



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

Pullman Community Montessori

PCM Board of Trustees Meeting

Date and Time

Tuesday November 10, 2020 at 5:30 PM PST

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!

PCM's Mission: to prepare all students to reach their full potential for future success in high school, college, career, and life, using the rich resources of our community.

PCM's Vision: to serve as an instrument of change, helping to progress our education system to better meet the needs of students, families, and educators. We nurture students to be self-empowered lifelong learners, global citizens, environmental stewards, and compassionate and collaborative leaders, bringing positive changes to their communities and the world!

Agenda

I. Opening Items

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

Quick Reminders:

- Key norms to review
- Group effort (report agenda issues to Laylah, review OPMA requirement regularly)
- Come prepared

- Share our key posts (FB and Twitter) if you have social media accounts

Can we all agree to: Set 3 personal Trustee goals driven by the Board Assessment Self Reflection -- Share with Board Chair by (When?), set follow-ups (When?) -- **HW: notify Laylah within 3 days of this meeting if you can't access your personal appraisal results.**

C. Approve Minutes - 10/27/20

Please thoroughly review minutes and have any amendments typed and ready to put in the chat.

D. Approve Minutes - 10/21/20

Please thoroughly review minutes and have any amendments typed and ready to put in the chat.

E. Approve Minutes 10/13/20

Please thoroughly review minutes and have any amendments typed and ready to put in the chat.

II. LEADER Team Update - Brief

A. LEADER's Team Updates

Please review the [LEADERS Team Update](#). Additional updates will be provided at the next board meeting on 10/24/20. Please come with questions ready if you have any.

B. FACE Coordinator Intro

Round-robin of introductions to get familiarized and welcome Jan Williams, PCM's new FACE (Family and Community Engagement) Coordinator.

III. Future meeting schedule adjustment

With committees newly formed, we'd like to discuss a potential modification from semi-monthly to monthly Board meetings to ensure that Trustees have adequate time to put into committee setup and growth.

A. Cadence

A suggestion would be to drop the 1st meeting of the month and keep the 2nd meeting of the month as our regular meeting (hold the 1st meeting time in case we have a special meeting, decide to drop or hold at the 2nd meeting of the month).

IV. Other Business

A. Prospective Trustee Interview (Tentative) -- Trustee D

Please review Clara Hill's application materials.

Please also have the [PCM Board Candidate Evaluation Tools & Questions](#) printed out/pulled up and ready to go.

B. Committee Meetings Review

1. Review PCM Bylaws sections that relates to committees (linked into footer)
2. Review Board Member Application Full Packet, page 7-11 (linked into footer)

Review the following docs:

- [What Are The Roles And Responsibilities Of Staff With Respect To The Board Of Trustees?](#)
- [How Important Is Committee Work Between Meetings?](#) (remember this year is different)
- [How Often Should Committees Meet?](#)
- [Sample Standard Operating Policy For Board Committees](#) (what would you change?)

Questions to consider for discussion:

- Do these recommendations align with our bylaws and what we've laid out in our charter?
- How are members selected?
- Who chairs committees?
- What reporting responsibilities do committees have?
- Do committees make decisions?
- Are committee meetings public?
- When should committee agendas be posted?
- When should committee minutes be posted?

Don't panic if you don't know all the answers! There are some details we have have not solidified as a group and will begin to do so during this discussion.

V. Closing Items

A. Adjourn Meeting

Grounding Docs: [Board Norms-We are LEADERS too-Structure and Responsibilities Overview](#), [PCM Logic Model](#), [EEMPS Rubric](#), [School-Wide Reflective Practice Inventory](#), [Bylaws](#)

Resources: [Planning Year Board Calendar](#), [Planning Yr Financials Considerations](#), [OPMA Resources](#), [App Board Commitments & Background](#), [Contract](#), [Seat & Committee Descriptions](#), [Org Charts](#), [Board Member Application Full Packet](#), [Prospective Board Member Questionnaire](#)

Coversheet

Approve Minutes - 10/27/20

Section: I. Opening Items
Item: C. Approve Minutes - 10/27/20
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for PCM Board Working Group Meeting on October 27, 2020

APPROVED



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

Pullman Community Montessori

Minutes

PCM Board Working Group Meeting

Date and Time

Tuesday October 27, 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 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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Trustees Present

B. Wolff (remote), D. Main (remote), H. Merrill (remote), J. Cassleman (remote), N. Batmunkh (remote), Y. Nashid (remote)

Trustees Absent

T. Franklin

Ex Officio Members Present

L. Sullivan (remote)

Non Voting Members Present

L. Sullivan (remote)

Guests Present

john@wacharters.org (remote)

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 Oct 27, 2020 at 5:58 PM.

II. Other Business

A. DEI & Antiracism Profession Development (Part 1)

- Board members introduced themselves
- Dr. John Scott gave a personal introduction and background to the training
- Board members participated in small group cultural training exercises and discussed their findings/outcomes with Dr. Scott and the larger group.
- Each board member expressed in one word how they felt at the end of the training.

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 7:58 PM.

Respectfully Submitted,
D. Main

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Coversheet

Approve Minutes - 10/21/20

Section: I. Opening Items
Item: D. Approve Minutes - 10/21/20
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Board Meeting--Special on October 21, 2020

APPROVED



PULLMAN **PUBLIC**
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Pullman Community Montessori

Minutes

Board Meeting--Special

Date and Time

Wednesday October 21, 2020 at 12:00 PM

Location

Join Zoom Meeting

<https://us02web.zoom.us/j/84652041821?pwd=Uk4zRVR2ckFmS2JLNmpUYzZGYW02Zz09>

Meeting ID: 846-5204-1821

Password: 7469

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Trustees Present

B. Wolff (remote), H. Merrill (remote), N. Batmunkh (remote), T. Franklin (remote)

Trustees Absent

D. Main, J. Cassleman

Ex Officio Members Present

L. Sullivan (remote)

Non Voting Members Present

L. Sullivan (remote)

Guests Present

Yecica Nashid (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

B. Wolff called a meeting of the board of trustees of Pullman Community Montessori to order on Wednesday Oct 21, 2020 at 12:03 PM.

II. LEADER Team Update - NA this meeting

A. Quick update

Laylah shared with board that Carmel Minogue (owner/operator of Carmel Minogue CPA & Associates) has confirmed she is fully on board as a Finance Committee member and has asked to schedule a time for our first FC meeting! Joule is poised to deliver the FC's intro and first training in November.

III. Board Financials for September 2020

A. September Financials

H. Merrill made a motion to Approve the board financials and status as presented through the materials in the agenda.

T. Franklin seconded the motion.

Members had no further questions.

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

Roll Call

B. Wolff Aye

T. Franklin Aye

N. Batmunkh Aye

H. Merrill Aye

J. Cassleman Absent

D. Main Absent

IV. Prospective Trustee Interview

A. Treasurer Candidate: Yecica Nashid

N. Batmunkh made a motion to Offer the Treasurer trustee seat to Yecica Nashid based on her interview and submitted application.

H. Merrill seconded the motion.

No further discussion.

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

Roll Call

J. Cassleman Absent

T. Franklin Aye

D. Main Absent

N. Batmunkh Aye

B. Wolff Aye

H. Merrill Aye

V. 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 12:52 PM.

Respectfully Submitted,

H. Merrill

Grounding Docs: [Board Norms-We are LEADERS too-Structure and Responsibilities Overview](#), [PCM Logic Model](#), [EEMPS Rubric](#), [School-Wide Reflective Practice Inventory](#), [Bylaws](#)

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Coversheet

Approve Minutes 10/13/20

Section: I. Opening Items
Item: E. Approve Minutes 10/13/20
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for PCM Board of Trustees Meeting on October 13, 2020

APPROVED



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Pullman Community Montessori

Minutes

PCM Board of Trustees Meeting

Date and Time

Tuesday October 13, 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!

Trustees Present

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

Trustees Absent

None

Ex Officio Members Present

L. Sullivan (remote)

Non Voting Members Present

L. Sullivan (remote)

Guests Present

Nate McClennen (6:00 - 6:40) (remote), Yecica Nashid (remote)

I. Opening Items

A. Record Attendance

- Discussed need for either longer board meeting or additional meeting - voted for additional meeting
- Reminder to share new committee members names and emails to Laylah so she can add them into BoT
- Reminder to schedule committee meetings through BoT
- Reminder to check in regularly with BoT
- Encouraged to suggest changes to BoT

B. Call the Meeting to Order

J. Cassleman called a meeting of the board of trustees of Pullman Community Montessori to order on Tuesday Oct 13, 2020 at 5:34 PM.

C. Approve Minutes

H. Merrill made a motion to approve the minutes from PCM Board Working Group Meeting on 09-22-20.

T. Franklin seconded the motion.

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

Roll Call

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

II. LEADER Team Update - NA this meeting

A. Q&A

- Leaders update will move to once a month (last meeting of month)
- Business of the month Chamber of Commerce news - we picked up the November spot as well as keeping our spot for March 2021.
- Submitting a COVID relief grant application to WA Charters for \$15K tomorrow.
- Reminder about new footer material, is there anything else that should be added? Bev suggested that mission and vision should be added to the top of the agenda. Useful for many reasons. Henry agreed, as did John.
- Yecica Nashid introduction by Laylah - Yecica is the new branch manager at the Banner Bank in Pullman. Laylah has had discussions about her potentially joining the BoT in the Treasurer position.

III. PD or Partnership Time

A.

TSS Place Network Intro and Q&A

B. Wolff made a motion to move committee reports up while we await guest presenter to arrive.

H. Merrill seconded the motion.

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

- Laylah provided a brief introduction to Nate McClellan from Teton Place Schools
- Nate provided a more detailed introduction to himself and TSS Place Network
- Q&A with Nate
- Our initial Assets Map developed by in collaboration between TSS & Laylah: <https://docs.google.com/spreadsheets/d/1jD4jUudw1Xo23UpPmsTWwerKLPverBq5tq8eq7ZLDRI/usp=sharing>
- Link to draft of TSS and Montessori comparisons: <https://mypcm21.box.com/s/bx45h0mbiikqdihxvm9yi65zm5a9q5rk>

IV. Leadership Support & Evaluation Committee

A. LESC Update

Committee still requires one more member to have a quorum, Bev and Travis will work on recruitment of members.

V. Development Committee

A. DC Update

Reported at the last board meeting.

Will meet tomorrow and provide minutes to the board ahead of reporting at the next board meeting.

VI. Governance Committee

A. GC Update

A new member, Mr Schmitt, has been added to the Governance Committee.

The committee met, minutes included in agenda.

John opened it up to questions.

No questions.

John noted we should still be seeking new board members. Legal and HR are desired acumens.

VII. Other Business

A. Board Review and Approval for Corporate Memberships

B. Wolff made a motion to Move board review and approval for Corporate Memberships to next Board meeting.

T. Franklin seconded the motion.

This will be at the special meeting mentioned earlier

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

B. Board Assessment

Please let Laylah know if you have not received the BoT invitation to complete the Board Assessment and if you have any questions. The missing link that was indicated in the Agenda to review due date and the why of the board assessment is as follows (<https://mypcm21.box.com/s/lvnsfkn8vj6d5lbzsh192nijgyqi1uhu>).

John suggests allowing yourself some time to complete as it is a detailed survey.

C. Board Schedule: Looking ahead

Training at next board meeting will be 5.30 to 7.30.

Be on the look out for a preparation email from Laylah or John.

Come prepared, mentally and HW wise.

Cameras need to be on, contact Laylah or John if this is not feasible. This type of training requires heavy engagement.

VIII. 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 7:14 PM.

Respectfully Submitted,

H. Merrill

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