



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

## Pullman Community Montessori

### PCM Board Meeting

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#### Date and Time

Tuesday July 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.

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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

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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 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 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](mailto: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: Regular Meeting on 06-28-22

Please come with amendments ready to put in the chat.

D. Community Building

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." We should plan at least 6 meetings out.

E. DEI and Anti-racism Commitment

The HOS will report on survey results and parent feedback in regard to equity and inclusion during the 2021-22 school year. During this presentation the HOS will share what adjustments are being made to improve.

### 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. July Update

Please review the [BOARD OF TRUSTEES DASHBOARD](#) prior to these updates. The majority of updates directly apply to this dashboard.

#### B. Staffing Discussion

The HOS will update the board on Guide/Teacher hiring progress as this directly affects the ability of the school to open.

Budget scenarios will be presented to aid in discussion.

#### **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)**

The LSEC will report on the HOS Annual Review will be presented at the August meeting.

**B. DC (Development Committee)**

No meeting minutes to present.

**C. GC (Governance Committee)**

GC did not meet in July.

**D. FC (Finance Committee)**

In advance of this meeting Trustees should:

1. Access the publicly accessible [FC meeting notes](#) and review.
2. Review the June financials recommended by the FC.

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

**NOTES:**

Auditor update will be provided. This is not due until later in the fall so the board will be presented with the FC's recommendation at the August meeting.

Please ask questions if you have any with respect to the proposed Annual Budget. The proposed annual budget notice has been published in the local paper as required by law (4 and 2 weeks prior to fixing the budget). The proposed annual budget is also accessible on the PCM website and will be printed upon request if one is made.

#### **V. Other Business**

**A. Governance Vs. Management Refresh**

BoardOnTrack will lead refresh on Governance and Management roles to maintain a healthy board and school structure.

--- POSTPONED to August

**B. Adjustment to Salary Scale & Updates to Staff Handbook**

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

The comparison can be [reviewed here](#). 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 and incorporating staff feedback, the PCM HOS is recommending the following adjustments:

- Add a step 45 to the Guide Salary scale
- Assign COLA increase
- Add protocol for recognizing half year or more experience

Explanations are in the 2022-23 Staff Handbook draft.

Other updates to the Staff handbook include added salary schedules for non-exempt positions and some language updates. All updates are indicated as comments in the Staff Handbook.

Proposed Motion:

To approve the Staff Handbook as drafted with updated and added compensation schedules.

**C. Equity Plan**

Please review the draft linked [HERE](#).

**D. Sector Update**

Laylah will provide an update on legislative activity that impact charters schools.

**E. Year in Review**

HOS will provide overview of the 2021-22 School year and share what the take aways are that staff will focus on to engage in our continuous cycle of improvement and meet emerging needs or highlighted growth areas during the 2022-23 school year.

Postpone to board retreat.

**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](#)