.00
2151 · Deferred Revenue-Fees	13,750.00
2152 · Deferred Revenue - ISBE	1,478,559.48
<b>2201 · Accrued Payroll Liabilities</b>	
2210 · Accrued Salaries	205,404.00
2212 · Accrued FICA/Medicare/TRS Bonus	6,627.30
2225 · Medicare Payable	291.05
	<hr/>
<b>Total 2201 · Accrued Payroll Liabilities</b>	212,322.35
2300 · Capital Lease Obligations - ST	1,400.53
	<hr/>
<b>Total Other Current Liabilities</b>	1,740,243.79
	<hr/>
<b>Total Current Liabilities</b>	1,853,551.79
	<hr/>
<b>Long Term Liabilities</b>	
2500 · Capital Lease Obligations - LT	28,095.27
2609 · Series 2020 Bond Term 2031	1,215,000.00
2610 · Series 2020 Bond Term 2045	3,210,000.00
2611 · Series 2020 Bond Term 2055	4,625,000.00
2612 · Series 2020 Bond Premium	555,335.90
	<hr/>
<b>Total Long Term Liabilities</b>	9,633,431.17
	<hr/>
<b>Total Liabilities</b>	11,486,982.96
	<hr/>
<b>Equity</b>	

12:27 PM

04/12/21

Accrual Basis

**Prairie Crossing Charter School**  
**Balance Sheet**  
As of March 31, 2021

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	<u>Mar 31, 21</u>
3200 · PCCS Net Assets	1,882,924.88
3210 · PCCS - Temporarily Restricted	7,323.00
3500 · LLC Net Assets	1,095,535.00
3900 · Retained Earnings	2,029,159.84
3999 · Consolidate	(1,637,422.00)
Net Income	1,032,877.34
<b>Total Equity</b>	<u>4,410,398.06</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>15,897,381.02</u></u>

**Prairie Crossing Charter School**  
**Statement of Cash Flows**  
 July 2020 through March 2021

	Jul '20 - Mar 21
<b>OPERATING ACTIVITIES</b>	
Net Income	1,032,877.34
Adjustments to reconcile Net Income to net cash provided by operations:	
1200 · Accounts Receivable	5,659.71
1250 · Grants Receivable	29,417.13
1320 · Prepaid Expense	7,092.04
1330 · Charter Renewal Fees	4,783.50
1490 · Accumulated Depreciation	(4,462.90)
1660 · PCCSHI-Accumulated Depreciation	214,871.67
2002 · Accounts Payables	(26,450.71)
2151 · Deferred Revenue-Fees	(14,635.00)
2152 · Deferred Revenue - ISBE	1,478,559.48
2210 · Accrued Salaries	18,802.20
2225 · Medicare Payable	291.05
2010 · Accounts Payable - Accrued	(111,045.77)
2211 · Accrued Bonuses	(200,000.00)
2212 · Accrued FICA/Medicare/TRS Bonus	682.68
Net cash provided by Operating Activities	2,436,442.42
<b>INVESTING ACTIVITIES</b>	
1420 · Computers - New Building	(1,303.12)
1440 · Office Equipment - Other	(6,086.05)
1475 · CIP - Barn and Kennicott Renova	(1,198,923.15)
1607 · Capitalized Closing Costs	3,439.36
Net cash provided by Investing Activities	(1,202,872.96)
<b>FINANCING ACTIVITIES</b>	
2300 · Capital Lease Obligations - ST	(2,349.42)
2500 · Capital Lease Obligations - LT	28,095.27
Net cash provided by Financing Activities	25,745.85
Net cash increase for period	1,259,315.31
Cash at beginning of period	4,704,218.53
Cash at end of period	5,963,533.84





# PCCS Remote Board of Director's Meeting **DRAFT Meeting Minutes - Open Session**

Tuesday, March 30, 2021 6:30 PM

Zoom Meeting  
Meeting ID: 697 198 8979  
Password: 159304

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## Call to Order – Roll Call

- Meeting was called to order by President Nell Anen at 6:32pm CST.
- In Attendance
  - PCCS Board:
    - Nell Anen – President
    - Marcelo Chiodi – Vice President
    - Stacey White – Treasurer
    - Jim Mertz - Secretary
    - Abe Janis
    - JoAnn Stewart
    - Demetri Georgatsos
    - Lea-Ann Domanski
    - Ankur Bhatia
    - Rebekka Herrington
  - Staff:
    - Geoff Deigan – Executive Director
  - Public
    - Betsy Pondelik
- Absent: None

## Motion to Approve Agenda :

- *Motion made by Marcelo Chiodi. Second by Stacey White. Approved on roll call vote; carried all 'Yes'.*

**Public Comment** : no public comment this evening

## Discussion Agenda

1. Phase 4 Learning Update
  - Parent Listening sessions were held yesterday.
  - Geoff noted there is an approximate 80/20 split between students returning to those staying virtual.
  - It was noted that 73% of staff have received both vaccinations. 11% are waiting on 2<sup>nd</sup>.
  - The teacher listening session held before Spring Break went well.
2. Second Reading of By Laws Update
  - There were no changes from last month. No additional questions or comments.
3. Second Reading of Policy 200.21 Update
  - No changes from last month. No additional questions or comments.
  - Geoff will post update to website.
4. Proposed FY22 School Calendar
  - Key dates; August 16th start date. June 3rd end date. 185 days planned.
  - Question was asked regarding snow days.
  - Question asked regarding 6-8 grade trips.



- Reminder that after the Board approves the school calendar, it goes to the regional office for approval and then to ISBE. Geoff will post to commentary on the website after the schedule is approved for parents to see high level dates.
- 5. Bi-annual Review of Closed Session Minutes/Recordings
  - No updates, questions, or comments.
- 6. Board Training
  - Geoff included in packet what INCS is offering.
  - Only 2hrs of training are required this year
  - May 11 and Sept 16 are free trainings, which must be attended live. Otherwise, there are other trainings available at cost with recordings that will be made available.
  - Question asked if the Board should continue with the INCS trainings or explore something else.
- 7. Committee Updates
  - Academic
    - Update provided related to testing during the Pandemic.
    - Geoff noted that ISBE is providing some flexibility, although federal is saying no. Roughly 85% of Superintendents have asked for change.
    - IAR and ISA testing will be in the spring. Mid-April through mid-May
    - One of the challenges will be with remote students for the IAR/ISA testing as they are required to be done in person.
  - Finance
    - No update this month.
  - Election
    - Jim reviewed the upcoming election timeline.
  - Outreach
    - The next meeting is in April.
  - Governance:
    - No additional updates this month
  - Executive
    - Nell raised comment about the board beginning to meet in person again.
    - Questions regarding capacity concerns and keeping Zoom option.

## **Consent Agenda**

1. Director's Report
  - More to come on strategic plan with hard and fast goals around key areas.
2. Financial Statements
  - Business Manager's Report
    - No additional updates this month
  - YTD Financials
    - No questions
3. Motion to Approve Open Session Minutes of Previous Board and Committee Meetings
  - *Motion made to approve the February open session meeting minutes and academic committee minutes by Abe Janis. Second by Stacey White. Approved on roll call vote; carried all 'Yes'.*
4. Motion to Accept Reports on Consent Agenda
  - *Motion made by JoAnn Stewart. Second by Stacey White. Approved on roll call vote; carried all 'Yes'.*



**Public Comment:** No public comment this evening

**Closed Session:**

Discussion Related to 5ILCS 120/2(c)(11) Litigation, when an action against, affecting, or on behalf of the public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

1. Legal Bills
2. Pending Litigation

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.

3. Review Closed Session Minutes from Previous Board Meetings
- 
- It was noted there is no reason to go into closed session this evening. No updates on litigation. No questions on closed session minutes.

**Action Agenda:**

2A – Adopt Revisions to Bylaws

- *Motion made by Marcelo Chiodi. Second by JoAnn Stewart. Approved on roll call vote; carried all 'Yes'. Motion passed by super majority.*

3A – Adopt Revisions to Policy 200.21

- *Motion made by JoAnn Stewart. Second by Rebekka Herrington. Approved on roll call vote; carried all 'Yes'. Motion passed by super majority.*

4A – Approve FY22 School Calendar

- *Motion made by JoAnn Stewart. Second by Abe Janis. Approved on roll call vote; carried all 'Yes'.*

5A – Approve Action for Closed Session Archived Minutes

- *Motion made by Demetri Georgatsos. Second by Marcelo Chiodi. Approved on roll call vote; carried all 'Yes'.*

12A – Approve Legal Bills for \$600.00

- *Motion made by Stacey White. Second by JoAnn Stewart. Approved on roll call vote; carried all 'Yes'.*

14A – Approve Closed Session Minutes from Previous Board Meetings

- *Motion made by Jim Mertz. Second by Lea-Ann Domanski. Approved on roll call vote; carried all 'Yes'.*

**New Business:**

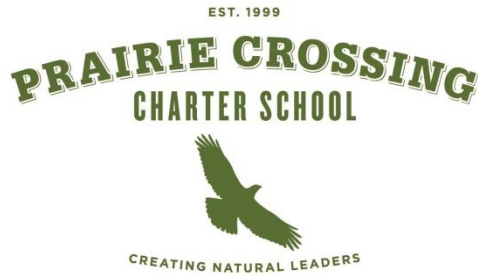
- *Reminder to complete statement of economic intent*

**Adjourn:**

- *Motion to adjourn made by JoAnn Stewart. Second by Marcelo Chiodi. Approved on roll call vote; carried all 'Yes'.*
- **Meeting adjourned at 7:45pm CST**

**Respectfully Submitted,**

James Mertz  
Board Secretary



**PCCS Board of Directors,  
Finance Committee Meeting  
Draft Minutes  
Tuesday January 19, 2021 @ 6:00pm  
6:00 pm  
[ZOOM Meeting](#)  
Meeting ID: 697 198 8979  
Password: 159304**

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**Meeting Called to Order at 6:00pm**

Those Present via Zoom: Mr. White, Mr. Pesach, Mr. Gernady, Mr. Mertz, Mr. Truax, Mr. Chiodi, Mr. Bhatia, Ms. Anen, Ms. Stewart, Ms. Domanski, Ms. DiSalvo, Mr. Deigan.

**Discussion Items**

1. Review Current Financials  
Current financial statements reviewed by committee. Discussion of financials focused on COVID-related technology expenses.
2. Review 2<sup>nd</sup> Quarter Financial Deliverables  
Deliverables reviewed by committee
3. Review Cost to Date COVID19 Expenditures  
Cost of filtration units and the booking of those expenses in FY2020 was discussed
4. Status of PSO Mini Grant Distributions  
Mr. Deigan reported that as of January 19, 2021, Over \$16,500 in grants had been approved, with a majority of the grants targeted for assistance with tutoring and child care.

**Public Comment**

No public comment was made.

**Action Items**

1A – Recommend Approval of Financial Reports by the Board

Unanimous passage by the committee, on a motion from Mr. Chiodi and a second from Mr. White. Vote taken by roll call because of format.

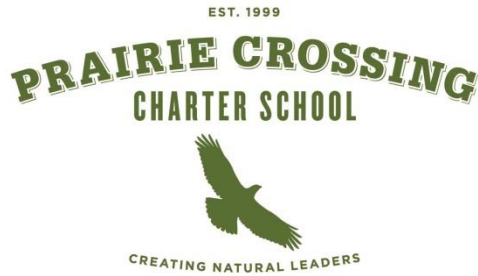
2A – Recommend Approval 2<sup>nd</sup> Quarter Financial Deliverables to the Board

Unanimous passage by the committee, on a motion from Mr. Truax and a second from Mr. Pesach. Vote taken by roll call because of format.

**New Business**

None

**Meeting Adjourned at 6:35.** Motion to adjourn by Mr. Pesach, seconded by Mr. Bhatia. Motion passed unanimously. Vote taken by roll call because of format.



**PCCS Board of Directors  
Executive Committee  
DRAFT Meeting Minutes  
7:00 pm Tuesday, February 16, 2021  
[Zoom Meeting](#)  
Meeting ID: 697 198 8979  
Password: 159304**

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**Call to Order Executive Committee: 7:00 PM**

Nell Anen, President

Committee Members Present: Nell Anen, Marcelo Chiodi, Stacey White, Jim Mertz  
Staff Present: Geoff Deigan  
Public Present: NA

**Public Comment**

10 Minutes

*No public was present.*

**Discussion Agenda**

1. Board Goals

*The group engaged in discussion related to the board goal of engaging in legislative advocacy for PCCS. Various strategies that could be pursued were discussed (i.e. local, state, or federal legislative contact, partnering with other lobbying groups). It was decided that committee members would take time to consider their biggest priorities to accomplish with the legislative advocacy. The committee will then continue this discussion at the next committee meeting.*

2. Expenditures Allocation

*Mr. Deigan presented some potential future expenditure allocations for the school. He agreed to present more detailed information to the committee at its next meeting.*

**Closed Session:**

Discussion Related to 5ILCS 120/2(c)(11) Litigation, when an action against, affecting, or on behalf of the public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

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.

*The committee did not enter into closed session. Mr. White provided a brief litigation update but the committee agreed to discuss these matters in closed session at the general PCCS Board of Directors meeting on February 23, 2021.*

**Action Agenda**

*No action agenda items were discussed.*

**New Business – Future Agenda Items**

*No new business or future agenda items were discussed.*

**Adjourn**

*Mr. Mertz provided a first motion to adjourn which was second by Mr. White. Meeting adjourned at 8:15 PM.*

Respectfully submitted,  
Nell Anen  
PCCS Board President