



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

Pullman Community Montessori

PCM Board Meeting

Date and Time

Tuesday January 26, 2021 at 5:00 PM PST

Location

All board meetings are open to the public. Meetings begin at 5:00 PM PST the fourth (4th) Tuesday of each month. Public comment is a standing agenda item at each monthly meeting. Items will be addressed by the board according to the Meeting Agenda posted 48 hours prior to each meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/81114151249?pwd=amNWYWJKTVhuVVdQMmJyU3hrR3ZJZz09>

Meeting ID: 811-1415-1249

Password: 1156

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!

Agenda

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

C. Approve Minutes - 12/22/20

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

D. Approve Minutes - 1/7/2021

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

E. Approve Minutes - 1/12/2021

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

F. Building our Board Muscles: SCENARIO

Reminder for Scenarios:

Examining and discussing scenarios is a good way for boards to grow and stay ahead of issues. Don't get lost in the details of the scenario. These are hypotheticals that other boards have dealt with. Keep in mind Governance vs Management and how you feel the board should collectively APPROACH solving the problem presented (not the minute details of how the problem will be solved or the ultimate decision)

SCENARIO

A friend of a board member is invited to a board meeting to present information on a computer software program that he wants the school to buy. The parent association decides that parents should be involved in decisions about the school's curriculum; the association chairperson catches a board member in the supermarket and complains. The next week, a group of parents comes to a board meeting to raise this issue.

Guiding consideration/questions:

- Materials to review/consider - [Grievance and Conflict Resolution Policy & Procedures](#) (proposed)

G. DEI and Anti-racism Commitment

As agreed to in our previous meeting the board committed to watching Cracking the Codes by World Trust Educational Services. Trustees agreed to use the pre-movie questionnaire provided by Dr. John Scott: [these prompts](#).

Here we will spend 20 minutes debriefing with each other guided by the following prompts:

1. What surfaced for you?
2. What questions or concerns arose for you?
3. As a governance member of PCM, how will you use this information?

Our next whole-board training date, as agreed by the board, is February 17 from 5:00 - 7:00 PM. This training will be provided by Dr. Scott.

II. Public Comment

A. Making Public Comments

Welcome! If you would like to make public comment you will be called on in the order you logged in/arrived. We generally allow 5 minutes for presentation of personal comments/questions/concerns/grievances. These should be shared with the board in writing in advance of the board meeting for us to better address your consideration. Please email to board@mypcm.org or submit in paper form to the PCM office in Gladish Community and Cultural Center. You should receive confirmation of receipt of your written statement within 48 hours of submission.

III. LEADER Team Update

A. November Update

Please review the [LEADERS Team Update](#). Carefully review and send me any questions in advance of the meeting.

I will focus on updates on enrollment, the master lease and the loan progress, and up board to do's.

IV. Committee Updates

Please read through committee reports/minutes and come with questions. Committee chairs will only spend 1-3 minutes providing high level overviews. Questions will be answered as they arise.

A. LESC (Leadership Evaluation & Support Committee)

Trustees should access the 12/25 LESC notes and review prior to the board meeting.

B. DC (Development Committee)

Trustees should access the 1/6 and 1/20 DC notes and review prior to the board meeting.

C. GC (Governance Committee)

Trustees should access the 1/11 GC notes and review prior to the board meeting.

D. FC (Finance Committee)

Trustees should access the 1/19 and 1/21 FC notes and review prior to the board meeting.

The FC proposes the Board adopt this **Financial Policies & Procedures Manual** (CSP Grant and Pre-Opening Requirement).....*This will be linked Monday afternoon. I need to confirm updates requested by the FC have been included.*

V. Board Financials

A. Review December Financials

Please review the following key documents prior to the meeting. I will only review the Dashboard unless there are questions posed about the others documents. Please send questions in advance of the meeting.

[Finance Dashboard](#)

[Balance Sheet](#)

[Profit & Loss Statement](#)

[Budget versus Actuals](#)

[Budget versus Actuals - Forecast](#)

The FC has reviewed the key documents but decided not to begin voting on them until the Board approved the Financial Policies and Procedures Manual that calls out this protocol.

Planning Year budget update: The original planning year budget was approved 8/18/20. It was later updated with additional funding and some categories were redistributed after CSP funds were officially approved. The updated budget should be re-approved.

[Planning Year Budget - Current](#) vs [Planning Year Budget - Original](#)

Please send any questions my way in advance of the meeting.

VI. Other Business

A. Other Policies

Over the coming months we need to begin adopting policies and procedures that are required by the state or commission and consider those recommended by WA Charters and other charter leaders. WSSDA (Washington State School Directors' Association) is a resource that provides

model policies. This resources was provided by the Commission. Use is also encouraged by WA Charters. The following Policies are ready for board review:

In house - modeled after SIA's and WSSDA model policy and procedures

[Grievance and Conflict Resolution Policy & Procedure](#) (Pre-Opening Requirement)

Slightly modified from WSSDA model policies

[4220 Complaints Concerning Staff or Programs](#) (Pre-Opening Requirement)

[5011 Sexual Harassment](#) (Pre-Opening Requirement)

[5010 Nondiscrimination and Affirmative Action](#) - (Pre-Opening Requirement)

VII. Closing Items

A. Adjourn Meeting

Grounding Docs: [Board Norms-We are LEADERS too-Structure and Responsibilities Overview](#), [PCM Logic Model](#), [EEMPS Rubric](#), [School-Wide Reflective Practice Inventory](#), [Bylaws](#)

Resources: [Planning Year Board Calendar](#), [Planning Yr Financials Considerations](#), [OPMA Resources](#), [App Board Commitments & Background](#), [Contract](#), [Seat & Committee Descriptions](#), [Org Charts](#), [Board Member Application Full Packet](#), [Prospective Board Member Questionnaire](#)