



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

## Pullman Community Montessori

### PCM Regular Board Meeting

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#### **Date and Time**

Thu Mar 21, 2024 at 5:30 PM PDT

#### **Location**

PCM Board of Trustees regular board meetings are held in the Gladish Community and Cultural Center room 309. 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>5:30 PM</b>
<b>A.</b> Record Attendance		Robin McDonald	1 m
<b>B.</b> Call the Meeting to Order		Robin McDonald	1 m
<b>C.</b> Approve Meeting Minutes: 2/9/24	Approve Minutes	Beverley Wolff	1 m
Please come with amendments ready to put in the chat.			
<b>D.</b> Approve Meeting Minutes: 2/26/24	Approve Minutes	Beverley Wolff	1 m
<b>E.</b> Approve Special Board Meeting Minutes: 3/5/24	Approve Minutes	Beverley Wolff	1 m
<b>F.</b> Approve Working Board Meeting Minutes: 3/14/24	Approve Minutes	Beverley Wolff	1 m
<b>G.</b> Board Position Updates	Vote	Robin McDonald	5 m
Trustees will accept the resignation of Aubree Guyton, Board Treasurer, and will appoint a new Treasurer.			
<b>II. Public Comment</b>			<b>5:41 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</li></ul>			

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.
- You should receive confirmation of receipt of your written statement within 48 hours of submission.

**III. LEADERS Team Update & Compliance Check-in 5:56 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)

**A. HOS Update FYI Robin McDonald 10 m**

Please ensure you review the Board Dashboard.

The HOS will not be available at this board meeting to provide a report. Any reports will be provided by Trustee Robin

**IV. Board Goals, Committee & Council Updates 6:06 PM**

**A. Individual Board Member Reports (Postponed) FYI All Trustees**

Individual board member updates will be postponed until the April 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. LSEC (Leadership Support & Evaluation Committee) Report FYI Bev Wolff**

Currently inactive.

**C. DC (Development Committee) Report FYI NA**

	Purpose	Presenter	Time
Currently inactive			
<b>D.</b> GC (Governance Committee) Report	FYI	NA	
Currently inactive			
<b>E.</b> EEC (Educational Excellence Committee) Report	FYI	Beverley Wolff	1 m
Under Formation.			
<b>F.</b> SCC (Support & Coordination Council) Report	FYI	Amber Panwitz and/or Kimberley Casper	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	Discuss	Matt Paolini	10 m
Trustees will review the February financials as presented but will not vote until the April board meeting after the FC has approved and recommended the financials.			

To inform your questioning remember your resources:

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

[Board<>Staff Financial Contract](#)

<b>H.</b> 5-Yr Budget Scenario 1	Discuss	Matt Paolini	15 m
A draft scenario of a financially feasible 5-year budget for K-9 with staffing adjustments will be reviewed by the Trustees. The trustees will carefully examine the enrollment assumptions and vote on the number of seats for the Open Public Lottery on March 28.			
<b>I.</b> Board Update on Response to Commission	Discuss	Robin McDonald	20 m
The Trustees will review responses to the Commission and delegates will provide updates on where we are in the process.			

Attached are the responses from PCM to the Commission.

Purpose

Presenter

Time

As part of this process and to align with the requirements of a third party investigation process, Trustees will secure an interim Head of School to ensure appropriate coverage during the investigation process. The trustees will review and vote on the contract with defined scope of work with the interim candidate, Jeneille Brannen.

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|-----------|---|------|----------------|-----|
| <b>J.</b> | Review of 2022-23 Annual Performance Report | Vote | Robin McDonald | 5 m |
|-----------|---|------|----------------|-----|
- Trustees will review the draft 2022-23 Annual Performance Report.

**V. Other Business**

**VI. Closing Items**

**7:07 PM**

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| <b>A.</b> | Adjourn Meeting | Vote | Robin McDonald | 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](#)