



**PULLMAN PUBLIC  
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MONTESSORI K-9**

## Pullman Community Montessori

### PCM Board Working Group Meeting

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#### Date and Time

Tuesday September 22, 2020 at 5:30 PM PDT

#### Location

All board meetings are open to the public. Meetings are held from 5:30 PM PST to 7:00 PM PST the second (2nd) and fourth (4th) 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.

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#### Agenda

##### I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

C. Approve Minutes

Approve minutes for PCM Board of Trustees Meeting on September 8, 2020

##### II. Board LEADERS Scenario

A. Scenario Discussion

The board will discuss and resolve the following scenario and questions:

"During the winter of the school's first year, the senior management team of the school has crafted a policy to determine which students will need to repeat a grade and which students will be promoted to the next grade."

- As a board member, what questions do you have for the senior management team upon the announcement of this policy?
- Whose authority is it to create such policies? From where is this authority given?
- What input does the board have in such a policy?

**B. LEADERS Team Update**

[9/22/20 LEADER UD](#). Please review in advance of the meeting.

**III. Leadership Support & Evaluation Committee**

**A. LESC Update**

Working on building out committee.

**IV. Academic Excellence Committee (NA)**

Not active until the spring.

**V. Development Committee**

**A. DC Update**

Held first formal meeting 9/21/20.

**VI. Finance Committee (NA)**

Not active until treasurer is secured.

**VII. Other Business**

**A. Board Stance on corporate memberships**

Discuss where the board stands on paying for corporate memberships for administrative team members.

For example [Pullman Rotary Membership](#) (review specs in link)

Considerations: setting a standard, blanket policy versus case by case, what the organization providing the membership represents, consideration of HOS role in particular (to increase awareness of PCM's program, at multiple levels)...does this bear weight?

**B. First Look at PCM Financial Statements**

[Board Financial Overview & Intro](#) (includes statements for review). Please read my notes and peruse the financial documents in advance of the meeting. I will do a high level review of key items and walk us through the Dashboard.

C. Looking ahead at October

[Planning Year Board Calendar](#)

## VIII. 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 of Trustees Meeting on September 8, 2020

APPROVED



**PULLMAN PUBLIC  
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## Pullman Community Montessori

# Minutes

### PCM Board of Trustees Meeting

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#### **Date and Time**

Tuesday September 8, 2020 at 5:30 PM

#### **Location**

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

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#### **Trustees Present**

B. Wolff (remote), D. Main (remote), H. Merrill (remote), J. Cassleman (remote), T. Franklin (remote)

#### **Trustees Absent**

N. Batmunkh

#### **Ex Officio Members Present**

L. Sullivan (remote)

#### **Non Voting Members Present**

L. Sullivan (remote)

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### **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 Sep 8, 2020 at 5:36 PM.

### C. Approve Minutes

B. Wolff made a motion to approve the minutes from PCM Board Working Group Meeting on 08-18-20.

H. Merrill seconded the motion.

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

#### Roll Call

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

## II. Other Business

### A. LEADERS Team Update

See leaders team update slides <https://docs.google.com/presentation/d/1uZaD-hrRmx0AZPPU90UxLXWD4U9Iy00Ua8fIDFwuFrc/edit#slide=id.p>

Discuss corporate memberships at another meeting or at the end of this one if there is time. Please review for future discussion.

B. Wolff made a motion to add discussion of corporate memberships to the next board meeting agenda.

D. Main seconded the motion.

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

#### Roll Call

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

### B. See <https://docs.google.com/presentation/d/1uZaD-hrRmx0AZPPU90UxLXWD4U9Iy00Ua8fIDFwuFrc/edit#slide=id.p>

### C. Committee Setup

Discussion about setting up an independent Community Engagement Committee as a 501c to fundraise. At Spokane International, this type of committee fundraises independently to the school but all funds go to the school without the school having to do it. John asked if this would be a committee that would be a function of the Board. HoS suggested this should be separate from the Board, similarly as it is at Spokane

International. Bev suggested we might want to hold off on this year given the type of activities and the expertise that would be needed (e.g. treasurer) that will be organized this year. Spokane International did not do this in the planning year. Came to a consensus to wait on forming a community-driven independent 501c committee until we are ready to do so in future years. Discussion on having advisory groups. Suggestion made by Bev that Nomin consider joining the Development Committee as relevant for community engagement.

**D. A recommendation that each board member focus on just one committee for now.**

**E. Board Goals**

**F. BoT recommends our Board Goals are assigned to our committees. Suggestion to go ahead and add goals to the committees and then later on we will formalize these into SMART GOALS and be aligned. Agreed on first week of October to meet and formalize GOALS.**

BoT recommends our Board Goals are assigned to our committees. Suggestion to go ahead and add goals to the committees and then later on we will formalize these into SMART GOALS and be aligned. Agreed to do this first week of October to meet and formalize GOALS. Laylah will add the goals that she knows need to go in each committee by Monday 14th of September.

Bev will Chair the LESC. John Casselman will Chair the Governance Committee. Agreed that the LESC and GC will recruit at least one other member by October 13 to be compliant .

**G. Fund Development PD**

**H. Presentation by Dorrie using Bely Luu's slides**

<https://mypcm21.box.com/s/u4stzg96i0fl53h67jbqnz5ki864w46d>

### **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 7:19 PM.

Respectfully Submitted,

B. Wolff

# Coversheet

## DC Update

**Section:** V. Development Committee

**Item:** A. DC Update

**Purpose:** FYI

**Submitted by:**

**Related Material:**

2020\_09\_21\_development\_committee\_regular\_meeting\_\_first\_\_packet.pdf

2020\_09\_21\_development\_committee\_regular\_meeting\_\_first\_\_minutes.pdf





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## Pullman Community Montessori Development Committee Regular Meeting (First)

Amended on September 21, 2020 at 12:09 PM PDT

**Date and Time**

Monday September 21, 2020 at 12:00 PM PDT

**Agenda**

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>12:00 PM</b>
A. Record Attendance		Dorrie Main	1 m
B. Call the Meeting to Order		Dorrie Main	3 m
<b>II. DC Progress Report</b>			<b>12:04 PM</b>
A. Fund Development Plan Overview	Discuss	Dorrie Main	20 m
<ul style="list-style-type: none"> <li>• <a href="#">FD Plan Overview</a></li> <li>• 3 month plan update</li> <li>• Events Planning</li> </ul>			
<b>III. DC Work Time</b>			<b>12:24 PM</b>
A. Meeting Schedule	Discuss	Bely Luu	
Consider meeting between 1-2 weeks prior to the 4th board meeting of the month.			
B. Member Recruitment			5 m
<b>IV. Other Business</b>			
<b>V. Closing Items</b>			
A. Adjourn Meeting		Vote	

**DRAFT**



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## Pullman Community Montessori

### Minutes

#### Development Committee Regular Meeting (First)

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##### **Date and Time**

Monday September 21, 2020 at 12:00 PM

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##### **Committee Members Present**

D. Main (remote), L. Sullivan (remote), Y. Ma (remote)

##### **Committee Members Absent**

*None*

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#### **I. Opening Items**

##### **A. Record Attendance**

##### **B. Call the Meeting to Order**

D. Main called a meeting of the Development Committee (DC) of Pullman Community Montessori to order on Monday Sep 21, 2020 @ 12:16 PM.

#### **II. 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 1:10 PM.

Respectfully Submitted,  
D. Main

#### **III. Other Business**

**A. Adaptions were made to the agenda after we opened the minutes. Edits will be made under other business.**

**Development Plan Overview**

- The DP was shared with new DC member Yu Ma and we went over the current 3 and 6 month development activities.
- Discussed planning year annual fund target
- **Action Item:** Check if Wix, our current mailing platform, is compatible with Little Green Light (Dorrie)
- **Action Item:** Review resources on fundraising ideas ahead of next meeting (Dorrie and Yu)
- **Action Item:** Complete training on Little Green Light and implement (Dorrie)
- **Action Item:** Implement payment platform stripe (Dorrie/Laylah)
- **Action Item:** Add giving page to PCM website (Laylah, web site manager)

## **Development Committee**

### *Membership*

- Laylah Sullivan provided an overview of the role of the DC members. This was followed by a discussion on desired skill sets and member numbers for the committee, recruitment strategy, onboarding and orientation.
- **Action Item:** Create summary materials describing the role of DC members to provide to prospective members (Laylah)
- **Action Item:** Identify possible candidates to solicit for the DC committee (all)

### *Meetings*

- Decided the standing committee meetings would be held on the second Wednesday of the month at 12-1 PM and an additional meeting would be held on the fourth Wednesday of the month at 12-1 PM while we get fully established with members and planned activities
- **Action Item:** Laylah to schedule these meetings through July 31, 2021