



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

Pullman Community Montessori

PCM Board Meeting

Date and Time

Tue Dec 27, 2022 at 5:15 PM PST

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=akVHUTI3elMxSn0xejJwUTRwdEhodz09>

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. Trustee Resignation	Vote	John Cassleman	5 m
The board will be presented with the resignation of Lauren Bruno.			
D. Quorum, Bylaws Interpretation, Voting on New Trustees		John Cassleman	5 m
Prior to the resignation of trustee Bruno we were operating at 4 trustees (1 below the minimum state in our bylaws). With trustee Bruno's resignation this brings us to 3 board members. To proceed with voting on returning trustees we need to regroup on our bylaws and ensure all trustees are in alignment on interpretation.			
4.04 Vacancies. All vacancies in the Board of Trustees, whether caused by resignation, death or otherwise, may be filled by the affirmative vote of a majority of the remaining directors. At such time as the Board of Trustees may drop below the minimum number of five (5), whether by resignation, death or otherwise, the Board of Trustees shall be authorized to carry out business with that reduced number for the maximum period required to fill the vacant position(s). A director elected to fill any vacancy shall hold office for the unexpired term of the predecessor director and until a successor is elected and qualified.			

	Purpose	Presenter	Time
This suggest we may proceed with a vote of all three board member or two board member if only two board members are present.			
Returning Trustee Candidate:			
Former trustee Wolff stepped down in order to support PCM's short-term highly-qualified sub need in our Younger Elementary 211 classroom. As she would be an employee of PCM this was a direct conflict of interest. Her intention was to return to the PCM Board of Trustees as soon as the conflict of interest was removed.			
December 16th was Ms. Wolff's last day of employment with PCM. Ms. Wolff is requesting to return to her seat on the PCM Board of Trustees.			
Proposed Motion: I motion to approve Ms. Wolff's return to the PCM board.			
E.	Approve Meeting Minutes	Approve Minutes	John Cassleman1 m
Please come with amendments ready to put in the chat.			
Approve minutes for PCM Board Meeting on October 25, 2022			
F.	Approve Meeting Minutes	Approve Minutes	John Cassleman1 m
Approve minutes for Board Meeting--Working Session on November 8, 2022			
G.	Approve Meeting Minutes	Approve Minutes	John Cassleman1 m
Approve minutes for Board Meeting--Working Session on December 13, 2022			
H.	Community Building	Discuss	Laylah Sullivan10 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."			
I.	DEI and Anti-racism Commitment	Discuss	John Cassleman15 m
The board will engage in an activity related to reading chapter 5 and 6 of "This Book is Anti-Racist".			
Public Comment			
5:55 PM			

	Purpose	Presenter	Time
A. Making Public Comments	FYI	John Cassleman	15 m

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

6:10 PM

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. November & December Update	FYI	Laylah Sullivan	5 m
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Please review the [Board Dashboard](#) prior to the meeting. We will review any questions Trustees have.

Updates not included in the dashboard:

- We now have 37% FRLP
- We are at 16% SPED (funding cap is 13.5%), we spending above budgeted amount. By end of year we may be at 18%.

	Purpose	Presenter	Time	
<ul style="list-style-type: none">• There looks like there may be a removal or change to this SPED funding cap for next school year.• We are working with WSU Psych department to host practicum students next year.• As of January 9 when we return from break, we will be fully staffed with highly qualified guides in each classroom. Thank you to Jill for the amazing super human work to ensure both Younger Elementary classrooms remained stable and high quality through our waiting and transition time. We are still seeking a councilor.• Our first Annual Community Sing was a success https://youtu.be/FgrFsvE02Dc• We did close at 12:30 on Friday December 23rd because of inclement weather.• We would like to poll families about next years winter break schedule. To my understanding, PSD & PCM were the only schools in the state to go past Wednesday December 21. This was difficult on staff and kiddos. Our attendance was also quite low.• Jill and Laylah have been accepted into TIE IN and will begin work in late January. Our focus for this year will be in the realm of addressing gaps that impact maintaining an Inclusive Community, Fair Discipline, and Community Engagement. For those interested in a more granular view here is the syllabus for the program.				
B.	Academic Performance Update	FYI	Laylah Sullivan	10 m
Please refer to the Board Dashboard . The HOS will provide an update on where students are sitting academically in accordance with NWEA MAP and social emotionally in accordance with MEFS/EFgoPRO. An update will also be provided on how PCM is remaining responsive to student needs.				
Board Goals & Committee Updates				6:25 PM
A.	Monitoring Progress: Board Goals 2022-23	Discuss	John Cassleman	10 m
Determine whether the board is making progress toward annual goals and whether course correcting is needed.				
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

		Purpose	Presenter	Time
	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	
	This report will be skipped as no meetings have taken place.			
D.	DC (Development Committee)	FYI	Ayad Rahmani	
	This committee is not currently active			
E.	GC (Governance Committee)	FYI	John Cassleman	
	This committee is not currently active			
F.	FC (Finance Committee)	Discuss	John Cassleman	5 m
	In advance of this meeting Trustees should:			
	1. Review the November financials. There will be no board vote as the FC did not convene in December to make a recommendation to the board. The FC committee meetings will resume in January.			
	No motion, only review and ask questions.			
V.	Action Items			6:45 PM
A.	Equity Plan	Vote	John Cassleman	3 m
	HOS incorporated feedback into the Comprehensive Equity Plan.			
	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.	Conditional Certification	Vote	Laylah Sullivan	5 m
	Similar to prior requests this fall, the HOS will present a request for conditional certification for our new YE Guides, Demond Roberts and DJ White. Both are highly qualified in Montessori teachers with substantial teaching experience. Both will need			

	Purpose	Presenter	Time
to be sponsored to attain WA State Teaching Certifications through an alternative route program.			

HOS will also request the board of trustees approve the emergency certification of Jordan Bovee (IA), Katie Kendrick (IA), Sara Kirshner (IA), and Trish Sanchez (IA). As Trustees are aware all IA's and admin staff at PCM who are not certificated are asked to sign up for emergency sub certification. In the absence of the lead teacher, with support, they may lead the classroom and the sub support in the IA role. This ensures the least disruption to student learning. All IA's have emergency certification but we need to approve this for them as a formal measure. If they are ever in the lead role for 30 days or more they would be listed as the teacher of record.

Propose Motion: I propose that we grant Chair Casselman the authority to sign on behalf of the board of trustees the conditional certification of Demond Roberts and DJ White.

Propose Motion: I propose that we grant Chair Casselman the authority to sign on behalf of the board of trustees the emergency certification of Jordan Bovee, Katie Kendrick, Sara Kirshner, and Trish Sanchez.

VI. Other Business

VII. New Business

6:53 PM

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|----|---|---------|-----------------|------|
| A. | PCM's Enrollment and its Impact on Long Term Financial Sustainability | Discuss | Laylah Sullivan | 15 m |
|----|---|---------|-----------------|------|

The HOS will lead the Board through a plan for meeting our 2023-24 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 10 students, and what our threshold for where decreased enrollment would break the current model.

**these scenarios will assume that PCM meets its 2022-23 fundraising target before June 2023.*

VIII. Closing Items

7:08 PM

	Purpose	Presenter	Time
A. Adjourn Meeting	Vote	John Cassleman	1 m

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](#)