



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

Pullman Community Montessori

PCM Regular Board Meeting

Date and Time

Tue Mar 28, 2023 at 5:15 PM PDT

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. If you have difficulty accessing the remote meeting link please email board@myPCM.org

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.

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 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

	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. Approve Meeting Minutes from 2-28-23 Board Meeting	Approve Minutes	John Cassleman	1 m
Please come with amendments ready to put in the chat.			
D. Approve Meeting Minutes from 3-14-23 Working Board Meeting	Approve Minutes	John Cassleman	1 m
Please come with amendments ready to put in the chat.			
E. Community Building	Discuss	Beverley Wolff	10 m
*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 - Reminder		John Cassleman	1 m
The board will engage in their first DEI training through LJIST and LaTysa Flowers at the 03-11-2023 working board meeting.			
II. Public Comment			5:30 PM
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.			
<ul style="list-style-type: none"> • 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. 			

	Purpose	Presenter	Time
<ul style="list-style-type: none"> 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 5:45 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)

A. March HOS Update	FYI	Laylah Sullivan	5 m
To help provide you questions for consideration remember to peruse your Governing for Greatness book.			

B. Educational Excellence Update	FYI	Laylah Sullivan	45 m
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IV. Board Goals, Committee & Council Updates 6:35 PM

A. SCC (Support and Coordination Council) - Report	FYI	Dorrie Main & Elise Albano	5 m
One of the SCC co-chairs will provide a brief report.			

B. Individual Board Member Report	FYI	John Cassleman	10 m
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	Beverley Wolff	5 m
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	Purpose	Presenter	Time
Progress update			
D. DC (Development Committee) This committee is not currently active	FYI	Ayad Rahmani	
E. GC (Governance Committee) This committee is not currently active	FYI	John Cassleman	
F. FC (Finance Committee) To inform your questioning remember your resources: 50+ Smart Questions to Ask About Your Schools Finances Board<>Staff Financial Contract	Vote	Aubree Guyton	5 m
V. Action Items			
VI. Other Business			7:00 PM
A. Addressing Recent Grievances & Concerns shared with the Board	Discuss	John Cassleman & Bev Wolff	10 m
B. Updates and Discussion on PCM's Grievance and Complaint Process	Discuss	John Cassleman	10 m
C. Adaptation of Policy and Procedure 2020 - Postpone	FYI	Laylah Sullivan	3 m
VII. New Business			
VIII. Closing Items			7:23 PM
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

Approve Meeting Minutes from 2-28-23 Board Meeting

Section: I. Opening Items
Item: C. Approve Meeting Minutes from 2-28-23 Board Meeting
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for PCM Board Meeting on February 28, 2023

APPROVED



PULLMAN **PUBLIC**
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Pullman Community Montessori

Minutes

PCM Board Meeting

Date and Time

Tue Feb 28, 2023 at 5:15 PM

Location

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Join Zoom Meeting

<https://us02web.zoom.us/j/89620042723?pwd=akVHUTI3eIMxSnoxejJwUTRwdEhodz09>

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.

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Trustees Present

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

Trustees Absent

K. Torres

Ex Officio Members Present

L. Sullivan

Non Voting Members Present

L. Sullivan

Guests Present

Alicia Baker (remote), Barry Weber (remote), D. Porter, DJ White, E. Klein (remote), Elise Albano (remote), Greg Kelley (remote), Italiana Hughs (remote), Jacob Fox (remote), Jill Stansbury (remote), K. Kendrick (remote), Katherine Jackson, Laura McCormick, Nathaniel Porter (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 Feb 28, 2023 at 5:20 PM.

C.

Approve Meeting Minutes from 1-24-23 Board Meeting

J. Cassleman made a motion to approve the minutes from 1-24-2023 with noted change to correct Kim's attendance. PCM Board Meeting on 01-24-23.

A. Guyton seconded the motion.

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

D. Approve Meeting Minutes from 2-14-23 Working Meeting

J. Cassleman made a motion to approve the minutes from 2-14-2023 Board Meeting-- Working Session on 02-14-23.

A. Guyton seconded the motion.

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

E. Community Building

Community Building thoughts - from now on, if someone signs up, we will do it, if not we will forego it.

Ayad led the community building session.

F. DEI and Anti-racism Commitment

Laylah S provided an update on the status of TIE IN and LJIST. TIE IN is canceled for the 2022-23 school year because the organization could not get enough schools to participate. LJIST has been scheduled for both the staff and board.

II. Public Comment

A. Making Public Comments

Laura McCormick & Katherine Jackson provided public comment.

III. LEADER Team Update & Compliance Check-in

A. Annual Audit - Summary Presentation

Barry Weber, CPA, from Eide Bailly presented the results and recommendations from PCM's year 1 audit.

PCM's audit was clear. PCM appears to run with tight financial controls.

Barry & Jacob left @ 6:29 after the presentation

B. January

Laylah - Presenting the PCM Board Dashboard 2-1-2023

Additional Updates:

- Have finalized playground equipment agreement with Gladish which will allow me to reach out to the potential playground funder.
- Gladish has been receptive to preliminary conversations around making a final adjustment to growth within the building.
- Jill and I are working on building out a policy and procedure as well as a page on the website to address parent questions about access to curriculum and supplemental materials. This is taking longer than expected with other competing priorities and as we are being thoughtful 1.) to ensure we clarify the legal parameters around this, 2.) to ensure we design a plan that works within the parameter for families, staff, and is scalable, 3.) to ensure it reflects our unique program as Montessori has a curriculum. This is a national conversation amongst public Montessori's so National Center for Montessori in the Public Sector is helping with this a bit. We intend to have a draft to present at the March board meeting.
- PCM has received 3 Public Records Request to date. We have complied with the first one and are in process of complying with the second and third requests. This process will be completed by the end of March.
- We have completed our Year 1 audit as was presented.
- Some data was gained from WA Charters related to staff retention for first year charter programs opening during COVID:

School 1: ~3-4 teachers have transitioned, and ops leader transitioned from opening year

School 2: full leadership team and operations team turnover, and ~ 2 teachers transitioned from opening year

School 3: ~2-3 teachers/IAs have transitioned from opening year

Our financial WISM (review of SPED), partial Consolidated Program Review (Title 1 and Civil Rights), and Food Service Program Audit will conclude in April. We are midway through the process.

C. Academic Performance Update

This was postponed to the working meeting on March 14.

IV. Board Goals, Committee & Council Updates

A. SCC (Support and Coordination Council) - Report

Elise Albano - Co-Chair - Present

Dorrie Main - Co-Chair - Absent

- Cultural Fair went well
- Positive feedback from families
- Planning a March Event > Game night TBD

B. Individual Board Member Report

John

- invited Paul to join the board committee
- directing attention to fundraising
- 2nd month of recruitment efforts

Bev

- Working on HOS review with committee members

Ayad

- April 23rd Fundraiser event is his focus.

Aubree

- Financials
- Working with John for getting out in the community
- recruit more committee members & board members
- Obtain more training

C. LSEC (Leadership Evaluation & Support Committee)

Bev

- Drafted a letter for the HOS included LESC letter for HOS.docx
- Postponing the meeting until after tonight's board meeting

D. DC (Development Committee)

E. GC (Governance Committee)

F. FC (Finance Committee)

Aubree -

Related Materials:

3. PCM Balance Sheet Jan 2023.pdf
5. PCM Statement of Cash Flows Jan 2023.pdf

- 4. PCM BvA Jan 2023.pdf
- 2. PCM Income Statement Jan 2023.pdf
- 6c. PCM AP Register Jan 2023.pdf
- 6. PCM Payroll and AP Certification Jan 2023.pdf
- 6a. PCM Auditing Officer Approval Jan 2023.pdf
- 6b. PCM Payroll Report Jan 2023.pdf
- 22-23 Salary Schedule Comparison (PCM, Pullman, Colfax).xlsx
- Management Rep Letter 2.21.23.pdf
- DRAFT Financials 2.2.23.pdf
- 6d. PCM Non-AP Register Jan 2023.pdf
- PCM 21-22 Audit Presentation.pptx
- 1. PCM Finance Dashboard Jan 2023.pdf
- A. Guyton made a motion to Approve the January financials as recommended by the FC.
- A. Rahmani seconded the motion.
- The board **VOTED** unanimously to approve the motion.

V. Action Items

A. Update to 2022-23 School Specific Academic Goal

- A. Guyton made a motion to approve the updates to the 2022-23 academic school specific goals as presented by school management.
- A. Rahmani seconded the motion.
- The board **VOTED** unanimously to approve the motion.

B. Update to Student & Staff Handbook (CPR action)

- B. Wolff made a motion to approve the required and noted changes to the Student & Family Handbook and Staff Handbook as presented.
- A. Guyton seconded the motion.
- The board **VOTED** unanimously to approve the motion.

C. Update/Add Policies or Procedures

- B. Wolff made a motion to approve the procedure for policy 5010 and 5011 as presented and adopt the policy and procedure 3424 as presented.
- A. Rahmani seconded the motion.
- The board **VOTED** unanimously to approve the motion.

D. Consent Agenda - Formalizing Agreement

All agreed to move forward to using a consent agenda.

Laylah - will reach out to board on track about technical aspects for using the BoardOnTrack Platform.

VI. New Business

A. PCM's Growth and Enrollment Scenarios: Next Steps

The HOS presented an update on enrollment.

The HOS presented budget scenarios based on conservative enrollment projections. Additionally, the HOS reviewed the examination of other growth configurations for PCM. Upon completion of the presentation the HOS recommended a plan for this year and a path to financial sustainability in year 5.

This LOOM presentation can be viewed here:

<https://www.loom.com/share/ed70a62d11394eb8ab3113e16aa1e759>

This is a link to the presentation itself:

https://www.canva.com/design/DAFYVI4bRul/L2y_r7Jner8BiNdEa6Xh9Q/view?utm_content=DAFYVI4bRul&utm_campaign=designshare&utm_medium=link&utm_source=publishsharelink

The board will continue to discuss at the working meeting on 2/14/2023

VII. 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 8:21 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 from 3-14-23 Working Board Meeting

Section: I. Opening Items
Item: D. Approve Meeting Minutes from 3-14-23 Working Board Meeting
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Board Meeting--Working Session on March 14, 2023

APPROVED



PULLMAN **PUBLIC**
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Pullman Community Montessori

Minutes

Board Meeting--Working Session

Board Work Session

Date and Time

Tue Mar 14, 2023 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. If you have difficulty accessing the remote meeting link please email board@myPCM.org

Public comment is reserved for regular board meetings which are held the 4th Tuesday of each month. If you would like to make public comment please attend one of the regularly scheduled board meetings.

Trustees Present

A. Guyton (remote), A. Rahmani, B. Wolff, J. Cassleman, K. Torres (remote)

Trustees Absent

None

Ex Officio Members Present

L. Sullivan

Non Voting Members Present

L. Sullivan

Guests Present

DJ White, Katherine Jackson (Parent), Marie M

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

J. Cassleman called a meeting of the board of trustees of Pullman Community Montessori to order on Tuesday Mar 14, 2023 at 5:20 PM.

II. Working Meeting Item

A. Growth Scenarios

Trustees discussed questions around scenarios and how the funding gap might be overcome. The board also discussed legislative items that may positively affect PCM's revenue, as well as other charters, if they pass. It is anticipated we will hear about these decisions at the end of April.

The board did not feel that a vote was necessary.

Scenario 2 (Management Recommended) was reasoned to be the most logical. The board's timeline and check-ins will align to this scenario.

B. Norms Review & Perception Discussion

Each board member shared their perception of the state of the school.

C. LESC update: Part 1

Bev, the chair of the LSEC, reported out on the results of the LSEC meeting and the asks LSEC had for the HOS.

John, PCM Chair, reviewed what the grievance and conflict resolution policy was and the timeline involved for responding to recent grievances.

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 7:00 PM.

Respectfully Submitted,
J. Cassleman

Documents used during the meeting

- LSEC Report.docx

Coversheet

March HOS Update

Section: III. LEADER Team Update & Compliance Check-in
Item: A. March HOS Update
Purpose: FYI
Submitted by: Laylah Sullivan
Related Material: PCM Board Dashboard 3-1-2023.xlsx

BACKGROUND:

Trustees should thoroughly review the March Board Dashboard. Come with questions as the overview will be brief.

RECOMMENDATION:

There are no recommendations or motions at this time.

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 3-1-2023.xlsx

Coversheet

Educational Excellence Update

Section: III. LEADER Team Update & Compliance Check-in
Item: B. Educational Excellence Update
Purpose: FYI
Submitted by: Laylah Sullivan

BACKGROUND:

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.

RECOMMENDATION:

There are no recommendations or motions at this time.

Coversheet

FC (Finance Committee)

Section: IV. Board Goals, Committee & Council Updates
Item: F. FC (Finance Committee)
Purpose: Vote
Submitted by:
Related Material:

1. PCM Finance Dashboard Feb 2023.pdf
2. PCM Income Statement Feb 2023.pdf
- 4a. PCM Detailed BvA Feb 2023.pdf
5. PCM Statement of Cash Flows Feb 2023.pdf
3. PCM Balance Sheet Feb 2023.pdf
6. PCM Payroll and AP Certification Feb 2023.pdf
- 6a. PCM Auditing Officer Approval Feb 2023.pdf
4. PCM BvA Feb 2023.pdf
- 6c. PCM AP Register Feb 2023.pdf
- 6b. PCM Payroll Report Feb 2023.pdf
- 6d. PCM Non-AP Register Feb 2023.pdf



Finance Dashboard
February 2023

	Metric <i>Description</i>	Result	Goal	Status	Notes
1.	Current Student Recruitment Count <i>Enrollment is the school's primary revenue driver</i>	95%	100%	○	<i>Current enrollment: 92 (AAFTE: 95.33) Budget: 100 SPED: 13.5 budget, 16 actual</i>
2.	Public Revenue Received as a % of overall budget <i>Measures rate of receipt of public funds to date</i>	44%	49%	○	<i>January is when apportionment is trued up to actual AAFTE, variance roughly matches the enrollment variance</i>
3.	Private Revenue Received as a % of overall budget <i>Measures progress against fundraising goals</i>	24%	50%	○	<i>Now includes local fundraising goals (only 11% met)</i>
4.	Expenditures to date as a % of overall budget <i>Measures actual spending against planned spending</i>	53%	50%	○	<i>Tracking well, variances below</i>
5.	Cash on Hand <i>Measures operational and financial stability</i>	Current: \$76k Forecast: \$242k	\$196k	○	CASH IS DANGEROUSLY LOW

Additional notes for discussion:

- **[!Alert!] Cash: without a cash infusion PCM will be running out of cash in the next 1-2 months!**
- **February marks the end of Q2, notable variances:**
 - **Revenues:** local donations (1.85% received); State misc rev (only 2% received, budget error, actually Federal, which is why it's 155%)
 - **Expenses:** other non-instructional salaries (71% spent, nurse increase funded by grant); substitute teachers (118% spent, COVID & flue); workers comp (100% spent, budget error, fixed); SPED services (82% spent, increased forecast); student recruitment (243% spent, under budgeted); furniture (116% spent, purchase timing); staff recruitment (138% spent, teacher quit), Travel – Staff (846% spent, MC travel costs, funded with a WA Charters grant); school meals (73%, only 60% thru school year, under budgeted); rent (72% spent, accounting issue, full rent including the deferrals are recorded, but were not budgeted – non cash issue)

jg^P

Pullman Community Montessori

Profit and Loss

February 2023

	TOTAL			
	FEB 2023	JAN 2023 (PP)	CHANGE	SEP 2022 - FEB 2023 (YTD)
Revenue				
3100 Local Donations	70.27	25.00	45.27	2,047.91
3198 Sales - School Meals	1,901.50	2,459.70	-558.20	11,790.70
3201 Interest Income (Public)	0.01	0.02	-0.01	0.10
3520 Private Foundations / Grants	2,728.68	6,285.65	-3,556.97	56,155.49
4000 General Apportionment	86,829.54	39,408.61	47,420.93	482,401.36
4021 Special Education - General Apportionment	985.91	154.28	831.63	4,664.59
4121 Special Education - State	9,139.23	5,422.89	3,716.34	58,414.11
4155 Learning Assistance	986.90	4,331.42	-3,344.52	5,318.32
4174 Highly Capable	210.52	1,144.15	-933.63	1,354.67
4198 State - School Food Service	21.20	13.05	8.15	67.90
4199 Transportation	18,509.81		18,509.81	18,509.81
4258 State Miscellaneous Revenue		1,755.10	-1,755.10	1,755.10
5101 Title 1	13,147.00		13,147.00	13,147.00
5102 Title 2	688.90		688.90	688.90
5124 Federal SPED - IDEA	1,235.80	6,161.54	-4,925.74	7,397.34
5198 Federal - School Food Services (NSLP)	1,796.18	7,944.68	-6,148.50	21,125.27
5199 Federal - Misc Grants	7,387.66	81,068.59	-73,680.93	89,176.25
5200 Federal - CSP	39,937.77	6,806.86	33,130.91	98,627.66
Total Revenue	\$185,576.88	\$162,981.54	\$22,595.34	\$872,642.48
GROSS PROFIT	\$185,576.88	\$162,981.54	\$22,595.34	\$872,642.48
Expenditures				
6005 Certificated - Executive Management	7,500.04	7,500.00	0.04	48,750.07
6106 Classified - Operations Staff	12,380.68	12,085.71	294.97	71,132.14
6110 Classified - Instructional Management	6,500.04	6,500.04	0.00	39,000.24
6190 Classified - Other - Non -Instructional	5,739.83	5,265.67	474.16	33,449.34
6198 Classified - Lunch Staff	3,078.80	3,405.27	-326.47	19,235.04
6270 Certificated - Teachers - Regular	19,070.80	27,252.05	-8,181.25	147,571.97
6271 Certificated - Teachers - Substitutes	910.00		910.00	5,080.95
6275 Certificated - Teachers - SPED	10,944.21	15,559.68	-4,615.47	61,165.21
6278 Certificated - Stipends	1,041.66	1,041.66	0.00	3,187.46
6370 Classified - Teachers - Regular	4,723.06	4,723.06	0.00	35,324.83
6371 Classified - Teachers - Substitutes	881.57	1,021.59	-140.02	8,751.74
6373 Classified - Aides - Regular	10,806.29	11,134.09	-327.80	72,001.57
6378 Classified - Stipends	666.66	666.66	0.00	1,333.32
7051 Social Security/Medicare/FUTA	3,374.25	3,948.66	-574.41	21,434.53
7052 Worker's Compensation Insurance	709.67	729.96	-20.29	4,417.41
7053 State Unemployment	227.49	1,317.33	-1,089.84	6,141.18
7055 Retirement Contribution - DRS	10,586.60	11,764.47	-1,177.87	66,753.75
7056 Health Insurance - SEBB	15,903.00	17,442.00	-1,539.00	103,055.00

Pullman Community Montessori

Profit and Loss

February 2023

	TOTAL			
	FEB 2023	JAN 2023 (PP)	CHANGE	SEP 2022 - FEB 2023 (YTD)
8005 Audits	10,100.00		10,100.00	10,100.00
8010 Legal		541.50	-541.50	3,387.50
8015 Oversight Fee (3%)	3,540.09	1,473.60	2,066.49	17,076.86
8035 Payroll & Accounting Services	8,400.00	8,400.00	0.00	50,400.00
8040 Special Ed Services	8,725.60	4,272.10	4,453.50	40,935.32
8050 Contracted Services - Tech	377.65	151.06	226.59	4,536.13
8051 Contracted Services - Program Support / PD	691.66	8,228.03	-7,536.37	16,061.33
8053 Contracted Services - Misc	2,500.00	2,500.00	0.00	12,500.00
8054 Contracted Services - Afterschool		4,849.88	-4,849.88	15,524.36
8055 Printing		1,296.29	-1,296.29	1,954.94
8060 Dues & Memberships				495.00
8505 Board Expenses	833.33	833.33	0.00	4,999.98
8510 Classroom / Teaching Supplies & Materials	210.19	3,133.79	-2,923.60	10,680.04
8515 Special Ed Supplies & Materials		29.01	-29.01	755.57
8530 Equipment / Furniture		458.58	-458.58	23,042.57
8535 Telephone / Internet	634.94	987.76	-352.82	4,637.27
8540 Technology - Hardware	568.74		568.74	1,458.55
8541 Technology - Software	782.56	894.38	-111.82	15,537.41
8545 Student Testing & Assessment				1,270.00
8565 Office Expense	812.36	1,029.56	-217.20	5,476.76
8570 Staff Development		-1,285.01	1,285.01	4,392.50
8575 Staff Recruitment	560.00	196.38	363.62	2,772.29
8580 Student Recruitment / Marketing	131.50	771.01	-639.51	7,319.28
8585 School Meals / Lunch	11,043.10	4,146.77	6,896.33	32,863.37
8590 Travel (Staff)	507.08	6,285.65	-5,778.57	21,155.49
8595 Fundraising				501.09
8599 Transportation (student)	1,438.33		1,438.33	2,638.35
9005 Insurance Expense	272.75	964.96	-692.21	8,037.80
9010 Janitorial	1,991.43	1,788.58	202.85	11,226.03
9015 Building and Land Rent / Lease	14,634.33	14,634.33	0.00	87,805.98
9020 Repairs & Maintenance Bld		229.19	-229.19	427.16
9045 Interest Expense	2,293.89	2,310.69	-16.80	14,004.33
Total Expenditures	\$186,094.18	\$200,479.32	\$ -14,385.14	\$1,181,759.01
NET OPERATING REVENUE	\$ -517.30	\$ -37,497.78	\$36,980.48	\$ -309,116.53
Other Revenue				
3001 In-Kind Services & Use of Facilities				80.00
Total Other Revenue	\$0.00	\$0.00	\$0.00	\$80.00
Other Expenditures				
9050 Depreciation	16,583.49		16,583.49	33,166.98

Pullman Community Montessori

Profit and Loss

February 2023

	TOTAL			
	FEB 2023	JAN 2023 (PP)	CHANGE	SEP 2022 - FEB 2023 (YTD)
9900 In-Kind Services & Use of Facilities - Expense				80.00
Total Other Expenditures	\$16,583.49	\$0.00	\$16,583.49	\$33,246.98
NET OTHER REVENUE	\$ -16,583.49	\$0.00	\$ -16,583.49	\$ -33,166.98
NET REVENUE	\$ -17,100.79	\$ -37,497.78	\$20,396.99	\$ -342,283.51

Pullman Community Montessori

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

September 2022 - February 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
3100 Local Donations	2,047.91	110,000.00	-107,952.09	1.86 %
3198 Sales - School Meals	11,790.70	18,563.00	-6,772.30	63.52 %
3201 Interest Income (Public)	0.10		0.10	
3520 Private Foundations / Grants	56,155.49	164,000.00	-107,844.51	34.24 %
4000 General Apportionment	482,401.36	1,144,287.00	-661,885.64	42.16 %
4021 Special Education - General Apportionment	4,664.59	11,370.00	-6,705.41	41.03 %
4121 Special Education - State	58,414.11	141,472.00	-83,057.89	41.29 %
4155 Learning Assistance	5,318.32	10,966.00	-5,647.68	48.50 %
4165 Transitional Bilingual		12,891.00	-12,891.00	
4174 Highly Capable	1,354.67	3,000.00	-1,645.33	45.16 %
4198 State - School Food Service	67.90		67.90	
4199 Transportation	18,509.81	39,734.00	-21,224.19	46.58 %
4258 State Miscellaneous Revenue	1,755.10	85,779.00	-84,023.90	2.05 %
5101 Title 1	13,147.00	12,973.00	174.00	101.34 %
5102 Title 2	688.90	11,608.00	-10,919.10	5.93 %
5124 Federal SPED - IDEA	7,397.34	14,980.00	-7,582.66	49.38 %
5198 Federal - School Food Services (NSLP)	21,125.27	34,571.00	-13,445.73	61.11 %
5199 Federal - Misc Grants	89,176.25	57,609.00	31,567.25	154.80 %
5200 Federal - CSP	98,627.66	380,000.00	-281,372.34	25.95 %
Total Revenue	\$872,642.48	\$2,253,803.00	\$ -1,381,160.52	38.72 %
GROSS PROFIT	\$872,642.48	\$2,253,803.00	\$ -1,381,160.52	38.72 %
Expenditures				
6005 Certificated - Executive Management	48,750.07	90,000.00	-41,249.93	54.17 %
6106 Classified - Operations Staff	71,132.14	131,384.00	-60,251.86	54.14 %
6110 Classified - Instructional Management	39,000.24	78,000.00	-38,999.76	50.00 %
6190 Classified - Other - Non -Instructional	33,449.34	47,104.00	-13,654.66	71.01 %
6198 Classified - Lunch Staff	19,235.04	29,120.00	-9,884.96	66.05 %
6270 Certificated - Teachers - Regular	147,571.97	303,599.00	-156,027.03	48.61 %
6271 Certificated - Teachers - Substitutes	5,080.95	11,700.00	-6,619.05	43.43 %
6275 Certificated - Teachers - SPED	61,165.21	109,267.00	-48,101.79	55.98 %
6278 Certificated - Stipends	3,187.46		3,187.46	
6370 Classified - Teachers - Regular	35,324.83	55,000.00	-19,675.17	64.23 %
6371 Classified - Teachers - Substitutes	8,751.74		8,751.74	
6373 Classified - Aides - Regular	72,001.57	120,618.00	-48,616.43	59.69 %
6378 Classified - Stipends	1,333.32		1,333.32	
7051 Social Security/Medicare/FUTA	21,434.53	57,218.54	-35,784.01	37.46 %
7052 Worker's Compensation Insurance	4,417.41	4,391.00	26.41	100.60 %
7053 State Unemployment	6,141.18	13,467.00	-7,325.82	45.60 %
7055 Retirement Contribution - DRS	66,753.75	125,393.00	-58,639.25	53.24 %
7056 Health Insurance - SEBB	103,055.00	221,616.00	-118,561.00	46.50 %
8005 Audits	10,100.00	37,500.00	-27,400.00	26.93 %

Pullman Community Montessori

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

September 2022 - February 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
8010 Legal	3,387.50	8,000.00	-4,612.50	42.34 %
8015 Oversight Fee (3%)	17,076.86	40,912.00	-23,835.14	41.74 %
8035 Payroll & Accounting Services	50,400.00	100,800.00	-50,400.00	50.00 %
8040 Special Ed Services	40,935.32	50,151.00	-9,215.68	81.62 %
8050 Contracted Services - Tech	4,536.13		4,536.13	
8051 Contracted Services - Program Support / PD	16,061.33	23,975.00	-7,913.67	66.99 %
8053 Contracted Services - Misc	12,500.00	25,000.00	-12,500.00	50.00 %
8054 Contracted Services - Afterschool	15,524.36	39,000.00	-23,475.64	39.81 %
8055 Printing	1,954.94	2,500.00	-545.06	78.20 %
8060 Dues & Memberships	495.00	3,000.00	-2,505.00	16.50 %
8505 Board Expenses	4,999.98	11,250.00	-6,250.02	44.44 %
8510 Classroom / Teaching Supplies & Materials	10,680.04	47,750.00	-37,069.96	22.37 %
8515 Special Ed Supplies & Materials	755.57	3,375.00	-2,619.43	22.39 %
8520 Textbooks / Workbooks		6,000.00	-6,000.00	
8530 Equipment / Furniture	23,042.57	19,800.00	3,242.57	116.38 %
8535 Telephone / Internet	4,637.27	7,680.00	-3,042.73	60.38 %
8540 Technology - Hardware	1,458.55	13,418.00	-11,959.45	10.87 %
8541 Technology - Software	15,537.41	28,610.00	-13,072.59	54.31 %
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	5,476.76	10,000.00	-4,523.24	54.77 %
8570 Staff Development	4,392.50	9,400.00	-5,007.50	46.73 %
8575 Staff Recruitment	2,772.29	2,000.00	772.29	138.61 %
8580 Student Recruitment / Marketing	7,319.28	3,000.00	4,319.28	243.98 %
8585 School Meals / Lunch	32,863.37	44,888.00	-12,024.63	73.21 %
8590 Travel (Staff)	21,155.49	2,500.00	18,655.49	846.22 %
8595 Fundraising	501.09	5,000.00	-4,498.91	10.02 %
8599 Transportation (student)	2,638.35	15,000.00	-12,361.65	17.59 %
9005 Insurance Expense	8,037.80	24,600.00	-16,562.20	32.67 %
9010 Janitorial	11,226.03	20,000.00	-8,773.97	56.13 %
9015 Building and Land Rent / Lease	87,805.98	120,986.00	-33,180.02	72.58 %
9020 Repairs & Maintenance Bld	427.16	3,000.00	-2,572.84	14.24 %
9045 Interest Expense	14,004.33	26,931.00	-12,926.67	52.00 %
9999 Reserves / Contingency		69,742.00	-69,742.00	
Total Expenditures	\$1,181,759.01	\$2,239,725.54	\$ -1,057,966.53	52.76 %
NET OPERATING REVENUE	\$ -309,116.53	\$14,077.46	\$ -323,193.99	-2,195.83 %
Other Revenue				
3001 In-Kind Services & Use of Facilities	80.00		80.00	
Total Other Revenue	\$80.00	\$0.00	\$80.00	0.00%
Other Expenditures				
9050 Depreciation	33,166.98	94,883.00	-61,716.02	34.96 %

Pullman Community Montessori

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

September 2022 - February 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
9900 In-Kind Services & Use of Facilities - Expense	80.00		80.00	
Total Other Expenditures	\$33,246.98	\$94,883.00	\$ -61,636.02	35.04 %
NET OTHER REVENUE	\$ -33,166.98	\$ -94,883.00	\$61,716.02	34.96 %
NET REVENUE	\$ -342,283.51	\$ -80,805.54	\$ -261,477.97	423.59 %

Pullman Community Montessori

Statement of Cash Flows December 2022 - February 2023

	DEC 2022	JAN 2023	FEB 2023	TOTAL
OPERATING ACTIVITIES				
Net Revenue	-36,672.08	-37,497.78	-17,100.79	\$ - 91,270.65
Adjustments to reconcile Net Revenue to Net Cash provided by operations:				\$0.00
1100 Accounts Receivable (A/R)	26,073.35	-8,290.78	-33,328.09	\$ - 15,545.52
1150 Prepays & Other Assets	1,494.66	2,040.40	1,524.99	\$5,060.05
1550 Accumulated Depreciation			16,583.49	\$16,583.49
2100 Accounts Payable	22,548.09	6,305.66	-8,754.16	\$20,099.59
2101 Accrued Accounts & Payroll Payable	-17,726.06	-18,965.56	-15,607.11	\$ - 52,298.73
2155 Retirement Payable - DRS	-4,012.92	-402.22	2,948.46	\$ -1,466.68
2156 Health Insurance Payable - SEBB	1,674.50	-924.50	-1,162.00	\$ -412.00
2158 LTD Payable	8.12	-15.16	21.12	\$14.08
2202 Loan Payable - short-term			32,232.84	\$32,232.84
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	30,059.74	-20,252.16	-5,540.46	\$4,267.12
Net cash provided by operating activities	\$ - 6,612.34	\$ - 57,749.94	\$ - 22,641.25	\$ - 87,003.53
FINANCING ACTIVITIES				
2501 Construction Loan Payable	-6,066.01	-4,789.09	-4,805.89	\$ - 15,660.99
2510 Deferred Rent Liability	5,507.37	5,507.37	5,507.37	\$16,522.11
2998 Unrestricted Net Assets	-25,000.00			\$ - 25,000.00
2999 Restricted Net Assets	25,000.00			\$25,000.00
Net cash provided by financing activities	\$ -558.64	\$718.28	\$701.48	\$861.12
NET CASH INCREASE FOR PERIOD	\$ - 7,170.98	\$ - 57,031.66	\$ - 21,939.77	\$ - 86,142.41

Pullman Community Montessori

Balance Sheet

As of February 28, 2023

	TOTAL		
	AS OF FEB 28, 2023	AS OF JAN 31, 2023 (PP)	CHANGE
ASSETS			
Current Assets			
Bank Accounts			
1000 Banner Bank x4353 - PUBLIC Checking	68,345.16	92,813.44	-24,468.28
1001 Banner Bank x4695 - PRIVATE Checking	7,323.78	4,795.28	2,528.50
1005 Banner Bank x3234 - PUBLIC Savings	1,095.63	1,095.62	0.01
Total Bank Accounts	\$76,764.57	\$98,704.34	\$ -21,939.77
Accounts Receivable			
1100 Accounts Receivable (A/R)	69,645.42	36,317.33	33,328.09
Total Accounts Receivable	\$69,645.42	\$36,317.33	\$33,328.09
Other Current Assets			
1150 Prepays & Other Assets	5,825.01	7,350.00	-1,524.99
Total Other Current Assets	\$5,825.01	\$7,350.00	\$ -1,524.99
Total Current Assets	\$152,235.00	\$142,371.67	\$9,863.33
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	-99,118.43	-82,534.94	-16,583.49
Total Fixed Assets	\$556,640.04	\$573,223.53	\$ -16,583.49
TOTAL ASSETS	\$708,875.04	\$715,595.20	\$ -6,720.16
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 Accounts Payable	72,935.46	81,689.62	-8,754.16
Total Accounts Payable	\$72,935.46	\$81,689.62	\$ -8,754.16
Other Current Liabilities			
2101 Accrued Accounts & Payroll Payable	65,133.48	80,740.59	-15,607.11
2155 Retirement Payable - DRS	17,277.17	14,328.71	2,948.46
2156 Health Insurance Payable - SEBB	-28,312.00	-27,150.00	-1,162.00
2158 LTD Payable	257.90	236.78	21.12
2171 Use Tax Payable	1,228.94	1,228.94	0.00
2202 Loan Payable - short-term	32,232.84	0.00	32,232.84
Total Other Current Liabilities	\$87,818.33	\$69,385.02	\$18,433.31
Total Current Liabilities	\$160,753.79	\$151,074.64	\$9,679.15

Pullman Community Montessori

Balance Sheet

As of February 28, 2023

	TOTAL		
	AS OF FEB 28, 2023	AS OF JAN 31, 2023 (PP)	CHANGE
Long-Term Liabilities			
2501 Construction Loan Payable	499,859.33	504,665.22	-4,805.89
2510 Deferred Rent Liability	33,044.22	27,536.85	5,507.37
Total Long-Term Liabilities	\$532,903.55	\$532,202.07	\$701.48
Total Liabilities	\$693,657.34	\$683,276.71	\$10,380.63
Equity			
2998 Unrestricted Net Assets	332,001.21	332,001.21	0.00
2999 Restricted Net Assets	25,500.00	25,500.00	0.00
Net Revenue	-342,283.51	-325,182.72	-17,100.79
Total Equity	\$15,217.70	\$32,318.49	\$ -17,100.79
TOTAL LIABILITIES AND EQUITY	\$708,875.04	\$715,595.20	\$ -6,720.16

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

February AP register totaling: \$106,647.44

Pay dates within 02/01/23 – 02/28/23

Board Date 03/28/23

Signature of Auditing Officer

Date



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

	Total			
	Actual	Budget	Over/(Under) Budget	% Received / Spent
Revenue				
Local Support	13,838.71	128,563.00	-114,724.29	10.76%
State Revenue - General	482,401.36	1,144,287.00	-661,885.64	42.16%
State Revenue - Special Purpose	90,084.50	305,212.00	-215,127.50	29.52%
Federal Revenue	230,162.42	511,741.00	-281,578.58	44.98%
Grants & Other Sources	56,155.49	164,000.00	-107,844.51	34.24%
Total Revenue	\$ 872,642.48	\$ 2,253,803.00	-\$ 1,381,160.52	38.72%
Gross Profit	\$ 872,642.48	\$ 2,253,803.00	-\$ 1,381,160.52	38.72%
Expenditures				
Salaries	545,983.88	975,792.00	-429,808.12	55.95%
Personnel Taxes & Benefits	201,801.87	422,085.54	-220,283.67	47.81%
Contracted Services	170,521.50	325,338.00	-154,816.50	52.41%
School Operations	141,950.46	251,251.00	-109,300.54	56.50%
Facility Operations & Maintenance	121,501.30	265,259.00	-143,757.70	45.80%
Total Expenditures	\$ 1,181,759.01	\$ 2,239,725.54	-\$ 1,057,966.53	52.76%
Net Operating Revenue	-\$ 309,116.53	\$ 14,077.46	-\$ 323,193.99	-2195.83%
Net Revenue	-\$ 309,116.53	\$ 14,077.46	-\$ 323,193.99	-2195.83%
 Board Approved Expenditures	 2,239,726			

Pullman Community Montessori

Bill Payment List

February 2023

DATE	NUM	VENDOR	AMOUNT	MEMO/DESCRIPTION
1000 Banner Bank x4353 - PUBLIC Checking				
02/01/2023	EFT	Raza Development Fund, Inc (v)	-2,040.39	
02/07/2023	EFT	Great American Insurance Group	-176.80	
02/14/2023		Great American Insurance Group	-272.75	
02/28/2023	EFT	WA Dept of Retirement Systems	-15,127.82	
02/22/2023		Raza Development Fund, Inc (v)	-175.56	Inv #611-01-02 3/1/23
02/21/2023		Friends of Gladish	-1,385.36	
02/21/2023		Friends of Gladish	-270.93	
02/21/2023		Friends of Gladish	-1,788.58	
02/13/2023	EFT	URM Stores Inc	-5,491.14	
02/21/2023		Friends of Gladish	-9,126.96	
02/27/2023	EFT	Amazon Capital Services, Inc	-1,930.64	
02/28/2023		Eide Bailly	-10,100.00	Inv #EI01425065
02/28/2023		HCA - SEBB	-18,687.00	Acct #600Y12-Inv #600Y12 1.16.23
02/28/2023		Heutink USA (Nienhuis)	-2,808.27	Multiple inv. (details on stub)-- bill.com Check Number: 69368136
02/28/2023		Jennifer Rouse	-122.50	Inv #200-- bill.com Check Number: 69370008
02/28/2023		National Center for Montessori in the Public Sector	-15,000.00	Inv #1450
02/28/2023		PresenceLearning, Inc	-3,568.10	Inv #INV56007
02/28/2023		Public Montessori in Action International	-4,375.00	Inv #1091-- bill.com Check Number: 69359642
02/28/2023		The Standard Insurance Company	-236.78	Inv #756494 0314 1/1-- bill.com Check Number: 69353347
02/28/2023		Washington State Charter Schools Association	-8,408.98	multiple invoices
02/28/2023		Yellow Barn Occupational Therapy, LLC	-704.00	Inv #1/22/23
02/28/2023		YMCA of the Palouse	-4,849.88	Multiple inv. (details on stub)-- bill.com Check Number: 69359151
Total for 1000 Banner Bank x4353 - PUBLIC Checking			\$ -	
			106,647.44	
Not Specified				
02/10/2023		First Step Internet	0.00	
Total for Not Specified			\$0.00	

**Pullman Community Montessori
Payroll Summary**

Feb-23



Pay Code Totals

Custodian / Bus Driver	4,552.10
Kitchen Staff	3,608.67
Office Administration	9,019.19
School Administration	10,250.04
Special Education Staff	6,499.64
Student Support Staff	28,092.97
Substitute Teacher	4,878.04
Teacher	30,465.44
Total	97,366.09

Deduction Totals

State Pension	6,567.22
State Employees Benefits Board	1,121.00
Supplemental LTD	257.90
Wage Garnishments	-
Federal Income Tax	7,375.88
Social Security	2,281.83
Medicare	1,395.55
WA Long Term Care Insurance	-
WA Workers' Comp Insurance	393.65
WA Family and Medical Leave Insurance	566.75
Total	19,959.78

Benefits Totals

State Pension	11,509.06
State Employees Benefits Board	16,416.00
Social Security	2,281.83
Medicare	1,395.55
WA SUI	871.38
WA EAF	23.44
WA Family and Medical Leave Insurance	-
WA Workers' Comp Insurance	788.41
Total	33,285.67

Direct Deposit Total **77,406.31**

Pullman Community Montessori
Non-AP Cash Disbursements
 February 2023

	Date	Transaction Type	Num	Name	Memo/Description	Amount
1000 Banner Bank x4353 - PUBLIC Checking						
	02/01/2023	Expenditure		Online Job Ads	ONLINE JOB ADS I AustinTX Card# ONLINE JOB ADS I AustinTX Card# *8765	-430.52
	02/01/2023	Expenditure		Facebook (v)	FACEBK TL33QK7LA Menlo ParkCA Ca FACEBK TL33QK7LA Menlo ParkCA Card# *8765	-131.50
	02/01/2023	Expenditure		Banner Bank	Wire Transfer fee	-15.00
	02/02/2023	Expenditure		Bill.com (QB Online Bill Pay)	ACH BILL.COM LLC BILLING ACH BILL.COM LLC BILLING CCD 01B4BSCPGZNGVNO 108268900	-56.73
	02/03/2023	Expenditure		Transparent	ACH transparent clas transpar ACH transparent clas transpar CCD ST-T4Q3T4Q8K0B8 18	-197.46
	02/03/2023	Expenditure		Adobe	ADOBE *ACROPRO 4085366000CA Car ADOBE *ACROPRO 4085366000CA Card# *8765	-16.17
	02/07/2023	Expenditure		Bill.com (QB Online Bill Pay)	Verification transaction	-0.05
	02/10/2023	Expenditure		eFax	J2 EFAX SERVICE 323-817-3205CA J2 EFAX SERVICE 323-817-3205CA Card# *8765	-18.99
	02/13/2023	Expenditure		Online Job Ads	ONLINE JOB ADS I AustinTX Card# ONLINE JOB ADS I AustinTX Card# *8765	-129.48
	02/13/2023	Expenditure		Adobe	ADOBE *ACROPRO 4085366000CA Car ADOBE *ACROPRO 4085366000CA Card# *8765	-16.17
	02/13/2023	Expenditure		Microsoft	MSFT * E0300M73V MSBILL.INFOWA C MSFT * E0300M73V MSBILL.INFOWA Card# *8765	-26.71
	02/17/2023	Expenditure		Adobe	ADOBE *800-833- 800-833-6687CA ADOBE *800-833- 800-833-6687CA Card# *8765	-73.33
	02/17/2023	Expenditure		Adobe	ADOBE *ACROPRO 4085366000CA Car ADOBE *ACROPRO 4085366000CA Card# *8765	-51.77
	02/22/2023	Expenditure		Verizon Wireless	ACH VERIZON WIRELESS PAYMENTS ACH VERIZON WIRELESS PAYMENTS CCD 034243244300001 6223	-334.94
	02/23/2023	Expenditure		Adobe	ADOBE *ACROPRO 4085366000CA Car ADOBE *ACROPRO 4085366000CA Card# *8765	-16.17
	02/24/2023	Expenditure		WA Dept of Labor & Industries	Right To Know invoice	-47.50
	02/28/2023	Expenditure		Gusto		-365.79
						-\$ 1,928.28
Total for 1000 Banner Bank x4353 - PUBLIC Checking						
1001 Banner Bank x4695 - PRIVATE Checking						
	02/01/2023	Expenditure		Banner Bank	Paper statement fee	-3.00
						-\$ 3.00
Total for 1001 Banner Bank x4695 - PRIVATE Checking						
						Total -\$ 1,931.28

Coversheet

Addressing Recent Grievances & Concerns shared with the Board

Section: VI. Other Business
Item: A. Addressing Recent Grievances & Concerns shared with the Board
Purpose: Discuss
Submitted by: Laylah Sullivan
Related Material: Supervision and safety report.pdf

BACKGROUND:

PCM is committed to transparency and partnering with families to create a unified front of support for students. Montessori itself is a curriculum which PCM uses at its core for K-6th programming. Place-based programming becomes more prevalent as students near the Adolescent Community Program (and while we are in our first 3 years of operation this will also prevail in the the Older Elementary classroom).

In effort to clarify core curriculum and supplemental curriculum and how choices are made around curriculum, PCM management is working to create PCM version of WSDA Policy and Procedure 2020 - Course Design, Selection and Adoption of Instructional Materials. This is a national discussion amongst Public Montessori programs.

RECOMMENDATION:

This is a rather big work and require and extension for management to draft and consult with legal council.

Current stop gaps to share supplemental materials and media with families is in place. Families are also welcomed to set up an appointment with Jill Stansbury to review our core curriculum through the [Montessori Curriculum to Standards Alignment](#).

Pullman Community Montessori School (PCM's) Safety Drill and Procedures Update

In response to safety concerns raised at the board meeting on Feb 28, 2023, the board and school's administrative team are providing an update on PCM's safety protocols. The Board of Directors and school staff hold student safety and well-being as a top priority.

Status of mandated safety drills

Charter public schools in Washington state are required to conduct several safety drills through the school year. Below is a table of the required drills, what PCM has conducted, and the schedule for the rest of the year.

Schoolwide Safety Drills	Date Conducted/Scheduled
Lockdown	1/20/2023
Shelter-in-Place	1/20/2023
Fire Drill	1/20/2023
Shelter-in-Place	3/06/2023
Lockdown	planned 3/2023
Shelter-in-Place	planned 3/2023
Fire Drill	planned 3/2023
Earthquake Drill	planned 4/2023
Fire Drill	planned 4/2023
Fire Drill	planned 5/2023
Lockdown	planned 6/2023

*state-required drills that must be documented: 3 lockdown, 1 shelter-in-place, 3 fire drills, 1 other safety-related drill.

Protocols for supervision of students

At PCM, all staff are trained in our safety policies, all staff are OSPI background checked, and all volunteers are approved through the WATCH system and may be required to obtain OSPI background checks depending on their role as a volunteer. Below is information about student supervision in various settings at the school.

Scenario	Protocol	Follow-Up
Students unattended in classroom	While there have been rare instances where this has occurred, this is not a practice used at PCM.	If for some reason this does occur, data is collected, action is taken with the individual to ensure there is not a repeat, there is a follow up with the student, sometimes there is a full staff reminder of protocol if appropriate.
Students traveling in hallway alone	Students in OLDER Elementary, who have demonstrated responsibility and accountability are able to walk in the hallway to a specific destination after there has been a	There are cameras in the hallway. The privilege is removed if a student demonstrates they can't handle the responsibility.

	communication with an adult on both ends. There are cameras in the hallway to monitor student safety.	
Students under supervision of volunteers	Occurs in a classroom setting (e.g. reading volunteer)	A student is only left with a volunteer if the volunteer has been trained and is deemed prepared by PCM staff and has an OSPI background check. If they have just a WATCH check, volunteers aren't left alone with students. Volunteers are required to sign in and out at the office before beginning support. Reading volunteers on the second floor may read in the hallway as there are cameras in the hallway, and volunteers are in line of sight of the PCM office.
Students that have exited classroom without permission (elopement)	This occurs occasionally with students that are working on self-regulation and communication skills. The PCM staff has extensive training and systems in place to support these students.	Follow-up occurs with students' family, staff, and law enforcement and other service providers, as necessary
Student under supervision of an adult without background check	This is not a practice used at PCM. Students are supervised by adults with OSPI background checks. Our volunteers have either a WATCH or OSPI background check (the latter are the only ones that could potentially supervise students for a short amount of time without a PCM staff member in the room).	

Continuous Improvement and Next Steps

As safety is a major concern, and in the spirit of continuous improvement, three recommendations and next steps have been identified to improve communication about safety procedures.

- Head of School updates the board during the June board meeting regarding completion of mandatory safety drills. The Head of School shares documentation that the school has caught up on all safety drills and is in compliance.
- Head of School updates the board on training of the safety protocols with all substitute teachers. Training is documented.
- Head of School updates the board on any suggestions for improvement made by Officer Patrick, school liaison officer.