



**PCCS Board of Directors Meeting Agenda**  
**Tuesday, June 25, 2024 @ 7:00PM**  
**Wright School House Library - 1571 Jones Point Road**  
**Grayslake, IL 60030**

**Call to Order**

President

**Motion to Approve Agenda****Public Comment**

10 Minutes

**Discussion Agenda**

1. Committee Update - Governance
2. 1<sup>st</sup> Reading of Policy *500.14 Preventing Bullying, Intimidation and Harassment*
3. 2<sup>nd</sup> Reading of Amended Policies: 200.5 ,200.6, 200.7, 200.20 and 200.22
4. Open Session Minutes of Previous Board and Committee Meetings
5. Executive Director Evaluation Process

**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.

6. Executive Director Evaluation

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. Review Closed Session Minutes from Previous Board Meetings

**Public Comment**

10 Minutes

**Action Agenda**

- 3A – Approve Amended Policies 200.5,200.6,200.7,200.20 and 200.22
- 4A – Approve Open Session Minutes from Previous Board and Committee Meetings
- 5A – Approve Executive Director Evaluation
- 7A – Approve Closed Session Minutes

**New Business****Adjourn**

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

Thank you for attending the meeting of the PCCS Board of Education. 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). The PCCS Board of Directors consists of:

President: Stacey White  
 Secretary: Rebekka Herrington  
 Steve Heroux

Vice President: Matt Earl  
 Navin Chatlani  
 JoAnn Stewart

Treasurer: Ankur Bhatia  
 Jim Mertz  
 Gabi White

## *Discussion Agenda*



## Board of Director's Policy Students 500 Series

Policy # 500.14

### **Preventing Bullying, Intimidation and Harassment**

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals.

Bullying, including but not limited to bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic, is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any nonschool-related activity, function, or program.

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

*Bullying* includes *cyber-bullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

*Cyber-bullying* means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyber-bullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyber-*

*bullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

*Restorative measures* means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school and (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Illinois Human Rights Act..

*School personnel* means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

#### Bullying Prevention and Response Plan

The Executive Director or designee shall develop and maintain a bullying prevention and response plan that advances the school's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

1. The school uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this school. However, nothing in the school's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the school's Complaint Coordinator or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the school's Complaint Coordinator or any staff member. Anonymous reports are also accepted.

#### **Complaint Manager:**

Executive Director

Prairie Crossing Charter School

1531 Jones Point Road, Grayslake, IL

See the Parent/Student Handbook for the Executive Director's email address.

#### **"Bully Hotline" for Reporting Bullying Concerns:**

847-986-3504

4. Consistent with federal and State laws and rules governing student privacy rights, the Executive Director or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Executive Director or designee shall promptly investigate and address reports of bullying, by, among other things:
  - a. Making reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.

- b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
- c. Notifying the Dean of Faculty and Students or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
- d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Dean of Faculty and Students or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Executive Director or designee shall investigate whether a reported incident of bullying is within the permissible scope of the school's jurisdiction and shall require that the school provide the victim with information regarding services that are available within the school and community, such as counseling, support services, and other programs.

- 6. The Executive Director or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
- 7. A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
- 8. A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
- 9. The school's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
- 10. The Executive Director or designee shall post this policy on the school's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
- 11. The Executive Director or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
  - a. The frequency of victimization;
  - b. Student, staff, and family observations of safety at a school;
  - c. Identification of areas of a school where bullying occurs;
  - d. The types of bullying utilized; and
  - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the school already collects for other purposes. The Executive Director or designee must post the information developed as a result of the policy evaluation on the school's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

- 12. The school's bullying prevention plan must comply with State and Federal law and be consistent with other Board policies. This includes prompting the Board, every 2 years, to conduct a review and re-evaluation of this policy, make any necessary and appropriate revisions, and file the updated policy with the State Board of Education.

**LEGAL REF.:**

**405 ILCS 49/, Children's Mental Health Act.  
105 ILCS 5/10-20.14, 5/24-24, and 5/27-23.7.  
23 Ill.Admin.Code §§1.240 and §1.280.**

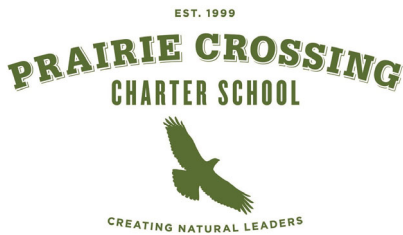
**Adoption Dates:**

**Revised and Adopted December 2014**

**Renewed February 2018**

**Renewed February 2021**

**Amended July 2022**



## Board of Director's Policy Governance 200 Series

**Policy # 200.20**

### Board Procedure on Policy Review and Revisions

School board policy requires ongoing assessment and adjustment to align with evolving state and federal laws, regulations, court cases, as well as societal and community changes. Regular reviews of current policies will be conducted, with those mandated by law reviewed at predetermined intervals. All other policies will be reviewed at the discretion of the board, starting with the Governance Committee. If the committee deems a policy unchanged, the chair will propose its review by the entire board and inclusion in the discussion agenda. Upon board approval of the unaltered policy, update review dates in the policy and policy library; if edits are suggested, proceed to step 1 of the policy revision process.

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

Step #	Step Description	Responsible
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	<p>Recommend policy draft to proceed to 2nd reading with no or minor changes (Go to Step 9).</p> <p>OR</p> <p>Recommend significant further revision (Return to Step 1).</p>	Board of Directors
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><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 editable 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 editable copy of approved policy revision in designated location.	Executive Director or designee

**Adoption Dates:**

Adopted: February 2016



**Board of Director's Policy  
Governance 200 Series****Policy # 200.22****Board Meeting Remote Participation and Voting**

The Prairie Crossing Charter School Board of Directors establishes the following guidelines for board members' remote participation and voting in meetings. A board member may participate and vote remotely when all the following conditions are met:

1. A quorum of the Board is physically present.
2. The board member has notified the board chairperson in advance, unless such notification is impractical.
3. The board member assumes all costs associated with attending the board meeting.
4. One of these conditions applies: employment-related absence or business of the board, family or other emergency, personal illness or disability.

Remote participation for reasons other than those mentioned above will not be granted voting rights to the board members but allow participation in discussions if all other criteria are satisfied.

Regarding the absence of a physical quorum and participation by audio or video during a disaster declaration:

- a. The Board President or, in their absence, the Vice President, or if both are unavailable, the Executive Director, determines if an in-person meeting is impractical or prudent.
- b. The determination is documented in writing, included in the Board's published notice, agenda, and meeting minutes.
- c. The Board ensures compliance with all Open Meetings Act (OMA) requirements for virtual meetings without a physical quorum.

**Adoption Dates:**

Adopted: September 25, 2007

Revised and Adopted: October 27, 2009

Revised and Adopted; March 30, 2021

**Board of Director's Policy  
Governance 200 Series****Policy # 200.5****Responsibilities of the Vice President of the Board**

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

- A. Serve as a member of the Executive Committee of the Board.
- B. Perform the functions of the President in his/her/their absence with the full power and restrictions, which pertain to the responsibilities of the Board President.
- C. Meet with the Executive Director and/or Board President to develop monthly meeting agendas.
- D. Assume additional responsibilities as delegated by the Board and/or the President.

**Adoption Dates:**

Adopted: February 2004

Revised and Adopted: September 23, 2008

Revised and Adopted December 2014

**Board of Director's Policy  
Governance 200 Series****Policy # 200.6****Responsibilities of the Secretary of the Board**

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

- A. Serve as a member of the Executive Committee of the Board.
- B. Prepare minutes of all official meetings of the Board and present same to Board for approval.
- C. Forward approved open session minutes to the Executive Director's office to be archived and placed upon the School's Web site.
- D. Prepare closed session minutes and other materials for presentation to the Board of Directors in advance of each meeting of the Board.
- E. Ensure that closed session minutes and recordings are handled and archived in compliance with the Open Meeting Act.
- F. Assume additional responsibilities as delegated by the Board and/or the President.

**Adoption Dates:**

Revised and Adopted: September 23, 2008

Revised and Adopted: December 2014

**Board of Director's Policy**  
**Governance 200 Series****Policy # 200.7****Responsibilities of the Treasurer of the Board**

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

- A. Serve as a member of the Executive Committee of the Board.
- B. Exercise oversight for the adequate maintenance of the books of account for the School.
- C. Exercise oversight for the receipt and disbursement of all funds of the school.
- D. Assume additional responsibilities as delegated by the Board President.

**Adoption Dates:**

Revised and Adopted: September 23, 2008

Revised and Adopted: December 2014