



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

## Pullman Community Montessori

### PCM Regular Board Meeting

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#### **Date and Time**

Thursday April 18, 2024 at 5:15 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. If you would like to make public comment please attend one of the regularly scheduled board meetings.

As this is the regular board meeting for April, time for public testimony has been scheduled for this meeting.

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## Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>5:15 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: 03-21-2024	Approve Minutes	Beverley Wolff	1 m
Please come with amendments ready to put in the chat.			
<b>D.</b> Approve Meeting Minutes: 3/25/2024 Board Meeting Special	Approve Minutes	Beverley Wolff	1 m
<b>E.</b> Approve Board Meeting Working Session Minutes: 4/4/2024	Approve Minutes	Beverley Wolff	1 m
<b>F.</b> Board Updates		Robin McDonald	5 m
<p>Candidates Efren Ramos, Stephanie Bixby and Michelle Bosley were invited to join the board of trustees after interviewing during the working session on 4/4/2024. All three candidates accepted the invitation have begun the onboarding process.</p> <p>We welcome Efren, Stephanie and Michelle to the board and thank them for their willingness to step up and answer the call to serve on the board.</p> <p>We now have a board consisting of seven trustees, which is in compliance with our by-laws.</p> <p>We can have up to 11 trustees, so please reach out to <a href="mailto:board@myPCM.org">board@myPCM.org</a> if you would like information on applying to join the board.</p>			
<b>II. Public Comment</b>			<b>5:25 PM</b>
<b>A.</b> Making Public Comments	FYI	Beverley Wolff	15 m
<p>Welcome! If you would like to make public comment you will be called on in the order you logged in/arrived.</p> <ul style="list-style-type: none"><li>• We generally allow 5 minutes for presentation of personal comments/questions/concerns/grievances.</li></ul>			

	Purpose	Presenter	Time
<ul style="list-style-type: none"> <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>			

**III. LEADERS Team Update & Compliance Check-in 5:40 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> Board Dashboard 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 5:50 PM**

<b>A.</b> Individual Board Member Reports	FYI	All Trustees	10 m
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	
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 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 for February  The February financials were previously presented to trustees during the March regular session. The vote was postponed until the April board meeting after the FC has approved and recommended the February financials.	Vote	Alan MacPhee	5 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> FC (Finance Committee ) Report for March  Trustees will review the March financials as presented and recommended by the finance committee.	Vote	Alan MacPhee	10 m
<b>I.</b> 5-Yr Budget Scenario 1  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.	Discuss	Alan MacPhee	15 m

	Purpose	Presenter	Time
<b>J.</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.

- Corrective Action Plan
- MTSS review (Multi- tiered systems of support)
- One IA position filled for AC
- Weekly meeting between Interim HOS and Board Chair
- Update on third party investigation
- Update on potential proposed program changes to the charter

**V. Other Business 7:01 PM**

<b>A.</b> Executive Session	FYI	Robin McDonald	30 m
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There are eleven statutory reasons for an executive session; three do not apply to school boards. Of the eight remaining, one of the following must apply to the circumstances for a school board to exclude the public from its meeting:

- Matters affecting national security;
- The selection of a site or the acquisition of real estate if public knowledge of the matter might increase the price;
- 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;
- Negotiations on the performance of a publicly bid contract if public knowledge might increase costs;
- Complaints or charges against an employee or board member, however the person complained against may open the meeting to the public;
- 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;
- Qualifications of a candidate for appointment to elective office, but interviews and the final appointment must be held in public; and
- 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 litigationThe PCM

	Purpose	Presenter	Time
Board of Trustees will move into executive session pursuant to RCW 42.30.110 for <b>30 minutes</b> .			

**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>VI. Closing Items</b>			<b>7:31 PM</b>
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<b>A. Adjourn Meeting</b>	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](#)