



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

Pullman Community Montessori

Development Committee (DC) Meeting

Regular meeting

Date and Time

Wednesday December 16, 2020 at 12:00 PM PST

Location

Join Zoom Meeting

<https://us02web.zoom.us/j/87653526897?pwd=NTRiMVFrc2VEczV2U29vQ3pDVjNqUT09>

Meeting ID: 876-5352-6897

Password: 8284

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

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

These say approved because of an error I made when creating "How To" videos. We'll still need to review and make amendments if necessary.

II. Development Committee (DC) Business

A. Material Distribution

Please review the [material distribution list](#) (flyers & brochures) that Jan shared and the following information. Recall that Jan added apartments and mobile home parks to our community list starting at about line 80. She made updates based on feedback.

Review the plan to date:

As you review compile questions or comments to share with group.

After you visit the business and hopefully display a flyer in a window, or leave brochures on a front counter, use the check box in the file to mark it complete and fill in the date complete. At businesses it would be great to try to have a one-to-one conversation about PCM. If you were able to do this, check that off, too.

Talking points:

- PCM is a free public school - K-9
- Enrollment is open to all and will remain open until February 15th.
- For the first year, PCM is enrolling K-5th grade and will add one grade level each year until 9th grade is reached.
- The educational model is the high-quality, research based Montessori model that features customized learning.
- Encourage the community to think about students and families that they know. PCM will be ideal for students who may have struggles or not been as successful in other school settings.
- Let those interested know that they can set up a meeting with the Family and Community Engagement coordinator (Jan Williams) - to further discuss how PCM can meet the needs of families.

Logistic considerations for discussion:

1. How will we distribute materials (safety discussion, comfort level, who can we recruit)?
2. What deadlines will we set?
3. How will we report/follow-up internally?

B. 'Event' Planning

What are our key intentions for events during the planning year? To date we've prioritized enrollment then community building (focused after beginning of March when we know who our families are) and downplayed fundraising (with expectation to focus on grants for fundraising).

What is our budget for the 2020-21 school year? ~\$5K (who is responsible for tracking this budget? HOS & Board Chair)

Committee members provided good feedback for short-term and long-term event ideas:

- Virtual walk or run
 - Participants pay an entry fee and walk or run in their own places. Set a goal of running time or distance
- Movie night
 - Find a child friendly movie or documentary that may be relevant to PCM's topics. Host a watch party to gather people to watch it together. Ask for donations or sell "tickets" for the event.
 - **NOTE:** we purchased rights to share a new movie [INSIDE MONTESSORI](#)

Other ideas (marketing):

- Use more videos on social media
 - Video can be easily viewed and convey information quickly. All needed content could be put on slides and shared via LOOM.

Reflect by reviewing the **PCM FD Plan** and **PCM R-E-M Plan** (linked in footer). Lets start the planning discussion and start setting goals and timelines.

What will our 2 'events' be, considering our current environment, between now and the start of school?

C. Donor Detail Considerations

Consider the following questions and lets start forming a consensus around them....

To be added to the Development Plan:

1. How do we acknowledge donor contributions (letter, post card, gift)?
2. Is it a tiered-response (donors below \$500 get x, donors between \$500-\$5K get x, etc.... or everyone gets the same)?
3. If letter or postcard - how soon? (What is the timing (ex w/in 10 days, 30, days, etc)
4. Mid-year and end-of-year reports to donors? What do they look like - who is responsible? -- *currently school Admin and the DC Chair are called out to do this.* (virtual or physical mail...do we offer "go paperless" option).

5. Provide donors the ability to sign up for the newsletter - how do we give them this choice?
6. How do we promote matching gifts?
7. End of Year tax document - when is it sent, who is responsible for getting it ready? - *currently ideal if FACE leads.*

III. Other Business

IV. Closing Items

- A. Adjourn Meeting

Grounding Documents: [Development Committee Description and Responsibilities](#), [Norms-We are LEADERS too-Structure and Responsibilities Overview](#), [DC Growth Rubric](#), [PCM FD Plan \(Working Doc\)](#), [PCM R-E-M Plan](#)

Other Resources: [BoT DC Intro](#), [DC Example Goal](#), [Bylaws](#) (read committees section), [PCM Logic Model](#), [EEMPS Rubric](#), [What Is A Board Committee Supposed To Do?](#), [Virtual Fundraising \(Rotary crowdsource\)](#)

Coversheet

Approve Minutes

Section: I. Opening Items
Item: C. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: 2020_11_25_development_committee_dc_meeting_minutes (1).pdf

APPROVED



**PULLMAN
COMMUNITY
MONTESSORI**

**PUBLIC
FREE
K-9**

Pullman Community Montessori

Minutes

Development Committee (DC) Meeting

Secondary meeting

Date and Time

Wednesday November 25, 2020 at 12:00 PM

Location

Join Zoom Meeting

<https://us02web.zoom.us/j/82022688208?pwd=clloekc0UDM5aEc0Y0VjcDIKOWhvZz09>

Meeting ID: 820-2268-8208

Password: 8078

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.

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Committee Members Present

D. Main (remote), L. Sullivan, N. Batmunkh (remote)

Committee Members Absent

None

Committee Members Left Early

D. Main

Guests Present

Jan Williams (remote), Laylah Sullivan (remote), Yu Ma (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

N. Batmunkh called a meeting of the Development Committee (DC) of Pullman Community Montessori to order on Wednesday Nov 25, 2020 @ 12:02 PM.

C. Approve Minutes

D. Main made a motion to approve the minutes from Development Committee Regular Meeting (First) on 09-21-20.

N. Batmunkh seconded the motion.

Yu Ma seconded it. All in favor but Nomin abstained. Nomin didn't second the motion, but the system allowed only Dorrie and Nomin's names as options. So Nomin's name was selected. Since Dorrie made the motion, her name cannot be selected as the person who seconded it. The committee **VOTED** to approve the motion.

II. Development Committee (DC) Business

A. Intros & Establishing Norms

Each member introduced themselves. Went over how to use Board on Track. We visited the Norm list to see if there were any changes or suggestion or if everybody agrees with it. Everyone agreed for now.

- Ground rules:

- Yu Ma agreed to take Minutes/Reports at future meetings

- Discussed how to resolve disagreements (Roberts/Consensus approach)

ACTION ITEM: Laylah will send short intro around to everyone on both options.

- Discussed communication method: via email for now, try to remember to 'reply all' to keep people in the loop. Make sure personal info in board on track is updated with correct info.

B. Action Item Progress from Meeting 1

- Action Item:

- Check if Wix is compatible with LGL(Laylah)

- Review resources on fundraising ideas and send an email to Laylah.

- Implement payment platform stripe (Laylah/ Jan)

- Add giving page to PCM website (Laylah, web site manager) - next week

- Identify possible candidates to solicit for the DC committee (all) - more male members needed. skilled and people with knowledge are preferred. Social media people need to contact Jan.

- Add a link to the site on enrollment procedure and policies (Laylah)

- Jan completed training on LGL and working with Bely Luu

Reported out of what progress has been made on the following action items from last meeting.

• Check if Wix, our current mailing platform, is compatible with LGL (Laylah) --- Only using LGL for donor/support communications/updates/thank you's. Reserving Wix for general updates (e-newsletter) and notices. Using SchoolMint for enrollment specific communications.

• Review resources on fundraising ideas ahead of next meeting (Dorrie and Yu) -- we'll circle back to this.

• Complete training on Little Green Light and implement (Jan) -- DONE

• Implement payment platform stripe (Jan) -- DONE

- Add giving page to PCM website -- shared donate option currently available through WA Charters, will, will do social media push starting on Giving Tuesday (next Tuesday). Button live on website in next week.
- Create summary materials describing the role of DC members to provide to prospective members (Laylah) -- DONE (linked in footer)
- Action Item: Identify possible candidates to solicit for the DC committee (all) -- Dorrie shared some ideas (will make connection to Jan). Laylah reminded people to not make direct invites.....encourage interest and make connection with Nomin, Laylah, or Jan. Priorities are to identify if mission/vision fit, if they have the needed acumen (fundraising, grant writing, community engagement, small-scale events/fundraising). Keep awareness around expanding committee diversity (not simply racial, but broader representation of Pullman community, gender, ethnicity, etc.)

Laylah provided enrollment update. Remember we are ambassadors and should encourage all to learn about our program -- direct to Jan. Make sure to share our social media posts and stay informed through posts. When talking enrollment always encourage people to sign up (just because looks like a grade level is full does not mean it is....have quite some time before they actually need to commit and may change mind).

ACTION ITEM: Laylah will send out and link in footer Enrollment Policies and Procedures Manual (all should be familiar with at a general level)....encourage people to meet with Jan. Jan can help with SchoolMint too!

C. Grounding our work for future planning

- Enrollment information updated. Jan is working on marketing. PCM is ahead of the target enrollment number given at a month. Don't tell people if the particular grade is full. Having students in a wait-list is good since there is no guarantee that students who are offered seats at PCM will accept the offerings. Refer to Jan about enrollment if people have questions.

- Distributing materials

Jan will distribute brochures in daycares. Everybody needs to share info via FB. Look for other ways to distribute materials in physical locations. Make list and other members will help to distribute the brochures.

- Committee Member HW

- Answer 4 questions below and send an email to Laylah by December 7th.

- Do you have ideas you'd like to contribute?
- Are there organizations missing?
- Are there specific areas you want to support in?
- What are your questions?

ACTION ITEM: Jan will reach out over the next week to coordinate list of distribution sites for materials.

Ideas on following were discussed:

- Should we canvas apartment complexes and other locations that do not directly pay for garbage service (they don't get our advertisements through Pullman Disposal). Laylah noted we'll need to track work and ensure we are canvassing equitably.
- If canvas we'll need to consider budget. Flyer versus brochures.
- Posting flyers in apartment complex laundries or common areas.

- Tabling outside places still open...groceries....need to see if they will approve and how to set up to keep dry...PCM has a tent but takes 2 to set up. This would be a 2 person job.

Everyone agreed to HW deadline.

Link to Recruitment-Enrollment-Maintenance Plan will be final early next week.

If you have access issues contact Laylah or request access (if it is an option) and she'll approve.

D. Main left early.

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 1:15 PM.

Respectfully Submitted,
N. Batmunkh

Documents used during the meeting

None

Grounding Documents: [Development Committee Description and Responsibilities](#), [Norms-We are LEADERS too-Structure and Responsibilities Overview](#), [DC Growth Rubric](#), [Fund Development Plan](#), [Marketing-Recruitment-Maintenance Plan](#)

Other Resources: [BoT DC Intro](#), [DC Example Goal](#), [Bylaws](#) (read committees section), [PCM Logic Model](#), [EEMPS Rubric](#), [What Is A Board Committee Supposed To Do?](#),