



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

## Pullman Community Montessori

### PCM Board Meeting

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#### Date and Time

Tuesday May 24, 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.

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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

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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.

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

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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!

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## 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 04-26-22

Please come with amendments ready to put in the chat.

D. Approve Special Meeting Minutes 5-10-22

E. Community Building

1) John 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.

2) Discuss opportunities to hear from families and community members this year in lieu of the Community Advisory Council.

## F. DEI and Anti-racism Commitment

### **BCC Training Reflection:**

Reflecting upon our last BCC session on Tuesday MAY 10, please share one idea on how to put these trainings into action.

### **Educational Equity Plan:**

Please review the attached proposed Educational Equity Plan. This was guided by work of the GC, BCC, Community Roots School, and WA Charters.

### **Delay vote until June so Board has sufficient time to review.**

Proposed MOTION - I move to approve and adopt the proposed Educational Equity Plan as is [with the following changes reflected].

## 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](mailto: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
- School Specific Goal progress
- Logic Model

#### Notes not included in dashboard this month:

- Commission site visit - within 45 days we'll receive a full report. Glows and Grows attached.
- CSP Site Visit went well.
- Open House went really well!
- Kids are excited for the camping trip.
- We tabled at the Palouse Family Fair April 23rd.

#### 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)

No meeting minutes to present.

##### B. DC (Development Committee)

No meeting minutes to present.

Please review a physical copy of PCM's Case for Support.

Motion: I motion that we approve and adopt the proposed Case for Support.

Once approved and printed we'll provide board members 15 copies to use throughout the year. We need to track who we provide these to as not to overlap in our distribution efforts. A distribution tracker will be shared with the board so please watch your emails. Also remember this is a living document.

**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 April financials recommended by the FC (see below).
3. Review the year 1 auditor recommendation.
4. Check in on prior HW's (do you have questions)?

APRIL FINANCIALS: Attached

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

**Motion 2:** The FC recommends the Board approve the HOS to contract PCM with the recommended audit agency for the year 1 audit.

**V. Other Business**

**A.** 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 PROPOSED 2022-23 annual budget at our June meeting. In August we will fix and adopt the FINAL budget for the 2022-23 school year.

## B. Adjustment to Salary Scale

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

*(these will be explained in detail in the presentation)*

(delay until next meeting) ... intro only.

## VI. New Business

## VII. Closing Items

### A. Adjourn Meeting

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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](#)