



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

Pullman Community Montessori

PCM Board of Trustees Meeting

Date and Time

Tuesday September 8, 2020 at 5:30 PM PDT

Location

Due to impacts of COVID-19, PCM board meetings will be held virtually via the Zoom platform until further notice s. Thank you for understanding and we look forward to seeing you virtually!

Agenda

I. Opening Items

- A.** Record Attendance
- B.** Call the Meeting to Order
- C.** Approve Minutes

Approve minutes for PCM Board Working Group Meeting on August 18, 2020

II. Leadership Support & Evaluation

III. Academic Excellence

IV. Development

- A.** Fund Development Planning Update

V. Finance

VI. Other Business

A. LEADERS Team Update

Please review the [Updates Slides](#) prior to the meeting. I'm happy to address any questions or provide further explanation.

B. Committee Setup

We should begin assigning seats to chair committees (discussing timeline for creation, planning year goals for each committee, etc).

These are our standing Committees:

Governance Committee (GC) -

Development Committee (DC)- Dorrie

Finance Committee (FC) - (must be treasurer)

Academic Excellence Committee (AEC) - (likely best to establish later)

Leadership Evaluation and Support Committee (LESC) -

**Committee descriptions can be found [HERE](#).

Discuss setting up independent (Community Engagement Committee)...separate 501(c)(3)

C. Fund Development PD

Topics...

- **Fund Development Plan,**
- **Board Roles,**
- **What's our cadence,**
- **What does 100% Board giving mean (why the extra monetary ask right now?)**
- **Broad definition of 'giving'**
- **How to ask**

D. Board Goals

Review board goals drafted to date (on the left side of the BoT platform select Goals....they are currently nested under committees as this is our end goal). These should be set using the SMART Goal method and will be revisited at each meeting (monthly at min). Review the [board related commitments outlined in the app](#) to get some bearing.

As a quick reminder smart goals are "specific," "measurable," "attainable," "relevant," and "time-bound." This is a [useful article](#).

VII. Closing Items

A. Adjourn Meeting

Coversheet

Approve Minutes

Section: I. Opening Items
Item: C. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for PCM Board Working Group Meeting on August 18, 2020

APPROVED



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

Pullman Community Montessori

Minutes

PCM Board Working Group Meeting

Date and Time

Tuesday August 18, 2020 at 5:30 PM

Location

All board meetings are open to the public. Meetings are held from 5:30 PM PST to 7:00 PM PST the first and third Tuesday of each month. Public comment is a standing agenda item at the first meeting of each month. Items will be addressed by the board according to the Meeting Agenda posted prior to each meeting.

Trustees Present

B. Wolff (remote), D. Main (remote), J. Cassleman (remote), N. Batmunkh (remote), T. Franklin (remote)

Trustees Absent

H. Merrill

Trustees who arrived after the meeting opened

B. Wolff

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

J. Cassleman called a meeting of the board of trustees of Pullman Community Montessori to order on Tuesday Aug 18, 2020 at 5:41 PM.

B. Wolff arrived.

C. Approve Minutes

B. Wolff made a motion to Motion to postpone approving minutes until later in the meeting.

D. Main seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

D. Main Aye
T. Franklin Aye
H. Merrill Absent
B. Wolff Aye
N. Batmunkh Aye
J. Cassleman Aye

B. Wolff made a motion to approve the minutes from 07-07-20 and 07-21-20 with the suggested amendments.

N. Batmunkh seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

D. Main Aye
T. Franklin Aye
B. Wolff Aye
J. Cassleman Aye
H. Merrill Absent
N. Batmunkh Aye

II. Other Business

A. LEADERS Team Update

- Prospective treasurer meeting not yet scheduled
- Dr. Scott scheduling - suggest last board meeting in October
- Please review the charter contract
- Need to schedule meeting for the board charter signing

B. Initial Board Service Terms

Election Cycle

- Discussion about Founding Term by seat
- Changes made to the Assistant Treasurer term length and Member D

B. Wolff made a motion to Accept the Board Service Terms as presented.

D. Main seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

H. Merrill Absent
J. Cassleman Aye
D. Main Aye
N. Batmunkh Aye
T. Franklin Aye
B. Wolff Aye

C. Board Meeting Schedule

- Changing the current board meeting schedule to the 2nd and 4th Tuesday of the month

B. Wolff made a motion to Change the board schedule to meet on the 2nd and 4th Tuesday of the month from the 1st and 3rd week of the month, starting August 25th.

N. Batmunkh seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

N. Batmunkh Aye
T. Franklin Aye
J. Cassleman Aye
D. Main Aye
B. Wolff Aye
H. Merrill Absent

D. Committee Chairs & Drafts of Board Docs

- Bev Wolff expressed interest in serving on the AEC and LESC committee
- Travis Franklin expressed interest in serving on the LESC committee
- Dorrie Main is the Chair of the Development Committee
- The Treasurer will be Chair of the Finance Committee
- John Casselman expressed interest in serving on the Governance committee
- Dorrie Main expressed interest in serving on the Finance committee
- Question - Does the BoT Chair need to be ex officio on all the committees
- Please review the committee's description and decide where you would like to serve.

E. CSP - Certificate of Assurances

- CSP grant - does the committee approve the Chair signing the CSP grant

T. Franklin made a motion to Have the chair sign the CSP.

D. Main seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

D. Main Aye
B. Wolff Aye
J. Cassleman Aye
H. Merrill Absent
N. Batmunkh Aye
T. Franklin Aye

F. HOS Employment Agreement

D. Main made a motion to Motion to strike paragraphs 4 and 5 from the HoS planning Year Offer of Employment Agreement. Add a paragraph "Should funding be obtained through a successful INVENT grant or similar grant the HoS salary will be retroactively increased to \$90K per year for the planning year".

B. Wolff seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

D. Main Aye
N. Batmunkh Aye
T. Franklin Aye
B. Wolff Aye
J. Cassleman Aye
H. Merrill Absent

G. E-Rate Support Agreement

T. Franklin made a motion to Contract with Dakota Academic Consulting to do the E-rate Program support.

B. Wolff seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

D. Main Aye
H. Merrill Absent
B. Wolff Aye
N. Batmunkh Aye
J. Cassleman Aye
T. Franklin Aye

H. Planning Year budget

- On recruitment software Mint
- Working with Pullman Marketing on optimizing advertising

T. Franklin made a motion to To approve the planning year budget along with the added line items for FACE Coordinator, School Mint, E-Rate Program, and Fund Development Data Management Systems.

B. Wolff seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

J. Cassleman Aye
B. Wolff Aye
T. Franklin Aye
H. Merrill Absent
D. Main Aye
N. Batmunkh Aye

I. Board Goals

We need to start planning our SMART goals as a Board for this year. Start looking at the Board Calendar to see what items are coming up, look at what we need to set goals around. Reminder to differentiate governance from management. No need to approve the first iteration of our Financial Policies and Procedures Manual.

J. Financial Policies and Procedures Manual (Potential)

K. HOS Employment Agreement

III. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:26 PM.

Respectfully Submitted,
J. Cassleman

Coversheet

Committee Setup

Section: VI. Other Business
Item: B. Committee Setup
Purpose: Discuss
Submitted by: Laylah Sullivan

BACKGROUND:

Bev Wolff expressed interest in serving on the AEC and LESC committee (as AEC will come later I recommend LESC for this year) Travis Franklin expressed interest in serving on the LESC committee Dorrie Main is the Chair of the Development Committee The Treasurer will be Chair of the Finance Committee John Casselman expressed interest in serving on the Governance committee Dorrie Main expressed interest in serving on the Finance committee Question - Does the BoT Chair need to be ex officio on all the committees Please review the committee's description and decide where you would like to serve.

RECOMMENDATION:

Bev Wolff - as AEC will come later I recommend LESC for this year. Think it is good to have 1 of the members from my semi-monthly leadership meetings on this committee. Others thoughts? Travis Franklin - expressed interest in serving on the LESC committee (I'm personally in huge favor of this and would welcome the specific on the ground charter school perspective) Dorrie Main - is the Chair of the Development Committee (this committee needs to be up and going as soon as possible). I'd suggest to strictly focus on this committee and for no members to take on two committees at this point. 'The Treasurer' - will be Chair of the Finance Committee John Casselman - Governance committee (suggest Henry support while he is still available.....his expertise will be missed). Lets talk Community Engagement Committee and how we'd set up....Travis provide input on 501(c)3 option.