



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

Pullman Community Montessori

PCM Board Meeting

Date and Time

Tuesday April 26, 2022 at 5:15 PM PDT

Location

PCM Board of Trustees meetings are held in the Gladish Community and Cultural Center room 100a. To increase accessibility we offer a virtual option for attendance. The Zoom link can be found below. If you attend in person please wear a mask upon entry into the building. Thank you for understanding and complying with these safety mitigation measures!

All board meetings are open to the public. Meetings begin at 5:15 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 48 hours prior to each meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/89620042723?pwd=akVHUTI3eIMxSn0xejJwUTRwdEhodz09>

Meeting ID: 896-2004-2723

Password: 6615

Dial by your location

(929) 205 6099

(301) 715 8592

(312) 626 6799

(669) 900 6833

(253) 215 8782

(346) 248 7799

If you would like to make public comment you will be called on in the order you arrived. We generally allow 5 minutes for presentation of personal comments/questions/concerns/grievances. You may view our PCM Grievance and Conflict Resolution Policy and Procedures [here](#). Public comment should be shared with the board in writing.

g in advance of the board meeting for us to better address you consideration. Please email to board@mypcm.org or submit in paper form to the PCM office in Gladish Community and Cultural Center STE 212. You should receive confirmation of receipt of your written statement within 48 hours of submission. If you do not receive confirmation, please email DesireeP@myPCM.org

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

Take a moment before the meeting to review our operating norms (linked in the footer).

C. Approve Meeting Minutes 3-22-22

Please come with amendments ready to put in the chat.

D. Approve Special Meeting Minutes 3-8-22

E. Community Building

Clara will be leading our session this meeting.

*If you have not done so yet, please use [this google document](#) to sign up for the board meeting in which you would like to lead this activity.

F. DEI and Anti-racism Commitment

Reminders:

Next BCC session - Tuesday MAY 10, 5:15 - 7:15

Pre-work has been assigned as a task in Board on Track.

When reviewing and approving budgets and renewals of policies and procedures over the coming months, we will analyze from multiple angles using an equity lens.

II. Public Comment

A. Making Public Comments

Welcome! If you would like to make public comment you will be called on in the order you logged in/arrived.

- We generally allow 5 minutes for presentation of personal comments/questions/concerns/grievances.
- You may view our PCM Grievance and Conflict Resolution Policy and Procedures [here](#).
- Public comment should be shared with the board in writing in advance of the board meeting for us to better address your consideration.
- Please email to board@mypcm.org or submit in paper form to the PCM office in Gladish Community and Cultural Center.
- You should receive confirmation of receipt of your written statement within 48 hours of submission.

III. LEADER Team Update & Compliance Check-in

Standing reminders:

Per PCM's [Charter School Contract](#) with the Commission, PCM Trustees should regularly review the [Statement of Assurances](#) (found in the Compliance folder linked in the footer) to ensure we are fulfilling our obligation to the contract.

For transparency this is a copy of the Commission's [Oversight Guidance Manual](#)

What rubrics does the Commission use for evaluation?

[Financial Performance Framework](#)

[Academic Performance Framework](#)

[Organizational Performance Framework \(expanded criterion\)](#)

[School Specific Goals \(2021-22\)](#) (1 Academic, 1 Operational)

A. March Update

Please review the BOARD OF TRUSTEES DASHBOARD prior to these updates. The majority of updates directly apply to this dashboard.

General outline:

- Enrollment
- Financial
- Compliance
- Academic update (will update at this meeting)
- School Specific Goal progress (will update at this meeting)
- Logic Model (will update at this meeting)

Notes not included in dashboard this month:

- Commission site visit has moved to May 10th and 11th
- CSP Site Visit is May 5th.
- Cece, the reading specialist that facilitated the Heggerty training during the summer Staff Strong Start Program, was on site the week before and after spring break. Her help was amazing and we are envisioning a modified plan for on site PD and support next year.
- Jasmine from NCMPS was on site with staff April 18th-20th
- We initiated an Elementary Q&A session April 20th to provide another opportunity for elementary families to get a glimpse into how their child's day looks and ask questions about next year.
- We tabled at the Palouse Family Fair April 23rd
- We have set up a Community Open House on May 4th to share our program with the community.

IV. Committee Updates

Please read through committee reports/minutes and come with questions. Committee chairs will not provide updates unless there is a motion or key items to address. Please communicate with committee chairs or the head of school in advance of the meeting if you have questions.

A. LSEC (Leadership Evaluation & Support Committee)

Review LSEC [meeting minutes](#)

B. DC (Development Committee)

Review the DC [meeting minutes](#).

Draft Case for Support: will be shared via email by April 2.

C. GC (Governance Committee)

Review the April GC [meeting minutes](#).

John will provide update on Committee & Board Goal Tracker Dashboard for April.

D. FC (Finance Committee)

In advance of this meeting Trustees should:

1. Access the publicly accessible [FC meeting notes](#) and review.
2. Review the March financials recommended by the FC (see below).
3. Check in on prior HW's (do you have questions)?

MARCH FINANCIALS: Attached

Motion 1: The FC recommends the Board approve the March financials as presented.

V. Other Business

A. Board Fundraising 2.0 Training

We welcome back Bely (pronounced Bailey) Luu for our board fundraising refresher. Bely is the Associate Director of School Development at the Washington State Charter Schools Association.

Pre-work should be completed by **Monday, April 25th** for Bely to fine tune the training. The pre-work will be shared with you through PearDeck and will be focused on:

- Board's Role in Culture of Philanthropy refresh
- CCF Principles refresh
- Cultivation Cycle refresh with a focus on board mapping activity – ask board members to bring 1-2 contacts to the April 26 board meeting
- Making the Ask refresh with role-play scenarios videos

The in-person portion of this training will focus on Making the Ask...

1. Highlight tips
2. Role-play in small groups with the contacts identified from the pre-work
3. General Q&A

Remember to bring 1-2 contacts to the meeting (not physically...just ideas).

B. Annual Budget Intro & Five-year Budget Projection Review

The HOS will provide an overview of where the 2022-23 projected budget sits with recent legislative changes. A brief update will be provided on how this affects the 5-year Budget Projection.

We need to be ready to vote on the 2022-23 annual budget at our June meeting.

C. Adjustment to Salary Scale -- Postpone to May meeting

The PCM management team has update the data that supports the staff salary scale at PCM. Refresh your memory by looking at the [2021-22 Staff Handbook](#). The legislature has also dedicated more funding to staff through a COLA (cost of living adjustment) and increases to specialty staff positions. After examination of the data and budget, the PCM HOS is recommending the following adjustments:

Add a step 45

Assign COLA increase across all PCM staff

Add protocol for recognizing half year or more experience

See proposed updates in this table. Below the table you will see a summary of how the updates affect the long-term budget.

VI. New Business

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

Coversheet

Approve Meeting Minutes 3-22-22

Section: I. Opening Items
Item: C. Approve Meeting Minutes 3-22-22
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for PCM Board Meeting on March 22, 2022

APPROVED



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

Pullman Community Montessori

Minutes

PCM Board Meeting

Date and Time

Tuesday March 22, 2022 at 5:15 PM

Location

PCM Board of Trustees meetings are held in the Gladish Community and Cultural Center room 100a. To increase accessibility we offer a virtual option for attendance. The Zoom link can be found below. If you attend in person please wear a mask upon entry into the building. Thank you for understanding and complying with these safety mitigation measures!

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Trustees Present

A. Guyton (remote), B. Wolff (remote), C. Hill (remote), J. Cassleman, M. Medalle (remote)

Trustees Absent

A. Rahmani

Ex Officio Members Present

L. Sullivan

Non Voting Members Present

L. Sullivan

Guests Present

B. Kiolbasa (remote), M. Paolini (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 Mar 22, 2022 at 5:21 PM.

C. Approve Meeting Minutes - 2/22

J. Cassleman made a motion to approve the minutes from PCM Board Meeting on 02-22-22.

C. Hill seconded the motion.

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

D. Community Building

Bev led the community-building activity.

E. DEI and Anti-racism Commitment

The board discussed takeaways from the March meeting with Buffalo Cloud Consulting. Participants from that meeting shared takeaways and each also shared a planned next step.

F. Scenario

The board discussed altering how we present and discuss scenarios for this section of the agenda. Ideas shared included role playing interactions with community/school members, as well as providing scenarios far enough ahead to spend some time thinking about them.

II. Public Comment

A. Making Public Comments

No members of the public present.

III. LEADER Team Update & Compliance Check-in

A. March Update

Laylah shared March updates, including the Special Education audit and enrollment number updates.

IV. Committee Updates

A. LESC (Leadership Evaluation & Support Committee)

LESC will meet again in April.

B. DC (Development Committee)

C. GC (Governance Committee)

John shared Task Dashboard and we discussed ways in which committees track goals and can improve goal-tracking processes.

D.

FC (Finance Committee)

Aubree shared and discussed the February finance dashboard.

V. Other Business

A. 2022-23 Academic Calendar

B. Wolff made a motion to accept the 2022-2023 school year as presented.

A. Guyton seconded the motion.

Laylah shared updates on the process of developing the 2022-2023 academic calendar. The board discussed various pros and cons of changes and weighed priorities. Members shared their reasoning behind their votes.

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

B. Officer Elections

J. Cassleman made a motion to changing Secretary nomination from Clara Hill to Melisa Medale.

C. Hill seconded the motion.

Officer elections were incomplete in August, and as Clara is stepping down this Spring, the board agreed to nominate Melisa.

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

J. Cassleman made a motion to accept the slate of officers as presented.

Chair: John Cassleman

Vice Chair: Bev Wolff

Secretary: Melisa Medale

Treasurer: Aubree Guyton

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

C. Fiduciary Training

Matt presented a PowerPoint with the training. Board members asked questions throughout to clarify points throughout.

D. Five-year Budget Projection Update

Laylah discussed the five-year budget projection and updates to it after this year.

VI. 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 7:31 PM.

Respectfully Submitted,

C. Hill

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 Special Meeting Minutes 3-8-22

Section: I. Opening Items
Item: D. Approve Special Meeting Minutes 3-8-22
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Board Meeting--Special on March 8, 2022

APPROVED



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Pullman Community Montessori

Minutes

Board Meeting--Special

DEI Training Session

Date and Time

Tuesday March 8, 2022 at 5:15 PM

Location

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Trustees Present

A. Guyton (remote), A. Rahmani (remote), B. Wolff (remote), J. Cassleman (remote), M. Medalle (remote)

Trustees Absent

C. Hill

Trustees who arrived after the meeting opened

A. Guyton

Trustees who left before the meeting adjourned

A. Rahmani

Ex Officio Members Present

L. Sullivan (remote)

Non Voting Members Present

L. Sullivan (remote)

Guests Present

Christine Moses (Facilitator), Kura Myrrlinthujone (Facilitator)

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 Mar 8, 2022 at 5:15 PM.

II. Special Item

A. 2022-23 Proposed Academic Calendar

Due to time restraints this item was postponed to the March 22nd board meeting.

III. Board DEI Training with BCC

A. Pre-work

The BOT members present participated in a DEI training led by BCC facilitators (Christine & Kura).

A. Guyton arrived at 5:30 PM.

A. Rahmani left at 7:33 PM.

IV. 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 7:34 PM.

Respectfully Submitted,
J. Cassleman

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

March Update

Section: III. LEADER Team Update & Compliance Check-in
Item: A. March Update
Purpose: FYI
Submitted by:
Related Material: PCM Board Dashboard 04-01-22 .xlsx

Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. [Adobe Reader](#):

PCM Board Dashboard 04-01-22 .xlsx

Coversheet

FC (Finance Committee)

Section: IV. Committee Updates
Item: D. FC (Finance Committee)
Purpose: Vote
Submitted by:
Related Material:

- 2. PCM Balance Sheet March 2022.pdf
- 3. PCM Profit & Loss March 2022.pdf
- 5. PCM Statement of Cash Flows March 2022.pdf
- 4. PCM BvA March 2022.pdf
- 6c. PCM AP Register March 2022.pdf
- 6. PCM Payroll and AP Certification March 2022.pdf
- 6a. PCM Auditing Officer Approval March 2022.pdf
- 6b. PCM Payroll Report March 2022.pdf
- 1. PCM Finance Dashboard March 2022.pdf

Pullman Community Montessori

Balance Sheet As of March 31, 2022

	TOTAL		
	AS OF MAR 31, 2022	AS OF FEB 28, 2022 (PP)	CHANGE
ASSETS			
Current Assets			
Bank Accounts			
1000 Banner Bank x4353 - PUBLIC Checking	152,461.90	204,256.84	-51,794.94
1001 Banner Bank x4695 - PRIVATE Checking	1,226.38	1,229.38	-3.00
1005 Banner Bank x3234 - PUBLIC Savings	1,095.43	1,095.42	0.01
Total Bank Accounts	\$154,783.71	\$206,581.64	\$ -51,797.93
Accounts Receivable			
1100 Accounts Receivable (A/R)	166,026.22	169,059.68	-3,033.46
Total Accounts Receivable	\$166,026.22	\$169,059.68	\$ -3,033.46
Other Current Assets			
1150 Prepays & Other Assets	6,128.34	8,160.20	-2,031.86
Total Other Current Assets	\$6,128.34	\$8,160.20	\$ -2,031.86
Total Current Assets	\$326,938.27	\$383,801.52	\$ -56,863.25
Fixed Assets			
1501 Fixed Assets-Capitalized Equipment	46,770.36	46,770.36	0.00
1503 Fixed Assets-Leasehold Improvements	391,802.62	391,802.62	0.00
1504 Fixed Assets-Furniture, Fixtures & Other	68,838.42	68,838.42	0.00
1510 Facilities - In Progress	95,705.81	95,705.81	0.00
Total Fixed Assets	\$603,117.21	\$603,117.21	\$0.00
TOTAL ASSETS	\$930,055.48	\$986,918.73	\$ -56,863.25
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 Accounts Payable	15,717.40	37,580.44	-21,863.04
Total Accounts Payable	\$15,717.40	\$37,580.44	\$ -21,863.04
Other Current Liabilities			
2101 Accrued Accounts & Payroll Payable	38,390.40	34,476.24	3,914.16
2155 Retirement Payable - DRS	9,532.88	9,270.21	262.67
2156 Health Insurance Payable - SEBB	-17,811.00	-21,389.00	3,578.00
2158 LTD Payable	118.74	0.00	118.74
2171 Use Tax Payable	420.00	8,620.22	-8,200.22
Total Other Current Liabilities	\$30,651.02	\$30,977.67	\$ -326.65
Total Current Liabilities	\$46,368.42	\$68,558.11	\$ -22,189.69
Long-Term Liabilities			
2501 Construction Loan Payable	473,211.69	471,434.25	1,777.44
Total Long-Term Liabilities	\$473,211.69	\$471,434.25	\$1,777.44
Total Liabilities	\$519,580.11	\$539,992.36	\$ -20,412.25
Equity			
2998 Unrestricted Net Assets	450,257.24	447,957.24	2,300.00
2999 Restricted Net Assets	2,200.00	4,500.00	-2,300.00
Net Revenue	-41,981.87	-5,530.87	-36,451.00
Total Equity	\$410,475.37	\$446,926.37	\$ -36,451.00
TOTAL LIABILITIES AND EQUITY	\$930,055.48	\$986,918.73	\$ -56,863.25

Pullman Community Montessori

Profit and Loss

March 2022

	TOTAL			
	MAR 2022	FEB 2022 (PP)	CHANGE	SEP 2021 - MAR 2022 (YTD)
Revenue				
3100 Local donations	282.41	51.50	230.91	4,348.70
3201 Interest Income (Public)	0.01	0.02	-0.01	0.12
3520 Private Foundations / Grants				105,000.00
4000 General Apportionment	73,563.09	73,563.09	0.00	469,986.39
4021 Special Education - General Apportionment	1,975.00	1,974.99	0.01	12,618.00
4121 Special Education - State	8,940.38	8,940.39	-0.01	57,119.12
4155 Learning Assistance	1,197.50	38.15	1,159.35	7,650.68
4198 State - School Food Service				893.50
5124 Federal SPED - IDEA				7,514.00
5198 Federal - School Food Services (NSLP)	5,277.50	5,965.60	-688.10	25,932.65
5199 Federal - Misc Grants	2,880.00	41,492.74	-38,612.74	68,574.82
5200 Federal - CSP	14,322.42	17,355.88	-3,033.46	173,728.75
Total Revenue	\$108,438.31	\$149,382.36	\$ -40,944.05	\$933,366.73
GROSS PROFIT	\$108,438.31	\$149,382.36	\$ -40,944.05	\$933,366.73
Expenditures				
6005 Certificated - Executive Management	7,500.00	7,500.00	0.00	52,916.68
6010 Certificated - Instructional Management				26,666.70
6106 Classified - Operations Staff	4,395.30	4,395.30	0.00	28,019.26
6190 Classified - Other - Non -Instructional	5,353.32	5,100.00	253.32	26,237.32
6198 Classified - Lunch Staff	3,190.37	2,534.77	655.60	18,853.27
6270 Certificated - Teachers - Regular	17,663.11	17,663.12	-0.01	123,641.75
6271 Certificated - Teachers - Substitutes	4,049.52	1,694.77	2,354.75	11,137.55
6275 Certificated - Teachers - SPED	5,374.96	5,374.92	0.04	38,262.02
6373 Classified - Aides - Regular	7,451.22	5,341.23	2,109.99	52,046.78
7051 Social Security/Medicare/FUTA	3,035.30	2,960.38	74.92	22,148.95
7052 Worker's Compensation Insurance	479.35	397.91	81.44	3,074.06
7053 State Unemployment	846.63	763.89	82.74	4,753.71
7055 Retirement Contribution - DRS	7,139.84	6,427.36	712.48	49,048.88
7056 Health Insurance - SEBB	10,648.00	10,648.00	0.00	79,376.00
8010 Legal	501.74		501.74	501.74
8015 Oversight Fee (3%)	2,570.27	2,535.50	34.77	16,421.22
8035 Payroll & Accounting Services	9,431.50	8,000.00	1,431.50	57,431.50
8040 Special Ed Services	2,375.66	8,955.81	-6,580.15	28,820.01
8050 Contracted Services - Tech	75.46	37.73	37.73	20,996.76
8051 Contracted Services - Program Support / PD	4,716.66	1,216.66	3,500.00	12,016.62
8052 Contracted Services - Instructional		1,205.85	-1,205.85	1,205.85
8053 Contracted Services - Misc	8,125.00	8,645.00	-520.00	24,895.00
8054 Contracted Services - Afterschool	3,889.16	2,483.25	1,405.91	20,444.16
8055 Printing		564.51	-564.51	834.74

Pullman Community Montessori

Profit and Loss

March 2022

	TOTAL			
	MAR 2022	FEB 2022 (PP)	CHANGE	SEP 2021 - MAR 2022 (YTD)
8060 Dues & Memberships	839.76		839.76	2,551.76
8505 Board Expenses	833.33	983.33	-150.00	5,983.31
8510 Classroom / Teaching Supplies & Materials	604.76	3,929.62	-3,324.86	29,375.47
8515 Special Ed Supplies & Materials	48.67		48.67	1,119.30
8526 COVID-19 Expenses				635.29
8530 Equipment / Furniture	1,078.00	182.81	895.19	10,072.66
8535 Telephone / Internet	607.55	722.84	-115.29	4,628.32
8540 Technology - Hardware		244.86	-244.86	10,195.08
8541 Technology - Software	4,191.91	574.18	3,617.73	16,221.62
8564 Bank & Payment Processing Fees	10.29	24.63	-14.34	149.38
8565 Office Expense	2,413.44	944.59	1,468.85	6,783.29
8570 Staff Development	2,300.00	1,641.00	659.00	5,964.71
8575 Staff Recruitment				60.75
8580 Student Recruitment / Marketing	613.00	4,974.32	-4,361.32	6,387.11
8585 School Meals / Lunch	5,583.61	9,927.20	-4,343.59	35,276.05
8590 Travel (Staff)	95.58		95.58	95.58
8595 Fundraising	1.79	1.79	0.00	489.03
9005 Insurance Expense	893.16	893.24	-0.08	6,086.86
9010 Janitorial	142.23	142.30	-0.07	1,374.58
9015 Building and Land Rent / Lease	14,042.42	14,042.42	0.00	98,564.27
9020 Repairs & Maintenance Bld				107.80
9045 Interest Expense	1,777.44	1,957.65	-180.21	13,475.85
Total Expenditures	\$144,889.31	\$145,632.74	\$ -743.43	\$975,348.60
NET OPERATING REVENUE	\$ -36,451.00	\$3,749.62	\$ -40,200.62	\$ -41,981.87
NET REVENUE	\$ -36,451.00	\$3,749.62	\$ -40,200.62	\$ -41,981.87

Pullman Community Montessori

Statement of Cash Flows

January - March, 2022

	JAN 2022	FEB 2022	MAR 2022	TOTAL
OPERATING ACTIVITIES				
Net Revenue	-92,044.06	3,749.62	-36,451.00	\$ - 124,745.44
Adjustments to reconcile Net Revenue to Net Cash provided by operations:				\$0.00
1100 Accounts Receivable (A/R)	42,948.95	50,023.27	3,033.46	\$96,005.68
1150 Prepays & Other Assets	2,494.37	2,031.94	2,031.86	\$6,558.17
2100 Accounts Payable	11,022.94	23,698.68	-21,863.04	\$12,858.58
2101 Accrued Accounts & Payroll Payable	2,568.73	-2,615.01	3,914.16	\$3,867.88
2155 Retirement Payable - DRS	-2,155.26	-90.09	262.67	\$ -1,982.68
2156 Health Insurance Payable - SEBB	-236.50	-1,183.50	3,578.00	\$2,158.00
2158 LTD Payable	-316.11	0.00	118.74	\$ -197.37
2171 Use Tax Payable	292.87	92.53	-8,200.22	\$ -7,814.82
2202 Loan Payable - short-term	-62,894.93			\$ -62,894.93
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	-6,274.94	71,957.82	-17,124.37	\$48,558.51
Net cash provided by operating activities	\$ - 98,319.00	\$75,707.44	\$ - 53,575.37	\$ -76,186.93
INVESTING ACTIVITIES				
1510 Facilities - In Progress	2.00			\$2.00
Net cash provided by investing activities	\$2.00	\$0.00	\$0.00	\$2.00
FINANCING ACTIVITIES				
2501 Construction Loan Payable	1,947.73	1,957.65	1,777.44	\$5,682.82
2998 Unrestricted Net Assets			2,300.00	\$2,300.00
2999 Restricted Net Assets			-2,300.00	\$ -2,300.00
Net cash provided by financing activities	\$1,947.73	\$1,957.65	\$1,777.44	\$5,682.82
NET CASH INCREASE FOR PERIOD	\$ - 96,369.27	\$77,665.09	\$ - 51,797.93	\$ -70,502.11



Pullman Community Montessori FY 21-22 Budget Status Report March 2022

	Total			
	Actual	Budget	Over/(Under) Budget	% Received / Spent
Revenue				
Local Support	4,348.82	5,000.00	-651.18	86.98%
State Revenue - General	469,986.39	784,175.00	-314,188.61	59.93%
State Revenue - Special Purpose	78,281.30	133,751.00	-55,469.70	58.53%
Federal Revenue	275,750.22	552,639.00	-276,888.78	49.90%
Grants & Other Sources	105,000.00	260,500.00	-155,500.00	40.31%
Total Revenue	\$ 933,366.73	\$ 1,736,065.00	-\$ 802,698.27	53.76%
Gross Profit	\$ 933,366.73	\$ 1,736,065.00	-\$ 802,698.27	53.76%
Expenditures				
Salaries	377,781.33	653,932.00	-276,150.67	57.77%
Personnel Taxes & Benefits	158,401.60	310,590.00	-152,188.40	51.00%
Contracted Services	182,732.86	323,794.00	-141,061.14	56.43%
School Operations	136,823.45	226,211.00	-89,387.55	60.48%
Facility Operations & Maintenance	119,609.36	179,368.00	-59,758.64	66.68%
Total Expenditures	\$ 975,348.60	\$ 1,693,895.00	-\$ 718,546.40	57.58%
Net Operating Revenue	-\$ 41,981.87	\$ 42,170.00	-\$ 84,151.87	-99.55%
Net Revenue	-\$ 41,981.87	\$ 42,170.00	-\$ 84,151.87	-99.55%
Capital Expenditures				
1501 Fixed Assets-Capitalized Equipment (Tech)	11,113.85	17,206.00	-6,092.15	64.59%
1504 Fixed Assets-Furniture, Fixtures & Other	0.00	46,710.00	-46,710.00	0.00%
Total Capital Expenditures	11,113.85	63,916.00	-52,802.15	17.39%
All Expenditures	986,462.45	1,757,811.00	-771,348.55	56.12%

Pullman Community Montessori

Bill Payment List

March 2022

DATE	NUM	VENDOR	AMOUNT
1000 Banner Bank x4353 - PUBLIC Checking			
03/07/2022		First Step Internet	-300.00
03/07/2022		Galexis Technologies	-282.59
03/07/2022		HCA - FSA/DCAP	-480.00
03/07/2022		HCA - SEBB	-13,080.00
03/07/2022		Nathaniel A Porter	-1,291.00
03/07/2022		PresenceLearning, Inc	-5,755.81
03/07/2022		WA State Charter Schools Association	-3,200.00
03/07/2022		Benjamin Heft	-158.19
03/08/2022		Cynthia LaMonica	-1,679.01
03/04/2022	EFT	URM Stores Inc	-4,327.19
03/11/2022	EFT	WA Dept of Retirement Systems	-10,125.43
03/10/2022	EFT	Great American Insurance Group	-634.73
03/14/2022	EFT	Friends of Gladish	-14,042.42
03/15/2022		Apex Law Group PLLC	-501.74
03/15/2022		Audalia Creative	-75.00
03/15/2022		Buffalo Cloud Consulting, LLC	-1,125.00
03/15/2022		Ccooper Services	-125.00
03/15/2022		FIRST Insurance Funding	-276.56
03/15/2022		Fork Refrigeration, Inc	-142.30
03/15/2022		Heutink USA (Nienhuis)	-962.81
03/15/2022		J & H Printing, Inc	-2,771.65
03/15/2022		Nathaniel A Porter	-36.67
03/15/2022		NEWESD 101	-3,625.00
03/15/2022		Teton Science Schools	-1,205.85
03/15/2022		The Standard Insurance Company	-122.64
03/15/2022		Whitman County Health Department	-200.00
03/14/2022	EFT	WA Dept of Revenue	-8,234.98
03/31/2022	EFT	Joule Growth Partners	-8,000.00
03/29/2022		Benjamin Heft	-112.70
03/29/2022		Ccooper Services	-145.00
03/29/2022		Emily Klein	-21.25
03/29/2022		Families Together for People with Disabilities	-25.00
03/29/2022		First Step Internet	-300.00
03/29/2022		Galexis Technologies	-75.46
03/29/2022		HCA - SEBB	-8,321.00
03/29/2022		Nathaniel A Porter	-22.33
03/29/2022		PresenceLearning, Inc	-2,375.66
03/29/2022		Spokane International Academy	-8,125.00
03/29/2022		YMCA of the Palouse	-3,889.16
Total for 1000 Banner Bank x4353 - PUBLIC Checking			\$ -106,174.13



Payroll Check Summary

Payroll Runs: 03/10/2022, 03/15/2022 and 03/25/2022

BOARD CERTIFICATION STATEMENT

Payments have been audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090. Those payments have been recorded on a listing which has been made available to the board.

As of April 26, 2022, the Board, by a _____ vote, approves payments totaling \$40,311.30. The payments are further identified in this document.

Total Payment by Type:
Payroll Direct Deposit (\$40,311.30)

Secretary	_____ Melisa Medalle	Board Member	_____ Ayad Rahmani
Board Member	_____ John Cassleman	Board Member	_____ Clara Hill
Board Member	_____ Aubree Guyton	Board Member	_____
Board Member	_____ Beverley Wolff		

Accounts Payable Register

March 2022

BOARD CERTIFICATION STATEMENT

Payments have been audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090. Those payments have been recorded on a listing which has been made available to the board.

As of April 26, 2022, the Board, by a _____ vote, approves payments totaling \$106,174.13. The payments are further identified in this document.

Total Payment by Type:
Electronic Funds Transfer (\$106,174.13)
Reimbursement Direct Deposit (\$0)

Secretary	_____ Melisa Medalle	Board Member	_____ Ayad Rahmani
Board Member	_____ John Cassleman	Board Member	_____ Clara Hill
Board Member	_____ Aubree Guyton	Board Member	_____
Board Member	_____ Beverley Wolff		

AUDITING OFFICER CERTIFICATION AND APPROVAL
(CHAPTER 42.24 RCW)

I, the undersigned, do hereby certify under penalty of perjury for the following vouchers, that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against Pullman Community Montessori, and that I am authorized to authenticate and certify so said claim.

Pullman Community Montessori General Fund

March AP register totaling: \$106,174.13

Pay dates within 03/01/22 - 03/31/22

Board Date 04/26/22

Signature of Auditing Officer

Date

**Pullman Community Montessori
Payroll Summary**

Mar-22



Pay Code Totals

Custodian	-
Kitchen Staff	2,729.10
Office Administration	9,388.62
School Administration	7,500.00
Special Education Staff	5,374.94
Student Support Staff	8,171.79
Substitute Teacher	788.81
Teacher	17,663.12
Total	51,616.38

Deduction Totals

State Pension	3,620.76
State Employees Benefits Board	1,251.00
Supplemental LTD	118.74
Wage Garnishments	-
Federal Income Tax	3,225.38
Social Security	2,197.67
Medicare	730.30
WA Long Term Care Insurance	(286.78)
WA Workers' Comp Insurance	221.25
WA Family and Medical Leave Insurance	226.76
Total	11,305.08

Benefits Totals

State Pension	6,767.34
State Employees Benefits Board	10,648.00
Social Security	2,197.67
Medicare	730.30
WA SUI	784.59
WA EAF	10.34
WA Family and Medical Leave Insurance	-
WA Workers' Comp Insurance	433.23
Total	21,571.47

Direct Deposit Total **40,311.30**



	Metric <i>Description</i>	Result	Goal	Status	Notes
1.	Current Student Recruitment Count <i>Enrollment is the school's primary revenue driver</i>	100%	100%	○	<i>Current enrollment: 70 (AAFTE: 75) Budget: 73.5 SPED: 10 budget, 11.33 actual</i>
2.	Public Revenue Received as a % of overall budget <i>Measures rate of receipt of public funds to date</i>	56%	58%	○	<i>Slight lag in Federal claims, confident all will be spent</i>
3.	Private Revenue Received as a % of overall budget <i>Measures progress against fundraising goals</i>	40%	58%	○	<i>Jan WA Charters grant pmt not received</i>
4.	Expenditures to date as a % of overall budget <i>Measures actual spending against planned spending</i>	56%	58%	○	<i>6 months into FY = 58%</i>
5.	Cash on Hand <i>Measures operational and financial stability</i>	Current: \$154k Proj: \$176k	\$164k	○	<i>Cash is in a healthy position to meet financial obligations for the near future</i>

Additional notes for discussion:

Various lines over budget but not materially: staff development (\$3.5k), student recruitment (\$3.4k)

Interest expense \$13k over budget: being paid out of the interest reserve (not a cash expense), expense not included in budget revision

Current fiscal year count of missing documentation: \$10k

jg^P