



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

Pullman Community Montessori

PCM Board Meeting

Date and Time

Tuesday September 27, 2022 at 5:15 PM PDT

Location

PCM Board of Trustees meetings are held in the Gladish Community and Cultural Center room 102. To increase accessibility we offer a virtual option for attendance. The Zoom link can be found below.

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=akVHUTI3eIMxSnoxeyJwUTRwdEhodz09>

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 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 re

ceive 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: Regular Meeting on 08-23-22	Approve Minutes	John Cassleman	1 m
Please come with amendments ready to put in the chat.			
D. Approve Meeting Minutes: Board Retreat on 08-21-22	Approve Minutes	John Cassleman	1 m
E. Community Building	Discuss	John Cassleman	10 m
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."			
F. DEI and Anti-racism Commitment	Vote	Laylah Sullivan	3 m
Update on DEI training for staff and board.			

II. Public Comment		5:32 PM
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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.
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III. LEADER Team Update & Compliance Check-in		5:47 PM
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Per PCM's [Charter School Contract](#) with the Commission, PCM Trustees should regularly review the [Statement of Assurances](#) to ensure we are fulfilling our obligation to the contract.

A. September Update	FYI	Laylah Sullivan	10 m
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B. Governance - Management 2.0 Board PD session Follow Up	Discuss	John Cassleman	12 m
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Discuss major takeaways from the Governance & Management PD session.

Discuss the Board & Management roles in approving contracts.

"Scenario" Discussion Question: John and Laylah signed the 'Growth Grant' Agreement, an agreement stipulating that WA Charters will grant PCM \$222,000 contingent on PCM maintaining enrollment of no fewer than 115 students for the SY2022-23. Given that approving some contracts and other binding agreements is the domain of a board while others are the domain of management, how should PCM handle the approval of future contracts?

	Purpose	Presenter	Time
IV. Committee Updates			6:09 PM
A. Individual Board Member Report Each trustee will briefly present on their progress toward individual goals and tasks. Additionally, trustees may report observations, feedback, or questions gathered since last meeting.	FYI	John Cassleman	5 m
B. LSEC (Leadership Evaluation & Support Committee) The LSEC will report on the HOS Annual Review to be presented at the September meeting.	FYI	John Cassleman	15 m
C. DC (Development Committee) No meeting minutes to present.	FYI	Ayad Rahmani	
D. GC (Governance Committee) No minutes to present.	FYI	John Cassleman	
E. FC (Finance Committee) In advance of this meeting Trustees should: <ol style="list-style-type: none"> 1. Access the publicly accessible FC meeting notes and review. 2. Review the September financials recommended by the FC. <p>Motion 1: The FC recommends the Board approve the September financials as presented.</p> <p>As of September 24, 2022 Laylah signed the Eid Bailly audit Engagement Letter as it followed the parameters agreed to by the board. (find copy attached)</p>	Vote	Aubree Guyton	5 m
V. Action Items			6:34 PM
A. Equity Plan The HOS updated the previously shared Equity Plan policy to align with WA Charters recommended actionable format. The Rubric used for the equity plan is also	Vote	Laylah Sullivan	10 m

	Purpose	Presenter	Time
	attached. This is a living document that will be refined over time and include contributions from multiple parties.		
B.	Updated 2021-22 Policies/Procedures/Handbooks	Vote	Laylah Sullivan
	5 m		
	The following have not incurred any notable changes but need to be re-voted on for this School Year:		
	<ul style="list-style-type: none"> • 2110 & 2110P (TBIP) Transitional Bilingual Instruction Program • 2190 & 2190P Highly Capable Program • 2162 & 2162P Section 504 		
	The following have incurred changes:		
	<ul style="list-style-type: none"> • 2161 & 2161P (Special Education and Related Service Policy & Procedure) 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. The key changes include: 1.) Replaced 'district' with 'LEA' 2.) Updated Child Find language to reflect charter-specific Child Find duties, e.g. removal of language related to students residing within district boundaries and students enrolled in private schools 3.) Removed language related to the transition from IDEA Part C to IDEA Part B, as PCM is not authorized to enroll or serve preschool students. All other adjustments and changes were related to the WAC updates and are in alignment with the updated WSSDA model policy and procedure. • Student and Family Handbook - minor changes to be more explicit on how to contact the board and on parking and pick-up. 		
	The following are new:		
	<ul style="list-style-type: none"> • 4040 & 4040P (Public Access to PCM Records) - this is needed for compliance and is cross referenced in PCM's policy and procedure 2161. • 2108 Learning Assistance Program - this is needed for funding compliance 		
	Proposed Motion:		
	The PCM Board of Trustees approve the updated documents as presented.		
C.	Board Member Resignations	Vote	John Cassleman
	5 m		
	Beverly Wolff and Melisa Medalle have submitted their resignations to the PCM Board of Trustees. The board will vote to formally accept their resignations.		
D.	Approve Board Secretary	Vote	John Cassleman
	3 m		

	Purpose	Presenter	Time
With Melisa's resignation, the Secretary officer position of the PCM board is now vacant. The PCM Bylaws state that "the Corporation shall have a Chair and Secretary."			

Source: [Bylaws](#)

E.	Approve SY2022-23 Board of Trustees Goals	Vote	John Cassleman	15 m
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Proposed BOT Goals 2022-23

- Board members understand the established benchmarks for assessing school health and work towards independence.
- Establish a Development Committee
- Continuous and strategic recruitment of committee and board members.
- Committees are established and have set goals and priorities for the year.
- The board has clear engagement expectations and systems of accountability.
- The Board develops systems and plans for engaging in the larger Pullman and charter community
- Families and staff have clear and accessible systems of engagement with the board

F.	2022-23 School Specific Goals	Vote	Laylah Sullivan	5 m
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The PCM Board of Trustees will review and vote on the proposed 2022-23 School Specific Goals presented by the PCM Administrative Team.

G.	HOS Contract	Vote	John Cassleman	5 m
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The Board will consider and vote on the PCM Head of School's contract.

VI.	Other Business			7:22 PM
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A.	Summary Report on Academic Measures for SY2021-22	FYI	Laylah Sullivan	7 m
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The PCM HOS will provide a brief summary of where PCM landed with academic performance measures that are critical to the schools mission, vision, and compliance. These measures will include NWEA MAP (Measure of Academic Performance) and SBA (Smarter Balance Assessment - state required). Additionally, the MEFS (Minnesota Executive Functioning Scale) outcomes will be summarized. Although not academic, this is a measure is integral to monitor student SEL growth at PCM. The presentation will conclude with what PCM staff will be focusing on this year as a result of these outcomes.

For transparency the full report provided to the Commission on PCM's 2021-22 School Specific Academic Goal is included for review.

Additionally, for full transparency the results of the 2021-22 Commission on site-review is also attached.

VII. New Business	7:29 PM
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| A. | HOS Offer of Employment Amendment | FYI | John Cassleman | 2 m |
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In October, we will vote on the following amendment to the HOS Offer of Employment SY2022-23.

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| B. | PCM's Enrollment and its Impact on Long Term Financial Sustainability | Discuss | John Cassleman | 5 m |
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Introductory discussion about the relationship between PCM's current enrollment, enrollment goals (2022-2026), and 5-year budget.

- Understand the problem and define a problem statement
- Establish key contextual factors and develop questions for staff

VIII. Closing Items	7:36 PM
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| 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](#)