



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

Pullman Community Montessori

PCM Board Meeting

Date and Time

Tue Dec 27, 2022 at 5:15 PM PST

Location

PCM Board of Trustees meetings are held in the Gladish Community and Cultural Center room 102. To increase accessibility we offer a virtual option for attendance. The Zoom link can be found below.

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=akVHUTI3eIMxSnoxeyJwUTRwdEhodz09>

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 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 STE 212. You should re

ceive 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

	Purpose	Presenter	Time
I. Opening Items			5:15 PM
A. Record Attendance		John Cassleman	1 m
B. Call the Meeting to Order	Discuss	John Cassleman	1 m
Take a moment before the meeting to review our operating norms (linked in the footer).			
C. Trustee Resignation	Vote	John Cassleman	5 m
The board will be presented with the resignation of Lauren Bruno.			
D. Quorum, Bylaws Interpretation, Voting on New Trustees		John Cassleman	5 m
Prior to the resignation of trustee Bruno we were operating at 4 trustees (1 below the minimum state in our bylaws). With trustee Bruno's resignation this brings us to 3 board members. To proceed with voting on returning trustees we need to regroup on our bylaws and ensure all trustees are in alignment on interpretation.			
<p>4.04 Vacancies. All vacancies in the Board of Trustees, whether caused by resignation, death or otherwise, may be filled by the affirmative vote of a majority of the remaining directors. At such time as the Board of Trustees may drop below the minimum number of five (5), whether by resignation, death or otherwise, the Board of Trustees shall be authorized to carry out business with that reduced number for the maximum period required to fill the vacant position(s). A director elected to fill any vacancy shall hold office for the unexpired term of the predecessor director and until a successor is elected and qualified.</p>			

	Purpose	Presenter	Time	
This suggest we may proceed with a vote of all three board member or two board member if only two board members are present.				
Returning Trustee Candidate:				
Former trustee Wolff stepped down in order to support PCM's short-term highly-qualified sub need in our Younger Elementary 211 classroom. As she would be an employee of PCM this was a direct conflict of interest. Her intention was to return to the PCM Board of Trustees as soon as the conflict of interest was removed.				
December 16th was Ms. Wolff's last day of employment with PCM. Ms. Wolff is requesting to return to her seat on the PCM Board of Trustees.				
Proposed Motion: I motion to approve Ms. Wolff's return to the PCM board.				
E.	Approve Meeting Minutes	Approve Minutes	John Cassleman	1 m
Please come with amendments ready to put in the chat.				
Approve minutes for PCM Board Meeting on October 25, 2022				
F.	Approve Meeting Minutes	Approve Minutes	John Cassleman	1 m
Approve minutes for Board Meeting--Working Session on November 8, 2022				
G.	Approve Meeting Minutes	Approve Minutes	John Cassleman	1 m
Approve minutes for Board Meeting--Working Session on December 13, 2022				
H.	Community Building	Discuss	Laylah Sullivan	10 m
Laylah 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."				
I.	DEI and Anti-racism Commitment	Discuss	John Cassleman	15 m
The board will engage in an activity related to reading chapter 5 and 6 of "This Book is Anti-Racist".				

II. Public Comment**5:55 PM**

	Purpose	Presenter	Time
A. Making Public Comments	FYI	John Cassleman	15 m

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

6:10 PM

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

For public 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 \(2022-23\)](#) (1 Academic, 1 Operational) - *Board approved, pending Commission approval.*

A. November & December Update	FYI	Laylah Sullivan	5 m
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Please review the [Board Dashboard](#) prior to the meeting. We will review any questions Trustees have.

Updates not included in the dashboard:

- We now have 37% FRLP
- We are at 16% SPED (funding cap is 13.5%), we spending above budgeted amount. By end of year we may be at 18%.

	Purpose	Presenter	Time
	<ul style="list-style-type: none"> • There looks like there may be a removal or change to this SPED funding cap for next school year. • We are working with WSU Psych department to host practicum students next year. • As of January 9 when we return from break, we will be fully staffed with highly qualified guides in each classroom. Thank you to Jill for the amazing super human work to ensure both Younger Elementary classrooms remained stable and high quality through our waiting and transition time. We are still seeking a councilor. • Our first Annual Community Sing was a success https://youtu.be/FgrFsvE02Dc • We did close at 12:30 on Friday December 23rd because of inclement weather. • We would like to poll families about next years winter break schedule. To my understanding, PSD & PCM were the only schools in the state to go past Wednesday December 21. This was difficult on staff and kiddos. Our attendance was also quite low. • Jill and Laylah have been accepted into TIE IN and will begin work in late January. Our focus for this year will be in the realm of addressing gaps that impact maintaining an Inclusive Community, Fair Discipline, and Community Engagement. For those interested in a more granular view here is the syllabus for the program. 		
B.	Academic Performance Update	FYI	Laylah Sullivan
	<p>Please refer to the Board Dashboard. The HOS will provide an update on where students are sitting academically in accordance with NWEA MAP and social emotionally in accordance with MEFS/EFgoPRO. An update will also be provided on how PCM is remaining responsive to student needs.</p>		

IV. Board Goals & Committee Updates **6:25 PM**

A.	Monitoring Progress: Board Goals 2022-23	Discuss	John Cassleman	10 m
	<p>Determine whether the board is making progress toward annual goals and whether course correcting is needed.</p> <p>Board Goals 2022-23</p> <p>#1. Board members understand the established benchmarks for assessing school financial health.</p> <p>#2. Continuous and strategic recruitment of committee and board members.</p> <p>#3. Committees are established and have set goals and priorities for the year.</p>			
B.	Individual Board Member Report	FYI	John Cassleman	5 m

	Purpose	Presenter	Time
Each trustee will briefly present on their progress toward individual goals and tasks. Additionally, trustees may report observations, feedback, or questions gathered since last meeting.			
C. LSEC (Leadership Evaluation & Support Committee)	FYI	John Cassleman	
This report will be skipped as no meetings have taken place.			
D. DC (Development Committee)	FYI	Ayad Rahmani	
This committee is not currently active			
E. GC (Governance Committee)	FYI	John Cassleman	
This committee is not currently active			
F. FC (Finance Committee)	Discuss	John Cassleman	5 m
In advance of this meeting Trustees should:			
1. Review the November financials. There will be no board vote as the FC did not convene in December to make a recommendation to the board. The FC committee meetings will resume in January.			
No motion, only review and ask questions.			
V. Action Items			6:45 PM
A. Equity Plan	Vote	John Cassleman	3 m
HOS incorporated feedback into the Comprehensive Equity Plan.			
Suggested motion:			
I motion that the PCM board of Trustees should adopt the updated Comprehensive Equity Plan as its living plan for school wide equity work.			
B. Conditional Certification	Vote	Laylah Sullivan	5 m
Similar to prior requests this fall, the HOS will present a request for conditional certification for our new YE Guides, Demond Roberts and DJ White. Both are highly qualified in Montessori teachers with substantial teaching experience. Both will need			

	Purpose	Presenter	Time
to be sponsored to attain WA State Teaching Certifications through an alternative route program.			

HOS will also request the board of trustees approve the emergency certification of Jordan Bovee (IA), Katie Kendrick (IA), Sara Kirshner (IA), and Trish Sanchez (IA).

As Trustees are aware all IA's and admin staff at PCM who are not certificated are asked to sign up for emergency sub certification. In the absence of the lead teacher, with support, they may lead the classroom and the sub support in the IA role. This ensures the least disruption to student learning. All IA's have emergency certification but we need to approve this for them as a formal measure. If they are ever in the lead role for 30 days or more they would be listed as the teacher of record.

Propose Motion: I propose that we grant Chair Casselman the authority to sign on behalf of the board of trustees the conditional certification of Demond Roberts and DJ White.

Propose Motion: I propose that we grant Chair Casselman the authority to sign on behalf of the board of trustees the emergency certification of Jordan Bovee, Katie Kendrick, Sara Kirshner, and Trish Sanchez.

VI. Other Business

VII. New Business

6:53 PM

- | | | | | |
|----|---|---------|-----------------|------|
| A. | PCM's Enrollment and its Impact on Long Term Financial Sustainability | Discuss | Laylah Sullivan | 15 m |
|----|---|---------|-----------------|------|

The HOS will lead the Board through a plan for meeting our 2023-24 enrollment targets.

This plan will be accompanied by several scenarios that share where our 5-year budget will sit if we meet our enrollment target, if we fall short by 10 students, and what our threshold for where decreased enrollment would break the current model.

**these scenarios will assume that PCM meets its 2022-23 fundraising target before June 2023.*

VIII. Closing Items

7:08 PM

	Purpose	Presenter	Time
A. Adjourn Meeting	Vote	John Cassleman	1 m

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

Trustee Resignation

Section:	I. Opening Items
Item:	C. Trustee Resignation
Purpose:	Vote
Submitted by:	
Related Material:	Bruno, Lauren - Stepping Down.pdf



Laylah Sullivan <lsullivan@mypcm.org>

Stepping Down

Bruno, Lauren Puglia <lauren.bruno@wsu.edu>

Fri, Dec 9, 2022 at 12:04 PM

To: John Cassleman <johnc@mypcm.org>, Laylah Sullivan <lsullivan@mypcm.org>

Hi John and Laylah,

It is with a heavy heart that I write this but unfortunately I have to step down from the PCM board. I was excited about the opportunity and am interested in staying engaged with PCM, but at the moment my family and I are working to make some decisions about our future/time in Pullman. So as this Spring will be busy and we may be making transitions, I think it is best I step down from the board. I have some major projects that will be starting that I will be leading soon and I will not have the time or energy to dedicate to the board.

I thank you for this opportunity and staying engaged but as we look to possibly making some major life transitions, I need to focus on my family and work at the moment.

Best,

Dr. Lauren P. Bruno

Assistant Professor of Special Education
Washington State University
Department of Teaching and Learning
Cleveland Hall 342
Pullman, WA 99164-2132

Email: lauren.bruno@wsu.edu
Phone: 509-335-4570



"Somewhere inside all of us is the power to change the world." -Roald Dahl

Coversheet

Approve Meeting Minutes

Section:	I. Opening Items
Item:	E. Approve Meeting Minutes
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for PCM Board Meeting on October 25, 2022

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PULLMAN **PUBLIC**
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Pullman Community Montessori

Minutes

PCM Board Meeting

Date and Time

Tue Oct 25, 2022 at 5:15 PM

Location

PCM Board of Trustees meetings are held in the Gladish Community and Cultural Center room 102. To increase accessibility we offer a virtual option for attendance. The Zoom link can be found below.

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

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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!

Trustees Present

A. Guyton (remote), A. Rahmani, J. Cassleman, L. Bruno

Trustees Absent

None

Trustees who arrived after the meeting opened

L. Bruno

Ex Officio Members Present

L. Sullivan

Non Voting Members Present

L. Sullivan

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 Oct 25, 2022 at 5:21 PM.

C. Approve Meeting Minutes: Regular Meeting on 09-27-22

J. Cassleman made a motion to approve the minutes from PCM Board Meeting on 09-27-22.

A. Guyton seconded the motion.

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

D. Approve Meeting Minutes: Working Meeting on 09-13-22

J. Cassleman made a motion to approve the minutes from Board Meeting--Working Session on 09-13-22.

A. Guyton seconded the motion.

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

E. Community Building

Share what excites them about PCM and what they want to share this year.

F. DEI and Anti-racism Commitment

L. Bruno arrived at 5:38 PM.

Board engaged in an activity related to Chapters 3 & 4 in This Book is Anti-Racist.

II. Public Comment

A. Making Public Comments

No one was present for public comment and no comments arrived in the board email.

III. LEADER Team Update & Compliance Check-in

A. October Update

Laylah provided an update of the PCM Tracker and provided an overview regarding enrollment numbers of students across grade levels, showed the compliance tracker, and mentioned conditional certifications for staff.

Laylah presented the contracts tracker and the board discussed the contracts that are pending and/or renewed.

B. Annual Performance Report

The board discussed and asked questions about the annual performance report that was shared.

Laylah answered questions of the board focused on the topics of:

- interventions/child-study
- state standardized testing (SBAC) - how the Montessori model can be accurately captured alongside the tests scores

The board briefly discussed future directions and goals of a subcommittee (academic excellence) and how these areas may align.

IV. Board Goals & Committee Updates

A. Monitoring Progress: Board Goals 2022-23

The board reviewed the 3 goals and will continuously check-in on these goals at each monthly meeting.

- The board reviewed/discussed "how" we will meet the goals and demonstrate growth.
- Laylah suggested a planning meeting (2nd monthly meeting) to focus just on goal progress
 - 2nd Tuesday of the month (working meetings) and provide e-mail feedback/input if you cannot make it
 - A. Guyton suggested bringing laptops/computers for collaborative work

J. Cassleman made a motion to have working meetings on the 2nd Tuesday (5:15pm) of the next four months.

A. Rahmani seconded the motion.

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

B. Individual Board Member Report

Each board member reported out on their individual goals and tasks.

- John shared his 2 goals focused on outreach and engagement
- Lauren shared 2 goals focus on enhanced knowledge and education around the intersectionality of special education and Montessori education
- Ayad shared goals and his progress towards goals focused on community outreach & engagement including a fundraising event and recruitment
- Aubree shared her goals about continuous DEI work, focusing on learning about the Montessori model deeper and observing Montessori in action.

Laylah action item- link Google Doc. for board shared goals document

C. LSEC (Leadership Evaluation & Support Committee)

The board discussed the School Leader Evaluation with emphasis on reflection, growth, and celebration. Reports from the committee included highlights and celebrations about Laylah's resilience and commitment to PCM. Opportunities included a focus on (a) community building and (b) effectively utilizing people effectively and to further delegate work. Laylah shared more about these areas and what her personal goals/focus were. Laylah emphasized the importance of data for reflective practice and asked for further feedback/valuable data.

D. DC (Development Committee)

E. GC (Governance Committee)

F. FC (Finance Committee)

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

J. Cassleman seconded the motion.

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

V. Action Items

A. Equity Plan

Will discuss/review at November meeting

B. Updated 2021-22 Policies/Procedures/Handbooks

A. Rahmani made a motion to Approve the Enrollment Policy & Procedures (2023 - 2024), Food Service Policy, and Wellness Policy as presented.

A. Guyton seconded the motion.

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

C. Conditional Certification

A. Guyton made a motion to Approve the conditional certifications for 3 staff members/guides at PCM.

L. Bruno seconded the motion.

Board members acknowledge and are aware that the following staff are out of endorsement:

- Demond Roberts
- David Schneider
- Laure McCormick

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

VI. Other Business

A. Summary Report on Academic Measures for SY2021-22

Previously discussed in meeting on 10/25/22.

VII. New Business

A. PCM's Enrollment and its Impact on Long Term Financial Sustainability

J. Cassleman made a motion to Postpone the discussion of Strategic Planning & Long Term Sustainability to November.

A. Rahmani seconded the motion.

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

VIII. 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 7:44 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 Meeting Minutes

Section:	I. Opening Items
Item:	F. Approve Meeting Minutes
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Board Meeting--Working Session on November 8, 2022

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PULLMAN **PUBLIC**
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Pullman Community Montessori

Minutes

Board Meeting--Working Session

Board Work Session

Date and Time

Tue Nov 8, 2022 at 5:15 PM

Location

PCM board working meetings are open to the public. Meetings are conducted in Gladish Community and Cultural Center, 115 NW State St Pullman WA 99163. Work will be conducted in room 102.

Trustees Present

A. Guyton (remote), A. Rahmani (remote), J. Cassleman

Trustees Absent

L. Bruno

Ex Officio Members Present

L. Sullivan

Non Voting Members Present

L. Sullivan

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 Nov 8, 2022 at 5:20 PM.

II. Work Session

A. Strategic Action Plan

The attendees created action items for achieving goals.

A. Rahmani made a motion to move the November 22nd board meeting to November 29th.

A. Guyton seconded the motion.

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

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 7:22 PM.

Respectfully Submitted,
J. Cassleman

Coversheet

Approve Meeting Minutes

Section:	I. Opening Items
Item:	G. Approve Meeting Minutes
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Board Meeting--Working Session on December 13, 2022

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Pullman Community Montessori

Minutes

Board Meeting--Working Session

Board Work Session

Date and Time

Tue Dec 13, 2022 at 5:15 PM

Location

PCM board working meetings are open to the public. Meetings are conducted in Gladish Community and Cultural Center, 115 NW State St Pullman WA 99163. Work will be conducted in room 102.

Trustees Present

A. Rahmani, J. Cassleman

Trustees Absent

A. Guyton, L. Bruno

Ex Officio Members Present

L. Sullivan

Non Voting Members Present

L. Sullivan

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 Dec 13, 2022 at 5:20 PM.

II. Work Session

A. Strategic Action Plan

There was not sufficient attendance to meet quorum. Formal meeting was canceled and working members continued to discuss and plan around board goals to present to the board at the next normal meeting.

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 5:21 PM.

Respectfully Submitted,
J. Cassleman

Coversheet

November & December Update

Section:	III. LEADER Team Update & Compliance Check-in
Item:	A. November & December Update
Purpose:	FYI
Submitted by:	
Related Material:	TIE IN Acceptance Letter - Laylah (1).docx

NATIONAL CENTER for
MONTESSORI in the **PUBLIC SECTOR**



Laylah Sullivan
November 17, 2022

Dear Laylah,

Congratulations on your acceptance to TIE IN!

It is an honor to have you be a part of our inaugural cohort. The journey ahead for this coming year holds limitless possibilities for Changemakers like you to impact the culture and climate of your school community in the fight for racial equity and social justice.

Please email confirmation of your acceptance to the program by Friday, December 2, 2022. Your payment of \$2,400 per team is due by Friday, January 13, 2022.

We will have our first gathering Wednesday, January 18, 2023 at 7pm EST where you will also meet your mentors. Expect our monthly convenings to last 1.5 hours.

In the coming weeks you will receive a schedule that will include meeting dates and times, topics, links to reading and media, and our permanent Zoom link for each meeting.

If you notice topics/content that don't seem relevant to your needs, please let me know ahead of time and I will adjust to meet your needs. Some topics cannot and will not be changed because they are fundamental to our understanding and working for racial equity and social justice.

Congratulations yet again and I look forward to hearing from you soon.

peace and justice,

A handwritten signature in black ink, appearing to read "Jazz". The signature is stylized with large, flowing loops and a prominent initial "J".

Jazz

Coversheet

FC (Finance Committee)

Section:	IV. Board Goals & Committee Updates
Item:	F. FC (Finance Committee)
Purpose:	Discuss
Submitted by:	
Related Material:	4a. PCM Detailed BvA Nov 2022.pdf 5. PCM Statement of Cash Flows Nov 2022.pdf 6c. PCM AP Register Nov 2022.pdf 4. PCM Budget Status Nov 2022.pdf 2. PCM Income Statement Nov 2022.pdf 3. PCM Balance Sheet Nov 2022.pdf 6. PCM Payroll and AP Certification Nov 2022.pdf 6d. PCM Non-AP Register Nov 2022.pdf 6a. PCM Auditing Officer Approval Nov 2022.pdf 1. PCM Finance Dashboard Nov 2022.pdf 6b. PCM Payroll Report Nov 2022.pdf

Pullman Community Montessori

Budget vs. Actuals: 22-23 Original Budget - FY23 P&L

September - November, 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
3100 Local Donations	1,327.64	110,000.00	-108,672.36	1.21 %
3198 Sales - School Meals	5,347.50	18,563.00	-13,215.50	28.81 %
3201 Interest Income (Public)	0.05		0.05	
3520 Private Foundations / Grants	10,000.00	164,000.00	-154,000.00	6.10 %
4000 General Apportionment	253,177.31	1,144,287.00	-891,109.69	22.13 %
4021 Special Education - General Apportionment	2,501.18	11,370.00	-8,868.82	22.00 %
4121 Special Education - State	31,120.76	141,472.00	-110,351.24	22.00 %
4155 Learning Assistance		10,966.00	-10,966.00	
4165 Transitional Bilingual		12,891.00	-12,891.00	
4174 Highly Capable		3,000.00	-3,000.00	
4198 State - School Food Service	24.35		24.35	
4199 Transportation		39,734.00	-39,734.00	
4258 State Miscellaneous Revenue		85,779.00	-85,779.00	
5101 Title 1		12,973.00	-12,973.00	
5102 Title 2		11,608.00	-11,608.00	
5124 Federal SPED - IDEA		14,980.00	-14,980.00	
5198 Federal - School Food Services (NSLP)	9,809.62	34,571.00	-24,761.38	28.38 %
5199 Federal - Misc Grants		57,609.00	-57,609.00	
5200 Federal - CSP	44,861.30	380,000.00	-335,138.70	11.81 %
Total Revenue	\$358,169.71	\$2,253,803.00	\$ -1,895,633.29	15.89 %
GROSS PROFIT	\$358,169.71	\$2,253,803.00	\$ -1,895,633.29	15.89 %
Expenditures				
6005 Certificated - Executive Management	26,250.03	90,000.00	-63,749.97	29.17 %
6106 Classified - Operations Staff	34,685.75	131,384.00	-96,698.25	26.40 %
6110 Classified - Instructional Management	19,500.12	78,000.00	-58,499.88	25.00 %
6190 Classified - Other - Non -Instructional	17,358.69	47,104.00	-29,745.31	36.85 %
6198 Classified - Lunch Staff	9,964.48	29,120.00	-19,155.52	34.22 %
6270 Certificated - Teachers - Regular	83,268.28	303,599.00	-220,330.72	27.43 %
6271 Certificated - Teachers - Substitutes	3,095.75	11,700.00	-8,604.25	26.46 %
6275 Certificated - Teachers - SPED	25,540.34	109,267.00	-83,726.66	23.37 %
6278 Certificated - Stipends	499.98		499.98	
6370 Classified - Teachers - Regular	19,089.66	55,000.00	-35,910.34	34.71 %
6371 Classified - Teachers - Substitutes	5,141.52		5,141.52	
6373 Classified - Aides - Regular	39,330.60	120,618.00	-81,287.40	32.61 %
7051 Social Security/Medicare/FUTA	12,721.78	57,218.54	-44,496.76	22.23 %
7052 Worker's Compensation Insurance	2,305.32	4,391.00	-2,085.68	52.50 %
7053 State Unemployment	3,508.47	13,467.00	-9,958.53	26.05 %
7055 Retirement Contribution - DRS	35,290.53	125,393.00	-90,102.47	28.14 %
7056 Health Insurance - SEBB	53,294.00	221,616.00	-168,322.00	24.05 %
8005 Audits		37,500.00	-37,500.00	
8010 Legal	1,820.00	8,000.00	-6,180.00	22.75 %

Pullman Community Montessori

Budget vs. Actuals: 22-23 Original Budget - FY23 P&L

September - November, 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
8015 Oversight Fee (3%)	8,560.96	40,912.00	-32,351.04	20.93 %
8035 Payroll & Accounting Services	25,200.00	100,800.00	-75,600.00	25.00 %
8040 Special Ed Services	21,441.22	50,151.00	-28,709.78	42.75 %
8050 Contracted Services - Tech	3,629.77		3,629.77	
8051 Contracted Services - Program Support / PD	2,074.98	23,975.00	-21,900.02	8.65 %
8053 Contracted Services - Misc	5,000.00	25,000.00	-20,000.00	20.00 %
8054 Contracted Services - Afterschool	6,941.83	39,000.00	-32,058.17	17.80 %
8055 Printing	580.13	2,500.00	-1,919.87	23.21 %
8060 Dues & Memberships	495.00	3,000.00	-2,505.00	16.50 %
8505 Board Expenses	2,499.99	11,250.00	-8,750.01	22.22 %
8510 Classroom / Teaching Supplies & Materials	6,641.69	47,750.00	-41,108.31	13.91 %
8515 Special Ed Supplies & Materials	502.15	3,375.00	-2,872.85	14.88 %
8520 Textbooks / Workbooks		6,000.00	-6,000.00	
8530 Equipment / Furniture	22,498.79	19,800.00	2,698.79	113.63 %
8535 Telephone / Internet	2,207.13	7,680.00	-5,472.87	28.74 %
8540 Technology - Hardware	700.83	13,418.00	-12,717.17	5.22 %
8541 Technology - Software	8,140.43	28,610.00	-20,469.57	28.45 %
8545 Student Testing & Assessment	1,270.00	4,080.00	-2,810.00	31.13 %
8550 Field Trips		9,500.00	-9,500.00	
8561 Student Activities		2,500.00	-2,500.00	
8565 Office Expense	2,690.56	10,000.00	-7,309.44	26.91 %
8570 Staff Development	1,134.34	9,400.00	-8,265.66	12.07 %
8575 Staff Recruitment	1,785.74	2,000.00	-214.26	89.29 %
8580 Student Recruitment / Marketing	3,973.82	3,000.00	973.82	132.46 %
8585 School Meals / Lunch	13,174.71	44,888.00	-31,713.29	29.35 %
8590 Travel (Staff)		2,500.00	-2,500.00	
8595 Fundraising	501.09	5,000.00	-4,498.91	10.02 %
8599 Transportation (student)	1,200.02	15,000.00	-13,799.98	8.00 %
9005 Insurance Expense	5,145.78	24,600.00	-19,454.22	20.92 %
9010 Janitorial	5,657.44	20,000.00	-14,342.56	28.29 %
9015 Building and Land Rent / Lease	43,902.99	120,986.00	-77,083.01	36.29 %
9020 Repairs & Maintenance Bld	197.97	3,000.00	-2,802.03	6.60 %
9045 Interest Expense	5,037.59	26,931.00	-21,893.41	18.71 %
9999 Reserves / Contingency		69,742.00	-69,742.00	
Total Expenditures	\$595,452.25	\$2,239,725.54	\$ -1,644,273.29	26.59 %
NET OPERATING REVENUE	\$ -237,282.54	\$14,077.46	\$ -251,360.00	-1,685.55 %
Other Expenditures				
9050 Depreciation	16,583.49	94,883.00	-78,299.51	17.48 %
Total Other Expenditures	\$16,583.49	\$94,883.00	\$ -78,299.51	17.48 %
NET OTHER REVENUE	\$ -16,583.49	\$ -94,883.00	\$78,299.51	17.48 %
NET REVENUE	\$ -253,866.03	\$ -80,805.54	\$ -173,060.49	314.17 %

Pullman Community Montessori

Statement of Cash Flows

September - November, 2022

	SEP 2022	OCT 2022	NOV 2022	TOTAL
OPERATING ACTIVITIES				
Net Revenue	-42,313.99	-101,399.97	-110,152.07	\$ - 253,866.03
Adjustments to reconcile Net Revenue to Net Cash provided by operations:				\$0.00
1100 Accounts Receivable (A/R)	71,838.43	216,381.96	-29,726.00	\$258,494.39
1150 Prepaids & Other Assets	1,528.06	1,494.66	1,494.66	\$4,517.38
1550 Accumulated Depreciation			16,583.49	\$16,583.49
2100 Accounts Payable	33,036.86	-38,354.01	-14,167.09	\$ -19,484.24
2101 Accrued Accounts & Payroll Payable	14,637.17	687.54	-7,746.45	\$7,578.26
2155 Retirement Payable - DRS	7,696.09	2,093.83	1,450.88	\$11,240.80
2156 Health Insurance Payable - SEBB	-12,667.50	1,492.00	-1,013.50	\$ -12,189.00
2158 LTD Payable	-11.46	182.67	-42.02	\$129.19
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	116,057.65	183,978.65	-33,166.03	\$266,870.27
Net cash provided by operating activities	\$73,743.66	\$82,578.68	\$ - 143,318.10	\$13,004.24
INVESTING ACTIVITIES				
1510 Facilities - In Progress	-46,171.54			\$ -46,171.54
Net cash provided by investing activities	\$ - 46,171.54	\$0.00	\$0.00	\$ -46,171.54
FINANCING ACTIVITIES				
2501 Construction Loan Payable	-242.49	36,602.06	-6,056.35	\$30,303.22
2510 Deferred Rent Liability	5,507.37	5,507.37	5,507.37	\$16,522.11
2998 Unrestricted Net Assets	2,850.00			\$2,850.00
2999 Restricted Net Assets	-2,850.00			\$ -2,850.00
Net cash provided by financing activities	\$5,264.88	\$42,109.43	\$ -548.98	\$46,825.33
NET CASH INCREASE FOR PERIOD	\$32,837.00	\$124,688.11	\$ - 143,867.08	\$13,658.03

Pullman Community Montessori

Bill Payment List

November 2022

DATE	NUM	VENDOR	AMOUNT	MEMO/DESCRIPTION
1000 Banner Bank x4353 - PUBLIC Checking				
11/08/2022	EFT	Nathaniel A Porter	-25.00	
11/08/2022	EFT	Joule Growth Partners	-8,400.00	
11/09/2022		First Step Internet	-600.00	Multiple inv. (details on stub)
11/09/2022		Galexis Technologies	-4,220.91	Multiple inv. (details on stub)
11/09/2022		HCA - SEBB	-17,833.00	Acct #600Y12-Inv #600Y12 10.16.22
11/09/2022		The Standard Insurance Company	-285.84	Inv #756494 0314 10/1
11/09/2022		WA State Charter Schools Association	-1,291.18	Inv #1908
11/09/2022		Yellow Barn Occupational Therapy, LLC	-1,847.00	Inv #10/12/22
11/09/2022		YMCA of the Palouse	-6,941.83	Multiple inv. (details on stub)
11/10/2022	EFT	Nathaniel A Porter	-25.00	
11/14/2022		Apex Law Group PLLC	-1,820.00	Multiple inv. (details on stub)
11/14/2022		Spokane International Academy	-2,500.00	Inv #2023-3
11/14/2022		True Measure Collaborative	-4,650.00	Inv #1921
11/14/2022		WA State Charter Schools Association	-3,758.98	multiple invoices
11/14/2022		WSIPC	-1,153.42	Multiple inv. (details on stub)
11/08/2022	EFT	Great American Insurance Group	-1,139.14	
11/15/2022		TPC Holdings, Inc / Tribune Publishing Co	-76.00	Multiple inv. (details on stub)
11/16/2022		Center for Guided Montessori Studies	-938.34	multiple invoices
11/25/2022		Meteor Education, LLC	-20,781.77	Multiple inv. (details on stub)
11/21/2022	1035	Friends of Gladish	-681.61	
11/21/2022	1036	Friends of Gladish	-258.52	
11/21/2022	1037	Friends of Gladish	-1,788.58	
11/21/2022	1038	Friends of Gladish	-9,126.96	
11/16/2022	EFT	WA Dept of Retirement Systems	-17,697.43	
Total for 1000 Banner Bank x4353 - PUBLIC Checking			\$ -107,840.51	



Pullman Community Montessori FY 22-23 Budget Status Report Nov-22

	Total			
	Actual	Budget	Over/(Under) Budget	% Received / Spent
Revenue				
Local Support	6,675.19	128,563.00	-121,887.81	5.19%
State Revenue - General	253,177.31	1,144,287.00	-891,109.69	22.13%
State Revenue - Special Purpose	33,646.29	305,212.00	-271,565.71	11.02%
Federal Revenue	54,670.92	511,741.00	-457,070.08	10.68%
Grants & Other Sources	10,000.00	164,000.00	-154,000.00	6.10%
Total Revenue	\$ 358,169.71	\$ 2,253,803.00	-\$ 1,895,633.29	15.89%
Gross Profit	\$ 358,169.71	\$ 2,253,803.00	-\$ 1,895,633.29	15.89%
Expenditures				
Salaries	283,725.20	975,792.00	-692,066.80	29.08%
Personnel Taxes & Benefits	107,120.10	422,085.54	-314,965.44	25.38%
Contracted Services	74,668.76	325,338.00	-250,669.24	22.95%
School Operations	69,996.42	251,251.00	-181,254.58	27.86%
Facility Operations & Maintenance	59,941.77	265,259.00	-205,317.23	22.60%
Total Expenditures	\$ 595,452.25	\$ 2,239,725.54	-\$ 1,644,273.29	26.59%
Net Operating Revenue	-\$ 237,282.54	\$ 14,077.46	-\$ 251,360.00	-1685.55%
Net Revenue	-\$ 237,282.54	\$ 14,077.46	-\$ 251,360.00	-1685.55%
 Board Approved Expenditures	 2,239,726			

Pullman Community Montessori

Profit and Loss

November 2022

	TOTAL			
	NOV 2022	OCT 2022 (PP)	CHANGE	SEP - NOV, 2022 (YTD)
Revenue				
3100 Local Donations	1,316.01		1,316.01	1,327.64
3198 Sales - School Meals	2,082.50	1,669.00	413.50	5,347.50
3201 Interest Income (Public)	0.02	0.03	-0.01	0.05
3520 Private Foundations / Grants				10,000.00
4000 General Apportionment	57,214.39	92,977.02	-35,762.63	253,177.31
4021 Special Education - General Apportionment	568.45	909.52	-341.07	2,501.18
4121 Special Education - State	7,072.90	11,316.64	-4,243.74	31,120.76
4198 State - School Food Service	13.85	10.50	3.35	24.35
5198 Federal - School Food Services (NSLP)	1,966.54	1,636.50	330.04	9,809.62
5200 Federal - CSP	32,024.89	8,714.06	23,310.83	44,861.30
Total Revenue	\$102,259.55	\$117,233.27	\$ -14,973.72	\$358,169.71
GROSS PROFIT	\$102,259.55	\$117,233.27	\$ -14,973.72	\$358,169.71
Expenditures				
6005 Certificated - Executive Management	7,500.00	7,500.00	0.00	26,250.03
6106 Classified - Operations Staff	10,529.77	11,877.87	-1,348.10	34,685.75
6110 Classified - Instructional Management	6,500.04	6,500.04	0.00	19,500.12
6190 Classified - Other - Non -Instructional	4,595.78	6,000.82	-1,405.04	17,358.69
6198 Classified - Lunch Staff	3,143.75	3,304.98	-161.23	9,964.48
6270 Certificated - Teachers - Regular	33,673.50	24,797.36	8,876.14	83,268.28
6271 Certificated - Teachers - Substitutes	-1,265.82	1,575.55	-2,841.37	3,095.75
6275 Certificated - Teachers - SPED	10,889.35	8,318.01	2,571.34	25,540.34
6278 Certificated - Stipends	166.66	166.66	0.00	499.98
6370 Classified - Teachers - Regular	7,379.20	10,718.88	-3,339.68	19,089.66
6371 Classified - Teachers - Substitutes	2,403.37	2,684.78	-281.41	5,141.52
6373 Classified - Aides - Regular	11,932.83	13,663.90	-1,731.07	39,330.60
7051 Social Security/Medicare/FUTA	4,528.38	4,180.20	348.18	12,721.78
7052 Worker's Compensation Insurance	733.41	797.41	-64.00	2,305.32
7053 State Unemployment	1,179.11	1,227.68	-48.57	3,508.47
7055 Retirement Contribution - DRS	11,372.46	11,998.79	-626.33	35,290.53
7056 Health Insurance - SEBB	19,494.00	16,416.00	3,078.00	53,294.00
8010 Legal	851.00	969.00	-118.00	1,820.00
8015 Oversight Fee (3%)	1,945.68	3,143.77	-1,198.09	8,560.96
8035 Payroll & Accounting Services	8,400.00	8,400.00	0.00	25,200.00
8040 Special Ed Services	9,911.25	6,088.97	3,822.28	21,441.22
8050 Contracted Services - Tech	3,101.06	528.71	2,572.35	3,629.77
8051 Contracted Services - Program Support / PD	691.66	691.66	0.00	2,074.98
8053 Contracted Services - Misc	2,500.00	2,500.00	0.00	5,000.00
8054 Contracted Services - Afterschool		3,728.52	-3,728.52	6,941.83
8055 Printing	580.13		580.13	580.13

Pullman Community Montessori

Profit and Loss

November 2022

	TOTAL			
	NOV 2022	OCT 2022 (PP)	CHANGE	SEP - NOV, 2022 (YTD)
8060 Dues & Memberships		495.00	-495.00	495.00
8505 Board Expenses	833.33	833.33	0.00	2,499.99
8510 Classroom / Teaching Supplies & Materials	326.09	4,629.83	-4,303.74	6,641.69
8515 Special Ed Supplies & Materials		242.10	-242.10	502.15
8530 Equipment / Furniture	225.84	21,139.97	-20,914.13	22,498.79
8535 Telephone / Internet	987.44	609.53	377.91	2,207.13
8540 Technology - Hardware		473.90	-473.90	700.83
8541 Technology - Software	2,173.96	1,187.89	986.07	8,140.43
8545 Student Testing & Assessment				1,270.00
8565 Office Expense	629.39	1,485.35	-855.96	2,690.56
8570 Staff Development	469.17	665.17	-196.00	1,134.34
8575 Staff Recruitment	1,008.86	690.56	318.30	1,785.74
8580 Student Recruitment / Marketing	1,338.75	1,048.75	290.00	3,973.82
8585 School Meals / Lunch	4,449.33	7,080.42	-2,631.09	13,174.71
8595 Fundraising	501.09		501.09	501.09
8599 Transportation (student)		800.02	-800.02	1,200.02
9005 Insurance Expense	1,381.56	2,199.81	-818.25	5,145.78
9010 Janitorial	1,788.58	2,080.28	-291.70	5,657.44
9015 Building and Land Rent / Lease	14,634.33	14,634.33	0.00	43,902.99
9020 Repairs & Maintenance Bld		142.70	-142.70	197.97
9045 Interest Expense	2,343.84	414.74	1,929.10	5,037.59
Total Expenditures	\$195,828.13	\$218,633.24	\$ -22,805.11	\$595,452.25
NET OPERATING REVENUE	\$ -93,568.58	\$ -101,399.97	\$7,831.39	\$ -237,282.54
Other Expenditures				
9050 Depreciation	16,583.49		16,583.49	16,583.49
Total Other Expenditures	\$16,583.49	\$0.00	\$16,583.49	\$16,583.49
NET OTHER REVENUE	\$ -16,583.49	\$0.00	\$ -16,583.49	\$ -16,583.49
NET REVENUE	\$ -110,152.07	\$ -101,399.97	\$ -8,752.10	\$ -253,866.03

Pullman Community Montessori

Balance Sheet

As of November 30, 2022

	TOTAL		
	AS OF NOV 30, 2022	AS OF OCT 31, 2022 (PP)	CHANGE
ASSETS			
Current Assets			
Bank Accounts			
1000 Banner Bank x4353 - PUBLIC Checking	157,010.12	304,473.11	-147,462.99
1001 Banner Bank x4695 - PRIVATE Checking	4,801.28	1,205.39	3,595.89
1005 Banner Bank x3234 - PUBLIC Savings	1,095.58	1,095.56	0.02
Total Bank Accounts	\$162,906.98	\$306,774.06	\$ -143,867.08
Accounts Receivable			
1100 Accounts Receivable (A/R)	49,545.72	19,819.72	29,726.00
Total Accounts Receivable	\$49,545.72	\$19,819.72	\$29,726.00
Other Current Assets			
1150 Prepaids & Other Assets	10,885.06	12,379.72	-1,494.66
Total Other Current Assets	\$10,885.06	\$12,379.72	\$ -1,494.66
Total Current Assets	\$223,337.76	\$338,973.50	\$ -115,635.74
Fixed Assets			
1501 Fixed Assets-Capitalized Equipment	46,770.36	46,770.36	0.00
1503 Fixed Assets-Leasehold Improvements	487,508.43	487,508.43	0.00
1504 Fixed Assets-Furniture, Fixtures & Other	68,838.42	68,838.42	0.00
1510 Facilities - In Progress	52,641.26	52,641.26	0.00
1550 Accumulated Depreciation	-82,534.94	-65,951.45	-16,583.49
Total Fixed Assets	\$573,223.53	\$589,807.02	\$ -16,583.49
TOTAL ASSETS	\$796,561.29	\$928,780.52	\$ -132,219.23
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 Accounts Payable	42,804.33	56,971.42	-14,167.09
Total Accounts Payable	\$42,804.33	\$56,971.42	\$ -14,167.09
Other Current Liabilities			
2101 Accrued Accounts & Payroll Payable	132,432.21	140,178.66	-7,746.45
2155 Retirement Payable - DRS	18,743.85	17,292.97	1,450.88
2156 Health Insurance Payable - SEBB	-27,900.00	-26,886.50	-1,013.50
2158 LTD Payable	243.82	285.84	-42.02
2171 Use Tax Payable	1,228.94	1,228.94	0.00
Total Other Current Liabilities	\$124,748.82	\$132,099.91	\$ -7,351.09
Total Current Liabilities	\$167,553.15	\$189,071.33	\$ -21,518.18

Pullman Community Montessori

Balance Sheet

As of November 30, 2022

	AS OF NOV 30, 2022	TOTAL	
		AS OF OCT 31, 2022 (PP)	CHANGE
Long-Term Liabilities			
2501 Construction Loan Payable	508,850.85	514,907.20	-6,056.35
2510 Deferred Rent Liability	16,522.11	11,014.74	5,507.37
Total Long-Term Liabilities	\$525,372.96	\$525,921.94	\$ -548.98
Total Liabilities	\$692,926.11	\$714,993.27	\$ -22,067.16
Equity			
2998 Unrestricted Net Assets	357,001.21	357,001.21	0.00
2999 Restricted Net Assets	500.00	500.00	0.00
Net Revenue	-253,866.03	-143,713.96	-110,152.07
Total Equity	\$103,635.18	\$213,787.25	\$ -110,152.07
TOTAL LIABILITIES AND EQUITY	\$796,561.29	\$928,780.52	\$ -132,219.23



Payroll Check Summary

Payroll Runs: 11/10/2022, 11/16/2022, and 11/25/2022

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 December 27, 2022, the Board, by a _____ vote, approves payments totaling \$80,511.13. The payments are further identified in this document.

Total Payment by Type:

Payroll Direct Deposit (\$80,511.13)

Secretary	Lauren Bruno	Board Member	_____
Board Member	John Cassleman	Board Member	_____
Board Member	Aubree Guyton	Board Member	_____
Board Member	Ayad Rahmani		_____

Accounts Payable Register

November 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 December 27, 2022, the Board, by a _____ vote, approves payments totaling \$107,840.51. The payments are further identified in this document.

Total Payment by Type:

Electronic Funds Transfer (\$107,840.51)

Secretary	Lauren Bruno	Board Member	_____
Board Member	John Cassleman	Board Member	_____
Board Member	Aubree Guyton	Board Member	_____
Board Member	Ayad Rahmani		_____



Non-AP Cash Disbursement Register

November 2022

BOARD CERTIFICATION STATEMENT

The following payments were paid during November 2022 but not captured in the AP register. This mostly includes debit card payments, certain EFT payments, manual checks, and private wires.

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 December 27, 2022, the Board, by a _____ vote, approves payments totaling \$8,736.61. The payments are further identified in this document.

Total Payment by Type:

Debit Card / EFT (\$8,736.61) – Includes: \$905.32 of Amazon (mostly classroom supply purchases);

\$4,373.83 student meal food orders (URM)

Manual Checks (\$0)

Secretary	Lauren Bruno	Board Member	
Board Member	John Cassleman	Board Member	
Board Member	Aubree Guyton	Board Member	
Board Member	Ayad Rahmani		

Pullman Community Montessori
Transaction Detail by Account
November 2022

	Date	Transaction Type	Num	Name	Memo/Description	Amount
1000 Banner Bank x4353 - PUBLIC Checking						
	11/02/2022	Expenditure		Indeed	INDEED 203-564-2400CT Card# *876 INDEED 203-564-2400CT Card# *8765	-332.33
	11/02/2022	EFT	99215403	Amazon	Nurse supplies	-48.50
	11/02/2022	EFT	99404315	Amazon	David Schneider - Scotch tape	-44.23
	11/02/2022	EFT	99222822	Amazon	Nurse supplies	-15.85
	11/02/2022	EFT	99385820	Amazon	Salt and sugar shakers	-10.78
	11/02/2022	EFT	99223322	Amazon	Reusable grocery bags	-64.72
	11/02/2022	Expenditure		Bill.com (QB Online Bill Pay)	ACH BILL.COM LLC BILLING ACH BILL.COM LLC BILLING CCD 01B4JFPGTOXFB4 108268900	-17.46
	11/03/2022	EFT	99230008	Amazon	Kitchen shelving	-225.84
	11/03/2022	Expenditure		Techsoup	Same as last year - nonprofit discount verification system boost?	-79.00
	11/03/2022	Expenditure		Adobe	Adobe Inc 8008336687CA Card# *87 Adobe Inc 8008336687CA Card# *8765	-16.17
	11/03/2022	Expenditure		Transparent	ACH transparent clas transpar ACH transparent clas transparen CCD ST-B1Z7S9F4B1Y3 42	-203.09
	11/07/2022	Expenditure		Calendly	CALENDLY AVONDALE ESTAGA Card# * CALENDLY AVONDALE ESTAGA Card# *8765	-250.54
	11/07/2022	Expenditure		Amazon	Part of 10.5 Jill Stansbury order totaling \$339.43	-13.28
	11/09/2022	EFT	99995891	Amazon	Binders	-35.60
	11/10/2022	Expenditure		eFax	J2 EFAX SERVICE 323-817-3205CA J2 EFAX SERVICE 323-817-3205CA Card# *8765	-16.95
	11/14/2022	EFT	99954022	Amazon	Jill Stansbury - drawer organizers	-107.80
	11/14/2022	Expenditure		Online Job Ads	ONLINE JOB ADS I AustinTX Card# ONLINE JOB ADS I AustinTX Card# *8765	-129.48
	11/14/2022	Expenditure		Adobe	ADOBE *ACROPRO 4085366000CA Car ADOBE *ACROPRO 4085366000CA Card# *8765	-16.17
	11/14/2022	EFT	99992481	Amazon	David Schneider - math books	-37.86
	11/14/2022	Expenditure		Great American Insurance Group	ACH Great American-G VENDOR P ACH Great American-G VENDOR PMT PPD 3800146791	-272.75
	11/14/2022	Expenditure		URM Stores Inc	ACH URM STORES INC ACH CCD ACH URM STORES INC ACH CCD 34188 1910447070	-4,373.83
	11/15/2022	Expenditure		Little Green Light	ACH LittleGreenLight PURCHASE ACH LittleGreenLight PURCHASE PPD 9000015729	-501.09
	11/15/2022	Expenditure		Microsoft	MSFT * E0300L0RR MSBILL.INFOWA C MSFT * E0300L0RR MSBILL.INFOWA Card# *8765	-29.14
	11/16/2022	Expenditure		Small Hands	SMALLHANDS-MONTE 800-2148959CA C SMALLHANDS-MONTE 800-2148959CA Card# *8765 DBT CRD 190	-124.00
	11/17/2022	Expenditure		Adobe	ADOBE *800-833- 800-833-6687CA ADOBE *800-833- 800-833-6687CA Card# *8765	-73.33
	11/17/2022	Expenditure		Adobe	ADOBE *ACROPRO 4085366000CA Car ADOBE *ACROPRO 4085366000CA Card# *8765	-36.66
	11/21/2022	EFT	99834551	Amazon	Office - dish drying mat	-7.95
	11/21/2022	EFT	99835018	Amazon	File folders	-73.98
	11/21/2022	EFT	99829855	Amazon	Melissa Anderson	-12.20
	11/21/2022	Expenditure		Wix	WIX.COM 10259587 SAN FRANCISCOCA WIX.COM 10259587 SAN FRANCISCOCA Card# *8765	-73.96
	11/23/2022	EFT	99094137	Amazon	Dish drying rack	-16.17
	11/23/2022	EFT	99882815	Amazon	Various office supplies	-168.12
	11/23/2022	Expenditure		Verizon Wireless	ACH VERIZON WIRELESS PAYMENTS ACH VERIZON WIRELESS PAYMENTS CCD 034243244300001 6223	-327.44
	11/23/2022	Expenditure		Adobe	ADOBE *ACROPRO 4085366000CA Car ADOBE *ACROPRO 4085366000CA Card# *8765	-16.17
	11/25/2022	EFT	99907552	Amazon	Manila folders	-22.44
	11/25/2022	Expenditure		Online Job Ads	ONLINE JOB ADS I AustinTX Card# ONLINE JOB ADS I AustinTX Card# *8765	-547.05
	11/30/2022	Expenditure		Gusto		-391.68
Total for 1000 Banner Bank x4353 - PUBLIC Checking						-\$ 8,733.61
Bank x4695 -						
	11/01/2022	Expenditure		Banner Bank	Paper statement fee	-3.00
1001 Banner						-\$ 3.00
Total Expenditures						-\$ 8,736.61

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

November AP register totaling: \$107,840.51

Pay dates within **11/01/22 – 11/30/22**

Board Date **12/27/22**

Signature of Auditing Officer

Date



Finance Dashboard

November 2022

	Metric <i>Description</i>	Result	Goal	Status	Notes
1.	Current Student Recruitment Count <i>Enrollment is the school's primary revenue driver</i>	94%	100%	○	<i>Current enrollment: 94 (AAFTE: 96.7) Budget: 100 SPED: 13.5 budget, 13 actual</i>
2.	Public Revenue Received as a % of overall budget <i>Measures rate of receipt of public funds to date</i>	19%	22%	○	<i>TBIP, Fed SPED, HiCap applications not completed yet</i>
3.	Private Revenue Received as a % of overall budget <i>Measures progress against fundraising goals</i>	81%	81%	○	<i>WA Charters grant pmt received (\$177k)</i>
4.	Expenditures to date as a % of overall budget <i>Measures actual spending against planned spending</i>	26.5%	25%	○	<i>Tracking well, variances below</i>
5.	Cash on Hand <i>Measures operational and financial stability</i>	Current: \$163k Forecast: \$266k	\$200k	○	<i>Will need fundraising to get through FY</i>

Additional notes for discussion:

- **Short-term sustainability, private fundraising & cash:** modeling shows PCM having to wait for apportionment payments for AP and payroll, starting in December; inability to pay AP or payroll in May.
- **November enrollment (94):** approx. ~\$67k State funding loss if enrollment stays put; \$9.5k loss on TBIP funding due to low count
- **Expenditures:** student recruitment (132% spent, under budgeted), furniture (113%, purchase timing), substitute teachers (70% spent), staff recruitment 89% (timing issue)
Current fiscal year count of missing documentation: ~\$13k
FY22 count of missing documentation: ~\$21k

jg^P

Pullman Community Montessori
Payroll Summary

Nov-22



Pay Code Totals

Custodian / Bus Driver	4,516.48
Kitchen Staff	3,530.65
Office Administration	6,547.66
School Administration	14,000.04
Special Education Staff	6,499.64
Student Support Staff	19,981.69
Substitute Teacher	6,980.70
Teacher	39,278.13
Total	101,334.99

Deduction Totals

State Pension	6,160.75
State Employees Benefits Board	1,627.50
Supplemental LTD	249.29
Wage Garnishments	-
Federal Income Tax	7,916.45
Social Security	2,578.29
Medicare	1,445.78
WA Long Term Care Insurance	-
WA Workers' Comp Insurance	400.61
WA Family and Medical Leave Insurance	445.19
Total	20,823.86

Benefits Totals

State Pension	12,364.37
State Employees Benefits Board	19,494.00
Social Security	2,578.29
Medicare	1,445.78
WA SUI	1,258.21
WA EAF	18.68
WA Family and Medical Leave Insurance	-
WA Workers' Comp Insurance	822.71
Total	37,982.04

Direct Deposit Total **80,511.13**

Coversheet

Equity Plan

Section:	V. Action Items
Item:	A. Equity Plan
Purpose:	Vote
Submitted by:	
Related Material:	PCM Comprehensive Equity Plan 2022-23.docx



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PCM Comprehensive Equity Plan

About Our School & Community

At Pullman Community Montessori (PCM) we believe ALL students deserve the opportunity to have the education that works best for them! PCM's K-9th grade program offers whole-child education personalized to students' needs that prepares them, through rigorous academics, a robust social emotional program, and career and life skill development.

The Mission: PCM endeavors 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.

The Vision: PCM seeks to serve as an instrument of change, helping to progress our education system to better meet the needs of students, families, and educators.

Our 6 Pillars; *Cultivating collaborative leaders, Respecting the child, Self-empowered lifelong learners, Our place, our Community, Families as partners, and Teachers as leaders and change makers*, serve as our foundation for maintaining our environment and community. PCM's core values, *We are LEADERS*, serves as a blueprint of actions to create and reinforce the habits and language that support an environment of diversity, equity, and inclusion, where differences are valued and accountability, integrity, character, and a growth mindset are fostered. Our expectations that all participants of PCM's community—students, teachers, staff, and parents—uphold and support our core values, display our high standards for all and our intent to expand community beyond our classroom walls.

What defines a PCM graduate:

- **Creative Expression:** Graduates of PCM are creative individuals who are well-versed in creation and presentation of artistic forms. These individuals can build, make, and code as well as draw and perform. By design, skills learned through Creative Expression are applied across the Impact Projects.
- **Health and Wellness:** Graduates of PCM understand that healthy living includes diet choices, physical activity, and awareness of mental health. Through personal actions, leadership, and projects, graduates will support the health and wellness of themselves and the surrounding community. Smart and safe technology use is embedded through an understanding of neuroscience and mental health.

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- **Life and Career Skills:** Graduates of PCM possess a strong base in life skills and have begun to build base skills that will make them successful in any career field. Career exploration has begun and students have field tested some of their interests through community shadowing.
- **Character and Leadership:** Graduates of PCM will demonstrate leadership and self-awareness habits to gain personal and professional success as well as positive impact in the world. These students will be self-aware life-long learners who can actively collaborate and communicate to effectively make an impact.
- **Mathematical Thinking and Analysis:** Core proficiency in both the content and skills involved in mathematics will be mastered by PCM graduates. These students will see how mathematics can be applied through real-world projects, act as a lens to understand the world, and transfer into a set of critical skills.
- **Scientific Literacy:** Graduates of PCM understand that science is a process through which we can understand the complexity of the world. They will be well-versed in basic science principles and constructs so as to critically analyze and understand the world around them.
- **Effective Communication:** Graduates of PCM can articulate themselves through written and verbal communication, speak coherently in a non-native language, build solid arguments from evidence, and discern the difference between fact and opinion.
- **Civic Purpose, Impact, and Agency:** Graduates of PCM understand how culture impacts community through history, economics, geography, and place. As developing young adults they will be well-versed in concepts of finance, equity, conflict, and resolution. Students at PCM understand the ecology, culture, and economy of our place and how to be engaged in our community, knowing that they have agency to give back and make a positive impact.
- **Cultural Competence:** Graduates of PCM will be knowledgeable of multiple cultures, develop empathy to collaborate with identities and cultures both locally and globally.

Our community, Pullman, is the largest city in rural Whitman County, Washington, with a population of 32.4K; 37.5% of residents are estimated to be living below the poverty line (greater than both the state and national average). Pullman School District (PSD), the only public option, serves nearly 3,000 students. The student population distributions outlined in the table can be reasonably predicted for PCM in contrast with PSD. While we anticipate our demographics will be similar, we anticipate our “at-risk”

Category	Student %		
	PSD	PCM Target	PCM Accepted
Disaggregated by ethnicity			
Hispanic/Latino/a	11	13	17%
Disaggregated by race			
White	69	60	73%
Asian	9	11	3%
Black/African American	3	5	5%
Native American	<1	<1	0%
Two or more races	7	10	18%
Disaggregated by at-risk category			
Economically Disadvantaged	34	50	34%



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demographics will be somewhat higher, particularly in ethnic diversity, compared to PSD. The third column of the table shows our current 2022-23 student demographics.

Pullman does not have a single non-English language that is exceptionally higher than another. The top three languages spoken in Pullman following English are Arabic, Mandarin, and Spanish. In 2022-23, the top three languages spoken by PCM students and families outside of English are Spanish, Mandarin, and Japanese. Languages spoken by PCM staff include English and Spanish.

Commitment to Equity

Grounding Statement

PCM will create and maintain an environment of diversity, equity, and inclusion, where differences are valued and accountability, integrity, character, and a growth mindset are fostered. In this commitment PCM will be an anti-biased, anti-racist organization that works to actively dismantle systematic biases and racism by reducing disadvantage in the school system. All members of PCM should be valued, represented, and feel that they have equitable opportunities and support to achieve their potential.

System-wide Commitment to Equity

Knowing that a peaceful community is only possible when we work together to dismantle systems that traditionally oppress child health, development, and education, PCM is committed to understanding that Pullman and the Montessori method were created in a culture that centers and prioritizes the needs and experiences of people with white skin. By understanding this history and the ways in which it limits every child's potential, PCM will make decisions and take action, in ways that validate, protect, honor, and celebrate the experiences and voices of minoritized individuals and nondominant cultures. By using the tools of equity and compassion, we can advance our purpose in supporting social change, justice, and equality for all students, families, and educators.

Adults in the PCM school community, including Guides, Instructional Assistants, Specialized Staff, Volunteers, Contracted Support, Support Staff, Administrators, Parents/Guardians, and Board of Trustees members ensure access to an equitable education for all races, religion, age, assigned sex at birth, gender expression, gender identity, sexual orientation, ethnicity,



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national origin, abilities, disabilities, the terms of an individualized education program, income level, language proficiency, and neurodiversity.

The Montessori prepared environment is composed of trained adults, children, and the physical environment with materials. Students learn daily through constructive experiences in this mindfully prepared environment. The environment is continuously examined through an equity lens. Barriers are removed in order for students to manifest their unique potential and contribute to a global peaceful society.

Equity in the prepared environment creates a space in which each student feels safe, seen, heard, represented, understood, and worthy. Through this process, we strive to remove institutional barriers, policies, and procedures to disrupt predictable student outcomes based on race, religion, age, assigned sex at birth, gender expression, gender identity, sexual orientation, ethnicity, national origin, abilities, disabilities, the terms of an individualized education program, income level, language proficiency, neurodiversity, and all other distinguishing characteristics in order to become an antiracist community. To achieve equity, PCM student success is not predicted or predetermined by their perceived or actual status – or the perceived or actual status of other persons with whom the student is associated.

Equity in education is about inclusiveness and social justice and not to be used interchangeably with principles of equality. The principle of educational equity goes beyond formal equality where all students are treated the same. Instead, educational equity is achieved by acknowledging that systemic institutional policies and practices can act as barriers to success. The next step is to identify, examine, and remove these barriers to create concrete conditions that will lead to access and opportunity for every student. Educational equity creates the environment to maximize the quality of the educational experiences and outcomes for each student and among historically minoritized groups of students. Equity strategies are intentional, systemic, funded, and focused on the core of the teaching and learning process.

Community, Family, and Student Input Process

PCM students and families are surveyed in the fall and spring to garner feedback on multiple areas including sense of belonging, whether they felt heard or have a voice, their feeling of representation and inclusion, and feeling of safety. This information helps to inform this plan and PCM's annual goals. More explicit to this plan, Community Advisory, Student

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Advisory, and Specialized Support Councils will be asked to review and solicit feedback on this plan each spring to ensure constant reflection and community voice.

Our Unique Community Considerations

Pullman is home to the two largest employers in the area: Washington State University (WSU) and Schweitzer Engineering Laboratories. These two employers have created consistent growth in our community. They also contribute to our increased socioeconomic and racial diversity compared to Eastern Washington towns of similar size and rural location. Demographically, the percentage of the population identifying as White has slowly but continually decreased from 80.5% in 2010 to 73.1% in 2017. The demographic distribution of Pullman's other populations are; Hispanic/Latino: 6.7%, Asian: 11.4%, two or more races: 5.5%, Black/African American: 2.7%, and American Indian/Alaskan Native and Native Hawaiian/other Pacific Islander reflecting less than 1% according to 2017 census data. The presence of WSU, Washington's land grant university, results in a higher proportion of residents identifying as foreign (14.57%) or non-citizens (10.72%) compared to other local rural towns in the region. Being home to WSU also leads to a loss of approximately 18K of Pullman's population during the summer months as a result of the transient nature of the undergraduate student population. The median household income is approximately \$30,548 with an estimated 37.5% of the population living below the poverty line. The proportion of residents living in poverty in Whitman county is above both the state average of 12.2% and national average of 14.6%, even if a more conservative poverty estimate is used after accounting for Pullman's high university student population. A 2016 Whitman county poverty survey, conducted by the League of Women Voters of Pullman, revealed children aged 18 or younger accounted for 30% of food pantry users. The percentage of residents in poverty, and the proportion that are children, increases in other rural towns surrounding Pullman. The effects of COVID, while not fully realized, have certainly increased these numbers.

The presence of the WSU, the proximity to Moscow, another university town, and the variety of employment options in Pullman results in a diverse menu of opportunities for students to engage in. These opportunities are exceptionally diverse for a rural town of our size. With proximity to these diverse community educational and environmental resources, PCM is strongly positioned to meet our mission and offer unique opportunities to area students. Strategically utilizing our relationship with the community, community-based organizations, and local land grant universities will allow us to achieve our vision.



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Opportunity Gaps Specific to Our Community

While Pullman School District is a relatively well performing school when assessed using traditional metrics, gaps persist within at-risk populations. Additionally, college and career performance statistics suggest traditional metrics are not sufficient to accurately predict sufficient college and career preparations and life skills development. When data is disaggregated by race and category, concerning patterns are identifiable. From early grades, outcome gaps persist between our anticipated student population and their peers. Of English-language learners (ELLs), only 32.6%, 44.1%, and 37.5% demonstrated proficiency in English Language Arts (ELA) (E), math (M), and science (S), respectively, compared with their non-ELL peers (E-76%, M-63.2%, and S-73.6%). Students with disabilities are not adequately supported (E-19.2%, M-9.3%, S-21.9%) as compared to their non-disabled peers (E-81.9%, M-69.3%, S-78.3%). Low-income students meet standard (E-53.7%, M-39.1%, and S-53.6%) at lower rates than non-low-income peers (E-84.1%, M-73.1%, and S-80.1%). Racial gaps also persist, with Black/African American students meeting standards (E-48.8%, M-25.6%, and S-50.0%) at lower rates compared with their White peers (E-77.3%, M-63.6%, and S-76.1%). Similar standards and disparities exist for Hispanic/Latino students. Following surveying of the community's interest in an alternative public option, comments reverberated demand for: multicultural education; behavioral support for students requiring more strategies; music and drama in rural schools; opportunities for middle school students to learn vocational and home/life skills; and more targeted support for at-risk students, particularly those who have disabilities or are on 504 plans. Concern for adequate academic rigor for the highly capable student population was also voiced, as well as concerns about this population's social-emotional preparedness upon graduation, and a desire for better communication with families regarding students' needs and how they are being met. PCM is strategically designed to be responsive to the needs articulated by area families and close the gap that persists for at-risk student populations.

Annual Commitment

PCM is committed to measuring progress towards our commitment to equity throughout the year and annually. Our annual cadence for progress check-ins will be trimesterly. We are also committed to reflecting and soliciting feedback from students, families, and the community annually to ensure this plan stays relevant to community needs and continues to honor its intention. PCM board and staff will engage in annual goal setting and plan adjustment based on feedback. PCM will report its progress annually in its Annual Progress Report (published in August).



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Antiracist Leadership			
Initiative	Roles Responsible	Timeline	Resources
Review policies and procedures annually with a culturally competent, racial equity toolkit.	<i>School Board School Leader Leadership Team</i>	<i>Annually</i>	<i><u>PSESD Racial Equity Toolkit</u> <u>WSSDA Model Policies</u> <u>Designing for Racial Equity</u></i>
Maintain a weighted enrollment preference (FRLP) and maintain an inclusive marketing campaign that reaches economically disadvantaged groups and other high-risk subgroups in Pullman and surrounding local areas (Colfax, Palouse)	<i>School Board School Leader</i>	<i>Aug 2021</i>	
Employ the use of the updated EER (Essential Elements of Montessori in the Public Sector) that has been reviewed by NCMPS (National Center for Montessori in the Public Sector) using and equity lens to strive to maintain a high-fidelity public Montessori program.	<i>School Board School Leader Leadership Team</i>	<i>Annually</i>	<u>EER</u>
Identify and maintain a DEI contractor to provide ongoing DEI professional development to the board of trustees and school staff	<i>School Leader Leadership Team</i>	<i>August 2021 and renew Annually</i>	<u>Luna Jiminez Institute for Social Transformation</u> with reflection support by LaTysa Flowers.
Participate in NCMPS TIE IN	<i>Administrative Team</i>	<i>Winter 2023</i>	<u>Application</u>
Establish and maintain a transportation system	<i>School Leader</i>	<i>August 2022</i>	Establish and maintain a transportation system
Employ anti-tokenism strategies program wide.	<i>Administrative and Leadership Team</i>	<i>Ongoing, reflect annually</i>	<u>TELSO, Learning for Justice</u>
Culturally Humble and Inclusive Instructional Practices			
Initiative	Roles Responsible	Timeline	Resources



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Engage all staff in DEI and Cultural Humility Trainings	<i>School Leadership</i>	<i>Annually</i>	LJIST supported by LaTysa and Jill Stansbury
Apply the Montessori curriculum through a lens of decolonization, cultural humility, and anti-bias, anti-racism.	<i>Montessori Coach</i>	<i>Ongoing</i>	Learning for Justice Framework and resources suggested by LJIST as well
Use Accessible Materials throughout all classrooms.	<i>Montessori Coach</i>	<i>Ongoing</i>	National Center on Accessible Educational Materials
Human Resources			
Initiative	Roles Responsible	Timeline	Resources
Employ strategies outlined in the Public Sectors Jobs: Steps for Advancing Racial Equity to recruit and retain staff.	<i>Administrative Team</i>	<i>Establish in year 1, Annually update and reflect</i>	<u>Public Sector Jobs: Steps for Advancing Racial Equity</u>
Employ anti-tokenism strategies in hiring practices	<i>Administrative and Leadership Team</i>	<i>Ongoing, reflect annually</i>	<u>Bryq</u>
Community Collaboration			
Initiative	Roles Responsible	Timeline	Resources
Create and maintain a diverse Asset Map for connection	<i>School Board School Leader Leadership Team</i>	<i>December 2022 and Ongoing</i>	TSS Place-Network
Engage community experts and community representation to add authentic voice and expand understanding of 'place'	<i>Administrative Team Leadership Team</i>	<i>Ongoing</i>	<u>TELISO, Learning for Justice</u>



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Create learning resources to ensure students leave with a basic understanding of the history of the Palouse region and of the native peoples who historically and currently reside in and around Pullman.	<i>Leadership Team</i>	<i>2022 and ongoing reflection</i>	WSU Tribal Relations
Parent and Family Engagement			
Initiative	Roles Responsible	Timeline	Resources
Create and maintain three core advisory Councils at PCM	<i>Administrative Team</i>	<i>Winter 2022</i>	Charter
Conduct a robust family survey at least once per year to evaluate school performance	<i>Administrative Team</i>	<i>Annually, preferably biannually</i>	Panorama and in-house surveys
Engage families as community experts	<i>Leadership Team</i>	<i>Ongoing</i>	
Communications			
Initiative	Roles Responsible	Timeline	Resources
Include in Parent University and/or Open House PCM's commitment to DEI and how PCM works to achieve this (solicit feedback during this session by blind survey).	<i>Administrative and Leadership Team</i>	<i>BEO 2021-22 SY</i>	
Create page on PCM's website to clearly state and expound on PCM's commitment to DEI and antiracism (include PCM student work images)	<i>Administrative and Leadership Team</i>	<i>BEO 2021-22 SY</i>	
Feature PCM student-created land acknowledgement	<i>Administrative and Leadership Team and students</i>	<i>BEO 2021-22 SY</i>	
Funding			
Initiative	Roles Responsible	Timeline	Resources



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General Fund: to support program needs around DEI	School Leader	Ongoing	
External grant funds procurement: to support partnership with DEI support agency (LJIST) and ensure participation in programs like TIE IN	School Leader	Goal to replenish every 2 years	

Definitions:

Accessible Materials – instructional materials or supplemental materials to instruction that are necessary for equitable and timely access to learning opportunities for students with disabilities, including equal access to printed materials, digital materials, and technologies.

Antiracist/Antiracism – the practice of actively identifying and opposing racism. The goal of anti-racism is to actively change policies, behaviors, and beliefs that perpetuate racist ideas and actions.

Cultural Humility - Where *cultural competency* assumes that there is an endpoint –a final destination, a finish line –cultural humility invites a more humble and dynamic approach: an ongoing, lifelong process of listening, learning, questioning, and transforming ourselves and the world related to issues of diversity, equity, and inclusion.

Diversity - Individual differences (e.g., personality, learning styles, and life experiences) and group/social differences (e.g., race/ethnicity, class, age, gender, sexual orientation, gender expression, country of origin, and ability as well as cultural, political, religious, or other affiliations).

Equity - takes into consideration the fact that the social identifiers (race, gender, physical and mental ability, socioeconomic status, and more.) do, in fact, affect equality. In an equitable environment, an individual or a group would be given what was needed to give them a more equal advantage. This would not necessarily be equal to what others were receiving. It could be more or different. Equity is an ideal and a goal, not a process. It ensures that everyone has the resources they need to succeed. A big component of this equitable 'insurance' includes transforming oppressive systems that target many and privilege others based on class, race, gender, ability, and more.

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Inclusion/Inclusive Practices - Authentically bringing traditionally (and currently) excluded individuals and/or groups into processes, activities, and decision/policy making in a way that shares power, both interpersonally and systemically.

Tokenism - the practice of making only a perfunctory or symbolic effort to be inclusive to members of minority groups and give the appearance that people are being treated fairly.

Date of School Board Approval:

Board Chair Signature:

School Leader Signature:

Coversheet

Conditional Certification

Section:	V. Action Items
Item:	B. Conditional Certification
Purpose:	Vote
Submitted by:	
Related Material:	Out of Endorsement Teaching Staff (White).pdf Out of Endorsement Teaching Staff (Roberts).pdf Out of Endorsement Teaching Staff (Bovee).pdf Out of Endorsement Teaching Staff (Kendrick).pdf Out of Endorsement Teaching Staff (Kirshner).pdf Out of Endorsement Teaching Staff (Sanchez).pdf



**PULLMAN
COMMUNITY
MONTESSORI**

**PUBLIC
FREE
K-9**

Adopted **December x, 2022**

Out of Endorsement Teaching Staff

Title - Out of Endorsement Teaching Staff (White, DJ (Darren))

Last Revised - 10/2022

Employee Start Date: January 2022 (2022-23 SY)

Pullman Community Montessori (PCM) acknowledges that DJ White, hired as one of PCM's younger elementary guides, will be considered "Out of Endorsement". DJ has the appropriate Montessori credentials to fulfill this role but is in need of Washington State Teaching Certification. We believe him to be a highly qualified teacher. PCM's Head of School and Montessori Instructional Coach, as well as his peers, will work alongside DJ, just like with other staff, to ensure that the resources, materials, and curriculum used all meet the standards of high quality teaching and learning, and are aligned with standards and expectations. PCM will sponsor DJ for conditional certification so he can earn his Washington State Teaching Certification (to be attained within 2 years of hire) through a reputable alternative route program such as Northwest Educational Development. DJ's progress will be monitored by the Head of School and Montessori Instructional Coach and the board will be updated no less than annually on his progress.

Adopted and approved this _____ day of _____.

By: _____
Board President or Designee

Attest: _____
Head of School



**PULLMAN
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K-9**

Adopted **December x, 2022**

Out of Endorsement Teaching Staff

Title - Out of Endorsement Teaching Staff (Roberts, Demond)

Last Revised - 10/2022

Employee Start Date: December 2022 (2022-23 SY)

Pullman Community Montessori (PCM) acknowledges that Demond Roberts, hired as one of PCM's younger elementary guides, will be considered "Out of Endorsement". Demond has the appropriate Montessori credentials to fulfill this role but is in need of Washington State Teaching Certification. We believe him to be a highly qualified teacher. PCM's Head of School and Montessori Instructional Coach, as well as his peers, will work alongside Demond, just like with other staff, to ensure that the resources, materials, and curriculum used all meet the standards of high quality teaching and learning, and are aligned with standards and expectations. PCM will sponsor Demond for conditional certification so he can earn his Washington State Teaching Certification (to be attained within 2 years of hire) through a reputable alternative route program such as Northwest Educational Development. Demond's progress will be monitored by the Head of School and Montessori Instructional Coach and the board will be updated no less than annually on his progress.

Adopted and approved this _____ day of _____.

By: _____
Board President or Designee

Attest: _____
Head of School



**PULLMAN
COMMUNITY
MONTESSORI**

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K-9**

Adopted **December x, 2022**

Out of Endorsement Teaching Staff

Title - Out of Endorsement Teaching Staff (Bovee, Jordan)

Last Revised - 10/2022

Employee Start Date: August 2022 (2022-23 SY)

Pullman Community Montessori (PCM) acknowledges that Jordan Bovee, hired as one of PCM's instructional classroom assistants, will be considered "Out of Endorsement", if he assumes the classroom teaching role for more than 30 consecutive days. Jordan is classified as an emergency sub and fills the role of Lead Guide/Teacher in the absence of the Lead Guide/Teacher. We believe Jordan to have the competence and skill to serve in a temporary lead role if necessary. PCM's Head of School and Montessori Instructional Coach, as well as his peers, will work alongside Jordan, just like with other staff, to ensure that the resources, materials, and curriculum used all meet the standards of high quality teaching and learning, and are aligned with standards and expectations. Jordan's performance in this capacity will be monitored by the Head of School and Montessori Instructional Coach and the board will be updated no less than annually on his performance.

Adopted and approved this _____ day of _____.

By: _____
Board President or Designee

Attest: _____
Head of School



**PULLMAN
COMMUNITY
MONTESSORI**

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K-9**

Adopted **December x, 2022**

Out of Endorsement Teaching Staff

Title - Out of Endorsement Teaching Staff (Kendrick, Katie)

Last Revised - 10/2022

Employee Start Date: August 2022 (2022-23 SY)

Pullman Community Montessori (PCM) acknowledges that Katie Kendrick, hired as one of PCM's instructional classroom assistants, will be considered "Out of Endorsement", if she assumes the classroom teaching role for more than 30 consecutive days. Katie is classified as an emergency sub and fills the role of Lead Guide/Teacher in the absence of the Lead Guide/Teacher. We believe Katie to have the competence and skill to serve in a temporary lead role if necessary. PCM's Head of School and Montessori Instructional Coach, as well as her peers, will work alongside Katie, just like with other staff, to ensure that the resources, materials, and curriculum used all meet the standards of high quality teaching and learning, and are aligned with standards and expectations. Katie's performance in this capacity will be monitored by the Head of School and Montessori Instructional Coach and the board will be updated no less than annually on her performance.

Adopted and approved this _____ day of _____.

By: _____
Board President or Designee

Attest: _____
Head of School



**PULLMAN
COMMUNITY
MONTESSORI**

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K-9**

Adopted **December x, 2022**

Out of Endorsement Teaching Staff

Title - Out of Endorsement Teaching Staff (Kirshner, Sara)

Last Revised - 10/2022

Employee Start Date: August 2022 (2022-23 SY)

Pullman Community Montessori (PCM) acknowledges that Sara Kirshner, hired as one of PCM's instructional classroom assistants, will be considered "Out of Endorsement", if she assumes the classroom teaching role for more than 30 consecutive days. Sara is classified as an emergency sub and fills the role of Lead Guide/Teacher in the absence of the Lead Guide/Teacher. We believe Sara to have the competence and skill to serve in a temporary lead role if necessary. PCM's Head of School and Montessori Instructional Coach, as well as her peers, will work alongside Sara, just like with other staff, to ensure that the resources, materials, and curriculum used all meet the standards of high quality teaching and learning, and are aligned with standards and expectations. Sara's performance in this capacity will be monitored by the Head of School and Montessori Instructional Coach and the board will be updated no less than annually on her performance.

Adopted and approved this _____ day of _____.

By: _____
Board President or Designee

Attest: _____
Head of School



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Adopted **December x, 2022**

Out of Endorsement Teaching Staff

Title - Out of Endorsement Teaching Staff (Sanchez, Trish (Patricia))

Last Revised - 10/2022

Employee Start Date: August 2022 (2022-23 SY)

Pullman Community Montessori (PCM) acknowledges that Trish Sanchez, hired as one of PCM's instructional classroom assistants, will be considered "Out of Endorsement", if she assumes the classroom teaching role for more than 30 consecutive days. Trish is classified as an emergency sub and fills the role of Lead Guide/Teacher in the absence of the Lead Guide/Teacher. We believe Trish to have the competence and skill to serve in a temporary lead role if necessary. PCM's Head of School and Montessori Instructional Coach, as well as her peers, will work alongside Trish, just like with other staff, to ensure that the resources, materials, and curriculum used all meet the standards of high quality teaching and learning, and are aligned with standards and expectations. Trish's performance in this capacity will be monitored by the Head of School and Montessori Instructional Coach and the board will be updated no less than annually on her performance.

Adopted and approved this _____ day of _____.

By: _____
Board President or Designee

Attest: _____
Head of School