

**PCCS Board of Director's Meeting**  
**AGENDA**  
**October 22, 2024, at 7:00PM**  
**Vicky Ranney Library 1571 Jones Point Road**  
**Grayslake, IL 60030**

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**Call to Order**

President

**Closed Session:**

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

**Recognition & Appreciation:** *Stacey White and Jim Mertz*

Vice President

**Motion to Adjourn – Sine Die**

**Seating of Incoming Board Members – Leah Stender and Josh Pejsach**

**Roll Call to Constitute a Quorum**

Executive Director

**Election of New Board Officers**

Facilitated by Exec Director

**Oath of Office**

Conflict of Interest Forms

**Resolution to Adopt Policies, Resolutions and Procedures of Former Boards**

**Resolution to Employ Legal Counsel:**

- Franczek P.C.

**Motion to Approve PCCS Holdings and Byron Colby Barn LLC Managers**

- Stacey White, Geoff Deigan, Karen Wilkes.

**Brief Recess to Review and Sign Board Documents**

10 Minutes



- Re-Call to Order** President
- Welcome New Board Members** President
- Public Comment** 10 Minutes

**Discussion Agenda**

1. FY24 Audited Financial Statements (Hand Carried from the Finance Committee Meeting)
2. ICA Resolution -LCSMART
3. Committee Updates
4. 1st Reading Amended Policy Uniform Grievance and Visitor Policy.

**Consent Agenda**

5. Director’s Report
6. Financial Statements and 1<sup>st</sup> Quarter Financials
7. Motion to Approve Open Session Minutes of Previous Board and Committee Meetings
8. Motion to Accept Reports on Consent Agenda

**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

9. 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.

10. Legal Bills

- Public Comment** 10 Minutes

**Action Agenda**

- 1A – Approve FY24 Audited Financial Statements
- 2A – Approve ICA Resolution for LCSMART
- 9A – Approve Closed Session Minutes from Previous Board Meetings
- 10A – Approve Legal Bills

**New Business:**

**Adjourn**

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

Thank you for attending the meeting of the PCCS Board of Education. Individual board members do not respond to public comment. For questions or comments, please e-mail the Board at [board@pccharterschool.org](mailto:board@pccharterschool.org). The PCCS Board of Directors consists of:

Ankur Bhatia  
Rebekka Herrington  
Leah Stender

Navin Chatlani  
Steve Heroux  
JoAnn Stewart

Matt Earl  
Josh Pejsach  
Gabi White

## *Discussion Agenda*

## **FY24 Audit**

Clifton Larson Allen (CLA) will be presenting the audit findings to the Finance Committee at 6PM on Tuesday before the Board Meeting. Please feel free to attend.

After the Committee review of the findings, we will have the Board taking action on approving the final Audit in order to give CLA the go ahead and print the final copy for an ISBE submittal on Nov 1<sup>st</sup>.

## **DRAFT Uniform Grievance Policy~~procedure~~**

**Summary:** A person may file a complaint with the School's Complaint Manager if they believe the Board or its employees have violated their rights. The Complaint Manager will investigate the complaint and file a written summary of their findings with the Executive Director who will subsequently make a written decision. The Director's decision may be appealed to the Board.

A student, parent/guardian, employee, or community member should notify any School Complaint Manager if they believe that the Board of Education, its employees, or agents have violated their rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding any one of the following:

1. Title II of the Americans with Disabilities Act 42 U.S.C. §12101 et seq.
2. Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq.,
3. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.
4. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.;
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.;
6. Sexual harassment prohibited by the State Officials and Employees Ethics Act 5 ILCS 430/70-5(a); Illinois Human Rights Act, 775 ILCS 5/; and Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq.
7. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60
8. Bullying, 105 ILCS 5/27-23.7
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
10. Curriculum, instructional materials, and/or programs;
11. Victims' Economic Security and Safety Act, 820 ILCS 180;
12. Illinois Equal Pay Act of 2003, 820 ILCS 112;
13. Provision of services to homeless students.
14. Illinois Whistleblower Act, 740 ILCS 174/.
15. Misuse of genetic information prohibited by the Illinois Genetic Information Privacy Act, 410 ILCS 513/; and Titles I and II of the Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.
16. Employee Credit Privacy Act, 820 ILCS 70/

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance [procedurepolicy](#). If a formal complaint is filed, under this [procedurepolicy](#), the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this [procedurepolicy](#) may forego any informal suggestions and/or attempts to resolve it and may proceed directly to the grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parents/guardians); this includes mediation.

### **Right to Pursue Other Remedies Not Impaired**

The right of a person to prompt and equitable resolution of a complaint filed under this policy shall not be impaired by the person's pursuit of other remedies, e.g. criminal complaints, civil actions, etc. Use of this grievance [procedurepolicy](#) is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. If a person is pursuing another remedy subject to a complaint under this policy, the School will continue with a simultaneous investigation under this policy.

### Deadlines

All deadlines may be extended by the Complaint Manager as they deem appropriate. As used in this policy, “school business days” means days on which the School’s main office is open.

### Filing a Complaint

A person (hereinafter Complainant) who wishes to avail himself of this grievance procedure may do so by filing a complaint with any School Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student’s parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

1. For any complaint alleging bullying and/or cyber-bullying of students, the Complaint Manager shall process and review the complaint according to Board policy *500.14 Preventing Bullying, Intimidation and Harassment*, in addition to any response required by this policy. For any complaint alleging sexual harassment or other violation of Board policy *400.8 Workplace Harassment Prohibited*, the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy.

### Investigation Process

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on their behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. If the Complainant is a student under 18 years of age, the Complaint Manager will notify their parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law, this policy, or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this [procedure policy](#) about the status of the investigation. Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of their findings with the Executive Director. The Complaint Manager may request an extension of time. The Executive Director will keep the Board informed of all complaints.

If a complaint contains allegations involving the Executive Director or Board member(s), the written report shall be filed directly with the Board, which will make a decision in accordance with paragraph four of the following section of this policy.

### Decision and Appeal

Within 5 school business days after receiving the Complaint Manager’s report, the Executive Director shall mail their written decision to the Complainant and the accused by email, or registered mail, return receipt requested, and/or personal delivery as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard.

Within 10 school business days after receiving the Executive Director’s decision, the Complainant or the accused may appeal the decision to the Board of Directors by making a written request to the

Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board. Within 30 school business days, the Board shall affirm, reverse, or amend the Executive Director’s decision or direct the Executive Director to gather additional information. Within 5 school business days of the Board’s decision, the Executive Director shall inform the Complainant and the accused of the Board’s action.

For complaints containing allegations involving the Executive Director or Board member(s), within 30 school business days after receiving the Complaint Manager’s or outside investigator’s report, the Board shall inform its written decision to the Complainant and the accused by email, or registered mail, return receipt requested, and/or personal delivery as well as to the Complaint Manager.

This policy shall not be construed to create an independent right to a hearing before the Executive Director or Board of Directors. The failure to strictly follow the timelines in this grievance [procedure policy](#) shall not prejudice any party.

Appointing Nondiscrimination Coordinator and Complaint Managers

The Executive Director shall appoint a Nondiscrimination Coordinator to manage the School’s efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others. The Nondiscrimination Coordinator also serves as the School’s Title IX Coordinator.

The Executive Director shall appoint at least two Complaint Managers to administer this policy. If possible, the Executive Director will appoint two Complaint Managers, preferably of different genders. The School’s Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

The Executive Director shall insert into this policy and keep current the names, addresses, email addresses and telephone numbers of the Nondiscrimination Coordinator and Complaint Managers. The complainant may ask for the Executive Director to designate a substitute Complaint Manager if the complainant prefers that the person hearing their complaint be a specific which is not represented by either of the designated complaint managers.

**Complaint Managers**

**Primary:**

**Secondary:**

Tony Zamiar	Anne Gernady
Dean of Faculty and Students	School Psychologist
1531 Jones Point Road Grayslake Il. 600310	1531 Jones Point Road Grayslake Il. 600310
847-543-9722	847-543-9722
tzamiar@pccharterschool.org	agernady@pccharterschool.org

**Non-Discrimination Coordinator**

Melissa Thompson
Director of Special Education and Title IX Coordinator
1531 Jones Point Road Grayslake Il. 600301
847-543-9722
mthompson@pccharterschool.org

**LEGAL REF.:**

Age Discrimination in Employment Act, 29 U.S.C. §621 et seq.  
Americans With Disabilities Act, 42 U.S.C. §12101 et seq.  
Equal Pay Act, 29 U.S.C. §206(d).  
Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.  
Immigration Reform and Control Act, 8 U.S.C. §1324a et seq.  
McKinney Homeless Assistance Act, 42 U.S.C. §11431 et seq.  
Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.  
Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.  
Title IX of the Education Amendments, 20 U.S.C. §1681 et seq.; 34 C.F.R. Part 106 105 ILCS 5/2-3.8, 5/3-10, 5/10-20.7a, 5/10-20.75 (final citation pending), 5/10-22.5, 5/22-19, 5/24-4, 5/27.1, 5/27-23.7 and 45/1-15.  
Illinois Genetic Information Privacy Act, 410 ILCS 513/.  
Illinois Whistleblower Act, 740 ILCS 174/1  
Illinois Human Rights Act, 775 ILCS 5/.  
Victims' Economic Security and Safety Act, 820 ILCS 180, 56  
Ill.Admin.Code Part 280.  
Equal Pay Act of 2003, 820 ILCS 112/.  
Employee Credit Privacy Act, 820 ILCS 70/10(b), and 70/25. 23  
Ill.Admin.Code §§1.240, 200-40, 226.50, and 226.570.

**CROSS REF.:**

Parent Student Handbook  
Collective Bargaining Agreement  
Staff Handbook

**Adoption Dates:**

Adopted: March 15, 2005  
Revised: February 26, 2008  
Revised and Amended: TBD



**INTERGOVERNMENTAL COOPERATION AGREEMENT  
FOR MUTUAL ASSISTANCE IN RESPONSE TO CRISES  
IN THE PUBLIC SCHOOLS OF LAKE COUNTY, ILLINOIS**

**Recitals**

WHEREAS, natural and human-made catastrophic events are occurring with increasing frequency in schools throughout the United States;

WHEREAS, Lake County School Districts and Special Education Cooperatives fortunately have not been subject to such occurrences, but recognize it is in the best interests of their students, staff and communities that they join together to plan for such occurrences and be prepared to assist each other during catastrophic events which exceed the capacity of an individual school district or cooperative to respond effectively on its own;

WHEREAS, the assistance to be provided under this Intergovernmental Cooperation Agreement (“Agreement”) includes personnel, equipment and staging facilities appropriate to the nature of the catastrophic event;

WHEREAS, pursuant to section 5/3-15.14 of the School Code (105 ILCS 5/3-15.14), the Regional Superintendent of Schools can administer and direct a cooperative or joint educational or operational program.

WHEREAS, the foregoing purposes are best accomplished through this Agreement, with participating school districts and cooperatives making good faith efforts to provide assistance during catastrophic events when called upon pursuant to the terms of this Agreement, but without incurring liability if, in their sole discretion, they are unable or unwilling to do so;

WHEREAS, many school districts and cooperatives have, or will develop, emergency assistance agreements with local law enforcement, fire departments and other governmental

entities and nothing in this Agreement is intended to replace, supersede or take precedence over such agreements; and

WHEREAS, the program to accomplish the foregoing will be called the Lake County School Mutual Aid Response Team (“LCSMART”).

NOW THEREFORE, the undersigned public agency does hereby enter into this Agreement with each and every other public agency which signs a counterpart copy of this Agreement and contracts as follows:

**1. Parties.** The parties to this Agreement are:

- a. the Lake County Regional Office of Education (the “ROE”);
- b. the Boards of Education of school districts in Lake County, Illinois (“School Boards”, “School Board”, “School District” or “School Districts”) which are listed on the attached Exhibit 1 and have approved this Agreement in accordance with paragraph 7 below; and
- c. the governing entities of Lake County special education and other cooperatives (“Cooperative” or “Cooperatives”) which are listed on the attached Exhibit 1 and have approved this Agreement in accordance with paragraph 7 below.

Collectively the foregoing are the “Parties” to, or the “Participants” in, this Agreement.

**2. Legal Authority and Purpose.**

- a. This Agreement is made in the exercise of the Parties’ rights and powers granted under Article VII, Section 10 of the Constitution of the State of Illinois, the Illinois

Intergovernmental Cooperation Act, 5 ILCS 220/1 and all other rights and powers vested in the Parties by their respective governing statutes.

b. The purpose of this Agreement is to develop and implement programs (the “Programs”) designed to provide mutual aid in crises, primarily arising out of disaster or violence in School Districts and Cooperatives within Lake County. The programs are also designed to provide training and professional development to prepare member personnel for response and recovery activities. Under no circumstances will an employee of a Party act under this Agreement in a capacity as a first responder by performing emergency rescue or response services ordinarily performed by police, fire or other governmental emergency service providers.

### **3. Administration.**

a. This Agreement shall be administered by the ROE, by its Regional Superintendent of Schools (the “RSS”) acting as chair of an Advisory Panel (the “Advisory Panel”) consisting of:

- 1) The Sheriff or designee;
- 2) the RSS or designee;
- 3) one superintendent selected by the superintendents of participating School Districts with a student enrollment of 1000 or less,
- 4) one superintendent selected by the superintendents of participating School Districts with a student enrollment of more than 1000 but less than 7000;
- 5) one superintendent selected by the superintendents of participating School Districts with a student enrollment of more than 7000;

6) one director, selected by the Cooperatives of the School District Parties who are members; and

7) not more than two superintendents selected by the RSS to ensure the Advisory Panel has members from an elementary district, a high school district and a unit district.

8) one representative of the Lake County Emergency Management Agency; one representative of the Lake County Fire Chiefs' Associations; and one representative of the Lake County Police Chiefs' Association. These members are not parties to the Agreement or subject to dues.

b. Attendance at meetings of the Advisory Panel shall be by the superintendent or director, or their designees.

c. The term of a superintendent and a director shall be one year beginning July 1 and ending June 30, except that the initial term shall extend from the date of selection through June 30, 2026.

d. The Advisory Panel shall establish its own rules of procedure and meet at the call of the RSS or any three members.

e. The primary duty and authority of the Advisory Panel shall be to advise the RSS regarding implementation of this Agreement and to develop and implement the programs designed to achieve the purposes of this Agreement.

#### **4. Fiscal Matters.**

a. Within 30 days after becoming a Party to this Agreement, each School Board and Cooperative shall contribute \$250 toward the administration of this Agreement for the 2024-25 school year. This fee will be used primarily to provide materials and

equipment including, but not limited to, “call out” technology, credentials and safety vests. Thereafter, at least 90 days before the start of the next school year, the ROE in consultation with the Advisory Panel shall establish and administer a budget for the next school year and set the contribution amount for the participating School Districts and Cooperatives not to exceed \$400.00.

b. The ROE shall seek funding through grants and similar sources of revenue as the primary sources of funds to develop and implement the programs and administer this Agreement.

c. At no cost to the School Districts and Cooperatives, the ROE shall perform its administrative duties under this Agreement.

d. The programs shall be made available to the School Districts and Cooperatives without cost other than the annual cost determined by the ROE.

e. Each School District is responsible for any benefits, compensation, liability insurance and worker’s compensation insurance for its personnel that are providing authorized mutual aid to another School District.

f. Each School District providing facilities, materials and/or equipment to another School District under the auspices of this Agreement shall not charge for such facilities, materials or equipment and for the cost of loss or damage to the facilities, materials and/or equipment.

g. Nothing in this Agreement shall operate to bar any recovery of funds from any third party, state, or federal agency under existing statutes, or other authority.

**5. Insurance and Liability.**

a. Each Party is responsible for obtaining insurance coverage for its participation under this Agreement, which shall be primary, and which shall waive subrogation against all other Parties. Each Party shall be responsible for the requirements applicable to it under the Illinois Workers' Compensation Act arising from its status as employer of its employees who participate in the Programs.

b. A Party shall not be liable to another Party:

1) for the acts or omissions of its own employees, in providing assistance to another Party when requested under this Agreement;

2) for a Party's declination to provide assistance when requested by another party under this Agreement.

Nothing in this Agreement is intended to void or limit any immunity or liability protection of any Party established by law or any existing insurance coverage of any Party. Nothing in this Agreement, the actions of the ROE, the Advisory Panel or the development and implementation of the Programs shall create a duty or liability to any person or entity that is not a party to this Agreement. or diminish any liability protection for the benefit of the Parties as established by law.

**6. New Parties and Withdrawal, Suspension and Expulsion of a Party.**

a. After the effective date provided in paragraph 8 below, a School District or Cooperative shall become a Party to this Agreement when the RSS receives this Agreement in counterpart, signed by the School District or Cooperative's President and Secretary.

b. A Party may withdraw from this Agreement effective at the close of the day on June 30 of any year by giving at least 60 days' written notice of withdrawal to the RSS.

c. By a vote of at least two-thirds of the members of the Advisory Panel, a Party may be suspended or expelled as a Party to this Agreement, and denied participation in any of the programs, for good cause, which includes, but is not limited to, failure to meet the requirements of this Agreement or of the programs. Before expulsion or suspension, the Party shall be given a written notice summarizing the reasons for the proposed action and an opportunity to respond to the Advisory Panel.

**7. Amendment and Termination.**

a. This Agreement may be amended or terminated by the affirmative vote of a majority of the Parties.

b. This Agreement shall terminate without a vote of the Parties within 120 days after the number of Participants falls below 10 or the ROE withdraws from this Agreement. During such 120-day period, the Advisory Panel shall wrap up the business under this Agreement and the Programs.

**8. Effective Date.** This Agreement shall become effective when the ROE approves and signs this Agreement and the RSS receives this Agreement, in counterparts, signed by the President and Secretary of at least 10 of the Boards of Education of the School Districts and governing entities of the Cooperatives listed on the attached Exhibit 1.

Lake Regional Office of Education

By: \_\_\_\_\_

Dated: \_\_\_\_\_

Board of Education of

\_\_\_\_\_,  
Lake County, Illinois

By: \_\_\_\_\_  
President

Attest:

\_\_\_\_\_  
Secretary

Dated: \_\_\_\_\_

Cooperative Governing Board of

\_\_\_\_\_

By: \_\_\_\_\_  
President

Attest:

\_\_\_\_\_  
Secretary

Dated: \_\_\_\_\_



**Exhibit 1 - List of Agency Cooperatives**

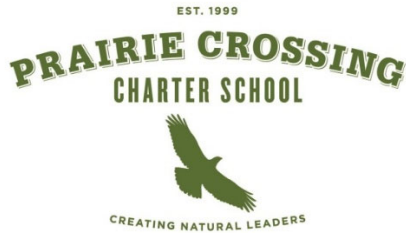
Each Lake County area public school district may participate in the LCSMART program. Unless otherwise designated, the primary staff member of each participating District/Cooperative under this Intergovernmental Cooperation Agreement will be the District/Cooperative's member of the Lake County ROE School Safety Task Force.

Participating district would agree to provide resources as follows:

<i>District #</i>	<i>District name</i>	
1	WINTHROP HARBOR SCHOOL DIST	
3	BEACH PARK C.C. SCHOOL DIST	
6	ZION ELEMENTARY SCHOOL DIST	
24	MILLBURN C.C. SCHOOL DIST	
33	EMMONS SCHOOL DIST	
34	ANTIOCH C.C SCHOOL DIST	
36	GRASS LAKE SCHOOL DIST	
37	GAVIN SCHOOL DIST	
38	BIG HOLLOW SCHOOL DIST	
41	LAKE VILLA C.C. SCHOOL DIST	
46	GRAYSLAKE COMMUNITY CONS. SCHOOL DIST	
50	WOODLAND C.C. SCHOOL DIST	
56	GURNEE SCHOOL DIST	
65	LAKE BLUFF SCHOOL DIST	
67	LAKE FOREST SCHOOL DIST	
68	OAK GROVE SCHOOL DIST	
70	LIBERTYVILLE SCHOOL DIST	
72	RONDOUT SCHOOL DIST	
73	HAWTHORN C.C. SCHOOL DIST	
75	MUNDELEIN SCHOOL DIST	
76	DIAMOND LAKE SCHOOL DIST	
79	FREMONT SCHOOL DIST	
96	KILDEER COUNTRYSIDE C.C. SCHOOL DIST	
102	APTAKISIC-TRIPP C.C. SCHOOL DIST	
103	LINCOLNSHIRE-PRAIRIE VIEW SCHOOL DIST	
106	BANNOCKBURN SCHOOL DIST	
109	DEERFIELD SCHOOL DIST	
112	NORTH SHORE SCHOOL DIST	

114	FOX LAKE SCHOOL DIST	
113	TOWNSHIP HIGH SCHOOL DIST	
115	LAKE FOREST COMM. H.S. DIST	
117	COMMUNITY HIGH SCHOOL DISTRICT	
120	MUNDELEIN CONS. H.S. DIST	
121	WARREN TOWNSHIP H.S. DIST	
124	GRANT COMM. H.S.	
125	ADLAI E. STEVENSON H.S. DIST	
126	ZION-BENTON TOWNSHIP H.S. DIST	
127	GRAYSLAKE COMM. H.S. DIST	
128	COMMUNITY HIGH SCHOOL DISTRICT	
60	WAUKEGAN C.U. SCHOOL DIST	
95	LAKE ZURICH C.U. SCHOOL DIST	
116	ROUND LAKE C.U. SCHOOL DIST	
118	WAUCONDA C.U. SCHOOL DIST	
187	NORTH CHICAGO C.U.S.D.	
220	BARRINGTON COMM. UNIT SCHOOL DIST	
801	EXCEPTIONAL LEARNERS COLLABORATIVE	
804	TRUE NORTH SPECIAL ED. DIST.	
825	SPECIAL ED. DIST OF LAKE	
849	LAKE CO. H. S. TECH. CAMPUS	
RSSP	Regional Safe School Program	
ROE	Lake County Regional Office of Education	

***Consent Agenda***



**PCCS Board of Directors,  
Finance Committee Meeting  
AGENDA  
Tuesday October 22, 2024 @ 6:00PM  
Wright School House/Library  
1571 Jones Point Rd  
Grayslake, Il. 60030**

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**Call to Order**

**Treasurer Ankur Bhatia**

**Discussion Items**

1. Presentation by Clifton Larson Allen of the Draft Financial Statement for FY24 (hand carry)
2. FY25 1<sup>st</sup> Quarter Financial Statements

**Public Comment**

**Action Items**

- 1A. Recommend Approval of Fy24 Audited Financial Statements to Board
- 2A. Recommend Board Approval of FY25 1<sup>st</sup> Quarter Financial Statements

**New Business**

**Adjourn**

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@pccharterschool.org](mailto:board@pccharterschool.org). Board e-mails are received and responded to by the Board President.

The PCCS Finance Committee consists of:

Chair: Ankur Bhatia  
Chad Gernady

Jim Mertz  
Josh Pejsach

Matt Earl  
Chris Truax

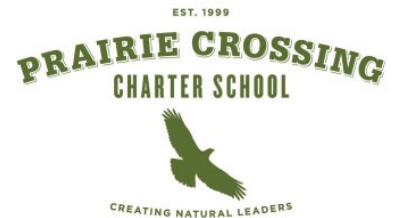
**Prairie Crossing Charter School**  
**Profit & Loss Budget vs. Actual**  
July 2023 through June 2024

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>4100 · GENERAL INCOME</b>				
4105 · Reimbursement From ISBE	6,538,623.85	6,489,159.08	49,464.77	100.76%
4110 · General Contributions	1,769.65	0.00	1,769.65	100.0%
4125 · Restricted Contribs/Sponsorship	2,196.17			
4130 · Matching Gifts	830.00	2,000.00	(1,170.00)	41.5%
4199 · Consolidate	337,531.00			
4100 · GENERAL INCOME - Other	225.00	0.00	225.00	100.0%
<b>Total 4100 · GENERAL INCOME</b>	<b>6,881,175.67</b>	<b>6,491,159.08</b>	<b>390,016.59</b>	<b>106.01%</b>
<b>4200 · GRANTS</b>				
4205 · IDEA Grant	74,108.52	113,200.00	(39,091.48)	65.47%
4206 · IDEA Preschool Grant	2,926.75	4,900.00	(1,973.25)	59.73%
4215 · Title I Low Income	45,450.08	44,000.00	1,450.08	103.3%
4220 · Title II Teacher Quality	3,807.00	1,251.00	2,556.00	304.32%
4222 · Title IV - Student Support	1,656.00	8,000.00	(6,344.00)	20.7%
4225 · Special Ed Personnel	74,154.20	74,146.50	7.70	100.01%
4230 · Special Ed Fundg for Children	53,145.21	53,147.96	(2.75)	100.0%
4235 · Title III ELL - TBE/TPI	4,867.05	4,872.41	(5.36)	99.89%
4295 · Other Grants	304,578.37	227,628.15	76,950.22	133.81%
<b>Total 4200 · GRANTS</b>	<b>564,693.18</b>	<b>531,146.02</b>	<b>33,547.16</b>	<b>106.32%</b>
<b>4300 · SCHOOL FEES INCOME</b>				
4305 · Books/Materials/Activities	56,315.00	60,000.00	(3,685.00)	93.86%
4310 · Out-of-District Tuition	0.00	0.00	0.00	0.0%
<b>Total 4300 · SCHOOL FEES INCOME</b>	<b>56,315.00</b>	<b>60,000.00</b>	<b>(3,685.00)</b>	<b>93.86%</b>
<b>4400 · CLUBS &amp; PROGRAMS</b>				
4405 · Before and After School Program	156,752.61	118,499.61	38,253.00	132.28%
4415 · Getting to Know You	800.00	3,000.00	(2,200.00)	26.67%
4425 · Interscholastic Sports	23,089.35	22,000.00	1,089.35	104.95%
4426 · Extra Curricular Income	0.00	3,375.00	(3,375.00)	0.0%
4435 · Tae Kwon Do	0.00	2,620.00	(2,620.00)	0.0%
4455 · Hot Lunch - Farm to Table	0.00	5,000.00	(5,000.00)	0.0%
4470 · Halloween Club	675.00			
4495 · Other Clubs				
4496 · Swiftie Craft Club	657.50			
4497 · Soccer Camp	550.00			
4498 · Cross Country Camp	1,000.00			
4499 · Destination Imagination Club	2,800.00			
4495 · Other Clubs - Other	23,650.00	15,000.00	8,650.00	157.67%
<b>Total 4495 · Other Clubs</b>	<b>28,657.50</b>	<b>15,000.00</b>	<b>13,657.50</b>	<b>191.05%</b>
<b>Total 4400 · CLUBS &amp; PROGRAMS</b>	<b>209,974.46</b>	<b>169,494.61</b>	<b>40,479.85</b>	<b>123.88%</b>
<b>4500 · GENERAL FUNDRAISING INCOME</b>				
4560 · Spirit Wear / Gym Uniforms	135.70			
4565 · Dances Income	1,518.00	778.00	740.00	195.12%
4595 · Other Fundraising Inc	630.00	200.00	430.00	315.0%
<b>Total 4500 · GENERAL FUNDRAISING INCOME</b>	<b>2,283.70</b>	<b>978.00</b>	<b>1,305.70</b>	<b>233.51%</b>
<b>4700 · STUDENT PARTICIPATION INCOME</b>				
4705 · 5th/6th Grade Trip	10,125.00	9,888.00	237.00	102.4%

## Prairie Crossing Charter School Profit & Loss Budget vs. Actual July 2023 through June 2024

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
4710 · 7th Grade Trip	16,150.00	19,680.00	(3,530.00)	82.06%
4715 · 8th Grade Trip	9,900.00	62,640.00	(52,740.00)	15.81%
4717 · 8th Grade Fundraising	5.00	0.00	5.00	100.0%
4725 · Class Parties	0.00	1,000.00	(1,000.00)	0.0%
4730 · Field Trips/Educ Activities Inc	26,820.00	19,000.00	7,820.00	141.16%
<b>Total 4700 · STUDENT PARTICIPATION INCOME</b>	<b>63,000.00</b>	<b>112,208.00</b>	<b>(49,208.00)</b>	<b>56.15%</b>
<b>4800 · INVESTMENT &amp; OTHER INCOME</b>				
4805 · Rental Income	1,714.95	20,000.00	(18,285.05)	8.58%
4810 · Byron Colby Barn Rental Income	17,204.00	0.00	17,204.00	100.0%
4815 · Snow Removal Income	0.00	0.00	0.00	0.0%
4820 · Interest Income - LFB	25,307.42	5,949.80	19,357.62	425.35%
4892 · Investment Income (Loss) in LLC	53,313.89	0.00	53,313.89	100.0%
4895 · - Consolidate	0.00	0.00	0.00	0.0%
4899 · Other	3,438.55	0.00	3,438.55	100.0%
<b>Total 4800 · INVESTMENT &amp; OTHER INCOME</b>	<b>100,978.81</b>	<b>25,949.80</b>	<b>75,029.01</b>	<b>389.13%</b>
4998 · Investment Income (loss) in LLC	(337,531.00)			
4999 · School Rent Income-LLC	411,833.00			
9007 · Returned Check Charges	0.00	0.00	0.00	0.0%
<b>Total Income</b>	<b>7,952,722.82</b>	<b>7,390,935.51</b>	<b>561,787.31</b>	<b>107.6%</b>
<b>Gross Profit</b>	<b>7,952,722.82</b>	<b>7,390,935.51</b>	<b>561,787.31</b>	<b>107.6%</b>
<b>Expense</b>				
<b>5100 · INSTRUCTION EXPS</b>				
5105 · Instruction Salaries	2,114,772.87	1,942,393.36	172,379.51	108.88%
5110 · Instruction Stipends	44,178.80	19,000.00	25,178.80	232.52%
5120 · Related FICA & Medicare Expense	73,663.55	67,350.59	6,312.96	109.37%
5125 · Instruction TRS	30,496.13	33,750.65	(3,254.52)	90.36%
5130 · Instruction Health Benefits Exp	224,617.49	298,920.00	(74,302.51)	75.14%
5140 · Classroom Supplies	17,054.00	20,500.00	(3,446.00)	83.19%
5141 · Culture Expenses	3,470.08	10,000.00	(6,529.92)	34.7%
5145 · Educational Materials	33,945.18	42,304.00	(8,358.82)	80.24%
5150 · Classroom Technology	(597.07)	16,000.00	(16,597.07)	(3.73%)
5160 · Furniture	6,207.24	0.00	6,207.24	100.0%
5165 · Other Instructional Equipment	0.00	0.00	0.00	0.0%
5170 · Dues & Subscriptions	14,663.88	16,025.74	(1,361.86)	91.5%
5175 · Instruction Prof Development	20,035.10	31,000.00	(10,964.90)	64.63%
5181 · Environmental Learning	23,932.45	25,000.00	(1,067.55)	95.73%
5182 · Environmental Ed Professional D	43,913.23	24,000.00	19,913.23	182.97%
5183 · Environmental Library	0.00	2,500.00	(2,500.00)	0.0%
5190 · Deans Discretionary	6,201.88	12,000.00	(5,798.12)	51.68%
<b>Total 5100 · INSTRUCTION EXPS</b>	<b>2,656,554.81</b>	<b>2,560,744.34</b>	<b>95,810.47</b>	<b>103.74%</b>
<b>5200 · CLUBS &amp; PROGRAMS EXP</b>				
5205 · Before and After School Care	41,648.41	72,323.29	(30,674.88)	57.59%
5210 · Getting to Know You	0.00	1,500.00	(1,500.00)	0.0%
5215 · Interscholastic Sports	27,132.04	42,000.00	(14,867.96)	64.6%
5225 · Tae Kwon Do	0.00	2,620.00	(2,620.00)	0.0%
5260 · Extra Curricular Expense	0.00	10,000.00	(10,000.00)	0.0%
5285 · Hot Lunch - Farm to Table	1,362.72	5,000.00	(3,637.28)	27.25%
5295 · Other Club Exps	29,309.30	15,000.00	14,309.30	195.4%

## Director's Report



### Natural Leaders

I have been a part of the PCCS community since my daughters first walked on campus for the ringing of the Wright Schoolhouse bell in 2000. I have watched PCCS evolve into a full-fledged K-8 school of choice. I can speak first hand that what we do here, prepare our graduates to be Natural Leaders. But the School didn't get here without a lot of help.

One of the unique aspects of this School is the commitments that we make to help realize our mission and vision. Many contribute to the success of PCCS, from staff and students to parents and volunteers. It is a challenge to recognize all the contributions and in trying to do so, inevitably, someone always is unintentionally left out.

Today, these are easy.

I first met Jim Mertz, when he asked how he could get more involved in improving the direction of the School. He chose to Chair the Election Committee and served on Governance, the Executive and the Finance Committee, from watching his unselfish efforts and sacrifice, I knew the School was going to benefit from his involvement. Added to his list of accomplishments is him Coaching both Cross Country and Track and pushing our students and athletes to achieve their personal bests.

From there our Parents elected Jim twice as a Parent-Elect Member this month we say thank you to Jim for his service on the Board.

Then there's Stacey White.

Stacey too is fulfilling his second term as a Board Member and for the last 4 years has been the President of the Board. Throughout, we have spent a lot of time together, although most primarily centered on School improvement, we also became blood brothers along the way, and I am a better person because of that bond.

Stacey is a true champion of PCCS. He is a dedicated, thoughtful leader that always put the best interest of the school at the front of every decision he makes. With his commitment, his passion and his hard work - he has helped propel this School to what it is today - an award winning, high quality, premier school of choice in Lake County.

Stacey has continuously pushed the School, the Administration and the Board to strengthen our unique style of keeping the environment at the center of everything we do. He has invested his time, his energy and his expertise to help us move forward.

He remains a strong voice of support for the School and has both challenged, and assisted me in my role as Director. He always lends his ear, his advice and his help when asked.

To Both of Stacey and Jim's wives Liz and Jena, Thank You! Thank you for letting us borrow your husbands for the last 6 +years. Thank you for letting them invest in the growth of the School through both the cloudy and sunny days.

Stacey and Jim, I know you will never be too far from the pulse of PCCS. I appreciate all your help, all your guidance, all of your support (even when you guys disagree with me).

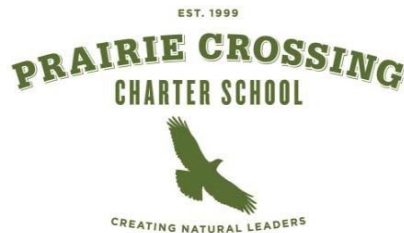
So, Thank You - you have both been great Natural Leaders...not only for the School but also for me personally. It's a debt I can never repay and one I always wish to owe.

Good luck Brothers, - May the road rise to meet you and the wind be always at your back.

Sustainably,



Geoff Deigan  
Executive Director



**PCCS Board of Director's Meeting  
DRAFT OPEN SESSION MINUTES  
September 24, 2024, at 7:00PM  
Vicky Ranney Library  
1571 Jones Point Road  
Grayslake, IL 60030**

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**Board Present**

Stacey White                      Ankur Bhatia  
Matt Earl                              Gabi White  
Rebekka Herrington      Jim Mertz

**Staff Present**

Geoff Deigan

JoAnn Stewart  
Steve Heroux

**Public Present:** None

**Call to Order** by Stacey White at 7:05 PM

**Motion to Approve Agenda**

Motion to approve agenda by Jim Mertz and seconded by Steve Heroux. On voice call, all "ayes." Motion Passed.

Motion to enter closed session by Rebekka Herrington and seconded by Steve Heroux. On roll call, all "ayes." Motion Passed.

**Motion to Enter in to Closed Session for:**

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

1. Board-Appointed Candidates Interview

Entered closed session at 7:07 PM.

Resumed open session at 7:44 PM.

**Public Comment** - None.

**Discussion Agenda**

2. Biannual Review of Closed Session Minutes and Recordings

Stacey White reviewed the records and minutes and recommended that none be made public, as they comply with OMA's closed session requirements.

3. ROE Annual Inspection

Geoff Deigan presented the inspection report.

4. Committee Updates

**Finance:** Ankur Bhatia shared that the final numbers for PTCT were received, with no concerns from the committee regarding the financial state. Geoff Diegan added that the auditors will attend the next finance committee meeting, and invited board members to participate in the process.

**Governance:** Rebekka Herrington provided an update. No policies advanced to the board this month.



**Election:** Jim Mertz reminded the board that a vote would be held on the current board opening.

5. Formulation of a Long-Term Planning Task Force

Stacey White proposed forming a task force for succession and long-term planning, reporting under the executive committee.

**Consent Agenda**

6. Recast FY25 Budget and July Financial Statements

Motion to approve by JoAnn Stewart and seconded by Steve Heroux. On roll call, all "ayes." Motion Passed.

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

Motion to approve by JoAnn Stewart and seconded by Gabi White. On voice call, all "ayes." Motion Passed.

8. Motion to Accept Reports on Consent Agenda

Motion to approve by JoAnn Stewart and seconded by Gabi White. On voice call, all "ayes." Motion Passed.

Did not enter closed session.

**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.

9. New Hires

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

10. Biannual Review of Closed Session Minutes and Recordings from Previous Board Meetings

**Public Comment**

Jennifer Diehl expressed support for the long-term planning task force and suggested it should include current and former board members and potentially community members such as parents.

**Action Agenda**

1A Approve Board Appointed Candidate

Motion by Jim Mertz, seconded by Steve Heroux, for roll call. All members approved the appointment of Josh Pejsach.

2A/10A Approve Action for Closed Session Archived Minutes

Motion to approve by JoAnn Stewart and seconded by Steve Heroux. On roll call, all "ayes." Motion Passed.

9A Approve New Staff Members

Motion to approve by JoAnn Stewart and seconded by Gabi White. On roll call, all "ayes." Motion Passed.

**New Business**

Geoff Deigan reminded the board about the upcoming board training and suggested hosting a watch party again.

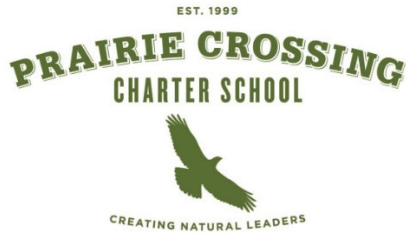
**Adjourn**

Motion to adjourn by Steve Heroux and Jim Mertz. On a voice call vote, all "ayes." Motion Passed.

Meeting ended at 8:24 PM

Respectfully submitted,

Rebekka Herrington, Secretary



**PCCS Board of Directors,  
Draft Governance Committee Meeting Minutes  
Tuesday September 17, 2024 at 7PM  
The Barn  
1591 Jones Point Rd  
Grayslake, Il. 60030**

**Committee Members in Attendance:** Rebekka Herrington, Gabi White, Steve Heroux, Navin Chatlani, JoAnn Stewart, Leah Stender, James Mertz, Geoff Deigan

J. Stewart joined at 7.18 pm

**Board Members Present:** Rebekka Herrington, Gabi White, Steve Heroux, Navin Chatlani, JoAnn Stewart, James Mertz, Stacey White

**Call to Order:** Chair R. Herrington called the meeting to order at 7:09 pm

**Public Comment:** Public members were not present so no public comments.

**Discussion Items**

1. G. White made a motion to approve the Governance Committee agenda, seconded by J. Mertz.
2. Discussion of Policy # 500.4 Visitors to and Conduct on School Property. G. White walked through suggested edits for comment and alignment.
3. Discussion of Policy # 400.1 Uniform Grievance Procedure. N. Chatlani presented edits suggested by G. Deigan.
4. The Governance Committee agreed to defer the following policies for review at future governance committee meetings 800.3 Fee Waiver Policy and 800.2 Collection Student Instructional Fees.

**Review Meeting Minutes from Previous Meetings**

There were no meeting minutes to review as they are pending documentation.

**Action Items:**

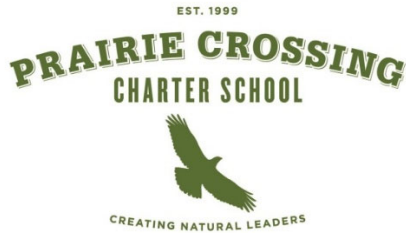
1. G. Deigan will share Policy # 400.1 Uniform Grievance Procedure with edits for the Governance Committee's detailed review.

**New Business:**

1. The governance committee agreed to meet next on October 15, 2024.

**Adjourn:** Motion to adjourn by S. Heroux, seconded by J. Stewart. All ayes. Meeting adjourned at 8:10 PM.

Respectfully Submitted  
Navin Chatlani



**PCCS Board of Directors,  
Draft Governance Committee Meeting Minutes  
Tuesday August 20, 2024 at 7PM  
Wright School House/Library  
1591 Jones Point Rd  
Grayslake, Il. 60030**

**Committee Members in Attendance:** Rebekka Herrington, Gabi White, Steve Heroux, Navin Chatlani, JoAnn Stewart, Leah Stender, James Mertz, Geoff Deigan

**Board Members Present:** Rebekka Herrington, Gabi White, Steve Heroux, Navin Chatlani, JoAnn Stewart, James Mertz, Stacey White

**Call to Order:** Chair R. Herrington called the meeting to order at 7:08 pm

**Public Comment:** Public members were not present so no public comments.

**Discussion Items**

1. Discussion of Policy # 500.4 Visitors to and Conduct on School Property. Clauses 6 and 8 were reviewed, with S. White providing legal guidance. Clause 6 will cite the relevant Illinois statute. G. White will draft a revised version of Policy 500.4 for review at a future meeting.
2. Discussion of Policy # 400.1 Uniform Grievance Procedure. The committee discussed contradictions within the current procedure and determined that the second half focused on school services is outside the scope of the Grievance Procedures. It was decided to redraft the Uniform Grievance Procedure entirely and move it to the 200 sections (Governance) of the policy handbook. Policy 900.6 will be reviewed in conjunction with the redrafted grievance procedure due to related content.
3. The Governance Committee agreed to defer the following policies for review at future governance committee meetings 800.3 Fee Waiver Policy and 800.2 Collection Student Instructional Fees.

**Review Meeting Minutes from Previous Meetings**

There were no meeting minutes to review as they are pending documentation.

**Action Items:**

1. Geoff recommended retiring Policy #800.1 Reimbursement for business travel, as it was duplicative of the expense reimbursement policy. Geoff is going to review the policy and comeback with a recommendation.
2. Agreed by the governance committee that G. White to draft a revised version of Policy 500.4 based on feedback provided during the committee meeting.

**New Business:**

1. The governance committee agreed to meet next on September 17, 2024.

**Adjourn:** Motion to adjourn by J. Stewart, seconded by S. Heroux. All ayes. Meeting adjourned at 8:34 PM.

Respectfully Submitted  
Navin Chatlani