



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

Pullman Community Montessori

PCM Board Meeting

Date and Time

Tuesday June 28, 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: Regular Meeting on 05-24-22

Please come with amendments ready to put in the chat.

D. Approve Meeting Minutes: Special Meeting on 06-14-22

E. Community Building

Laylah will be leading our session this meeting.

Prompt - "Share a celebration from your year (does not have to do with PCM)"

*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

Please keep an eye out in Mid July for the Educational Equity Plan. WA Charters extended our deadline for submission of this plan to July.

This plan includes components, data or, inputs from the GC, BCC, Community Roots School, parents surveys, and training from WA Charters. The goals is for this to be increasingly more informed by PCM's communities over time.

Is there a summer book we'd like to choose to continue our work over the summer?

II. Annual Board Meeting Business

A. Officer Elections

John Cassleman - Chair
Beverley Wolff - Vice Chair
Aubree Guyton - Treasurer
Melisa Medalla - Secretary

B. Trustee Elections

Elect new trustees and/or re-elect trustees who will be continuing to additional terms.

III. 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.

IV. 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. May Update

Please review the [BOARD OF TRUSTEES DASHBOARD](#) prior to these updates. The majority of updates directly apply to this dashboard.

Notes not included in dashboard this month:

- School closure 2nd to last week of school - OSPI approved the 17th could still be out last day.

V. 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.

C. GC (Governance Committee)

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

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

D. FC (Finance Committee)

In advance of this meeting Trustees should:

1. Access the publicly accessible [FC meeting notes](#) and review.
2. Review the May financials recommended by the FC (see below).
3. Review the 50+ Questions document & look back at budget draft presented at last meeting?

MAY FINANCIALS: Attached

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

VI. Other Business

A. Annual Budget & Five-year Budget Projection Review (cntd)

The HOS will provide an update to the budget overview provided at the last board meeting.

Board members are encouraged to choose 2 questions from the 50+ Smart Questions to ask at the board meeting.

In August we will fix and adopt the FINAL budget for the 2022-23 school year.

B. Adjustment to Salary Scale

-- Postponed until July Board 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
- Add protocol for recognizing half year or more experience

(these will be explained in detail in the presentation)

VII. New Business

VIII. 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: Regular Meeting on 05-24-22

Section: I. Opening Items
Item: C. Approve Meeting Minutes: Regular Meeting on 05-24-22
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for PCM Board Meeting on May 24, 2022

APPROVED



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

Pullman Community Montessori

Minutes

PCM Board Meeting

Date and Time

Tuesday May 24, 2022 at 5:15 PM

Location

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Trustees Present

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

Trustees Absent

C. Hill

Ex Officio Members Present

L. Sullivan

Non Voting Members Present

L. Sullivan

Guests Present

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 May 24, 2022 at 5:20 PM.

C. Approve Meeting Minutes 04-26-22

J. Cassleman made a motion to approve the minutes from PCM Board Meeting on 04-26-22.

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

D. Approve Special Meeting Minutes 5-10-22

J. Cassleman made a motion to approve the minutes from Board Meeting--Special on 05-10-22.

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

E. Community Building

Board members were invited to list communities they are actively apart of.

Any thoughts on community involvement/parent advisory council. Culture surveys, commission report, and other surveys to serve as additional data points for a June report.

Side note: Last student led tours on 6/15

J. Cassleman made a motion to Move the finance update up in the agenda.

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

F. DEI and Anti-racism Commitment

BCC Training Reflection

Reflecting on last BCC session on Tuesday, May 10, ideas on how to put these trainings into action:

- Be cognizant of representation in school communications
- Use intentional language within grant writing, as an example
- Focusing on change within the Self

Educational Equity Plan

Extension to July for conversion

Vote to postpone vote on the proposed Educational Equity Plan

B. Wolff made a motion to Move the vote on the equity plan until the June meeting.

A. Guyton seconded the motion.

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

II. Public Comment

A. Making Public Comments

No public in attendance.

III. LEADER Team Update & Compliance Check-in

A. March Update

High Level Takeaways:

Read with a grain of salt because some information is difficult to project.

- Part time para could turn into a full time para for sped
- 10 students away from estimated enrollment
- Demographics shifted, best estimated
- Financials pulled from dashboard
- Compliance is the same as last presented
- WA Charters updates have been added
- Dyslexia screen protocol: robust plan in place, designed by staff
- Logic model: reminder that it is year 1, hard to compare to anything else, coming out of Covid, we are working toward goals outlined
- Review of MAPS testing, realistically in future it should be in June, maybe May. However, realistically, it may be July this year depending on timing of other reports for submission.

IV. Committee Updates

A. LSEC (Leadership Evaluation & Support Committee)

B. DC (Development Committee)

Moving forward with reaching out to donors.

Dev Com meeting 5/25 at 4:30 pm to tour locations Downtown.

Fall fundraiser: Black Cypress available the first week of October, likely a Sunday.

Grants: Researching grant opportunities.

C. GC (Governance Committee)

Board Goal Tracker: Excel document to monitor progress, including SMART goals

Development Committee to present goals for vote, moving forward.

D. FC (Finance Committee)

- Budget presentation
- Dashboard looking strong
- One big change: budget based on actual number of students for the current school year

- Awaiting WA charters grant, ETA this week

A. Guyton made a motion to Approve the April financials as presented.

M. Medalle seconded the motion.

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

V. Other Business

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

Matt Paolini presented revision presentation going from high level and eventually to more detailed information within the narrative, learnings from the 21/22 school year, and changes planned for the 22/23 school year. More invoices incoming, updates to come.

Summary of standing going into next school year (e.g. Grades offered increase to K-6, enrollment goal 115 (+45).)

State revenue breakdown, PCM vs Typical Charter, enrollment scenarios, budgeting process and timeline, budget detail, enrollment scenarios.

Saved the BoT Smart Questions for next meeting.

B. Adjustment to Salary Scale

A. Guyton made a motion to Postpone auditor approval and salary schedule vote to June meeting.

A. Rahmani seconded the motion.

Significant changes not expected, giving staff a chance to review

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

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 7:33 PM.

Respectfully Submitted,

M. Medalle

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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[Descriptions](#), [Org Charts](#), [Board Member Application Full Packet](#), [Prospective Board Member Questionnaire](#)

Coversheet

Approve Meeting Minutes: Special Meeting on 06-14-22

Section: I. Opening Items
Item: D. Approve Meeting Minutes: Special Meeting on 06-14-22
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Board Meeting--Special on June 14, 2022

APPROVED



PULLMAN **PUBLIC**
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Pullman Community Montessori

Minutes

Board Meeting--Special

Prospective Trustee Interview PLUS

Date and Time

Tuesday June 14, 2022 at 5:15 PM

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Trustees Present

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

Trustees Absent

J. Cassleman

Trustees who left before the meeting adjourned

C. Hill, M. Medalle

Ex Officio Members Present

L. Sullivan

Non Voting Members Present

L. Sullivan

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

B. Wolff called a meeting of the board of trustees of Pullman Community Montessori to order on Tuesday Jun 14, 2022 at 5:22 PM.

C. Trustee resignation

A. Guyton made a motion to accept Clara Hills resignation form the PCM board of trustees.

A. Rahmani seconded the motion.

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

II. Special Item

A. Trustee Candidate Interview

C. Hill left at 5:26 PM.

M. Medalle left at 5:27 PM.

A. Guyton made a motion to invite Dr. Bruno to serve on the PCM Board of Trustees based on her application packet and interview results.

A. Rahmani seconded the motion.

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

III. Other Business

A. Student Health Procedures to Accompany Policies approved in the Fall

A. Rahmani made a motion to approve the policies 3416, 3418, 3419 as presented.

A. Guyton seconded the motion.

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

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 6:45 PM.

Respectfully Submitted,

B. Wolff

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

May Update

Section: IV. LEADER Team Update & Compliance Check-in
Item: A. May Update
Purpose: FYI
Submitted by:
Related Material: PCM Board Dashboard 06-01-22.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 06-01-22.xlsx

Coversheet

GC (Governance Committee)

Section: V. Committee Updates
Item: C. GC (Governance Committee)
Purpose: FYI
Submitted by:
Related Material: GC Goal Tracker - May 2022.pdf

May 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	Recruit 2 new board members.../no plan developed, initiated, and communicated	No	Discuss new recruitment approach with board. No tasks for recruitment goal
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?

Coversheet

FC (Finance Committee)

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

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

Pullman Community Montessori

Budget vs. Actuals: 21-22 Revised Budget - FY22 P&L

September 2021 - May 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
3100 Local Donations	4,559.75	5,000.00	-440.25	91.20 %
3102 Sales - Student Activities	3,346.37		3,346.37	
3201 Interest Income (Public)	0.16		0.16	
3520 Private Foundations / Grants	105,000.00	260,500.00	-155,500.00	40.31 %
4000 General Apportionment	584,417.86	784,175.00	-199,757.14	74.53 %
4021 Special Education - General Apportionment	15,690.20	21,276.00	-5,585.80	73.75 %
4121 Special Education - State	71,026.38	94,758.00	-23,731.62	74.96 %
4155 Learning Assistance	9,513.45	13,012.00	-3,498.55	73.11 %
4174 Highly Capable		2,054.00	-2,054.00	
4198 State - School Food Service	893.50		893.50	
4258 State Miscellaneous Revenue		2,651.00	-2,651.00	
5101 Title 1	6,970.18	16,512.00	-9,541.82	42.21 %
5102 Title 2	1,944.00	2,686.00	-742.00	72.38 %
5124 Federal SPED - IDEA	11,568.58	15,036.00	-3,467.42	76.94 %
5198 Federal - School Food Services (NSLP)	36,706.38	50,060.00	-13,353.62	73.32 %
5199 Federal - Misc Grants	74,334.82	170,161.00	-95,826.18	43.68 %
5200 Federal - CSP	200,054.18	298,184.00	-98,129.82	67.09 %
Total Revenue	\$1,126,025.81	\$1,736,065.00	\$ -610,039.19	64.86 %
GROSS PROFIT	\$1,126,025.81	\$1,736,065.00	\$ -610,039.19	64.86 %
Expenditures				
6005 Certificated - Executive Management	67,916.68	90,000.00	-22,083.32	75.46 %
6010 Certificated - Instructional Management	26,666.70	32,500.00	-5,833.30	82.05 %
6106 Classified - Operations Staff	36,809.86	49,815.00	-13,005.14	73.89 %
6190 Classified - Other - Non -Instructional	35,937.32	41,216.00	-5,278.68	87.19 %
6198 Classified - Lunch Staff	24,014.10	26,000.00	-1,985.90	92.36 %
6270 Certificated - Teachers - Regular	158,030.76	250,464.00	-92,433.24	63.10 %
6271 Certificated - Teachers - Substitutes	10,834.72	11,250.00	-415.28	96.31 %
6275 Certificated - Teachers - SPED	49,011.90	64,499.00	-15,487.10	75.99 %
6278 Certificated - Stipends	720.00		720.00	
6371 Classified - Teachers - Substitutes	786.21		786.21	
6373 Classified - Aides - Regular	69,700.25	78,188.00	-8,487.75	89.14 %
7051 Social Security/Medicare/FUTA	28,093.44	53,949.00	-25,855.56	52.07 %
7052 Worker's Compensation Insurance	3,918.47	6,539.00	-2,620.53	59.92 %
7053 State Unemployment	6,334.52	9,025.00	-2,690.48	70.19 %
7054 Paid Family Medical Leave		1,635.00	-1,635.00	
7055 Retirement Contribution - DRS	62,276.04	88,434.00	-26,157.96	70.42 %
7056 Health Insurance - SEBB	100,672.00	151,008.00	-50,336.00	66.67 %
8005 Audits		18,000.00	-18,000.00	
8010 Legal	501.74	5,000.00	-4,498.26	10.03 %
8015 Oversight Fee (3%)	20,434.88	27,458.00	-7,023.12	74.42 %
8035 Payroll & Accounting Services	73,431.50	96,000.00	-22,568.50	76.49 %

Pullman Community Montessori

Budget vs. Actuals: 21-22 Revised Budget - FY22 P&L

September 2021 - May 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
8040 Special Ed Services	39,387.67	38,020.00	1,367.67	103.60 %
8050 Contracted Services - Tech	21,185.41	22,000.00	-814.59	96.30 %
8051 Contracted Services - Program Support / PD	14,449.94	25,000.00	-10,550.06	57.80 %
8052 Contracted Services - Instructional	2,433.13		2,433.13	
8053 Contracted Services - Misc	41,145.00	65,000.00	-23,855.00	63.30 %
8054 Contracted Services - Afterschool	25,897.12	27,316.00	-1,418.88	94.81 %
8055 Printing	1,669.33	2,500.00	-830.67	66.77 %
8060 Dues & Memberships	2,551.76	2,000.00	551.76	127.59 %
8505 Board Expenses	8,999.97	11,250.00	-2,250.03	80.00 %
8510 Classroom / Teaching Supplies & Materials	36,385.30	60,500.00	-24,114.70	60.14 %
8515 Special Ed Supplies & Materials	1,179.61	4,725.00	-3,545.39	24.97 %
8520 Textbooks / Workbooks	3,884.66	5,250.00	-1,365.34	73.99 %
8526 COVID-19 Expenses	635.29		635.29	
8530 Equipment / Furniture	8,553.50	46,710.00	-38,156.50	18.31 %
8535 Telephone / Internet	6,683.10	7,680.00	-996.90	87.02 %
8540 Technology - Hardware	12,620.80	17,206.00	-4,585.20	73.35 %
8541 Technology - Software	17,408.14	24,450.00	-7,041.86	71.20 %
8545 Student Testing & Assessment		3,225.00	-3,225.00	
8550 Field Trips		6,650.00	-6,650.00	
8561 Student Activities		1,750.00	-1,750.00	
8564 Bank & Payment Processing Fees	236.26		236.26	
8565 Office Expense	7,174.48	8,000.00	-825.52	89.68 %
8570 Staff Development	9,955.71	12,420.00	-2,464.29	80.16 %
8575 Staff Recruitment	160.75	2,000.00	-1,839.25	8.04 %
8580 Student Recruitment / Marketing	9,180.14	3,000.00	6,180.14	306.00 %
8585 School Meals / Lunch	38,287.27	60,511.00	-22,223.73	63.27 %
8590 Travel (Staff)	95.58	300.00	-204.42	31.86 %
8595 Fundraising	495.30	5,000.00	-4,504.70	9.91 %
8599 Transportation (student)		15,000.00	-15,000.00	
9005 Insurance Expense	7,887.01	12,500.00	-4,612.99	63.10 %
9010 Janitorial	1,517.01	4,053.00	-2,535.99	37.43 %
9015 Building and Land Rent / Lease	126,649.11	159,238.00	-32,588.89	79.53 %
9020 Repairs & Maintenance Bld	107.80	3,000.00	-2,892.20	3.59 %
9045 Interest Expense	17,375.72	577.00	16,798.72	3,011.39 %
Total Expenditures	\$1,240,282.96	\$1,757,811.00	\$ -517,528.04	70.56 %
NET OPERATING REVENUE	\$ -114,257.15	\$ -21,746.00	\$ -92,511.15	525.42 %
Other Expenditures				
9050 Depreciation		94,883.00	-94,883.00	
Total Other Expenditures	\$0.00	\$94,883.00	\$ -94,883.00	0.00 %
NET OTHER REVENUE	\$0.00	\$ -94,883.00	\$94,883.00	0.00 %
NET REVENUE	\$ -114,257.15	\$ -116,629.00	\$2,371.85	97.97 %

Pullman Community Montessori

Statement of Cash Flows

March - May, 2022

	MAR 2022	APR 2022	MAY 2022	TOTAL
OPERATING ACTIVITIES				
Net Revenue	-36,451.00	-12,921.55	-59,353.73	\$ -108,726.28
Adjustments to reconcile Net Revenue to Net Cash provided by operations:				\$0.00
1100 Accounts Receivable (A/R)	3,033.46	-166.09	103,826.59	\$106,693.96
1150 Prepaids & Other Assets	2,031.86	1,994.66	2,013.26	\$6,039.78
2100 Accounts Payable	-21,863.04	6,984.91	-19,297.40	\$ -34,175.53
2101 Accrued Accounts & Payroll Payable	3,914.16	-1,758.80	1,441.81	\$3,597.17
2155 Retirement Payable - DRS	262.67	270.02	367.23	\$899.92
2156 Health Insurance Payable - SEBB	3,578.00	25.00	25.00	\$3,628.00
2158 LTD Payable	118.74	-4.22	0.78	\$115.30
2171 Use Tax Payable	-8,200.22		8.69	\$ -8,191.53
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	-17,124.37	7,345.48	88,385.96	\$78,607.07
Net cash provided by operating activities	\$ - 53,575.37	\$ - 5,576.07	\$29,032.23	\$ -30,119.21
FINANCING ACTIVITIES				
2501 Construction Loan Payable	1,777.44	1,976.87	1,923.00	\$5,677.31
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	\$1,777.44	\$1,976.87	\$1,923.00	\$5,677.31
NET CASH INCREASE FOR PERIOD	\$ - 51,797.93	\$ - 3,599.20	\$30,955.23	\$ -24,441.90



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

	Total			
	Actual	Budget	Over/(Under) Budget	% Received / Spent
Revenue				
Local Support	7,906.28	5,000.00	2,906.28	158.13%
State Revenue - General	584,417.86	784,175.00	-199,757.14	74.53%
State Revenue - Special Purpose	97,123.53	133,751.00	-36,627.47	72.62%
Federal Revenue	331,578.14	552,639.00	-221,060.86	60.00%
Grants & Other Sources	105,000.00	260,500.00	-155,500.00	40.31%
Total Revenue	\$ 1,126,025.81	\$ 1,736,065.00	-\$ 610,039.19	64.86%
Gross Profit	\$ 1,126,025.81	\$ 1,736,065.00	-\$ 610,039.19	64.86%
Expenditures				
Salaries	480,428.50	643,932.00	-163,503.50	74.61%
Personnel Taxes & Benefits	201,294.47	310,590.00	-109,295.53	64.81%
Contracted Services	238,866.39	323,794.00	-84,927.61	73.77%
School Operations	166,156.95	236,211.00	-70,054.05	70.34%
Facility Operations & Maintenance	153,536.65	179,368.00	-25,831.35	85.60%
Total Expenditures	\$ 1,240,282.96	\$ 1,693,895.00	-\$ 453,612.04	73.22%
Net Operating Revenue	-\$ 114,257.15	\$ 42,170.00	-\$ 156,427.15	-270.94%
Net Revenue	-\$ 114,257.15	\$ 42,170.00	-\$ 156,427.15	-270.94%
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	1,251,396.81	1,757,811.00	-506,414.19	71.19%

Pullman Community Montessori

Balance Sheet As of May 31, 2022

	TOTAL		
	AS OF MAY 31, 2022	AS OF APR 30, 2022 (PP)	CHANGE
ASSETS			
Current Assets			
Bank Accounts			
1000 Banner Bank x4353 - PUBLIC Checking	179,823.89	148,865.68	30,958.21
1001 Banner Bank x4695 - PRIVATE Checking	1,220.38	1,223.38	-3.00
1005 Banner Bank x3234 - PUBLIC Savings	1,095.47	1,095.45	0.02
Total Bank Accounts	\$182,139.74	\$151,184.51	\$30,955.23
Accounts Receivable			
1100 Accounts Receivable (A/R)	62,365.72	166,192.31	-103,826.59
Total Accounts Receivable	\$62,365.72	\$166,192.31	\$ -103,826.59
Other Current Assets			
1150 Prepays & Other Assets	2,120.42	4,133.68	-2,013.26
Total Other Current Assets	\$2,120.42	\$4,133.68	\$ -2,013.26
Total Current Assets	\$246,625.88	\$321,510.50	\$ -74,884.62
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	\$849,743.09	\$924,627.71	\$ -74,884.62
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 Accounts Payable	3,404.91	22,702.31	-19,297.40
Total Accounts Payable	\$3,404.91	\$22,702.31	\$ -19,297.40
Other Current Liabilities			
2101 Accrued Accounts & Payroll Payable	38,073.41	36,631.60	1,441.81
2155 Retirement Payable - DRS	10,170.13	9,802.90	367.23
2156 Health Insurance Payable - SEBB	-17,761.00	-17,786.00	25.00
2158 LTD Payable	115.30	114.52	0.78
2171 Use Tax Payable	428.69	420.00	8.69
Total Other Current Liabilities	\$31,026.53	\$29,183.02	\$1,843.51
Total Current Liabilities	\$34,431.44	\$51,885.33	\$ -17,453.89
Long-Term Liabilities			
2501 Construction Loan Payable	477,111.56	475,188.56	1,923.00
Total Long-Term Liabilities	\$477,111.56	\$475,188.56	\$1,923.00
Total Liabilities	\$511,543.00	\$527,073.89	\$ -15,530.89
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	-114,257.15	-54,903.42	-59,353.73
Total Equity	\$338,200.09	\$397,553.82	\$ -59,353.73
TOTAL LIABILITIES AND EQUITY	\$849,743.09	\$924,627.71	\$ -74,884.62

Pullman Community Montessori

Profit and Loss

May 2022

	TOTAL			
	MAY 2022	APR 2022 (PP)	CHANGE	SEP 2021 - MAY 2022 (YTD)
Revenue				
3100 Local Donations	5.05	206.00	-200.95	4,559.75
3102 Sales - Student Activities		3,346.37	-3,346.37	3,346.37
3201 Interest Income (Public)	0.02	0.02	0.00	0.16
3520 Private Foundations / Grants				105,000.00
4000 General Apportionment	40,868.39	73,563.08	-32,694.69	584,417.86
4021 Special Education - General Apportionment	1,097.21	1,974.99	-877.78	15,690.20
4121 Special Education - State	4,966.88	8,940.38	-3,973.50	71,026.38
4155 Learning Assistance	665.27	1,197.50	-532.23	9,513.45
4198 State - School Food Service				893.50
5101 Title 1	6,970.18		6,970.18	6,970.18
5102 Title 2	1,944.00		1,944.00	1,944.00
5124 Federal SPED - IDEA	4,054.58		4,054.58	11,568.58
5198 Federal - School Food Services (NSLP)	4,171.01	6,602.72	-2,431.71	36,706.38
5199 Federal - Misc Grants	2,880.00	2,880.00	0.00	74,334.82
5200 Federal - CSP	11,836.92	14,488.51	-2,651.59	200,054.18
Total Revenue	\$79,459.51	\$113,199.57	\$ -33,740.06	\$1,126,025.81
GROSS PROFIT	\$79,459.51	\$113,199.57	\$ -33,740.06	\$1,126,025.81
Expenditures				
6005 Certificated - Executive Management	7,500.00	7,500.00	0.00	67,916.68
6010 Certificated - Instructional Management				26,666.70
6106 Classified - Operations Staff	4,395.30	4,395.30	0.00	36,809.86
6190 Classified - Other - Non -Instructional	5,680.00	4,020.00	1,660.00	35,937.32
6198 Classified - Lunch Staff	3,005.93	2,154.90	851.03	24,014.10
6270 Certificated - Teachers - Regular	17,038.32	17,350.69	-312.37	158,030.76
6271 Certificated - Teachers - Substitutes	1,815.04	-2,117.87	3,932.91	10,834.72
6275 Certificated - Teachers - SPED	5,374.92	5,374.96	-0.04	49,011.90
6278 Certificated - Stipends		720.00	-720.00	720.00
6371 Classified - Teachers - Substitutes	786.21		786.21	786.21
6373 Classified - Aides - Regular	7,914.56	9,738.91	-1,824.35	69,700.25
7051 Social Security/Medicare/FUTA	3,074.65	2,869.84	204.81	28,093.44
7052 Worker's Compensation Insurance	452.89	391.52	61.37	3,918.47
7053 State Unemployment	824.08	756.73	67.35	6,334.52
7055 Retirement Contribution - DRS	6,759.53	6,467.63	291.90	62,276.04
7056 Health Insurance - SEBB	10,648.00	10,648.00	0.00	100,672.00
8010 Legal				501.74
8015 Oversight Fee (3%)	1,429.01	2,584.65	-1,155.64	20,434.88
8035 Payroll & Accounting Services	8,000.00	8,000.00	0.00	73,431.50
8040 Special Ed Services	10,567.66		10,567.66	39,387.67
8050 Contracted Services - Tech		188.65	-188.65	21,185.41

Pullman Community Montessori

Profit and Loss

May 2022

	TOTAL			
	MAY 2022	APR 2022 (PP)	CHANGE	SEP 2021 - MAY 2022 (YTD)
8051 Contracted Services - Program Support / PD	1,216.66	1,216.66	0.00	14,449.94
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	41,145.00
8054 Contracted Services - Afterschool	2,483.25	2,969.71	-486.46	25,897.12
8055 Printing	834.59		834.59	1,669.33
8060 Dues & Memberships				2,551.76
8505 Board Expenses	2,183.33	833.33	1,350.00	8,999.97
8510 Classroom / Teaching Supplies & Materials	4,264.30	2,745.53	1,518.77	36,385.30
8515 Special Ed Supplies & Materials	60.31		60.31	1,179.61
8520 Textbooks / Workbooks	144.00	3,740.66	-3,596.66	3,884.66
8526 COVID-19 Expenses				635.29
8530 Equipment / Furniture	684.68		684.68	8,553.50
8535 Telephone / Internet	1,147.39	907.39	240.00	6,683.10
8540 Technology - Hardware		221.88	-221.88	12,620.80
8541 Technology - Software	580.91	605.61	-24.70	17,408.14
8564 Bank & Payment Processing Fees	35.35	51.53	-16.18	236.26
8565 Office Expense		391.19	-391.19	7,174.48
8570 Staff Development	3,850.00	141.00	3,709.00	9,955.71
8575 Staff Recruitment	100.00		100.00	160.75
8580 Student Recruitment / Marketing	964.96	1,828.07	-863.11	9,180.14
8585 School Meals / Lunch		3,011.22	-3,011.22	38,287.27
8590 Travel (Staff)				95.58
8595 Fundraising		6.27	-6.27	495.30
9005 Insurance Expense	906.99	893.16	13.83	7,887.01
9010 Janitorial		142.43	-142.43	1,517.01
9015 Building and Land Rent / Lease	14,042.42	14,042.42	0.00	126,649.11
9020 Repairs & Maintenance Bld				107.80
9045 Interest Expense	1,923.00	1,976.87	-53.87	17,375.72
Total Expenditures	\$138,813.24	\$126,121.12	\$12,692.12	\$1,240,282.96
NET OPERATING REVENUE	\$ -59,353.73	\$ -12,921.55	\$ -46,432.18	\$ -114,257.15
NET REVENUE	\$ -59,353.73	\$ -12,921.55	\$ -46,432.18	\$ -114,257.15

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: \$90,605.11

Pay dates within 05/01/22 - 05/31/22

Board Date 06/28/22

Signature of Auditing Officer

Date



Payroll Check Summary

Payroll Runs: 05/10/2022, 05/13/2022, and 05/25/2022

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 June 28, 2022, the Board, by a _____ vote, approves payments totaling \$40,591.54. The payments are further identified in this document.

Total Payment by Type:
Payroll Direct Deposit (\$40,591.54)

Secretary	<u>Melisa Medalle</u>	Board Member	<u>Ayad Rahmani</u>
Board Member	<u>John Cassleman</u>	Board Member	_____
Board Member	<u>Aubree Guyton</u>	Board Member	_____
Board Member	<u>Beverley Wolff</u>		

Accounts Payable Register

May 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 June 28, 2022, the Board, by a _____ vote, approves payments totaling \$90,605.11. The payments are further identified in this document.

Total Payment by Type:
Electronic Funds Transfer (\$90,605.11)
Reimbursement Direct Deposit (\$0)

Secretary	<u>Melisa Medalle</u>	Board Member	<u>Ayad Rahmani</u>
Board Member	<u>John Cassleman</u>	Board Member	_____
Board Member	<u>Aubree Guyton</u>	Board Member	_____
Board Member	<u>Beverley Wolff</u>		

**Pullman Community Montessori
Payroll Summary**

May-22



Pay Code Totals

Custodian	-
Kitchen Staff	2,725.80
Office Administration	9,455.30
School Administration	7,500.00
Special Education Staff	5,374.94
Student Support Staff	7,771.59
Substitute Teacher	2,069.64
Teacher	17,350.70
Total	52,247.97

Deduction Totals

State Pension	3,573.05
State Employees Benefits Board	1,226.00
Supplemental LTD	115.30
Wage Garnishments	-
Federal Income Tax	3,284.24
Social Security	2,262.59
Medicare	739.81
WA Long Term Care Insurance	-
WA Workers' Comp Insurance	225.92
WA Family and Medical Leave Insurance	229.52
Total	11,656.43

Benefits Totals

State Pension	6,683.05
State Employees Benefits Board	10,648.00
Social Security	2,262.59
Medicare	739.81
WA SUI	794.17
WA EAF	10.45
WA Family and Medical Leave Insurance	-
WA Workers' Comp Insurance	441.58
Total	21,579.65

Direct Deposit Total **40,591.54**

Pullman Community Montessori

Bill Payment List

May 2022

DATE	NUM	VENDOR	AMOUNT
1000 Banner Bank x4353 - PUBLIC Checking			
05/09/2022	EFT	WA Dept of Retirement Systems	-9,888.87
05/10/2022	EFT	Great American Insurance Group	-671.93
05/11/2022	EFT	URM Stores Inc	-2,941.16
05/20/2022	EFT	Joule Growth Partners	-8,000.00
05/20/2022	EFT	Friends of Gladish	-258.45
05/20/2022	EFT	Friends of Gladish	-857.62
05/20/2022	EFT	Friends of Gladish	-258.52
05/20/2022	EFT	Friends of Gladish	-14,042.42
05/23/2022		Benjamin Heft	-34.44
05/23/2022		Buffalo Cloud Consulting, LLC	-2,025.00
05/23/2022		Cynthia LaMonica	-53.04
05/23/2022		Desiree Porter	-7.95
05/23/2022		Emily Klein	-96.00
05/23/2022		FIRST Insurance Funding	-290.39
05/23/2022		First Step Internet	-300.00
05/23/2022		Fork Refrigeration, Inc	-142.43
05/23/2022		HCA - SEBB	-11,849.00
05/23/2022		Jana Breitsprecher	-45.00
05/23/2022		Lexia Learning Systems LLC	-3,740.66
05/23/2022		Nathaniel A Porter	-340.67
05/23/2022		PresenceLearning, Inc	-7,367.66
05/23/2022		Spokane International Academy	-8,125.00
05/23/2022		Spokane Restaurant Equipment and Design	-684.68
05/23/2022		Teton Science Schools	-1,227.28
05/23/2022		The Standard Insurance Company	-114.52
05/23/2022		WA State Charter Schools Association	-3,200.00
05/27/2022	EFT	Friends of Gladish	-14,042.42
05/31/2022		Ounce of Prevention	0.00
Total for 1000 Banner Bank x4353 - PUBLIC Checking			\$ -90,605.11



Finance Dashboard
May 2022

	Metric <i>Description</i>	Result	Goal	Status	Notes
1.	Current Student Recruitment Count <i>Enrollment is the school's primary revenue driver</i>	99%	100%	○	<i>Current enrollment: 66 (AAFTE: 73.3) Budget: 73.5 SPED: 10 budget, 11.25 actual</i>
2.	Public Revenue Received as a % of overall budget <i>Measures rate of receipt of public funds to date</i>	69%	72%	○	<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>	92%	92%	○	<i>All expected private grants received</i>
4.	Expenditures to date as a % of overall budget <i>Measures actual spending against planned spending</i>	71%	75%	○	<i>8 months into FY = 75%; overall tracking well</i>
5.	Cash on Hand <i>Measures operational and financial stability</i>	Current: \$182k Proj: \$190k	\$151k	○	<i>Meeting 30 days cash will take some monitoring of AP</i>

Additional notes for discussion:

May is a quarter end, line by line BvA included with financials; Expenditure variances noted below, will change over rest of year but management has done a great job at staying to the revised budget:

- Unfavorable variance: student recruitment (\$6k), aides (\$3.8k), interest accrual (\$16k), SPED services (\$1.3k)
- Favorable variances: repairs (\$2.8k), janitorial (\$2.5k), transpo (\$15k), fundraising (\$4.5k), staff development (\$2.4k), field trips (\$6.6k), testing (\$3.2k), teachers (forecast: \$25k)

Current fiscal year count of missing documentation: ~\$12k

jg^P