



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

Pullman Community Montessori

PCM Board Meeting

Date and Time

Tuesday August 23, 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 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

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. Approve Meeting Minutes: Regular Meeting on 07-26-22

E. Community Building

Aubree 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.

F. DEI and Anti-racism Commitment

BCC update. Forward planning.

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. Governance - Management 2.0 Board PD session

BoardOnTrack will be delivering a refresher training on building good practices as school governors. Having a clear understanding of the role of governance versus the role of management is essential to a successful charter board and school.

B. August Update

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

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 August.

D. FC (Finance Committee)

In advance of this meeting Trustees should:

1. Access the publicly accessible FC meeting notes and review.
2. Review the August financials recommended by the FC.

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

PCM has not received the final engagement letter from Eide Baily, the prospective year 1 audit firm. The soft estimate is \$18,000 which is \$6,000 less than the other competitor. To not lose our spot with Eide Baily in the event the engagement letter comes between board meetings, the FC discussed suggesting the board approve the HOS signing the engagement letter as long as the cost does not exceed \$25,000. Joule would review as well before the commitment is made.

Motion 2: The FC recommends the Board of trustees allow the Head of School to sign the forthcoming engagement letter with Eide Baily as the year 1 audit firm as long as the engagement letter fees do not to exceed \$25K.

V. Other Business

A. Updated 2021-22 Policies/Procedures/Handbooks

The SPED policies and procedures have been updated. Rather than using WSSDA policies and procedures as is the norm, WA Charters paid legal council to create a Charter specific SPED policy and procedure.

Proposed Motion:

The PCM Board of Trustees approve the updated documents as presented.

VI. 2022-23 Annual Budget

A. Review of the 2022-23 Annual Budget

The PCM Board of Trustees will review the 2022-23 Annual Budget.

This is the updated budget file based on enrollment as of 8-20-22.

VII. New Business

VIII. 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](#)