

PCCS Board of Director’s Meeting
AGENDA
March 18, 2025, at 7:00PM
Vicky Ranney Library
1571 Jones Point Road Grayslake, IL 60030

Call to Order	President
Public Comment	10 Minutes

Discussion Agenda

- 1. 2nd Reading Policy 600.7 Animals on Campus
- 2. Biannual Review of Closed Session Minutes and Recordings
- 3. Lottery Update
- 4. Board Retreat Update
- 5. Committee Updates - Governance
- 6. Review List of Policies for Potential Rescission
 - 500.9 Electronic Devices and Valuable
 - 500.11 Use of Hazardous or Toxic Materials by Students
 - 500.22 Immunization Objections based on Religious Grounds
 - 700.1 School Wide Communications Procedures
 - 1000.3 Presence of Child Sex Offenders on School Grounds

Consent Agenda

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

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

- 8. Review Closed Session Minutes from Previous Board Meetings
- 9. Biannual Review of Closed Session Minutes

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

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.

- 11. Executive Director Contract

Public Comment	10 Minutes
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Action Agenda

- 1A – Adopt Policy 600.7 Animals of Campus
- 2A – Approve Action for Closed Session Minutes and Recordings
- 6A – Rescind Policies – 500.9 , 500.11, 500.22 ,700.1 and 1000.3
- 8A – Approve Closed Session Minutes from Previous Board Meetings
- 10A – Approve Legal Bills
- 11A – Approve Executive Director Contract

New Business:

Adjourn

Board documents for this meeting are 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 . The PCCS Board of Directors consists of:		
President: Matt Earl	Vice President: Rebekka Herrington	Treasurer: Ankur Bhatia
Secretary: Steve Heroux	Navin Chatlani	Josh Pejsach
Leah Stender	JoAnn Stewart	Gabi White

Discussion Agenda

Board of Director's Policy Instruction 600 Series

Policy # 600.7

Animals on Campus

Summary: Animals may be brought into school buildings for educational and disability purposes provided the animal is appropriately trained and cared for.

Animals may be brought into school facilities for educational and disability purposes according to procedures developed by the Executive Director or designee assuring: (a) the animal is appropriately trained, housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment and (c) the animal meets the criteria as outlined in the Illinois School Code, the American with Disabilities Act (ADA) and the recommendations from the American Veterinary Medical Association (AVMA) .

Animal Experiments

Experiments on living animals are prohibited; however, behavior studies that do not impair an animal's health or safety are permissible.

Animal Dissection

The dissection of dead animals or parts of dead animals shall be allowed in the classroom only when the dissection exercise contributes to or is a part of an illustration of pertinent study materials. All dissection of animals shall be confined to the classroom and must comply with the Illinois School Code.

Parents/guardians may opt a student out of performing, participating in, or observing the dissection of animals. Any such student is excused from classroom attendance without penalty during times when such activities are taking place. No student will be penalized or disciplined for refusing to perform, participate in, or observe a dissection. The school may offer alternative activities to students excused from the dissection of animals.

The Executive Director or designee shall inform parents/guardians of: (1) their right to opt out of performing, participating in, or observing dissection, and (2) which courses contain a dissection unit and which of those courses offers an alternative project.

Use of Therapy Dogs

Each student will be afforded equitable access to social emotional interventions. Therapy dogs are one tool the school may use as part of instructional programming activities such as reading and facilitating social emotional skill building and supporting the social emotional needs of students.

Definitions

Animal assisted therapy can be a goal-driven intervention, which is directed and/or delivered by a health, human, or education service professional and is meant to improve the physical, social, emotional, and/or cognitive function of an individual. Animal assisted therapy can also enhance existing academic and social emotional support programs for one or more students.

A *therapy dog* is a dog that has been individually trained, evaluated, and registered with a handler to provide animal assisted activities, animal assisted therapy, and animal assisted interactions within a school or other facility. Therapy dogs are not the same as "emotional support animals" nor are they "service animals" as that term is defined under the Americans with Disabilities Act.

The *handler* is an individual school district staff member who has been individually trained, evaluated, and registered with the therapy dog to provide animal assisted activities, animal assisted therapy, and animal assisted interactions within a school or other facility. The handler shall assume full responsibility for the therapy dog's care, behavior, and suitability for

interacting with students and others in the school while the therapy dog is on school district property. A therapy dog may have a *primary handler* and a *secondary handler*.

Therapy Dog Standards

The Executive Director or designee will develop procedures and standards that address the following requirements before a therapy dog is considered for approval for use on school property:

- a) Training and Registration
- b) Health and Vaccination
- c) Identification and Control
- d) Allergies and Aversions
- e) Supervision and Care
- f) Insurance Requirements

Exclusion or Removal from School District Property:

A therapy dog may be excluded from school district property if a school administrator determines that: (1) The handler does not have control of the therapy dog; (2) The therapy dog is not housebroken; (3) The therapy dog presents a direct and immediate threat to others in the school; or (4) The therapy dog's presence otherwise interferes with the educational program. The handler shall immediately remove the therapy dog from school property when instructed to do so by a school administrator.

Student/Staff Notification

The Executive Director or designee shall establish a communications protocol with families and staff regarding the presence of therapy dogs on the school campus. Staff and Students who object to participating in, or interacting with a therapy dog will have the opportunity to opt out of direct contact with the therapy dog. No staff or students who choose to opt out will be penalized or disciplined for refusing to participate in or interact with a therapy dog.

Service Animals

Service animals will be permitted on campus only if the animal meets the requirement of a service animal under Titles II and III of the ADA. A service animal is individually trained to do work or perform tasks for a person with a disability. Title II and Title III entities must permit service animals to accompany people with disabilities in all areas where members of the school community are allowed to go.

The ADA requires that service animals always be under the control of the handler. In most instances, the handler will be the individual with a disability or a third party who accompanies the individual with a disability. The school may need to provide some assistance to enable a particular student to handle a service animal. The service animal must be harnessed, leashed, or tethered while in public places unless these devices interfere with the service animal's work or the person's disability prevents use of these devices. In that case, the person must use voice, signal, or other effective means to maintain control of the animal.

Guidelines

All animals allowed on school campus will follow the guidelines and recommendations of the applicable state and local laws, the ADA and AVMA.

LEGAL REF.:

105 ILCS 5/2-3.122, 5/27-14, and 112/
ADA Requirements: Service Animals
AVMA Service, Emotional Support, and Therapy Animals

ADOPTED:

Policies for Potential Recession

The Governance Committee has reviewed the following policies and recommend the recession of the following old policies that have either turned into procedures and/or have been covered in other existing policies. The outdated policies are shown in the following pages and the current policies are linked below

500.9 Electronic Devices and Valuable - Devices are covered in policy [500.1 Student Discipline](#) and valuables covered in handbook

500.11 Use of Hazardous or Toxic Materials by Students dated July 2005– Written as procedure, covered in school code and in employee handbook and Policy [1000.12 Environmental Quality of Buildings and Grounds](#) and [800.18 Facility Management and Building Programs](#)

500.22 Immunization Objections based on Religious Grounds - Covered in [500.19 Health Examinations and Immunizations and Exclusion of Students](#)

700.1 School Wide Communications Procedures dated August 2006- This is a procedure and covered in multiple school procedures. [700.2 Transportation Plan](#) - [700.3 Volunteer Policy](#) - [700.4 Policy for Electronic Communications](#) - [700.5 Information Security](#) - [800.10 Identity Protection](#) and various student and grievance policies.

1000.3 Presence of Child Sex Offenders on School Grounds mislabeled - Covered by [800.21 Convicted Child Sex Offender Criminal Background Check and Screen Notifications](#) and [500.4 Visitors to and Conduct on School Property](#).

**Prairie Crossing Charter School
School Policy
on
Electronic Devices and Valuables**

Cellular phones, pagers, and any other wireless devices may be brought to school, but they must be turned off during school hours. Picture phones, radios, tape recorders, electronic games, cameras, expensive technology equipment, expensive jewelry, and large sums of money will not be allowed in school unless written exception is given by a teacher or administrator.

Prairie Crossing Charter School
Policy on
Use of Hazardous or Toxic Materials by Students

Prairie Crossing Charter School strives to use few toxic and hazardous materials and uses nontoxic, nonhazardous materials when that option is available. However, there are times when materials that are classified as toxic or hazardous may be necessary to conduct experiments or art projects deemed important for students. If no nontoxic, nonhazardous material is available and the materials can be used safely if proper precautions are taken. The administration will use information from the material safety data sheet (MSDS) and any applicable laws, such as the Toxic Art Supplies in Schools Act (105 ILCS 135), to determine whether the materials will be ordered and used at Prairie Crossing Charter School. Such laws will be followed in the use, storage, labeling, and disposal of hazardous or toxic materials.

While exact safety, storage, labeling, and disposal of each material is different, the following precautions will be taken. A plan including the specific safety precautions that will be followed must be approved by the administration before ordering any toxic or hazardous materials.

- Materials will have appropriate warning labels and stored in locked cabinets in accordance with the MSDS for each substance.
- No food or drink will be allowed in the area when these materials are being used.
- Teachers and students will be trained and tested in appropriate safety precautions before they can use these materials.
- Appropriate safety equipment such as eyewash bottles or spill kits will be in a readily available and visible spot in the room.
- Appropriate safety attire will be worn for personal protection.
- Disposal of materials will be in accordance with appropriate safety regulations.

Prairie Crossing Charter School

Policies and Procedures

Health Examinations and Immunizations

Illinois Department of Public Health requirements are followed with regard to health examinations and immunizations. Said requirements are:

All children in Illinois public schools shall have a health examination within:

- one year prior to entering kindergarten or first grade and
- upon entering the fifth and ninth grade
- a tuberculosis skin test screening must be included as part of each health examination
- additional health examinations including vision and dental, may be required
- at or about the time of each health examination, each child must provide proof of having received immunizations against preventable communicable diseases as the Illinois Department of Public Health shall require

Failure to provide the above information will result in:

- the child being required to obtain same and submit proof by the 30th day of school, if for medical reasons, the child is unable to comply, a statement of medical reasons causing the delay, both the schedule and the statement being issued by a physician, a registered nurse, or a local health official responsible for administration of the remaining requirements.
- if a child does not comply by the 30th day of school with the requirements, that child shall be excluded from school until they have met all health and immunization requirements
- during any period for which a child is NOT in school for failure to comply with health requirements, SAID CHILDS PARENTS OR LEGAL GUARDIAN SHALL BE CONSIDERED IN VIOLATION OF SECTION 26.1 of the School Code (105 ILCS 26.1) AND SUBJECT TO ANY PENALTY IMPOSED BY SECTION 26.10

The number of children who have received the necessary immunizations and health examinations, as well as the names of those who have not received the immunizations and examinations required will be reported to the Illinois State Board of Education by November 15th of the current school year. The names of children exempt from examination or immunization requirements on religious or medical grounds will also be reported.

Schoolwide Communication Procedures

Parents play an integral role in the educational experience of the children at Prairie Crossing Charter School. Communication between parents, administration, staff, and the board of directors is important. These guidelines are designed to facilitate this communication.

The Board of Directors has the ultimate responsibility for all school policy. The day-to-day operations and functions of the school are the responsibility of the director and the principal. The classroom teachers and specials teachers handle all issues pertaining to their classrooms.

If you have one or two short questions (i.e. questions that are factual and can be answered in one to two sentences), email is encouraged. However, if you think a more involved conversation will be needed or if you have a concern that is emotionally charged, it would be better to call the appropriate person or set up a time to meet with the person face to face. Additionally, if it appears that a lot of follow up emails will be needed it is better to set up a meeting. If the staff member thinks the number or topic of emails is better addressed in person or by phone, he or she can request a meeting or phone conference in lieu of responding by email. Please refrain from copying multiple people unless there is a specific action needed by the people being copied on the email. Also, please do not blind copy multiple people. This often leads to staff members sending emails to others who need to see them when they have, in fact, already received them.

Normally, you can expect acknowledgment of your email within 24 hours (excluding weekends, holidays, and breaks) and a more complete response within 72 hours (again excluding weekends, holidays, and breaks)

If you have a concern, please start with the individual who is involved with the issue. If an issue is not satisfactorily resolved, you may ask to have the person(s) directly involved in the next level of decision-making included in discussions. In general, the person's supervisor is the person you would ask to be involved. For teacher assistants this is the teacher, for classroom and specials teachers this is the principal, for special education personnel this is the director of special education, for the principal this is the director, and for the director this is the board. Generally it is best to meet face to face at this point, although email is on occasion still appropriate. Most often the supervisor will request that the person directly involved be present when you meet. This is helpful in resolving matters quickly because the people directly involved in the issue are present and the supervisor does not have to try to resolve sometimes conflicting versions of events without the benefit of having everyone in the same room.

If you have a concern regarding a classroom issue or the curriculum for your child, please contact the teacher directly. He/she is the one with firsthand knowledge of the situation and is the person most likely to be able to quickly answer questions or alleviate concerns. Please do this by email or set up an appointment to speak with the teacher. Please do not walk into classrooms before school or during the school day as this is disruptive and does not allow the teacher to focus on the children's educational activities.

**Procedures in Case of a Situation
in which It May Be Unsafe for Prairie Crossing Charter School Students
to Be Outside or to Walk or Bike Home Alone**

Once the administration of Prairie Crossing Charter School becomes aware of an incident outside the school that may make it unsafe for students to be outside or to walk or bike home alone, the office will make the following announcement over the intercom system: "Teachers, we are on a special yellow schedule." The administration of Prairie Crossing Charter School will confer with the police and follow their advice on allowing students outside and on any other precautions they suggest.

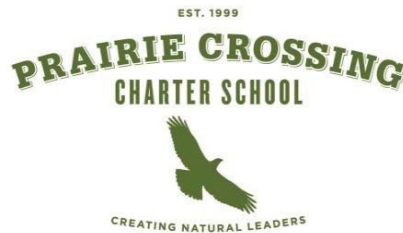
If the incident occurs during the school day:

1. Prairie Crossing Charter School administration will call the police to report the situation if they have not already been called.
2. Any classes that are outside will be called back to the building using the walkie-talkie or cell phone number that was provided to the office when the class left. If for some reason, walking back to the school from where the class is located would put the class at risk, either the class will be directed to an alternate location (such as an inside location at the farm), transportation will be provided to bring them back (e.g. staff or parent volunteers will pick them up), or another plan suggested by the police will be followed.
3. Teachers and assistants will make sure that all doors, both exterior and those leading to interior hallways, are locked.
4. If the situation requires it, teachers and teacher assistants will position students away from windows and doors. Teachers will be alerted to take this action by the administration making the following announcement over the intercom system: "Teachers we are now on a red schedule." Each teacher will have a plan that indicates where in the classroom students are to go in case of an emergency.
5. Teachers and teacher assistants will provide the office with the names of any students missing from their classes and administrators will try to locate these students.
6. Once the police have informed the administration that the area is safe, an all clear will be given.
7. If the incident occurs near dismissal time, the administration will confer with the police about whether it is safe to dismiss students. If dismissing students, or any subgroup of students such as walkers and bikers, is not safe or requires extra precaution (e.g. having an adult walk or bike with the students), the administration will take action in consultation with the police. Such action may include keeping the children at the school until the situation is resolved or contacting parents to pick children up at the school or provide guidance as to whether to keep the child at school or go home with another adult. In these cases, administrators, teachers, teacher assistants, and staff will attempt to contact parents of these students using their emergency contact numbers to apprise them of the situation.
8. The administration will inform the president of the Board of the incident as soon as practicable.
9. On the same day the incident occurred or on the following day if it is not possible to send a letter on the same day, a letter will go out by email and in backpacks providing appropriate information to parents about the incident so that they can discuss it with their children.

Consent Agenda

Consent Agenda Financials

Due to the short time span from the Feb Meeting and the March meeting (due to Spring Break) February Financials are not finalized yet and will be included in the April Packet.



PCCS Board of Director's Meeting
February 25, 2024, at 7:00PM
Vicky Ranney Library
1571 Jones Point Road Grayslake, IL 60030

Board Present

Matt Earl Steve Heroux
Josh Pejsach Gabi White
Rebekka Herrington Leah Stender

Staff Present

Geoff Deigan

Public Present: None

Call to Order by Matt Earl at 7:04 PM

Public Comment- None.

Discussion Agenda

1. 1st Reading of Policy 600.7 Animals on Campus – Rebekka Herrington shared the purpose of the policy before the reading.
2. Lottery Update/Drawing – Geoff Deigan provided the update per the numbers in the packet. Lottery applications close Friday at noon. March 4th is the Lottery draw in the barn. Geoff invited members of the board to come to the lottery and either observe or help execute.
3. Board Retreat – Doodle was sent out to help schedule the weekend. There was discussion surrounding topics for the Board Retreat.
4. Committee Updates
 - Academics – Matt Earl provided the update. Tony Zamiar was present to explore the idea of a 'math bridges' program to provide more diligent study efforts and prep for the following year. Matt also shared an update on the programming plan for the Fine Arts program once the building is completed. The next meeting is scheduled for May.
 - Governance – Rebekka Herrington provided the update. The main policies discussed were the animal policy (attached); Rebekka also shared that Leah identified 8 policies that will be retired, pending discussion and approval.

Consent Agenda

5. Business Manager Report / January Financial Statements – Matt Earl shared that the summary was very helpful, and Geoff Deigan reiterated the conclusion of the summary that the financials are consistent with where we would expect them to be at this time.
6. Motion to Approve Open Session Minutes of Previous Board and Committee Meetings; First by Gabi White, 2nd by Rebekka Herrington, all aye.
7. Motion to Accept Reports on Consent Agenda; First by Rebekka Herrington, 2nd by Joann Stewart, all aye.

Motion to enter closed session by Rebekka Herrington, seconded by JoAnn Stewart. On roll call vote, all "ayes." Motion Passed.

Entered Closed Session at 7:37 PM

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

8. Review Closed Session Minutes from Previous Board Meetings

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 Employee(s)/ Resignation(s)

10. Executive Director Contract

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.

11. Legal Bills

Returned to open session at 8:35 PM.

Public Comment -

JoAnn Stewart shared details that there is a Head Shaving St Baldrick's event on March 16th from 1:00 PM to 4:00 PM.

Action Agenda

8A – Closed Session Minutes from Previous Board Meetings – No Action taken, no minutes provided.

9A – Approve New Employee(s)/Accept Resignation(s) – Motion by Steve Heroux, 2nd by Josh Pejsach; roll call all ayes.

11A – Approve Legal Bills for \$725.00 – Motion by Gabi White, 2nd by Josh Pejsach; roll call all ayes

New Business

Josh Pejsach asked to add the Board Retreat Agenda to the next Board Meeting.

Adjourn

Motion to adjourn by Steve Heroux, 2nd by Josh Pejsach. On a voice call vote, all "ayes." Motion Passed.
Meeting ended at 8:43 PM

Respectfully submitted,
Steve Heroux, Secretary

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