



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

Pullman Community Montessori

PCM Board Meeting

Date and Time

Tuesday April 26, 2022 at 5:15 PM PDT

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=akVHUTI3eIMxSnoxelJwUTRwdEhodz09>

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 your 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

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).

C. Approve Meeting Minutes 3-22-22

Please come with amendments ready to put in the chat.

D. Approve Special Meeting Minutes 3-8-22

E. Community Building

Clara will be leading our session this meeting.

*If you have not done so yet, please use [this google document](#) to sign up for the board meeting in which you would like to lead this activity.

F. DEI and Anti-racism Commitment

Reminders:

Next BCC session - Tuesday MAY 10, 5:15 - 7:15

Pre-work has been assigned as a task in Board on Track.

When reviewing and approving budgets and renewals of policies and procedures over the coming months, we will analyze from multiple angles using an equity lens.

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 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 & Compliance Check-in

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.

For transparency this is a copy of the Commission's [Oversight Guidance Manual](#)

What rubrics does the Commission use for evaluation?

[Financial Performance Framework](#)

[Academic Performance Framework](#)

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

[School Specific Goals \(2021-22\)](#) (1 Academic, 1 Operational)

A. March Update

Please review the BOARD OF TRUSTEES DASHBOARD prior to these updates. The majority of updates directly apply to this dashboard.

General outline:

- Enrollment
- Financial
- Compliance
- Academic update (will update at this meeting)
- School Specific Goal progress (will update at this meeting)
- Logic Model (will update at this meeting)

Notes not included in dashboard this month:

- Commission site visit has moved to May 10th and 11th
- CSP Site Visit is May 5th.
- Cece, the reading specialist that facilitated the Heggerty training during the summer Staff Strong Start Program, was on site the week before and after spring break. Her help was amazing and we are envisioning a modified plan for on site PD and support next year.
- Jasmine from NCMPS was on site with staff April 18th-20th
- We initiated an Elementary Q&A session April 20th to provide another opportunity for elementary families to get a glimpse into how their child's day looks and ask questions about next year.
- We tabled at the Palouse Family Fair April 23rd
- We have set up a Community Open House on May 4th to share our program with the community.

IV. 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. LSEC (Leadership Evaluation & Support Committee)

Review LSEC [meeting minutes](#)

B. DC (Development Committee)

Review the DC [meeting minutes](#).

Draft Case for Support: will be shared via email by April 2.

C. GC (Governance Committee)

Review the April GC [meeting minutes](#).

John will provide update on Committee & Board Goal Tracker Dashboard for April.

D. FC (Finance Committee)

In advance of this meeting Trustees should:

1. Access the publicly accessible [FC meeting notes](#) and review.
2. Review the March financials recommended by the FC (see below).
3. Check in on prior HW's (do you have questions)?

MARCH FINANCIALS: Attached

Motion 1: The FC recommends the Board approve the March financials as presented.

V. Other Business

A. Board Fundraising 2.0 Training

We welcome back Bely (pronounced Bailey) Luu for our board fundraising refresher. Bely is the Associate Director of School Development at the Washington State Charter Schools Association.

Pre-work should be completed by **Monday, April 25th** for Bely to fine tune the training. The pre-work will be shared with you through PearDeck and will be focused on:

- Board's Role in Culture of Philanthropy refresh
- CCF Principles refresh
- Cultivation Cycle refresh with a focus on board mapping activity – ask board members to bring 1-2 contacts to the April 26 board meeting
- Making the Ask refresh with role-play scenarios videos

The in-person portion of this training will focus on Making the Ask...

1. Highlight tips
2. Role-play in small groups with the contacts identified from the pre-work
3. General Q&A

Remember to bring 1-2 contacts to the meeting (not physically...just ideas).

B. Annual Budget Intro & Five-year Budget Projection Review

The HOS will provide an overview of where the 2022-23 projected budget sits with recent legislative changes. A brief update will be provided on how this affects the 5-year Budget Projection.

We need to be ready to vote on the 2022-23 annual budget at our June meeting.

C. Adjustment to Salary Scale -- Postpone to May meeting

The PCM management team has update the data that supports the staff salary scale at PCM.

Refresh your memory by looking at the [2021-22 Staff Handbook](#). The legislature has also dedicated more funding to staff through a COLA (cost of living adjustment) and increases to specialty staff positions. After examination of the data and budget, the PCM HOS is recommending the following adjustments:

Add a step 45

Assign COLA increase across all PCM staff

Add protocol for recognizing half year or more experience

See proposed updates in this table. Below the table you will see a summary of how the updates affect the long-term budget.

VI. New Business

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: [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](#)