



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

Pullman Community Montessori

PCM Board Meeting

Date and Time

Tue Oct 25, 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 09-27-22	Approve Minutes	John Cassleman	1 m
Please come with amendments ready to put in the chat.			
D. Approve Meeting Minutes: Working Meeting on 09-13-22	Approve Minutes	John Cassleman	1 m
E. Community Building	Discuss	Laylah Sullivan	10 m
Laylah 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	Discuss	Aubree Guyton	15 m
The board will engage in an activity related to reading chapter 3 and 4 of "This Book is Anti-Racist". Trustee Aubree Guyton will lead our activity			

II. Public Comment	5:44 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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III. LEADER Team Update & Compliance Check-in	5:59 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.

For public 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 \(2022-23\)](#) (1 Academic, 1 Operational) - *Board approved, pending Commission approval.*

A. October Update	FYI	Laylah Sullivan	5 m
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Please review the BoardDashboard prior to the meeting. We will review any questions Trustees have.

Updates not included in the dashboard:

	Purpose	Presenter	Time
	<ul style="list-style-type: none"> • We now have 33 FRLP students - Direct Cert was not loading new students until mid October. • We have had an average of 30 students riding the bus and will have an average of 32 starting Monday. • Older elementary as used the bus several times to engage in outings farther from Pullman than are walkable. • To date we have accrued 79 hours of volunteer time so far this year (17 hrs this month). • We have 10 practicum students engaging in our 211 YE program and our OE program (they usually participate 1/day a week or 3 hours). We also have 2 SPED practicum student who shadows our Director of Specialized Programs (1 for 1 day/week and 1 weekly for 3 hours). 		
B.	Annual Performance Report	Discuss	Laylah Sullivan
	<p>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.</p> <p>The presentation is in alignment with this 2021-22 Annual Performance Report. Normally PCM will try to publish this report in August rather than the end of September. Trustees should review this Annual Performance Report prior to the board meeting.</p> <p>For transparency the full report provided to the Commission on PCM's 2021-22 School Specific Academic Goal is included for review.</p> <p>Additionally, for full transparency the results of the 2021-22 Commission on site-review is also attached.</p>		
IV.	Board Goals & Committee Updates		6:19 PM
A.	Monitoring Progress: Board Goals 2022-23	Discuss	John Cassleman
	<p>Determine whether the board is making progress toward annual goals and whether corrective action is needed.</p>		

	Purpose	Presenter	Time
Board Goals 2022-23			
#1. Board members understand the established benchmarks for assessing school financial health.			
#2. Continuous and strategic recruitment of committee and board members.			
#3. Committees are established and have set goals and priorities for the year.			
B. Individual Board Member Report	FYI	John Cassleman	5 m
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.			
C. LSEC (Leadership Evaluation & Support Committee)	FYI	John Cassleman	7 m
The LSEC will report on the HOS Annual Performance Review. This agenda item was postponed to the October board meeting.			
D. DC (Development Committee)	FYI	Ayad Rahmani	
No meeting minutes to present.			
E. GC (Governance Committee)	FYI	John Cassleman	
No minutes to present.			
F. FC (Finance Committee)	Vote	Aubree Guyton	5 m
In advance of this meeting Trustees should:			
1. Access the publicly accessible FC meeting notes and review.			
2. Review the September financials recommended by the FC.			
Motion 1: The FC recommends the Board approve the September financials as presented.			
V. Action Items			6:41 PM
A. Equity Plan	Vote	Laylah Sullivan	5 m
HOS incorporated feedback into the Comprehensive Equity Plan.			

	Purpose	Presenter	Time	
Suggested motion:				
I motion that the PCM board of Trustees should adopt the updated Comprehensive Equity Plan as its living plan for school wide equity work.				
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 the up and coming School Year:				
• PCM Enrollment Policy & Procedures (2023-24)				
The following are new but required for compliance:				
• Food Service Procedures Manual				
• Wellness Policy				
Proposed Motion:				
The PCM Board of Trustees approve the documents as presented.				
C.	Conditional Certification	Vote	Laylah Sullivan	5 m
The HOS will present an update on progress for those Guides who were approved for conditional certification last year. The HOS will also present a request for conditional certification for our new YE Guide, Demond Roberts, who has extensive Montessori training and experience (both public and private) but is in need of sponsorship for WA State Teaching Certification.				
Other Business				6:56 PM
A.	Summary Report on Academic Measures for SY2021-22	FYI	Laylah Sullivan	7 m
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.				

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VII. New Business	7:03 PM
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| A. | PCM's Enrollment and its Impact on Long Term Financial Sustainability | Discuss | Laylah Sullivan | 15 m |
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The HOS will lead the Board through a plan for meeting our 2022-23 enrollment targets.

This plan will be accompanied by several scenarios that share where our 5-year budget will sit if we meet our enrollment target, if we fall short by 15 students, and what our threshold is where decreased enrollment would break the current model.

**these scenarios will assume that PCM meets its 2022-23 fundraising target.*

VIII. Closing Items	7:18 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](#)