



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

Pullman Community Montessori

PCM Board Working Group Meeting

Date and Time

Tuesday November 24, 2020 at 5:30 PM PST

Location

All board meetings are open to the public. Meetings begin at 5:30 PM PST the fourth (4th) Tuesday of each month. Public comment is a standing agenda item at each monthly meeting. Items will be addressed by the board according to the Meeting Agenda posted prior to each meeting.

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
- C.** Approve Minutes - 11/10/20

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

D. Approve Minutes - 8/31/20

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

E. Building our Board Muscles: SCENARIO

Reminder for Scenarios:

Examining and discussing scenarios is a good way for boards to grow and stay ahead of issues. Don't get lost in the details of the scenario. These are hypotheticals that other boards have dealt with. Keep in mind Governance vs Management and how you feel the board should collectively APPROACH solving the problem presented (not the minute details of how the problem will be solved or the ultimate decision)

SCENARIO

In February, PCM's enrollment numbers are lingering at about half of the school's capacity and do not necessitate a lottery. What is the Board's role in ensuring that PCM reaches its enrollment goals?

Guiding consideration/questions:

- Materials to review/consider - Full board member packet (in footer)

F. DEI and Anti-racism Commitment

Review [Dr. Scott's presentation](#) and reflect on the training.

- What questions arise for you (if you don't want to share with the group please email John or I)? You can also reach out to Dr. Scott directly if you have questions for him (john@wacharters.org).
- What would you like to learn more about that you think would benefit the board and our role?
- What would you like to see in future PD on this topic?

To continue moving ourselves along the spectrum of understanding please grab a notepad and watch this 20 minute video: Deconstructing White Privilege with Dr. Robin DiAngelo (<https://www.youtube.com/watch?v=DwIx3KQer54>).

- What came up for you that you want to share?
- What would you like to dive into more in future PD?

II. LEADER Team Update - Brief

A. LEADER's Team Updates

Please review the [LEADERS Team Update](#). Carefully review the **enrollment update** and we'll briefly discuss board roles.

B. Board Assessment Results and Planning - MOVED TO NEXT MEETING

Moved to December meeting

C. 'Board Goals' & Committee Delegation -- MOVED TO NEXT MEETING

MOVED TO DECEMBER MEETING

John will present the high level take-homes from the Board Assessment. Bottom line, we are in a good place for where we are in the process. We also have a clear roadmap of how to improve and be prepared for our first operating year.

John will also present the 'Board Goals' identified and recommended by the Governance Committee (there will also be a recommendation when and which committee should lead on progressing us collectively towards the goal). We do need to **vote** on the goals. They don't have to be perfect and the tasks to accomplish these goals can be fleshed out by the committees.

D. Individual Trustee Goals

To compliment our system wide culture and expectations for a continuous cycle of improvement and dedication to life-long learning we should establish small goals to help advance ourselves as trustees. We too are LEADERS :-)

Please review this [Individual Trustees Goals Form](#) (it includes a frame and timeline).
What questions or concerns do you have?

Please realize these should not be complex or exceptionally lofty goals. Simple small chunks are an ideal approach for a volunteer group. This format will also allow the HOS and Chair to identify what supports are needed (collectively and individually).

III. Committee Updates

Please read through committee reports/minutes and come with questions. Committee chairs will only spend 1-3 minutes providing high level overviews. Questions will be answered as they arise.

A. LESC (Leadership Evaluation & Support Committee)

[Review meeting minutes](#) and recommendations for the Board are listed below.

No recommendations at this time.

B. DC (Development Committee)

Review meeting minutes (NA meeting is Wednesday) and recommendations for the Board are listed below.

No recommendations at this time.

C. GC (Governance Committee)

[Review meeting minutes 1](#) and meeting notes 2. Recommendations were covered previously in agenda when discussing Assessment.

D. FC (Finance Committee)

[Review meeting minutes](#) and recommendations for the Board are listed below.

No recommendations at this time.

E. Review October Financials

Please review the key documents in [THIS FOLDER](#)

IV. Other Business

A. Reminders

Build strong Trustee muscles:

- Physically calendar time for prepping and completing work before and after board meetings and committee meetings. I recommend calendaring in 1 hr of prep time within 2 days before the meetings and calendar any in-between work that needs to be done.
- As part of your meeting prep please remember to review the previous meetings minutes in advance.
- Check your designated PCM email at least 2x per week minimum (most are just super quick checks to ID anything urgent and make a mental note of future items that are less critical to address).
- As a committee member, remember to spread the work load. Give other opportunities. Review the common committee/board language email I distributed if you feel you need support running meetings (remember, committees are much less formal but still should spend time outlining norms, how members will communicate, how you'll 'vote' to recommend something to the board (particularly if there is not a consensus).
- Remember I can't make motions or vote. This is one of your key roles as a board member :-). This should be evenly distributed amongst board members (i.e. not the same person always making a motion or seconding).

- Remember you are a PCM ambassador. Recommend PCM for Holiday giving, suggest us for Amazon smile, encourage enrollment (especially K). We'll be distributing new marketing collateral soon for you to disseminate when appropriate.
- If everyone you know doesn't know you are on the PCM board this is a good stop and reflect moment that was brought to my attention at a recent conference. What are you proud of? What is stopping you from sharing the excitement? Is this a goal you want to set for yourself?
- Have fun and remember your voice matters! Do you have ideas you want to share? Any specific ideas for board PD and culture building you want to share?

Looking ahead:

January is the deadline for our Board to be fully compliant with OPMA requirements. Review board calendar (in footer).

Trustee HW:

Email the following to Laylah and John by December 4th.

1. What are your top three questions about chairing a committee?
2. What are your top three questions about serving as a board member?
3. What are your top 3 compliments/Glows/likes about our board?

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 - 11/10/20

Section: I. Opening Items
Item: C. Approve Minutes - 11/10/20
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for PCM Board of Trustees Meeting on November 10, 2020

APPROVED



PULLMAN **PUBLIC**
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Pullman Community Montessori

Minutes

PCM Board of Trustees Meeting

Date and Time

Tuesday November 10, 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!

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!

Trustees Present

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

Trustees Absent

None

Ex Officio Members Present

L. Sullivan (remote)

Non Voting Members Present

L. Sullivan (remote)

Guests Present

Clara Hill (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 Nov 10, 2020 at 5:35 PM.

H. Merrill made a motion to Amend the agenda to bring the interview with Clara Hill to the start of the meeting.

D. Main seconded the motion.

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

Roll Call

D. Main Aye

J. Cassleman Aye

N. Batmunkh Aye

Y. Nashid Aye

H. Merrill Aye

B. Wolff Absent

T. Franklin Aye

- Reminder about Board norms
- Promote us on your social media (SM) if you are an active member of SM.
- Would the board be willing to set three personal goals (based on board assessment), check-in with the chair about their goals? Travis gave an example of one goal he might have - to know more about the Montessori model and Place-Based Learning to would allow him to provide the best support to Laylah and the Board.
- Henry suggested this needed to be part of the governance committee planning. Maybe make it 1 to 3 goals. Bring a formal recommendation through the governance committee.
- Reach out to Laylah if anyone does not have access to their personal board assessments.

C. Approve Minutes - 10/27/20

B. Wolff made a motion to approve the minutes as written with one clarification mentioned PCM Board Working Group Meeting on 10-27-20.

H. Merrill seconded the motion.

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

D. Approve Minutes - 10/21/20

B. Wolff made a motion to approve the minutes as written with one clarification mentioned Board Meeting--Special on 10-21-20.

H. Merrill seconded the motion.

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

E. Approve Minutes 10/13/20

B. Wolff made a motion to approve the minutes as written with one clarification mentioned PCM Board of Trustees Meeting on 10-13-20.

H. Merrill seconded the motion.

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

II. LEADER Team Update - Brief

A. LEADER's Team Updates

- There was an issue accessing the link to leaders team updates for some of the board members so Laylah showed updates and went through the key points.
- Question from Henry about one of the grants acronyms (NSVF) - New School Venture Fund

B. FACE Coordinator Intro

- Introduction to our FACE Coordinator Jan Williams
- Jan provided an overview of her background
- The board gave a quick welcome to Jan

III. Future meeting schedule adjustment

A. Cadence

- A lot of our work will be done in our committees, so want to discuss shifting from two board meetings a month to just one meeting a month. It would need to be the last meeting of the month. Discussion on extending the second meeting to 2 hrs if needed and move it from 5 PM. Request by Laylah to keep the first meeting of the month time open just in case we need it. We will be told in advance if we will need to meet, the default assumption is we won't meet.

D. Main made a motion to eliminate the first board meeting of the month and move the second board meeting of the month to 5 PM.

T. Franklin seconded the motion.

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

IV. Other Business

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

- Introduction by current board members
- A brief introduction by prospective trustee Clara Hill
- Questions posed by Board to the candidate
- Questions posed by the candidate to the Board

H. Merrill made a motion to invite Clara Hill to join the Board of Trustees.

B. Wolff seconded the motion.

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

B. Committee Meetings Review

- John hoped board members were able to read resources posted
- Vital we understand how these committees should operate
- Are recommendations aligned with our by-laws - Yes
- Post committee minutes as soon as possible and make public, all done on BoT
- Currently, committee members are selected/assigned based on interest or skillset. We don't have a written process for this. Is the BoT assigning this responsibility to the BoT who chair the committees? The Governance Board will develop a policy around memberships of committees for the future.
- Committees should be chairs or at the very least co-chairs of the committees
- Committees report at each board meeting with the minutes of the committee meetings being available one or two weeks ahead of the board meeting.
- Do committees take action? - default is to take no decision or actions unless given the formal approval by the board in the by-laws. Ultimately it is the boards' decision but they can empower the committees
- Are committee meetings public? - yes, according to our current by-laws, may need to be further discussed. Suggestion by Travis to consider to not make them public meetings.
- When should committees and agenda be posted - 48hrs in advance for agenda and minutes immediately after the meeting

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 7:51 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](#)

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 - 8/31/20

Section: I. Opening Items
Item: D. Approve Minutes - 8/31/20
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Board Meeting -- Special on August 31, 2020

APPROVED



**PULLMAN PUBLIC
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Pullman Community Montessori

Minutes

Board Meeting -- Special

Date and Time

Monday August 31, 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!

Conference URL: <https://us02web.zoom.us/j/82490095201?pwd=V1VXTi81WTRBN1pyZmtqVWR4V1ludz09>

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)

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 Monday Aug 31, 2020 at 5:33 PM.

D. Main made a motion to Approve the charter contract.

B. Wolff seconded the motion.

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

Roll Call

N. Batmunkh Aye

T. Franklin Aye

D. Main Aye

H. Merrill Aye

B. Wolff Aye

J. Cassleman Aye

D. Main made a motion to Amend section 5.8 of the charter contract to "PCM does not discriminate in any programs or activities on the basis of age, sex, race, creed, religion, color, national origin, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups."

H. Merrill seconded the motion.

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

Roll Call

J. Cassleman Aye

T. Franklin Aye

N. Batmunkh Aye

B. Wolff Aye

H. Merrill Aye

D. Main Aye

C. PCM Bylaws Update

B. Wolff made a motion to Propose to accept the recommended changes to PCM by-laws by Steve Anderson.

N. Batmunkh seconded the motion.

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

Roll Call

D. Main Aye

H. Merrill Aye

T. Franklin Aye

B. Wolff Aye

N. Batmunkh Aye

J. Cassleman Aye

II. Closing Items

A. Adjourn Meeting

H. Merrill made a motion to Adjourn the meeting.

B. Wolff seconded the motion.

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

Roll Call

N. Batmunkh Aye

T. Franklin Aye

D. Main Aye

J. Cassleman Aye

B. Wolff Aye

H. Merrill Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:15 PM.

Respectfully Submitted,

H. Merrill

All board members agreed to hold this special meeting. See evidence and waiver for 7 day notice to Trustees [HERE](#).