



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

Pullman Community Montessori

Board Meeting--Working Session

Board Work Session

Date and Time

Tue Mar 14, 2023 at 5:15 PM PDT

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.

Agenda

	Purpose	Presenter	Time
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I.	Opening Items		5:15 PM
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A.	Record Attendance	John Cassleman	1 m
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B.	Call the Meeting to Order	John Cassleman	1 m
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II.	Working Meeting Item		5:17 PM
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A.	Growth Scenarios	Vote	Laylah Sullivan	20 m
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B.	Norms Review & Perception Discussion	Discuss	John Cassleman	45 m
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	Purpose	Presenter	Time
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The PCM Chair will set up this portion of the meeting by leading a review of our [Group Norms](#) and norms for discussions.

To prepare for the discussion, please work in advance of the board meeting to create a statement outlining the “State of PCM” as you perceive it. We will share these in order to provide direction for our conversation. Try to keep it to 5 minutes or less.

This will lead us into our process and procedure discussion.

The most relevant policies in need of review are [PCM's Grievance and Conflict Resolution Policy & Procedure](#) and the ones in this folder: [1,000's - Board of Trustees](#)

C.	LESC update: Part 1	FYI	Beverley Wolff	10 m
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III.	Closing Items			6:32 PM
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A.	Adjourn Meeting	Vote	John Cassleman	1 m
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Coversheet

Growth Scenarios

Section: II. Working Meeting Item
Item: A. Growth Scenarios
Purpose: Vote
Submitted by: Laylah Sullivan

BACKGROUND:

The HOS presented budget scenarios during the February 28th meeting. These scenarios were based on conservative enrollment projections. Additionally, the HOS reviewed the examination of other growth configurations for PCM. Upon completion of the presentation the HOS recommend a plan for the 2022-23 year and a path to financial sustainability in year 5.

This LOOM presentation can be viewed as a refresher:
<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

RECOMMENDATION:

Proposed Motion: I motion the PCM Board of Trustees adopt the Year 3 adapted projected plan as presented.

As a part of this motion I suggest the board of trustees give John and Laylah the authority to work on behalf of the PCM Board of Trustees to request and execute this plan with PCM's authorizing agency, the Washington State Charter Schools Commission and WA Charters.

Coversheet

LESC update: Part 1

Section:	II. Working Meeting Item
Item:	C. LESC update: Part 1
Purpose:	FYI
Submitted by:	
Related Material:	LSEC Report.docx

Student academic growth

- staff do a deep dive into MAP scores every trimester.
- A summary of the data will be presented to the board shortly afterwards.
- Next presentation will be at March 28th board meeting.
- Other indicators to share will be growth in social-emotional learning
- Story to tell- successful academic growth of KG this year.
- Full inclusion model- source of pride.

Staff retention and support

- biweekly coaching sessions with feedback from Jill, Montessori coach
- Planning for a mid-and end of year evaluation using Montessori playbook from National Center for Montessori in the public sector

Enrollment goals

- Needs to be highest priority, especially for prospective KG students.
- Marketing- needs to go out as soon as possible.
- Strategic plan needs to be communicated by HOS to board at each board meeting- # of applications, plan if target (either monthly or cumulative not met) e.g. increase marketing, google ad campaign, additional events, etc.

Gathering data

Need to gather data to get a clear picture of the state of the school:

- HOS share data from fall and winter panorama surveys.
- Satisfaction surveys go out to families early next week, after parent-teacher conferences.
- Family intent to return surveys- end of March
- End of March- staff intent to return survey
- Volunteer feedback survey- end of March
- HOS self evaluation:
 - to HOS early April, due end of April
 - HOS evaluation- out to staff and stakeholders early May, due back by end of May
 - Encourage up front feedback to be thoughtful and evidence based. Spend time on areas where your contribution will provide the most useful feedback. Make sure there is a 'not observed' option.

Any other business?

- Bev will get feedback from Laylah on proposed timeline, and adjust if necessary.
- Bev will send immediate recommendations regarding enrollment to Laylah, as Laylah had to leave the meeting right about ten minutes before the meeting ended.

Immediate Priorities

- staying on top of applications, and knowing where we are every day e.g. total applications received so far
- paying particular attention to KG applications.
 - We have a KG success story to share - let's share it!
 - We still have 17 seats to fill (19 applications, plus 4 siblings = 23 total, goal is 40. With aim of getting 40% more applications than spaces to fill to count for no shows and attrition, we need about 24 more KG applications)
 - Marketing via our local preschools
- Prioritize getting the marketing out ASAP. The first big push of marketing needs to happen before the lottery, to build excitement and anticipation. How can we support you in getting the marketing out ASAP?
- End of March enrollment goal is 35. Looks like we currently have 29, so to stay on target we need an additional 6 applications by the end of March to stay on target.