



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

## Pullman Community Montessori

### PCM Regular Board Meeting

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#### **Date and Time**

Mon Feb 26, 2024 at 5:15 PM PST

#### **Location**

PCM Board of Trustees regular board meetings are held in the Gladish Community and Cultural Center View Room. To increase accessibility we offer a virtual option for attendance. If you have difficulty accessing the remote meeting link please call 509-336-5909. Regularly scheduled board meetings are recorded. The recording can be found at this link within 5 business days following the regular board meeting: <https://www.youtube.com/playlist?list=PLvDWzfFwzxEutv7ZnwexPXpZZO71ALWEZ>

All board meetings are open to the public. Regular board meetings begin at 5:15 PM PST and are normally the third (3rd) Thursday of each month. Working meetings, if they are conducted, are the second (2nd) Thursday of each month also at 5:15 PM. No action is taken in working meetings.

Public comment is a standing agenda item at each regular monthly meeting. Items will be addressed by the board according to the Meeting Agenda posted 48 hours prior to each meeting. 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](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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Public comment is reserved for regular board meetings which are held the 4th Tuesday of each month. If you would like to make public comment please attend one of the regularly scheduled board meetings.

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## Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>5:15 PM</b>
<b>A.</b> Record Attendance		Beverley Wolff	1 m
<b>B.</b> Call the Meeting to Order		Beverley Wolff	1 m
<b>C.</b> Approve Meeting Minutes: 1-18/24	Approve Minutes	Beverley Wolff	1 m
Please come with amendments ready to put in the chat.			
<b>D.</b> Approve Meeting Minutes: Special Meeting	Approve Minutes	Beverley Wolff	1 m
Approve minutes for Board Meeting--Special on February 14, 2024			
<b>II. Public Comment</b>			<b>5:19 PM</b>
<b>A.</b> Making Public Comments	FYI	Beverley Wolff	15 m
Welcome! If you would like to make public comment you will be called on in the order you logged in/arrived.			
<ul style="list-style-type: none"><li>• We generally allow 5 minutes for presentation of personal comments/questions/concerns/grievances.</li><li>• You may view our PCM Grievance and Conflict Resolution Policy and Procedures <a href="#">here</a>.</li><li>• Public comment should be shared with the board in writing in advance of the board meeting for us to better address your consideration.</li><li>• Please email to <a href="mailto:board@mypcm.org">board@mypcm.org</a> or submit in paper form to the PCM office in Gladish Community and Cultural Center.</li><li>• You should receive confirmation of receipt of your written statement within 48 hours of submission.</li></ul>			
<b>III. Board Training</b>			<b>5:34 PM</b>
The board participates in annual training with various partners. Sometimes these trainings occur during board meetings.			

	Purpose	Presenter	Time
<b>A.</b> Roles and Responsibilities of the Charter Public School Board and Authorizer	FYI	Jessica de Barros	45 m

Jessica de Barros, Executive Director of the Charter School Commission, will deliver an annual PD to the Trustees of the board on the roles and responsibilities of the charter public school board and authorizer.

**IV. LEADERS Team Update & Compliance Check-in 6:19 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)

<b>A.</b> HOS Update	FYI	Laylah Sullivan	5 m
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Please ensure you review the Board Dashboard.

The HOS will briefly highlight high-level aspects of the Dashboard. The bulk of the conversation will be reserved for the end of the meeting during the Current State and Budget Revision sessions.

**V. Board Goals, Committee & Council Updates 6:24 PM**

<b>A.</b> Individual Board Member Reports (Postponed)	FYI	All Trustees
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Individual board member updates will be postponed until the March meeting.

Each trustee will briefly present on their progress towards individual goals and tasks. Additionally, trustees may report observations, feedback, or questions gathered since last meeting.

<b>B.</b> LSEC (Leadership Support & Evaluation Committee) Report	FYI	Bev Wolff
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Currently inactive.

	Purpose	Presenter	Time
<b>C.</b> DC (Development Committee) Report Currently inactive	FYI	NA	
<b>D.</b> GC (Governance Committee) Report Currently inactive	FYI	NA	
<b>E.</b> EEC (Educational Excellence Committee) Report Under Formation.	FYI	Beverley Wolff	1 m
<b>F.</b> SCC (Support & Coordination Council) Report	FYI	Amber Panwitz and/or Karin Briggs	10 m

**Specialized Purpose of the SCC:** To create a community support network to ensure a two-way flow of information around needs and information between the school and families. The SCC will play a pivotal role in coordinating resources, sharing information, and streamlining advocacy for PCM.

**Rationale:** PCM is committed to a continuous family and community engagement process that spans the life of the school.

**SCC Participants:** Current PCM Families and Staff.

<b>G.</b> FC (Finance Committee) Report Trustees will review the January financials as presented and recommended by the finance committee.	Vote	Aubree Guyton	10 m
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To inform your questioning remember your resources:

[50+ Smart Questions to Ask About Your Schools Finances](#)

[Board<>Staff Financial Contract](#)

<b>H.</b> Auditor Presentation	FYI	Auditor	20 m
<b>I.</b> Consider 2023-24 Revised Budget	Vote	Laylah & Matt	15 m

The FC has reviewed the revised 2023-24 budget and made recommendations for improvement. Recommendations were implemented by the HOS and CFO support. This revised budget with recommended changes is being put forth to the board with the motion from the FC for the board to adopt the 2023-24 revised budget as presented.

**\*\*While making recommended changes more changes were identified that needed to be made. The budget still remains at 30 days cash however.**

	Purpose	Presenter	Time
<b>J.</b> Review 5-year Budget Scenarios	Discuss	Laylah & Matt	45 m

The HOS and CFO support will present a variety of 5-year budget scenarios for the Board to consider. These have not been fully vetted by the FC so this presentation is to present information for consideration and fuel questions. No vote will take place for this item at this meeting.

It is asked that the board consider voting on the 5-year budget scenario at the March 14th Working Board Meeting.

<b>K.</b> Progress Update	FYI	Beverley Wolff & Laylah Bewick	8 m
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The board chair and HOS will provide an update on actions that have been taken since the Town Hall.

#### OVERVIEW

Meetings with SCC (board and school)

Actions taken by school

Actions taken by the Commission

- PCM received a Notice of Perceived Problem (NPP) from the Commission. Receipts has been acknowledged and the board and admin team are in the process of responding to it within the required time frame. The NPP asks for updates on financial oversight, administrative capacity, and board governance.
- The school has received the formal report from the Commission staff member who was on site 2/1/2024. All classrooms were observed and specific safety concerns around hot pipes and bathroom protocol were addressed with no demonstrated concern remaining.

## **VI. Other Business 8:13 PM**

<b>A.</b> Academic Update - Follow up	FYI	Laylah Sullivan	10 m
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Trustees will ask follow-up questions to the Academic Update provided at the January board meeting.

## **VII. Executive Session 8:23 PM**

8 statutory reasons for a school board to move into executive session:

1. Matters affecting national security;

	Purpose	Presenter	Time
2.	The selection of a site or the acquisition of real estate if public knowledge of the matter might increase the price;		
3.	The minimum selling price of real estate if public knowledge of the matter might depress the price, but final action selling or leasing real estate must be taken in a public meeting;		
4.	Negotiations on the performance of a publicly bid contract if public knowledge might increase costs;		
5.	Complaints or charges against an employee or board member, however the person complained against may open the meeting to the public;		
6.	Qualifications of an applicant for public employment or review the performance of a public employee, but final actions must be taken in public and discussions affecting employees generally must be held in public;		
7.	Qualifications of a candidate for appointment to elective office, but interviews and the final appointment must be held in public; and		
8.	Discussion with legal counsel, of enforcement actions, litigation or potential litigation, if public discussion might result in an adverse legal or financial consequence. Amendments in 2001 provided a specific definition of potential litigation		

<b>A.</b>	Executive Session 1	Discuss	Beverley Wolff	30 m
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To convene an executive session, the governing body's presiding officer must announce:

- (1) the purpose of the executive session, and
- (2) the time when the executive session will end.

The announcement is to be given to those in attendance at the meeting.

The announced purpose of the executive session must be one of the statutorily identified purposes for which an executive session may be held.

The PCM Board of Trustees will move into executive session pursuant to RCW 42.30.110 for **30 minutes**.

**We will move into executive session for the following reason:** *To review the performance of a public employee (any final actions must be taken in public).*

<b>VIII.</b>	<b>Closing Items</b>			<b>8:53 PM</b>
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<b>A.</b>	Adjourn Meeting	Vote	Beverley Wolff	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:** Key Resources BOX Folder, [OPMA Resources](#), [App Board Commitments & Background](#), [Committee Descriptions](#), [Org Charts](#), [Board Member Application Full Packet](#), [Prospective Board Member Questionnaire](#)