Pullman Community Montessori

PCM Board Meeting

Date and Time

Tuesday May 25, 2021 at 5:00 PM PDT

Location

Due to impacts of COVID-19, PCM board meetings will be held virtually via the Zoom platform until further notice. Thank you for understanding and we look forward to seeing you virtually!

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.

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Join Zoom Meeting

https://us02web.zoom.us/j/89620042723?pwd=akVHUTl3elMxSnoxejJwUTRwdEhodz09

Meeting ID: 896-2004-2723

Password: 6615

Dial by your location

   (929) 205 6099

   (301) 715 8592

   (312) 626 6799

   (669) 900 6833

   (253) 215 8782

   (346) 248 7799

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If you would like to make public comment you will be called on in the order you arrived. We generally allow 5 minutes for presentation of personal comments/questions/concerns/grievances. You may view our PCM Grievance and Conflict Resolution Policy and Procedures here. Public comment should be shared with the board in writing in advance of the board meeting for us to better address you 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 conf

irmation of receipt of your written statement within 48 hours of submission. If you do not recieve confirmation please email JanW@myPCM.org

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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!

Agenda

I.   **Opening Items**

    A. Record Attendance

    B. Call the Meeting to Order

    Take a moment before the meeting to review our operating norms (linked in the footer). Any suggestsion for changes, additions, deletions? Are there any items missing in the footer that you'd like to see there? Are there any broken links or links that send you to the wrong document?

    C. Approve Minutes - 4/27/20

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

    D. 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
    The HOS has indicated that they are making a major change to the school's programming. The board knows that some parents will be unhappy with this decision; some have even threatened to remove their students if this change comes to pass. What should the board do?

E. DEI and Anti-racism Commitment

We will be engaging in DEI work with Bely at 5:30 PM during our Part II Fiduciary Training.

I would also like to propose that we add the following equity pause format into the middle or towards the end our meetings.

EQUITY PAUSE FORMAT:
Reflect on the meeting process -
Awareness: What would we like to say that hasn't been said?
Inclusion: Who are we not hearing from? Why?
Relationships: Is this conversation/action/project moving towards relationship?
Acknowledgments: Are we acknowledging the history? What and who would you like to acknowledge and celebrate?
Process & Practice: Are we on the right track? Do we need to update our practices and processes?
Goals: Are we moving towards more and/or improved equity and inclusion practices?
Implicit Biases: Where are our blindspots and biases?
(Adopted from equity Xdesign)

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. You may view our PCM Grievance and Conflict Resolution Policy and Procedures here. Public comment should be shared with the board in writing in advance of the board meeting for us to better address you 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.   Part II Fiduciary Training

A.   Board Fundraising

Bely Luu, Associate Director of School Development at WA Charters, will lead this training.

Prior to the meeting please review the <u>self-paced Peardeck training</u> that you completed in April along with the reccommended pre-reading (that was a primer for the Peardeck activity) "<u>10 Principles of Community-Centric Fundraising</u>".

Also review the Padlet shared by Bely <u>https://padlet.com/bely1/sjjc23477k407s6e</u>.

IV.   LEADER Team Update

A.   March Update

Review the LEADERS Team Update. Please note: 1.) meeting was moved to 5/20/21 so updates are current, 2.) asbestos test for 205-207 came back all clear, no asbestos so work has resumed.

V.   Committee Updates

Please read through committee reports/minutes and come with questions. Committee chairs will not provide updates unless there is a motion or key items to address. Please communicate with committee chairs or the head of school in advance of the meeting if you have questions.

A.   LESC (Leadership Evaluation & Support Committee)

Trustees should access the publicly accessible LESC meeting notes and review prior to the board meeting.

B.   DC (Development Committee) ---meeting postponed---

Trustees should access the publicly accessible DC meeting notes and review prior to the board meeting. ---meeting postponed---

C.   GC (Governance Committee)

Trustees should access the publicly accessible GC meeting notes and review prior to the board meeting.

D.   FC (Finance Committee)

Trustees should access the publicly accessible FC meeting notes and review prior to the board meeting.

Montion: The FC reccommends the approval of the April financials as presented (you can find these linked into the FC agenda).

Motion: The FC reccommends the board approve the updates made to the Financial Policies and Procedures Manual (FPPM) (you can see the outline for these changes in the FC agenda and minutes).

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VI.   Compliance

As agreed in our Charter School Contract with the Commission, PCM must meet a list of pre-opening conditions on the proposed deadlines to be able to open. I recommend occasionally each Trustee should read back through the Statement of Assurances (found in the Compliance folder linked in the footer). This provides a condensed view of what we've agreed to.

A. Pre-opening Conditions Checklist

Please review the **pre-opening checklist**. Our HOS has indicated with <mark>yellow highlighting</mark> which have been completed. A short report will be provided on how we are tracking towards future deliverables.

Our progress can also be viewed in the LEADERS report.

B. Planning Year Dashboard

Please review our Planning Year Dashboard to view how we are tracking towards typical planning year deliverables.

VII.   Other Business

A. Required Board Policies

WA Charters created this Charter Required Policies spreadsheet to aid in boards adopting all the necessary policies, procedures, manuals, and handbooks. It is highly recommended, with a few exceptions, that schools adopt slightly modified WSSDA (Washington State Charter School Directors' Association) model policies and procedures to accomplish this task.

The PCM team has made adaptations to these model policies and procedures to create the versions being presented to the board for adoption. The policies and procedures to be voted on at this meeting can be found in THIS FOLDER. They rows of the policies and procedures being presented for adoption are highlighted in <mark>**YELLOW**</mark>.

Proposed Motion: I propose the PCM Board adopt the policies/procedures as presented.

B. ESSER III Funding Requirement

To qualify for ESSER III funds, charter public schools and common public schools, must complete a **Academic & Student Well-Being Recovery Plan** Application. This application must be submitted by June 1. To submit this the board must approve the application prior to June 1.

Here is the OSPI exerpt for further detail:
Each public school district, tribal compact school, and charter school in Washington state is required by the state Legislature and by Congress to create and submit an Academic and Student Well-being Recovery Plan by June 1, 2021. The goal of the plan is to identify which students and student groups need additional academic and well-being supports, define how those supports will be provided, and plan for recovery and acceleration of student learning and well-being over the summer, into the fall, and beyond.

"Each district must post their plan to their public website and receive approval of their plan by their governing body prior to submitting their plan to OSPI."

PLEASE REVIEW PCM Academic & Student Well-Being Recovery Plan Application (https://mypcm21.box.com/s/p5zez0an5e6j70hw2wijiwduv3vs434s)

VIII.   **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: Compliance Folder, Planning Year Board Calendar, Planning Yr Financials Considerations, OPMA Resources, App Board Commitments & Background, Seat & Committee Descriptions, Org Charts, Board Member Application Full Packet, Prospective Board Member Questionnaire