Pullman Community Montessori

PCM Board Meeting

Date and Time

Tuesday November 23, 2021 at 5:15 PM PST

Location

PCM Board of Trustees meetings are held in the Gladish Community and Cultural Center room 100a. To increase accessibility we offer a virtual option for attendance. The Zoom link can be found below. If you attend in person please wear a mask upon entry into the building. Thank you for understanding and complying with these safety mitigation measures!

All board meetings are open to the public. Meetings begin at 5:15 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 writin

g in advance of the board meeting for us to better address you consideration. Please email to board@mypcm.o rg or submit in paper form to the PCM office in Gladish Community and Cultural Center STE 212. You should re ceive confirmation of receipt of your written statement within 48 hours of submission. If you do not recieve confir mation, please email DesireeP@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

		Purpose	Presenter	Time
I.	**Opening Items**			**5:15 PM**
A.	Record Attendance		John Cassleman	1 m
B.	Call the Meeting to Order	Discuss	John Cassleman	1 m
	Take a moment before the meeting to review our operating norms (linked in the footer).			
C.	Approve Meeting Minutes - 10/26	Approve Minutes	John Cassleman	3 m
D.	Community Building		Clara Hill	8 m
E.	DEI and Anti-racism Commitment		Laylah Sullivan	
	Coordinating with BCC on when the full board trainings will be. Contract provides the opportunity for 3 each year.			
II.	**Public Comment**			**5:28 PM**
A.	Making Public Comments	FYI	John Cassleman	15 m
	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 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   **5:43 PM**

		Purpose	Presenter	Time
A.	November Update	FYI	Laylah Sullivan	15 m

IV.   Committee Updates   **5:58 PM**

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.

		Purpose	Presenter	Time
A.	LESC (Leadership Evaluation & Support Committee)	Vote	Beverley Wolff	10 m

LESC will present their 2021-22 goals for board approval.

No November meeting.

		Purpose	Presenter	Time
B.	DC (Development Committee)	FYI	Ayad Rahmani	

Currently inactive. Goal for December meeting.

		Purpose	Presenter	Time
C.	GC (Governance Committee)	Vote	John Cassleman	10 m

GC will present 2021-22 goals for board approval.

Governance Committee's goals for SY 2021-22

#1: Ensure that all PCM committee goal are stated as smart goals.

#2: Monitor posting and completion of committee goals via monthly audits and a living record.

D. FC (Finance Committee) — Vote — Aubree Guyton — 5 m

Trustees should access the publicly accessible FC [agenda](#) and [minutes](#) and review prior to the board meeting.

The FC recommends the board approve the September financials, including the Payroll & AP Certification as presented.

The FC recommends the board approve the October financials, including the Payroll & AP Certification as presented.

E. FC (Finance Committee) — Vote — Aubree Guyton — 5 m

FC will present 2021-22 goals for board approval.

• Review auditor options and provide rec for an auditor year 1 (Due Jan 31, 2022)
• Meet or exceed the commission financial framework monthly
• Hold one mock audit prior July 2022
• Provide board training on key financial documents 3x this year

F. Auditing Officer Appointment — Vote — Laylah Sullivan — 3 m

The FC recommends the board appoint Aubree as Auditing Officer.

Role of the auditing officer: Check if expenses are properly authorized. Checks some invoices to make sure PCM staff are following proper authorization and internal protocols.

V. Compliance — 6:31 PM

Per PCM's [Charter School Contract](#) with the Commission, PCM Trustees should regularly review the [Statement of Assurances](#) (found in the Compliance folder linked in the footer) to ensure we are fulfilling our obligation to the contract.

A. 2021-22 Compliance Calendar — Discuss — Laylah Sullivan — 5 m

The Commission has issued an updated [Compliance Calendar](#) for the 2021-22 School Year. This is a component of a larger document used by PCM management and available to the Board that provides guidance and clarification around the Commission's oversight of charter schools (this [Oversight Guidance Manual](#) is updated periodically).

B. Review OPMA Compliance — FYI — John Cassleman — 5 m

We will review OPMA requirements and determine our pattern of compliance.

[Link OPMA checklist and BOT data]

VI. Other Business

VII. Closing Items   **6:41 PM**

A. Adjourn Meeting   Vote   John Cassleman   1 m

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](#)