



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

Pullman Community Montessori

PCM Board Meeting

Date and Time

Tuesday May 24, 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=akVHUTI3eIMxSnoxelJwUTRwdEhodz09>

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 04-26-22

Please come with amendments ready to put in the chat.

D. Approve Special Meeting Minutes 5-10-22

E. Community Building

1) John 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.

2) Discuss opportunities to hear from families and community members this year in lieu of the Community Advisory Council.

F. DEI and Anti-racism Commitment

BCC Training Reflection:

Reflecting upon our last BCC session on Tuesday MAY 10, please share one idea on how to put these trainings into action.

Educational Equity Plan:

Please review the attached proposed Educational Equity Plan. This was guided by work of the GC, BCC, Community Roots School, and WA Charters.

Delay vote until June so Board has sufficient time to review.

Proposed MOTION - I move to approve and adopt the proposed Educational Equity Plan as is [with the following changes reflected].

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
- School Specific Goal progress
- Logic Model

Notes not included in dashboard this month:

- Commission site visit - within 45 days we'll receive a full report. Glows and Grows attached.
- CSP Site Visit went well.
- Open House went really well!
- Kids are excited for the camping trip.
- We tabled at the Palouse Family Fair April 23rd.

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)

No meeting minutes to present.

B. DC (Development Committee)

No meeting minutes to present.

Please review a physical copy of PCM's Case for Support.

Motion: I motion that we approve and adopt the proposed Case for Support.

Once approved and printed we'll provide board members 15 copies to use throughout the year. We need to track who we provide these to as not to overlap in our distribution efforts. A distribution tracker will be shared with the board so please watch your emails. Also remember this is a living document.

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 April financials recommended by the FC (see below).
3. Review the year 1 auditor recommendation.
4. Check in on prior HW's (do you have questions)?

APRIL FINANCIALS: Attached

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

Motion 2: The FC recommends the Board approve the HOS to contract PCM with the recommended audit agency for the year 1 audit.

V. Other Business

A. 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 PROPOSED 2022-23 annual budget at our June meeting. In August we will fix and adopt the FINAL budget for the 2022-23 school year.

B. Adjustment to Salary Scale

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

(these will be explained in detail in the presentation)

(delay until next meeting) ... intro only.

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 04-26-22

Section: I. Opening Items
Item: C. Approve Meeting Minutes 04-26-22
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for PCM Board Meeting on April 26, 2022

APPROVED



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

Pullman Community Montessori

Minutes

PCM Board Meeting

Date and Time

Tuesday April 26, 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, A. Rahmani, B. Wolff, C. Hill, J. Cassleman

Trustees Absent

M. Medalle

Trustees who left before the meeting adjourned

C. Hill

Ex Officio Members Present

L. Sullivan

Non Voting Members Present

L. Sullivan

Guests Present

Dr. Lauren Bruno

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 Apr 26, 2022 at 5:25 PM.

C. Approve Meeting Minutes 3-22-22

B. Wolff made a motion to approve the minutes from PCM Board Meeting on 03-22-22.

C. Hill seconded the motion.

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

D. Approve Special Meeting Minutes 3-8-22

B. Wolff made a motion to approve the minutes from Board Meeting--Special on 03-08-22.

C. Hill seconded the motion.

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

E. Community Building

Clara led a community-building activity centered around spring themes.

F. DEI and Anti-racism Commitment

Reminder to be prepared for Buffalo Cloud Consulting session on May 10. Pre-work has been assigned in Board on Track.

II. Public Comment

A. Making Public Comments

No members of the public present.

The board discussed ways to ensure family and community members feel free to attend and contribute. To be added to May agenda.

III. LEADER Team Update & Compliance Check-in

A. March Update

Laylah updated links and added School-Specific Goals link. Laylah also shared additional March updates, as noted in Agenda.

Board discussed the PCM Open House coming up in May and how best to continue sharing and publicizing.

IV. Committee Updates

A. LSEC (Leadership Evaluation & Support Committee)

Bev provided update on how Head of School appraisal/evaluation will work.

B.

DC (Development Committee)

Postponed committee updates.

Ayad shared plan for potential fall event and update on collateral.

C. GC (Governance Committee)

Will share tracker at next meeting so you see what it looks like. We are not behind on Board level goals.

D. FC (Finance Committee)

Discussed March financials.

A. Guyton made a motion to approve the March financials as presented.

B. Wolff seconded the motion.

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

V. Other Business

A. Board Fundraising 2.0 Training

We moved this up and conducted our training before the Committee updates.

Board members and guest participated in board training around making the ask.

[BOARD TRAINING POWERPOINT](#)

C. Hill left at 6:06 PM.

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

A. Guyton made a motion to defer this to the next meeting.

B. Wolff seconded the motion.

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

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

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 7:42 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](#)

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 Special Meeting Minutes 5-10-22

Section: I. Opening Items
Item: D. Approve Special Meeting Minutes 5-10-22
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Board Meeting--Special on May 10, 2022

APPROVED



PULLMAN **PUBLIC**
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Pullman Community Montessori

Minutes

Board Meeting--Special

DEI Training Session

Date and Time

Tuesday May 10, 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

Ex Officio Members Present

L. Sullivan (remote)

Non Voting Members Present

L. Sullivan (remote)

Guests Present

John Klein (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 May 10, 2022 at 5:20 PM.

II. Board DEI Training with BCC

A. Pre-work

The PCM trustees participated in the DEI board training led by BCC. [This presentation](#) was used to guide the training. There was discussion both in whole group and breakout sessions. White and BIPOC affinity groups were used to reflect on take-aways and feeling related to two videos watched as a group.

John Klein asked to observe with camera off. Observer left at 6:50 PM.

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 7:45 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: Commission Visit Summary.pptx
PCM Board Dashboard 05-01-22 .xlsx

Commission Visit Outcomes Review

Timeline. Within 45 days from visit a public report will be published by the Commission.

GLOWS

- HAPPY KIDS!
- They are very considerate of one another.
- Level of precociousness was really refreshing and unique (parenting or model)
- Calm/healthy classrooms
- Inclusion of ALL kiddos
- Well set up classrooms & staff committed to students
- Families overall supportive and believe in the school
- High fidelity to program terms with few exceptions that boil down to COVID

Commission Visit Outcomes Review

Timeline. Within 45 days from visit a public report will be published by the Commission.

GROWS -- 3 main buckets

- Adult Culture - some distrust among staff and between staff and admin
- Sustainable Systems
 - Is there need for system refinement that is not a direct impact of COVID or being short a key staff member?
 - Eyes on building systems that long-term are not leader dependent.
- Consistency & Cohesion
 - Trickle across staff, board, families
 - Filtering of communications

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 05-01-22 .xlsx

Coversheet

GC (Governance Committee)

Section: IV. Committee Updates
Item: C. GC (Governance Committee)
Purpose: FYI
Submitted by:
Related Material: GC Goal Tracker-April.docx

April 2022

Board Goals

#1: Refine and build tools and structures to monitor PCM's effectiveness and compliance with applicable laws and the charter contract.

#2: PCM trustees will increase awareness of PCM in the community with each member's specific actions and by leveraging each committee.

| Committee | All goals = SMART goals? (Y/N) # Tasks w owner & date/#Tasks | Goals Past Due/Barriers? | Goals posted & reviewed during meeting? | Notes/Questions |
|--------------------|---|---|---|---|
| Finance | Y 6/8 | Review auditor options upcoming (April 30) | No | -Commission Framework progress now visible via running document. -Auditor recommendation on track? -1/3 Finance Trainings complete. Plan for remainder? -No owners for trainings -No owner for mock audit |
| LSEC | Y 3/4 | No | No | HOS eval task "complete self eval" is missing due date |
| Development | N 0/0 | No goals listed | No goals listed | Goals drafted but not voted on |
| Governance | Y 19/19 | Create committee onboarding doc/ No review in committee | No | Committee onboarding doc update? No tasks for recruitment goal Recruitment plan not complete. Goal on track? Contact between GC and DC? |
| General | N/A 10/10 | -Missed inputting all committee goals into "goals" section/unknown; Chair follow up -Getting out into the community | N/A | Are we getting out in the community? DC missing goals. |

Coversheet

FC (Finance Committee)

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

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



| | 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: 68 (AAFTE: 74.25) Budget: 73.5 SPED: 10 budget, 11.29 actual</i> |
| 2. | Public Revenue Received as a % of overall budget <i>Measures rate of receipt of public funds to date</i> | 64% | 67% | ○ | <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> | 63% | 67% | ○ | <i>7 months into FY = 67%</i> |
| 5. | Cash on Hand <i>Measures operational and financial stability</i> | Current: \$151k Proj: \$180k | \$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 (\$3.6k), student recruitment (\$5.2k), aides (\$3.8k), interest expense (non-cash, \$14.8k); various lines are under budget, leading to expenditures tracking well overall.

All deliverables submitted to WA Charters – grant payments of ~\$100k expected in May

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

jg^P

Pullman Community Montessori

Balance Sheet As of April 30, 2022

| | TOTAL | | |
|---|-------------------------|---------------------|----------------------|
| AS OF APR 30, 2022 | AS OF MAR 31, 2022 (PP) | CHANGE | |
| ASSETS | | | |
| Current Assets | | | |
| Bank Accounts | | | |
| 1000 Banner Bank x4353 - PUBLIC Checking | 148,865.68 | 152,461.90 | -3,596.22 |
| 1001 Banner Bank x4695 - PRIVATE Checking | 1,223.38 | 1,226.38 | -3.00 |
| 1005 Banner Bank x3234 - PUBLIC Savings | 1,095.45 | 1,095.43 | 0.02 |
| Total Bank Accounts | \$151,184.51 | \$154,783.71 | \$ -3,599.20 |
| Accounts Receivable | | | |
| 1100 Accounts Receivable (A/R) | 166,192.31 | 166,026.22 | 166.09 |
| Total Accounts Receivable | \$166,192.31 | \$166,026.22 | \$166.09 |
| Other Current Assets | | | |
| 1150 Prepays & Other Assets | 4,133.68 | 6,128.34 | -1,994.66 |
| Total Other Current Assets | \$4,133.68 | \$6,128.34 | \$ -1,994.66 |
| Total Current Assets | \$321,510.50 | \$326,938.27 | \$ -5,427.77 |
| 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 | \$924,627.71 | \$930,055.48 | \$ -5,427.77 |
| LIABILITIES AND EQUITY | | | |
| Liabilities | | | |
| Current Liabilities | | | |
| Accounts Payable | | | |
| 2100 Accounts Payable | 22,702.31 | 15,717.40 | 6,984.91 |
| Total Accounts Payable | \$22,702.31 | \$15,717.40 | \$6,984.91 |
| Other Current Liabilities | | | |
| 2101 Accrued Accounts & Payroll Payable | 36,631.60 | 38,390.40 | -1,758.80 |
| 2155 Retirement Payable - DRS | 9,802.90 | 9,532.88 | 270.02 |
| 2156 Health Insurance Payable - SEBB | -17,786.00 | -17,811.00 | 25.00 |
| 2158 LTD Payable | 114.52 | 118.74 | -4.22 |
| 2171 Use Tax Payable | 420.00 | 420.00 | 0.00 |
| Total Other Current Liabilities | \$29,183.02 | \$30,651.02 | \$ -1,468.00 |
| Total Current Liabilities | \$51,885.33 | \$46,368.42 | \$5,516.91 |
| Long-Term Liabilities | | | |
| 2501 Construction Loan Payable | 475,188.56 | 473,211.69 | 1,976.87 |
| Total Long-Term Liabilities | \$475,188.56 | \$473,211.69 | \$1,976.87 |
| Total Liabilities | \$527,073.89 | \$519,580.11 | \$7,493.78 |
| Equity | | | |
| 2998 Unrestricted Net Assets | 450,257.24 | 450,257.24 | 0.00 |
| 2999 Restricted Net Assets | 2,200.00 | 2,200.00 | 0.00 |
| Net Revenue | -54,903.42 | -41,981.87 | -12,921.55 |
| Total Equity | \$397,553.82 | \$410,475.37 | \$ -12,921.55 |
| TOTAL LIABILITIES AND EQUITY | \$924,627.71 | \$930,055.48 | \$ -5,427.77 |

Pullman Community Montessori

Profit and Loss

April 2022

| | TOTAL | | | |
|---|---------------------|---------------------|-------------------|---------------------------|
| | APR 2022 | MAR 2022 (PP) | CHANGE | SEP 2021 - APR 2022 (YTD) |
| Revenue | | | | |
| 3100 Local Donations | 206.00 | 282.41 | -76.41 | 4,554.70 |
| 3102 Sales - Student Activities | 3,346.37 | | 3,346.37 | 3,346.37 |
| 3201 Interest Income (Public) | 0.02 | 0.01 | 0.01 | 0.14 |
| 3520 Private Foundations / Grants | | | | 105,000.00 |
| 4000 General Apportionment | 73,563.08 | 73,563.09 | -0.01 | 543,549.47 |
| 4021 Special Education - General Apportionment | 1,974.99 | 1,975.00 | -0.01 | 14,592.99 |
| 4121 Special Education - State | 8,940.38 | 8,940.38 | 0.00 | 66,059.50 |
| 4155 Learning Assistance | 1,197.50 | 1,197.50 | 0.00 | 8,848.18 |
| 4198 State - School Food Service | | | | 893.50 |
| 5124 Federal SPED - IDEA | | | | 7,514.00 |
| 5198 Federal - School Food Services (NSLP) | 6,602.72 | 5,277.50 | 1,325.22 | 32,535.37 |
| 5199 Federal - Misc Grants | 2,880.00 | 2,880.00 | 0.00 | 71,454.82 |
| 5200 Federal - CSP | 14,488.51 | 14,322.42 | 166.09 | 188,217.26 |
| Total Revenue | \$113,199.57 | \$108,438.31 | \$4,761.26 | \$1,046,566.30 |
| GROSS PROFIT | \$113,199.57 | \$108,438.31 | \$4,761.26 | \$1,046,566.30 |
| Expenditures | | | | |
| 6005 Certificated - Executive Management | 7,500.00 | 7,500.00 | 0.00 | 60,416.68 |
| 6010 Certificated - Instructional Management | | | | 26,666.70 |
| 6106 Classified - Operations Staff | 4,395.30 | 4,395.30 | 0.00 | 32,414.56 |
| 6190 Classified - Other - Non -Instructional | 4,020.00 | 5,353.32 | -1,333.32 | 30,257.32 |
| 6198 Classified - Lunch Staff | 2,154.90 | 3,190.37 | -1,035.47 | 21,008.17 |
| 6270 Certificated - Teachers - Regular | 17,350.69 | 17,663.11 | -312.42 | 140,992.44 |
| 6271 Certificated - Teachers - Substitutes | -2,117.87 | 4,049.52 | -6,167.39 | 9,019.68 |
| 6275 Certificated - Teachers - SPED | 5,374.96 | 5,374.96 | 0.00 | 43,636.98 |
| 6278 Certificated - Stipends | 720.00 | | 720.00 | 720.00 |
| 6373 Classified - Aides - Regular | 9,738.91 | 7,451.22 | 2,287.69 | 61,785.69 |
| 7051 Social Security/Medicare/FUTA | 2,869.84 | 3,035.30 | -165.46 | 25,018.79 |
| 7052 Worker's Compensation Insurance | 391.52 | 479.35 | -87.83 | 3,465.58 |
| 7053 State Unemployment | 756.73 | 846.63 | -89.90 | 5,510.44 |
| 7055 Retirement Contribution - DRS | 6,467.63 | 7,139.84 | -672.21 | 55,516.51 |
| 7056 Health Insurance - SEBB | 10,648.00 | 10,648.00 | 0.00 | 90,024.00 |
| 8010 Legal | | 501.74 | -501.74 | 501.74 |
| 8015 Oversight Fee (3%) | 2,584.65 | 2,570.27 | 14.38 | 19,005.87 |
| 8035 Payroll & Accounting Services | 8,000.00 | 9,431.50 | -1,431.50 | 65,431.50 |
| 8040 Special Ed Services | | 2,375.66 | -2,375.66 | 28,820.01 |
| 8050 Contracted Services - Tech | 188.65 | 75.46 | 113.19 | 21,185.41 |
| 8051 Contracted Services - Program Support / PD | 1,216.66 | 4,716.66 | -3,500.00 | 13,233.28 |
| 8052 Contracted Services - Instructional | 1,227.28 | | 1,227.28 | 2,433.13 |
| 8053 Contracted Services - Misc | 8,125.00 | 8,125.00 | 0.00 | 33,020.00 |

Pullman Community Montessori

Profit and Loss

April 2022

| | TOTAL | | | |
|--|----------------------|----------------------|----------------------|---------------------------|
| | APR 2022 | MAR 2022 (PP) | CHANGE | SEP 2021 - APR 2022 (YTD) |
| 8054 Contracted Services - Afterschool | 2,969.71 | 3,889.16 | -919.45 | 23,413.87 |
| 8055 Printing | | | | 834.74 |
| 8060 Dues & Memberships | | 839.76 | -839.76 | 2,551.76 |
| 8505 Board Expenses | 833.33 | 833.33 | 0.00 | 6,816.64 |
| 8510 Classroom / Teaching Supplies & Materials | 2,745.53 | 604.76 | 2,140.77 | 32,121.00 |
| 8515 Special Ed Supplies & Materials | | 48.67 | -48.67 | 1,119.30 |
| 8520 Textbooks / Workbooks | 3,740.66 | | 3,740.66 | 3,740.66 |
| 8526 COVID-19 Expenses | | | | 635.29 |
| 8530 Equipment / Furniture | | 1,078.00 | -1,078.00 | 10,072.66 |
| 8535 Telephone / Internet | 907.39 | 607.55 | 299.84 | 5,535.71 |
| 8540 Technology - Hardware | 221.88 | | 221.88 | 10,416.96 |
| 8541 Technology - Software | 605.61 | 4,191.91 | -3,586.30 | 16,827.23 |
| 8564 Bank & Payment Processing Fees | 51.53 | 10.29 | 41.24 | 200.91 |
| 8565 Office Expense | 391.19 | 2,413.44 | -2,022.25 | 7,174.48 |
| 8570 Staff Development | 141.00 | 2,300.00 | -2,159.00 | 6,105.71 |
| 8575 Staff Recruitment | | | | 60.75 |
| 8580 Student Recruitment / Marketing | 1,828.07 | 613.00 | 1,215.07 | 8,215.18 |
| 8585 School Meals / Lunch | 3,011.22 | 5,583.61 | -2,572.39 | 38,287.27 |
| 8590 Travel (Staff) | | 95.58 | -95.58 | 95.58 |
| 8595 Fundraising | 6.27 | 1.79 | 4.48 | 495.30 |
| 9005 Insurance Expense | 893.16 | 893.16 | 0.00 | 6,980.02 |
| 9010 Janitorial | 142.43 | 142.23 | 0.20 | 1,517.01 |
| 9015 Building and Land Rent / Lease | 14,042.42 | 14,042.42 | 0.00 | 112,606.69 |
| 9020 Repairs & Maintenance Bld | | | | 107.80 |
| 9045 Interest Expense | 1,976.87 | 1,777.44 | 199.43 | 15,452.72 |
| Total Expenditures | \$126,121.12 | \$144,889.31 | \$ -18,768.19 | \$1,101,469.72 |
| NET OPERATING REVENUE | \$ -12,921.55 | \$ -36,451.00 | \$23,529.45 | \$ -54,903.42 |
| NET REVENUE | \$ -12,921.55 | \$ -36,451.00 | \$23,529.45 | \$ -54,903.42 |

Pullman Community Montessori

Statement of Cash Flows

February - April, 2022

| | FEB 2022 | MAR 2022 | APR 2022 | TOTAL |
|---|--------------------|----------------------|---------------------|--------------------|
| OPERATING ACTIVITIES | | | | |
| Net Revenue | 3,749.62 | -36,451.00 | -12,921.55 | \$ -45,622.93 |
| Adjustments to reconcile Net Revenue to Net Cash provided by operations: | | | | \$0.00 |
| 1100 Accounts Receivable (A/R) | 50,023.27 | 3,033.46 | -166.09 | \$52,890.64 |
| 1150 Prepaids & Other Assets | 2,031.94 | 2,031.86 | 1,994.66 | \$6,058.46 |
| 2100 Accounts Payable | 23,698.68 | -21,863.04 | 6,984.91 | \$8,820.55 |
| 2101 Accrued Accounts & Payroll Payable | -2,615.01 | 3,914.16 | -1,758.80 | \$ -459.65 |
| 2155 Retirement Payable - DRS | -90.09 | 262.67 | 270.02 | \$442.60 |
| 2156 Health Insurance Payable - SEBB | -1,183.50 | 3,578.00 | 25.00 | \$2,419.50 |
| 2158 LTD Payable | 0.00 | 118.74 | -4.22 | \$114.52 |
| 2171 Use Tax Payable | 92.53 | -8,200.22 | | \$ -8,107.69 |
| Total Adjustments to reconcile Net Revenue to Net Cash provided by operations: | 71,957.82 | -17,124.37 | 7,345.48 | \$62,178.93 |
| Net cash provided by operating activities | \$75,707.44 | \$ -53,575.37 | \$ -5,576.07 | \$16,556.00 |
| FINANCING ACTIVITIES | | | | |
| 2501 Construction Loan Payable | 1,957.65 | 1,777.44 | 1,976.87 | \$5,711.96 |
| 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 | \$1,957.65 | \$1,777.44 | \$1,976.87 | \$5,711.96 |
| NET CASH INCREASE FOR PERIOD | \$77,665.09 | \$ -51,797.93 | \$ -3,599.20 | \$22,267.96 |

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

April AP register totaling: \$60,199.47

Pay dates within 04/01/22 - 04/30/22

Board Date 05/24/22

Signature of Auditing Officer

Date



Payroll Check Summary

Payroll Runs: 04/08/2022, and 04/25/2022

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 May 24, 2022, the Board, by a _____ vote, approves payments totaling \$39,198.55. The payments are further identified in this document.

Total Payment by Type:

Payroll Direct Deposit (\$39,198.55)

| | | | |
|--------------|-----------------------|--------------|---------------------------------|
| Secretary | <u>Melisa Medalle</u> | Board Member | <u>Ayad Rahmani</u> |
| Board Member | <u>John Cassleman</u> | Board Member | <u>Clara Hill</u> |
| Board Member | <u>Aubree Guyton</u> | Board Member | <u> </u> |
| Board Member | <u>Beverley Wolff</u> | | <u> </u> |

Accounts Payable Register

April 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 May 24, 2022, the Board, by a _____ vote, approves payments totaling \$60,199.47. The payments are further identified in this document.

Total Payment by Type:

Electronic Funds Transfer (\$60,199.47)

Reimbursement Direct Deposit (\$0)

| | | | |
|--------------|-----------------------|--------------|---------------------------------|
| Secretary | <u>Melisa Medalle</u> | Board Member | <u>Ayad Rahmani</u> |
| Board Member | <u>John Cassleman</u> | Board Member | <u>Clara Hill</u> |
| Board Member | <u>Aubree Guyton</u> | Board Member | <u> </u> |
| Board Member | <u>Beverley Wolff</u> | | <u> </u> |



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

| | Total | | | |
|--|------------------------|------------------------|------------------------|-----------------------|
| | Actual | Budget | Over/(Under) Budget | % Received / Spent |
| Revenue | | | | |
| Local Support | 7,901.21 | 5,000.00 | 2,901.21 | 158.02% |
| State Revenue - General | 543,549.47 | 784,175.00 | -240,625.53 | 69.31% |
| State Revenue - Special Purpose | 90,394.17 | 133,751.00 | -43,356.83 | 67.58% |
| Federal Revenue | 299,721.45 | 552,639.00 | -252,917.55 | 54.23% |
| Grants & Other Sources | 105,000.00 | 260,500.00 | -155,500.00 | 40.31% |
| Total Revenue | \$ 1,046,566.30 | \$ 1,736,065.00 | -\$ 689,498.70 | 60.28% |
| Gross Profit | \$ 1,046,566.30 | \$ 1,736,065.00 | -\$ 689,498.70 | 60.28% |
| Expenditures | | | | |
| Salaries | 426,918.22 | 653,932.00 | -227,013.78 | 65.28% |
| Personnel Taxes & Benefits | 179,535.32 | 310,590.00 | -131,054.68 | 57.80% |
| Contracted Services | 207,044.81 | 323,794.00 | -116,749.19 | 63.94% |
| School Operations | 151,307.13 | 226,211.00 | -74,903.87 | 66.89% |
| Facility Operations & Maintenance | 136,664.24 | 179,368.00 | -42,703.76 | 76.19% |
| Total Expenditures | \$ 1,101,469.72 | \$ 1,693,895.00 | -\$ 592,425.28 | 65.03% |
| Net Operating Revenue | -\$ 54,903.42 | \$ 42,170.00 | -\$ 97,073.42 | -130.20% |
| Net Revenue | -\$ 54,903.42 | \$ 42,170.00 | -\$ 97,073.42 | -130.20% |
| 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 | 1,112,583.57 | 1,757,811.00 | -645,227.43 | 63.29% |

Pullman Community Montessori

Bill Payment List

April 2022

| DATE | NUM | VENDOR | AMOUNT |
|---|-----|---|----------------------|
| 1000 Banner Bank x4353 - PUBLIC Checking | | | |
| 04/07/2022 | EFT | Public Montessori in Action International | -3,500.00 |
| 04/07/2022 | EFT | Northwest Educational Development, LLC | -2,300.00 |
| 04/07/2022 | EFT | Joule Growth Partners | -8,000.00 |
| 04/08/2022 | | Benjamin Heft | -53.65 |
| 04/08/2022 | | Desiree Porter | -142.23 |
| 04/08/2022 | | Emily Klein | -22.37 |
| 04/08/2022 | | Gander Publishing | -362.89 |
| 04/08/2022 | | Hingston Miller Hingston | -1,431.50 |
| 04/08/2022 | | Nathaniel A Porter | -345.67 |
| 04/08/2022 | | School Health Corporation | -1,686.52 |
| 04/08/2022 | | Spokane International Academy | -8,125.00 |
| 04/08/2022 | | Terry's Dairy, Inc | -379.50 |
| 04/08/2022 | | The Standard Insurance Company | -118.74 |
| 04/08/2022 | | WA Dept of Retirement Systems | -25.00 |
| 04/07/2022 | EFT | Great American Insurance Group | -634.73 |
| 04/11/2022 | EFT | URM Stores Inc | -5,133.34 |
| 04/26/2022 | | Audalia Creative | -262.50 |
| 04/26/2022 | | Benjamin Heft | -35.62 |
| 04/26/2022 | | Ccooper Services | -145.00 |
| 04/26/2022 | | FIRST Insurance Funding | -276.56 |
| 04/26/2022 | | First Step Internet | -600.00 |
| 04/26/2022 | | Galexis Technologies | -410.53 |
| 04/26/2022 | | HCA - SEBB | -11,849.00 |
| 04/26/2022 | | J & H Printing, Inc | -1,182.57 |
| 04/26/2022 | | Nathaniel A Porter | -238.00 |
| 04/26/2022 | | WSIPC | -41.65 |
| 04/26/2022 | | YMCA of the Palouse | -2,969.71 |
| 04/12/2022 | EFT | WA Dept of Retirement Systems | -9,927.19 |
| Total for 1000 Banner Bank x4353 - PUBLIC Checking | | | \$ -60,199.47 |

**Pullman Community Montessori
Payroll Summary**

Apr-22



Pay Code Totals

| | |
|-------------------------|------------------|
| Custodian | - |
| Kitchen Staff | 2,471.70 |
| Office Administration | 8,665.30 |
| School Administration | 7,500.00 |
| Special Education Staff | 5,374.96 |
| Student Support Staff | 7,291.12 |
| Substitute Teacher | 922.87 |
| Teacher | 18,383.10 |
| Total | 50,609.05 |

Deduction Totals

| | |
|---------------------------------------|------------------|
| State Pension | 3,542.90 |
| State Employees Benefits Board | 1,226.00 |
| Supplemental LTD | 114.52 |
| Wage Garnishments | - |
| Federal Income Tax | 3,168.67 |
| Social Security | 2,206.49 |
| Medicare | 716.06 |
| WA Long Term Care Insurance | - |
| WA Workers' Comp Insurance | 213.52 |
| WA Family and Medical Leave Insurance | 222.34 |
| Total | 11,410.50 |

Benefits Totals

| | |
|---------------------------------------|------------------|
| State Pension | 6,654.31 |
| State Employees Benefits Board | 10,648.00 |
| Social Security | 2,206.49 |
| Medicare | 716.06 |
| WA SUI | 769.27 |
| WA EAF | 10.13 |
| WA Family and Medical Leave Insurance | - |
| WA Workers' Comp Insurance | 416.01 |
| Total | 21,420.27 |

Direct Deposit Total **39,198.55**

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

April AP register totaling: \$60,199.47

Pay dates within 04/01/22 - 04/30/22

Board Date 05/24/22

Signature of Auditing Officer

Date

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](#):

6b. PCM March 2022 Payroll Report.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](#):

4. PCM BvA March 2022.xlsx