# Pullman Community Montessori

## PCM Board Working Group Meeting

**Date and Time**

Tuesday August 18, 2020 at 5:30 PM PDT

**Location**

All board meetings are open to the public. Meetings are held from 5:30 PM PST to 7:00 PM PST the first and third Tuesday of each month. Public comment is a standing agenda item at the first meeting of each month. Items will be addressed by the board according to the Meeting Agenda posted prior to each meeting.

**Agenda**

|      | I.   | **Opening Items** |
| ---- | ---- | ----------------- |

- **A.** Record Attendance
- **B.** Call the Meeting to Order
- **C.** Approve Minutes

**II.** **Leadership Support & Evaluation**

**III.** **Academic Excellence**

**IV.** **Development**

**V.** **Finance**

**VI.** **Other Business**

**A.** LEADERS Team Update

Please review the Updates Slides prior to the meeting. I'm happy to address any questions or provide further explanation.

Please be attentive that we received our draft contract on 8/12/20.....our turn around time is very short (9/4/20)

**B.** Board Meeting Schedule

We need to consider the timing of our board meetings through the lens of our accountant and CFO support.

**C.** Initial Board Service Terms

Please review the BOT Recruitment Protocol which includes the Bylaws language around how we will initially stagger board service terms (normally they will be 2 year terms) as not to have the full board turn over at once.

Also please watch THIS RECORDING that provides verbal commentary and tests a new tool you may be interested in.

**D.** Committee Chairs & Drafts of Board Docs

We should begin assigning seats to chair committees (discussing timeline for creation, planning year goals for each committee, etc).

**These are our standing Committees:**
Governance Committee (GC) -
Development Committee (DC)- Dorrie
Finance Committee (FC) - (must be treasurer)
Academic Excellence Committee (AEC) - (likely best to establish later)
Leadership Evaluation and Support Committee (LESC) -
**Committee descriptions can be found HERE.

Discuss setting up independent (Community Engagement Committee)...separate 501(c)(3)

**E.** CSP - Certificate of Assurances

Please review the Certificate of Assurances for the CSP grant that I need to submit by EOD Monday August 24th. I will entertain any questions during this time. We need to confirm all board members agree to have John sign on behalf of the board.

**F.** HOS Employment Agreement

While we have a complete HOS PD & Accountability Plan (in final review with Commission and BoardOnTrack) we need an [Employment Agreement](#) to provide the accountant and formalize the position.  Please review for further discussion at the meeting.

If HOS salary is still a point of concern, we could add phrase to the Employment Agreement that states that HOS salary will be increased by ($x amount, including back pay if extra funding is secured during the Planning year).  If we do this, should I consider doing the same when I formalize the other administrative position (MC)?

**G.**  E-Rate Support Agreement

The FCC's E-Rate program makes telecommunications and information services more affordable for schools and libraries.  With funding from the Universal Service Fund, E-Rate provides discounts for telecommunications, Internet access, and internal connections to eligible schools and libraries. If you want to know more you can visit: E-Rate: [Universal Service Program for Schools and Libraries](#)

ESD 101 would be our local E-Rate service provider.  To navigate this application and accounting process most schools contract with a support agency.

Beginning for the 2021 funding year, there is an E-rate budget for Category 2 of $167 per pupil (or a floor of $25,000 for small schools) that can be used towards broadband equipment (access points, switches, firewall, UPS, etc). E-rate also has Category 1 funding which goes toward internet services such as lit fiber, dark fiber, and monthly Internet access.

**H.**  Planning Year budget

Please review the planning year budget.

Items that have been recently added that may need discussion include:

- FACE Coordinator
- School Mint
- E-Rate Program
- Fund Development Data Management System

My Employment Agreement has also been included to provide background for salary and benefits.

**I.**  Board Goals

At our next meeting we should dive into Board goals.  These will be set using the SMART Goal method and will be revisited at each meeting (monthly at min).  Laylah will provide some food for

thought on common goals for planning year Boards.  Our HW is to really begin thinking about these so we are prepared for a robust discussion at the next meeting to establish goals.

**J.** Financial Policies and Procedures Manual (Potential)

If it is necessary to approve our first iteration of our [Financial Policies and Procedures Manual](#) we may do that at this time.  The board approved the draft before the application was submitted.  The language is state such in the manual that these policies can be updated at any time to ensure compliance.  As of 8/17 I am working through suggestions made by Joule.  The only reason we may need to vote the first draft in would be to comply with CSP grant requirements.  I am trying to determine if this is necessary or if we can deffer the initial vote.

**K.** HOS Employment Agreement

While we have a complete HOS PD & Accountability Plan (in final review with Commission and BoardOnTrack) we need an [Employment Agreement](#) to provide the accountant and formalize the position.  Please review for further discussion at the meeting.

## VII.  Closing Items

**A.** Adjourn Meeting