



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

Pullman Community Montessori

Board Meeting--Working Session

Board Work Session

Date and Time

Wed Jun 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	Beverley Wolff	1 m
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B.	Call the Meeting to Order	Beverley Wolff	1 m
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II.	Working Meeting Item		5:17 PM
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A.	Trustee Recruitment Plan	Discuss	Beverley Wolff	30 m
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Trustees will discuss a plan, set goals, and build a timeline for Board recruitment prior to the July 25 board meeting.

	Purpose	Presenter	Time
B. Annual Calendar Review	Vote	Beverley Wolff	5 m
Trustees will review and consider the proposed 2023-24 School Year Annual Calendar.			
C. Policy & Procedure Adoption	Vote	Beverley Wolff	5 m
D. Proposed Summer Use of Facility	Vote	Laylah Sullivan	15 m
E. Board Processes Tracker Discussion	Discuss	Beverley Wolff	10 m
III. Closing Items			6:22 PM
A. Adjourn Meeting	Vote	Beverley Wolff	1 m

Coversheet

Annual Calendar Review

Section: II. Working Meeting Item
Item: B. Annual Calendar Review
Purpose: Vote
Submitted by: Laylah Sullivan
Related Material: PCM 2023-24 Annual Calendar (PROPOSED-2) (1).pdf

BACKGROUND:

The PCM Board of Trustees will review and consider the proposed 2023-24 school year annual calendar. The calendar was derived by

1. honoring our commitment to families to match the PSD schedule as closely as possible given our trimester schedule,
2. incorporating family and staff feedback specifically about changing the last day of the week before winter break to a 1/2 day.
3. incorporating general staff feedback.

RECOMMENDATION:

Proposed Motion: I motion that the PCM Board of Trustees adopt the proposed 2023-24 annual calendar as presented.

Pullman Community Montessori 2023-24 School Calendar

-- PROPOSED --

July 2023							1	August 2023							2	September 2023							3
S	M	T	W	Th	F	Sa		S	M	T	W	Th	F	Sa		S	M	T	W	Th	F	Sa	
						1				1	2	3	4	5								1	2
2	3	4	5	6	7	8		6	7	8	9	10	11	12		3	4	5	6	7	8	9	
9	10	11	12	13	14	15		13	14	15	16	17	18	19		10	11	12	13	14	15	16	
16	17	18	19	20	21	22		20	21	22	23	24	25	26		17	18	19	20	21	22	23	
23	24	25	26	27	28	29		27	28	29	30	31				24	18	26	27	28	29	30	
30	31																						
October 2023							4	November 2023							5	December 2023							6
S	M	T	W	Th	F	Sa		3	M	T	W	Th	F	Sa		S	M	T	W	Th	F	Sa	
											1	2	3	4							1	2	
1	2	3	4	5	6	7		5	6	7	8	9	10	11		3	4	5	6	7	8	9	
8	9	10	11	12	13	14		12	13	14	15	16	17	18		10	11	12	13	14	15	16	
15	16	17	18	19	20	21		19	20	21	22	23	24	25		17	18	19	20	21	22	23	
22	23	24	25	26	27	28		26	27	28	29	30				24	25	26	27	28	29	30	
29	30	31														31							
January 2024							7	February 2024							8	March 2024							9
S	M	T	W	Th	F	Sa		S	M	T	W	Th	F	Sa		S	M	T	W	Th	F	Sa	
	1	2	3	4	5	6						1	2	3							1	2	
7	8	9	10	11	12	13		4	5	6	7	8	9	10		3	4	5	6	7	8	9	
14	15	16	17	18	19	20		11	12	13	14	15	16	17		10	11	12	13	14	15	16	
21	22	23	24	25	26	27		18	19	20	21	22	23	24		17	18	19	20	21	22	23	
28	29	30	31					25	26	27	28	29				24	25	26	27	28	29	30	
																31							
April 2024							10	May 2024							11	June 2024							12
S	M	T	W	Th	F	Sa		S	M	T	W	Th	F	Sa		S	M	T	W	Th	F	Sa	
	1	2	3	4	5	6					1	2	3	4								1	
7	8	9	10	11	12	13		5	6	7	8	9	10	11		2	3	4	5	6	7	8	
14	15	16	17	18	19	20		12	13	14	15	16	17	18		9	10	11	12	13	14	15	
21	22	23	24	25	26	27		19	20	21	22	23	24	25		16	17	18	19	20	21	22	
28	29	30						26	27	28	29	30	31			23	24	25	26	27	28	29	
																30							

August 8: NEW Staff Start (returning staff start August 10)

August 24-25: 1st-7th Strong Start Program (8:30-11:30 AM)

August 30: FIRST DAY OF SCHOOL 1st-7th & Dr. Montessori's Birthday

August 30-September 1: Kindergarten Orientation (individual day/time TBA)

September 4: Labor Day (no school)

September 5: First day of Kindergarten (1/2 day)

September 11: Back To School Night

September 21: International Peace Day

October 9: Indigenous People's Day (no school)

October 31: Mystery History Celebration

November 1: No School, (data dive & forward planning - staff PD day)

November 8: Student-led Family Classroom Visits & AC Exhibition of Work

November 10: Veteran's Day (no school)

November 13: END of Trimester 1

November 15-17: Family-Teacher Conferences (1/2 days starting at 12:20 PM)

November 20-24: Fall Break

December 1: Community Sing

December 25-January 5: Winter Break

January 15: Dr. Martin Luther King, Jr. Day (no school)

January 18: Cultural Fair

February 14: Day of Service

February 19: President's Day (no school)

February 21: No School, (data dive & forward planning - staff PD day)

February 28: Student-led Family Classroom Visits & AC Exhibition of Work

March 4: END of Trimester 2

March 6-8: Family-Teacher Conferences (1/2 days starting at 12:20 PM)

April 8-12: Spring Break

May 27: Memorial Day (no school)

May 29 - 31: Outdoor Science School

June 5: Student-led Family Classroom Visits & AC Exhibition of Work

June 14: Last Day of School (Clean it up - Pack it up school BBQ)

June 17 & 18: Make up weather days, if needed (Staff Classroom Closing Days)

June 19: Juneteenth

June 20: Final grades published

MAP testing window

SBAC Testing Window

Coversheet

Policy & Procedure Adoption

Section:	II. Working Meeting Item
Item:	C. Policy & Procedure Adoption
Purpose:	Vote
Submitted by:	Laylah Sullivan
Related Material:	4260 - Use of School Facilities.docx 4260P - Use of School Facilities Procedure.docx

BACKGROUND:

The PCM Trustees will review and consider the adoption of WSSDA model policy and procedure 4260 (Use of School Facilities).

Adoption of this policy and procedure ensures compliance with charter contract requirements.

RECOMMENDATION:

Proposed Motion: I motion that the PCM Board of Trustees adopt policy 4260 and procedure 4260 as presented.



POLICY #4260

Use of School Facilities

Adopted – x

Last Revised – PCM: 6/2023, WSSDA: 2/2014

Prior Revised Dates – WSSDA: 8/2009, 12/2011, 6/2013, 07/2013

The Pullman Community Montessori Board of Trustees believes that public schools are owned and operated by and for the community. The public is encouraged to use school facilities, but will be expected to reimburse the district for such use to ensure that funds intended for education are not used for other purposes. On recommendation of the superintendent, the board will set the rental rates schedule.

The superintendent is authorized to establish procedures for use of school facilities, including rental rates, supervisory requirements, restrictions, and security. Those using school facilities will maintain insurance for accident and liability covering persons using the district's facilities under the sponsorship of the organization.

The district does not discriminate based on race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability and provides equal access to Boy Scouts of America and other designated youth groups.

Community athletics programs that use district facilities will not discriminate against any person on the basis of sex in the operation, conduct, or administration of their programs. The district will provide copies of the district's nondiscrimination policy to all third parties using district facilities.

For rental rate purposes, organizations seeking the use of school facilities have been divided into three categories:

School or Child-Related Groups or Other Government Agencies

School or Child-related Groups or Other Government Agencies include those organizations whose main purpose is to promote the welfare of students, or to provide members of the community access to government programs or opportunities for civic participation. Examples are: Scouts, Campfire, PTA, 4-H, city or county sponsored recreation groups, polling places, political caucuses and governmental groups. The district will provide official recruiting representatives of the state and United States military forces, Job Corps, Peace Corps and AmeriCorps with access to school facilities (including number of days and type of presentation space) equal to and no less than the access provided to other post-secondary occupational or educational representatives.



When facilities are used outside of regular school hours, or when the district incurs extra utility, cleaning or supervision costs, a fee, established by the superintendent, will be charged to recoup those costs. Additionally, youth organizations engaged in sports activities and using school facilities must provide a statement of compliance with the policies for the management of concussion and head injury in youth sports as required by RCW 28A.600.

Nonprofit Groups

Nonprofit groups and organizations may use school facilities for lectures, promotional activities, rallies, entertainment, college courses, or other activities for which public halls or commercial facilities generally are rented or owned. The district may charge a rental rate in excess of costs incurred. Excess charges may be waived when a service club or other nonprofit group is raising funds for charitable purposes.

Professional fund raisers representing charities must provide evidence that they are registered and bonded by the state of Washington. Such fund-raisers must provide evidence that the charity will receive at least sixty (60) percent of the gross revenues received from the public prior to approval to use the facilities.

Similar treatment may be granted public universities and colleges when offering college courses within the community or when any university/college is offering a course for staff at the request of the district. Nonprofit groups of the kind that in most communities have their own facilities (churches, lodges, veterans groups, granges, etc.) who wish to use district facilities on a regular, but temporary, basis may do so under this rental rate.

Commercial Enterprises

Commercial Enterprises include profit-making organizations and business-related enterprises. While the district would prefer these organizations use commercial or private facilities, facilities may be rented for non-regular use at the prevailing rate charged by commercial facilities in the area.

District-sponsored activities, including curricular and co-curricular functions, retain first priority in use of facilities. Authorization for use of school facilities will not be considered as endorsement or approval of the activity, group or organization.

Legal References

RCW 28A.230.180 Access to campus and student information directories by official recruiting representatives — Informing students of educational and career opportunities.

RCW 4.24.660 Liability of school districts under contracts with youth programs

RCW 28A.320.510 Night schools, summer schools, meetings, use of facilities for

RCW 28A.335.150 Permitting use and rental of playgrounds, athletic fields, or athletic facilities

RCW 28A.335.155 Use of buildings for youth programs — Limited immunity

20 USC Sec. 7905 Boys Scout of America Equal Access Act



PULLMAN PUBLIC COMMUNITY FREE MONTESSORI K-9

- 83 34 CFR Sec. 108.6 Equal Access to Public School Facilities For The Boy Scouts of America and Other
- 84 Designated Youth Groups
- 85 AGO 1973 No. 26, Initiative No. 276 - School districts — Use of school facilities for presentation of
- 86 programs — Legislature — Elections
- 87
- 88 **Management Resources**
- 89 2014 - February Issue
- 90 2013 - July Issue
- 91 2013 - June Issue
- 92 2011 - December Issue
- 93 2009 - August Issue

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PROCEDURE FOR POLICY #4260

Use of Facilities

Adopted – x

Last Revised – PCM: 6/2023, WSSDA: 12/2011

Prior Revised Dates – WSSDA: 6/1999, 8/2009

Application for use of school facilities will be made to the facilities coordinator.

Professional fund raisers representing charities must provide evidence that the fund raiser:

- A. Is recognized by the Philanthropic Division of the Better Business Bureau;
- B. Is registered and bonded by the state of Washington; and
- C. Will give the charity at least sixty (60) percent of the gross revenues.

The superintendent will develop and recommend to the board a fee schedule applicable for use of school facilities. The fee schedule will be evaluated on a biennial basis.

Sponsoring organizations will provide sufficient, competent adult and/or special supervision, and the amount of adequate supervision will be agreed upon at the time the authorization is issued.

Alcoholic beverages and illegal drugs will not be permitted in school facilities or on school property at any time. Tobacco use is prohibited in school facilities and on school property. All applicants for use of school facilities will hold the district free and without harm from any loss or damage, liability or expense that may arise during or be caused in any way by such use or occupancy of school facilities. Also, in the event that property loss or damage is incurred during such use or occupancy, the amount of damage will be decided by the superintendent and approved by the board and a bill for damages will be presented to the group using or occupying the facilities during the time the loss or damage was sustained.

All applicants for use of school facilities will maintain accident and liability insurance for persons using district facilities under the applicant's sponsorship in an amount not less than \$50,000 due to bodily injury or death of one person or at least \$100,000 due to bodily injury or death of two or more persons in any incident. If use of the district's facilities is to be ongoing, the applicant will provide evidence to the district once every thirty days that the insurance remains in effect.

Additionally, youth organizations engaged in sports activities and using school facilities must submit a signed statement of compliance with the policies, described in RCW 28A.600 for the management of concussion and head injury in youth sports.

The superintendent possesses the authority to make the decision on use of school facilities by a group. The group may appeal such decision to the board.



43

44 A custodian or other authorized staff member must be on the premises when any nonschool group is
45 using school facilities.

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Coversheet

Proposed Summer Use of Facility

Section: II. Working Meeting Item
Item: D. Proposed Summer Use of Facility
Purpose: Vote
Submitted by: Laylah Sullivan
Related Material: LEADERS Summer Academy Proposal.pdf

BACKGROUND:

The PCM Trustees will examine the [PROPOSAL](#) for a group to operate a 1/2 day, 4-day/week summer program out of three classroom spaces over the summer.

RECOMMENDATION:

Proposed Motion: I motion that the PCM Board of Trustees approve the Head of School to oversee the agreement for the use of PCM room 205, shared space, and room 207 this summer for the proposed activities outlined by the LEADERS Summer Academy group contingent on Commission agreement and garnering of appropriate insurance compliant with LEA requirements.

LEADERS Summer Academy

(uses the PCM – nonLEA activity operational pathway)

Nutshell Purpose: The goal is to provide a safe environment for students that inspires social confidence, promotes creativity and encourages academic development. We will accomplish this through group and individual based learning, diverse enrichment experiences, and relationship building opportunities. The program will offer a variety of activities including a time for snack, indoor/outdoor science exploration, games, art, and various enrichment projects and activities.

Operating Entity: PCM private nonprofit

Program Manager: Timothy Green LEADERSSummerAcademy23@gmail.com

Program Staff: Demond Roberts, Katie Kendrick

PCM point of contact (for Program Manager): Laylah Sullivan

****All employment agreements will be a separate agreement from their agreement with PCM regular school operations. These contracts will be retained in a separate folder from PCM LEA employee contracts. Payment for services will be from the private PCM account. Bookkeeping/Accounting services for this will be provided by Joule Growth Partners and the cost for these services will be billed separate from LEA related PCM services and will be paid from the private PCM account.****

Duration of Program: July 3 – July 27, M-Th only, 8:00 AM to 12:00 PM

Money management: Program costs will be invoiced August 25 for the service period (July and will be collected by the Program Manager using checks made to PCM – LEADERS Summer Academy or a SQUARE linked to the PCM private checking account. All program materials costs will be covered by this private checking account only. LEADERS Summer Academy staff costs will be covered by these private checking accounts as well.

Separation of Operations and Moneys: All efforts will be made to clearly separate the activities of the PCM nonLEA operations from the PCM LEA operations. Separate bank accounts have been established and will be used appropriately, separate employment agreements will be used (see note above), private moneys from the private PCM account will be used to pay program staff and cover any other expenses, and bookkeeping/accounting services will be paid for separately.

Family Handbook:

https://docs.google.com/document/d/1F0afcHNuCO-RlfzU_CrTUKAnCQhv6DeJ_CL9lgOMJ0c/edit?usp=sharing

Coversheet

Board Processes Tracker Discussion

Section: II. Working Meeting Item
Item: E. Board Processes Tracker Discussion
Purpose: Discuss
Submitted by: Laylah Sullivan

BACKGROUND:

The PCM Board of Trustees will review and engage in conversation around the Board Processes Tracker that has been drafted.

RECOMMENDATION:

There is no recommended motion. A consensus around use of the tracker and current practice's outlined is encouraged.