



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

## Pullman Community Montessori

### Finance Committee (FC)

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#### Date and Time

Tuesday November 17, 2020 at 5:00 PM PST

#### Location

Please join us via ZOOM

<https://us02web.zoom.us/j/84029631449?pwd=ZnVnNElkZjJVN0krbTQ0T202L0dlUT09>

Meeting ID: 840-2963-1449

Password: 3064

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**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!

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#### Agenda

##### I. Opening Items

###### A. Record Attendance

Welcome to the Finance Committee! Please review the purpose of this committee using the link in the footer.

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

At this first meeting of the Finance Committee we will get to know each other as well as our key contracted CFO support partner: Joule Growth Partners.

**Committee Member HW:** *Prior to the board meeting please review the following.*

*Documents that have been provided to our board about their financial roles and responsibilities and how those responsibilities will change with the formation of the Finance Committee: [Board Financials Overview and Considerations](#)*

**C.** Approve Minutes

**II. Finance Committee (FC)**

**A.** Joule Growth Partners Intro & Presentation

PCM has partnered with Joule Growth Partners (JGP) for CFO coaching and support and to serve as a liaison between the head of school (HOS) and NEW ESD 101 to ensure that PCM has the financial capacity needed for a nonprofit and local education agency. JGP has expertise specifically in charter school and Washington compliance requirements and has been coaching and supporting other new charter schools through planning and operating. There is no other entity that currently provides this form of CFO consulting support at this time. This partnership is intended to be a slow-release relationship to ensure early financial compliance and transition responsibilities to the HOS. This relationship poises PCM for financial success. A note from the HOS: Bill and Matt are really great to work with and very transparent in their work!

[Charter Board Finance 101](#)

[PCM 5-Year Budget Tab](#)

**B.** Fiduciary Training for the PCM Board

Review the following to begin thinking more about the role of the FC and how we might educate the full board to feel confident in voting on Financial decisions.

[What Is A Board Committee Supposed To Do?](#)

[Finances Who Does What](#)

[How Do We Educate The Full Board About The Organization's Finances? Is This Really Necessary?](#)

[Sample Goals: Finance Committee](#)

As a side note: Our annual goals are currently being compiled by the Governance Committee with my advisorship. The recent Board Assessment through BoardOnTrack is being used as a baseline to measure growth and align goals. One of the FC's first goals will be to review the Financial

Policies and Procedures Manual and make a recommendation to the Board (on the docket for next meeting).

Semi-final drafts to be used for board training and alignment with financial oversight.

- **50 questions:** I'd like to store on our BoT dashboard so all board members and FC members can reference this document to build their thought process around finances. This can help facilitate trainings by identifying areas the Board does not feel comfortable around.
- **Financial Contract**....I think this would be a great cheat sheet for members as well as provide us a collaborative tool to keep on track. Also a great reminder of fiscal responsibilities.

### C. Review October Financials

*(Joule will lead on the review of this and provide an introduction to the Dashboard that will be used throughout the school lifetime. While the Dashboard is not as useful during the Planning Year it will get the FC and board used to what will be presented during Operating Years. To get yourself ready you can review this [Example and Notes from September's Dashboard](#)).*

Please review the school financial in the [OCTOBER folder](#). Come prepared to discuss and ask Joule questions. Start with the October Financials notes. The FC will need to vote on the Reconciliation Statements and the four documents normally presented to the full board:

1. Dashboard (high level view of main metrics)
2. Balance Sheet
3. Profit & Loss Statement/Income Statement
4. Budget vs. Actual Report

### III. Other Business

### IV. Closing Items

#### A. Adjourn Meeting

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**Grounding Docs:** [FC Description & Responsibilities](#) , [Norms-We are LEADERS too-Structure and Responsibilities Overview](#), [Bylaws](#) (read committees section), [PCM Logic Model](#), [Org Charts](#)

**School Wide Evaluation Tools (model fidelity):** [EEMPS Rubric](#), [School-Wide Reflective Practice Inventory](#)

**Resources:** [Planning Yr Financials Considerations](#), [Example Dashboard Review](#), [Contract](#), Commission Financial Performance Framework