



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

Pullman Community Montessori

PCM Board Meeting

Date and Time

Tuesday January 25, 2022 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.

Join Zoom Meeting

<https://us02web.zoom.us/j/89620042723?pwd=akVHUTI3eIMxSn0xejJwUTRwdEhodz09>

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

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.

g 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 STE 212. You should receive confirmation of receipt of your written statement within 48 hours of submission. If you do not receive confirmation, please email DesireeP@myPCM.org

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 - 12/28	Approve Minutes	Clara Hill	2 m
Please come with amendments ready to put in the chat.			
D. Community Building	Discuss	John Cassleman	3 m
*Please use this google document to sign up for the board meeting in which you would like to lead this activity.			
E. DEI and Anti-racism Commitment	Discuss	Laylah Sullivan	35 m
Introduction to BCC (Buffalo Cloud Consulting). Please review the attached overview.			
We'll get to know each other and be introduced to homework for our next session which will be a full training session.			
Please come with questions for BCC.			

	Purpose	Presenter	Time
II. Public Comment			5:57 PM

A. Making Public Comments	FYI	John Cassleman	15 m
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Welcome! If you would like to make public comment you will be called on in the order you logged in/arrived.

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- 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.
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III. LEADER Team Update & Compliance Check-in			6:12 PM
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Standing reminders:

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.

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).

What rubrics does the Commission use for evaluation?

[Financial Performance Framework](#)

[Academic Performance Framework](#)

[Organizational Performance Framework](#) ([expanded criterion](#))

A. December Update	FYI	Laylah Sullivan	10 m
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Please review the BOARD OF TRUSTEES DASHBOARD prior to these updates. The majority of updates directly apply to this dashboard.

<https://mypcm21.box.com/s/yeoqvyu0kwnw4mz5scu1hzt7rnl0pwag>

General outline:

- Enrollment
- Financial
- Compliance
- School Specific Goal progress (similar cadence to Academic update)
- Logic Model (similar cadence to Academic update)
- Academic update (if applicable....usually the board meeting the month following the end of the trimester)

Notes not included in dashboard this month:

- For new charters, OSPI does not 'true up' apportionment of actual enrollment until October of 2022. We have asked OSPI to initiate this in January so that PCM does not end up with zero apportionment paid for the first two months of school.
- WISM is quickly approaching (review of our SPED program) and we are on track for all submissions. We have gotten very positive feedback from the TMC who we are partnered with for support.
- The final WIDA screeners have been completed and OSPI has been notified. We are now in compliance with OSPI on this.
- The transition with SIA is going well.
- NCMPS is providing targeted support for specific areas where a gap was left with the loss of our MC (ex direct coaching of specific teaching teams, increased on-site visits, increased PD sessions).
- TSS coach will be on site next week.

IMPORTANT REMINDER: Every member of a publicly funded governing body must complete their online F1 Personal Financial Affairs Statement within 14 days of taking their oath or assuring their duties. Additionally, every member is also required to refresher this information annually as long as they serve on the Board of Trustees. The annual deadline is April 15th.

Last year we committed to submitting these by the March meeting! Let's do this again this year! For those who have already completed this last year, use your login and the process will go much more quickly this year.

A refresher document is attached.

IV. Committee Updates

6:22 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.

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|-----------|--|------|----------------|------|
| A. | LESC (Leadership Evaluation & Support Committee) | Vote | Beverley Wolff | 10 m |
|-----------|--|------|----------------|------|

LESC meeting minutes for review:
1-24-2022

LESC will present the plan for HOS evaluation.

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| B. | DC (Development Committee) | Vote | Ayad Rahmani | |
| C. | GC (Governance Committee) | Vote | John Cassleman | 15 m |

GC January Meeting Minutes here:

- [January 3](#)
- [January 10](#)

Provide results of Annual Survey review. Highlight and discuss priorities identified by the GC for board consideration.

The Governance Committee proposes that the PCM Board adopt the following goal for the GC:

- Recruit 2 new board members by June 2022 with the following 2 skill sets:
 - Fund Development
 - Governance/Human Resources and with preference to expanding the board’s diversity.

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| D. | FC (Finance Committee) | Vote | Aubree Guyton | 5 m |
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Trustees should access the publicly accessible FC meeting notes and review prior to the board meeting. <https://app2.boardontrack.com/org/IVTavg/minutes/show/42964>

	Purpose	Presenter	Time
Motion: The FC recommends the Board approve the December financials as presented.			

Reminder: The 2021-22 annual budget revise will be presented at the February board meeting. Approximately 7 days in advance of the February meeting Trustees will receive the annual budget along with the FC's recommendation.

HW: Please read the attached "Financial Roles Grounding" document and complete the short HW that is nested in the document.

V. Enrollment Policies and Procedures 2022-23			6:52 PM
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A. Updated Enrollment Policies & Procedures for the 2021-22 school year	Vote	Laylah Sullivan	3 m
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The updates are mostly with the timeline for enrollment and registration.

Why the adjustments to the timeline: Last year we experienced that this process was a bit early for our community. The new timeline also accounts for the slower movement of things in the front office during COVID and offers more time for the new schedule to settle in and a buzz to be built around that positive adjustment.

Track changes has been used to help Trustees identify what has been changed. I recommend reading in *simple markup* view.

B. Academic Calendar Discussion (vote at the February meeting)	Discuss	Laylah Sullivan	5 m
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Consideration to begin discussing. Any change to the academic calendar (or not returning to our exact proposed contact days) requires PCM to request a change with the commission. This is similar to the process for the day length change.

We originally proposed 186 contact days:

With delaying the start of school this year our current contact days (not counting the extra staff planning day) are 182.

I suggest the board consider retaining the daily schedule we have now and changing it's long-term calendar to reflect 182 contact days. Beginning school on Wednesday August 17th and ending on June 9th with Pullman School District. Our 1/2 day Student Strong Start program would begin August 15th.

	Purpose	Presenter	Time
Rational: this will would keep higher than average instructional hours while compromising on feedback from staff and families.			

Route for checking: Send draft calendar to families and staff and compare with original proposed to see what consensus is.

VI. Other Business 7:00 PM

A. Legislative Update	FYI	Laylah Sullivan	3 m
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The State Board is going to be discussing charter schools at their Jan meeting. There are potential impacts to PCM because they will be discussing funding inequity (lack of local levy funds) and the structure of authorizer fees (potential of putting this financial burden on the state and not schools).

The attached information provides some general trends seen across the state when comparing charters to district schools.

This information is informative and for advocacy purposes.

VII. New Business 7:03 PM

A. Revisit Board Meeting Effectiveness Discussion	Discuss	John Cassleman	10 m
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The board will continue its discussion regarding meeting effectiveness.

The purpose of this discussion is to generate ideas for a proposal to keep, modify, or remove certain elements, norms, or processes of meetings.

VIII. Closing Items 7:13 PM

A. Adjourn Meeting	Vote	John Cassleman	1 m
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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](#)