



**PULLMAN PUBLIC  
COMMUNITY FREE  
MONTESSORI K-9**

## Pullman Community Montessori

### Development Committee (DC) Meeting

Regular meeting

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#### Date and Time

Wednesday December 16, 2020 at 12:00 PM PST

#### Location

Join Zoom Meeting

<https://us02web.zoom.us/j/87653526897?pwd=NTRiMVFrc2VEczV2U29vQ3pDVjNqUT09>

Meeting ID: 876-5352-6897

Password: 8284

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**PCM's Mission:** to prepare all students to reach their full potential for future success in high school, college, career, and life, using the rich resources of our community.

**PCM's Vision:** to serve as an instrument of change, helping to progress our education system to better meet the needs of students, families, and educators. We nurture students to be self-empowered lifelong learners, global citizens, environmental stewards, and compassionate and collaborative leaders, bringing positive changes to their communities and the world!

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#### Agenda

- I. **Opening Items**
  - A. Record Attendance
  - B. Call the Meeting to Order

### C. Approve Minutes

Please thoroughly review minutes and have any amendments typed and ready to put into the chat.

These say approved because of an error I made when creating "How To" videos. We'll still need to review and make amendments if necessary.

## II. Development Committee (DC) Business

### A. Material Distribution

Please review the [material distribution list](#) (flyers & brochures) that Jan shared and the following information. Recall that Jan added apartments and mobile home parks to our community list starting at about line 80. She made updates based on feedback.

#### **Review the plan to date:**

***As you review compile questions or comments to share with group.***

After you visit the business and hopefully display a flyer in a window, or leave brochures on a front counter, use the check box in the file to mark it complete and fill in the date complete. At businesses it would be great to try to have a one-to-one conversation about PCM. If you were able to do this, check that off, too.

#### **Talking points:**

- PCM is a free public school - K-9
- Enrollment is open to all and will remain open until February 15th.
- For the first year, PCM is enrolling K-5th grade and will add one grade level each year until 9th grade is reached.
- The educational model is the high-quality, research based Montessori model that features customized learning.
- Encourage the community to think about students and families that they know. PCM will be ideal for students who may have struggles or not been as successful in other school settings.
- Let those interested know that they can set up a meeting with the Family and Community Engagement coordinator (Jan Williams) - to further discuss how PCM can meet the needs of families.

#### **Logistic considerations for discussion:**

1. How will we distribute materials (safety discussion, comfort level, who can we recruit)?
2. What deadlines will we set?
3. How will we report/follow-up internally?

### B. 'Event' Planning

**What are our key intentions for events during the planning year?** To date we've prioritized enrollment then community building (focused after beginning of March when we know who our families are) and downplayed fundraising (with expectation to focus on grants for fundraising).

**What is our budget for the 2020-21 school year?** ~\$5K (who is responsible for tracking this budget? HOS & Board Chair)

**Committee members provided good feedback for short-term and long-term event ideas:**

- Virtual walk or run
  - Participants pay an entry fee and walk or run in their own places. Set a goal of running time or distance
- Movie night
  - Find a child friendly movie or documentary that may be relevant to PCM's topics. Host a watch party to gather people to watch it together. Ask for donations or sell "tickets" for the event.
  - **NOTE:** we purchased rights to share a new movie [INSIDE MONTESSORI](#)

**Other ideas (marketing):**

- Use more videos on social media
  - Video can be easily viewed and convey information quickly. All needed content could be put on slides and shared via LOOM.

Reflect by reviewing the **PCM FD Plan** and **PCM R-E-M Plan** (linked in footer). Lets start the planning discussion and start setting goals and timelines.

**What will our 2 'events' be, considering our current environment, between now and the start of school?**

**C. Donor Detail Considerations**

Consider the following questions and lets start forming a consensus around them....

**To be added to the Development Plan:**

1. How do we acknowledge donor contributions (letter, post card, gift)?
2. Is it a tiered-response (donors below \$500 get x, donors between \$500-\$5K get x, etc.... or everyone gets the same)?
3. If letter or postcard - how soon? (What is the timing (ex w/in 10 days, 30, days, etc)
4. Mid-year and end-of-year reports to donors? What do they look like - who is responsible? -- *currently school Admin and the DC Chair are called out to do this.* (virtual or physical mail...do we offer "go paperless" option).

5. Provide donors the ability to sign up for the newsletter - how do we give them this choice?
6. How do we promote matching gifts?
7. End of Year tax document - when is it sent, who is responsible for getting it ready? - *currently ideal if FACE leads.*

### III. Other Business

### IV. Closing Items

- A. Adjourn Meeting

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**Grounding Documents:** [Development Committee Description and Responsibilities](#), [Norms-We are LEADERS too-Structure and Responsibilities Overview](#), [DC Growth Rubric](#), [PCM FD Plan \(Working Doc\)](#), [PCM R-E-M Plan](#)

**Other Resources:** [BoT DC Intro](#), [DC Example Goal](#), [Bylaws](#) (read committees section), [PCM Logic Model](#), [EEMPS Rubric](#), [What Is A Board Committee Supposed To Do?](#), [Virtual Fundraising \(Rotary crowdsource\)](#)