



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

Pullman Community Montessori

PCM Regular Board Meeting

Date and Time

Wed May 24, 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

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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	Purpose	Presenter	Time
A. Record Attendance		Beverley Wolff	1 m
B. Call the Meeting to Order		Beverley Wolff	1 m
C. Approve Meeting Minutes	Approve Minutes	Beverley Wolff	1 m
Please come with amendments ready to put in the chat.			
Approve minutes for PCM Regular Board Meeting on March 28, 2023			
D. Approve Meeting Minutes	Approve Minutes	Beverley Wolff	1 m
Please come with amendments ready to put in the chat.			
Approve minutes for Board Meeting--Working Session on April 11, 2023			
E. Approve Meeting Minutes	Approve Minutes	Beverley Wolff	1 m
Approve minutes for PCM Regular Board Meeting on April 25, 2023			
F. Approve Meeting Minutes	Approve Minutes	Beverley Wolff	1 m
Approve minutes for Board Meeting--Working Session on May 9, 2023			
G. Board Seat Adjustment	Vote	Beverley Wolff	5 m
Board seat and composition adjustments will be announced and confirmed: Beverley Wolff, PCM's Board Vice Chair, is serving as PCM's interim Board Chair as of 5/7/2023. Kim Torres, is serving as PCM's Board Treasurer as of 5/9/2023. Aubree Guyton remains as PCM's Board Treasurer. A letter from the board is attached that more thoroughly describes the changes.			

II. Public Comment**5:26 PM**

A. Making Public Comments	FYI	Beverley Wolff	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. • Public comment should be shared with the board in writing in advance of the board meeting for us to better address your consideration. 			

	Purpose	Presenter	Time
	<ul style="list-style-type: none"> • 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. Trustee Candidate Interviews			5:41 PM
A. Prospective Trustee Interview(s)	Vote	Beverley Wolff	60 m
The PCM Board of Trustees will engage in Trustee candidate interviews. Candidates include Dorrie Main who serves on PCM's founding board, and Heather Hamilton.			
IV. LEADERS Team Update & Compliance Check-in			6:41 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. April - May HOS Update	FYI	Laylah Sullivan	15 m
To help provide you questions for consideration remember to peruse your Governing for Greatness book.			
Please review the board dashboard https://mypcm21.box.com/s/ofel0eav2xl8cpb2t9v3beozz1x5q0p1			
B. Academic Update (Preview - full next month)	FYI	Laylah Sullivan	10 m
The HOS will provide a brief snapshot of growth on spring assessments.			
C. DEI & Antiracism Commitment Update	FYI	Laylah Sullivan	2 m
The next LJIST - LaTysa Flowers board training is being adjust to August to ensure that all board members can participate.			

	Purpose	Presenter	Time
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V. Board Goals, Committee & Council Updates			7:08 PM
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A. SCC (Support & Coordination Council) Report	FYI	Elise Albano	2 m
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B. Individual Board Member Reports	FYI	All Trustees	6 m
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Each trustee will briefly present on their progress towards individual goals and tasks. Additionally, trustees may report observations, feedback, or questions gathered since last meeting.

C. LSEC (Leadership Support & Evaluation Committee) Report	FYI	Bev Wolff	10 m
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Progress update

D. DC (Development Committee) Report	FYI	NA	
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No progress to report

E. GC (Governance Committee) Report	FYI	NA	
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This Committee is not currently active.

F. EEC (Educational Excellence Committee) Report	FYI	NA	
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This Committee is not currently active.

G. FC (Finance Committee) Report	Vote	Aubree Guyton	5 m
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To inform your questioning remember your resources:

[50+ Smart Questions to Ask About Your Schools Finances](#)

[Board<>Staff Financial Contract](#)

VI. Other Business			
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VII. Closing Items			7:31 PM
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A. Adjourn Meeting	Vote	Beverley Wolff	1 m
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Grounding Docs: [Board Norms-We are LEADERS too-Structure and Responsibilities Overview](#), [PCM Logic Model](#), [EEMPS Rubric](#), [School-Wide Reflective Practice Inventory](#), [Bylaws](#)

Resources: Key Resources BOX Folder, [OPMA Resources](#), [App Board Commitments & Background](#), [Committee Descriptions](#), [Org Charts](#), [Board Member Application Full Packet](#), [Prospective Board Member Questionnaire](#)

Coversheet

Approve Meeting Minutes

Section:	I. Opening Items
Item:	C. Approve Meeting Minutes
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for PCM Regular Board Meeting on March 28, 2023

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PULLMAN **PUBLIC**
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MONTESORI **K-9**

Pullman Community Montessori

Minutes

PCM Regular Board Meeting

Date and Time

Tue Mar 28, 2023 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. 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!

Trustees Present

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

Trustees Absent

None

Ex Officio Members Present

L. Sullivan

Non Voting Members Present

L. Sullivan

Guests Present

D. Porter, DJ White, Dorrie Main, E. Klein (remote), Elise Albano, Italiana Hughes (remote), Jill Stansbury (remote), Katherine Jackson, Katherine Jackson (remote), Katie (remote), LAM (remote), Nathan Porter, Sherry Locke (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

B. Wolff called a meeting of the board of trustees of Pullman Community Montessori to order on Tuesday Mar 28, 2023 at 5:17 PM.

C. Approve Meeting Minutes from 2-28-23 Board Meeting

B. Wolff made a motion to approve the minutes from PCM Board Meeting on 02-28-23.

A. Rahmani seconded the motion.

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

D. Approve Meeting Minutes from 3-14-23 Working Board Meeting

B. Wolff made a motion to approve the minutes from Board Meeting--Working Session on 03-14-23.

A. Rahmani seconded the motion.

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

E. Community Building

F.

DEI and Anti-racism Commitment - Reminder

II. Public Comment

A. Making Public Comments

Nathaniel Porter

III. LEADER Team Update & Compliance Check-in

A. March HOS Update

J. Cassleman made a motion to move posting/publishing recorded board meetings to New Business.

A. Guyton seconded the motion.

New Item

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

B. Educational Excellence Update

- note that focus will be on recruiting members to create a formal educational excellence committee (EEC).

IV. Board Goals, Committee & Council Updates

A. SCC (Support and Coordination Council) - Report

SCC members provided an update on SCC work.

B. Individual Board Member Report

Reports moved to the next working meeting.

C. LSEC (Leadership Evaluation & Support Committee)

D. DC (Development Committee)

E. GC (Governance Committee)

F. FC (Finance Committee)

A. Guyton made a motion to approve the February financials as recommended by the FC. Finance Committee (FC) on 03-21-23.

A. Rahmani seconded the motion.

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

V. Other Business

A. Addressing Recent Grievances & Concerns shared with the Board

The chair and vice-chair reviewed what the policy and procedure is for PCM.

The students supervision and safety grievance was addressed and a summary report was provided by the vice-chair.

B. Updates and Discussion on PCM's Grievance and Complaint Process

C. Adaptation of Policy and Procedure 2020 - Postpone

VI. New Business

A. Posting of recorded board meetings.

J. Cassleman made a motion to publish recordings of board meetings to public portal.

A. Guyton seconded the motion.

The board discussed whether they was consensus to publicly post recorded board meetings.

Consensus could not be met.

A suggestion was put forward for members to consider public posting of regular board meetings and not working meetings.

This topic will be revisited at the next regular board meeting.

The motion did not carry.

Roll Call

B. Wolff	Aye
J. Cassleman	Aye
K. Torres	Abstain
A. Rahmani	No
A. Guyton	Abstain

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 7:39 PM.

Respectfully Submitted,

B. Wolff

Documents used during the meeting

- PCM Board Dashboard 3-1-2023.xlsx
- 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
- Supervision and safety report.pdf

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:	D. Approve Meeting Minutes
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Board Meeting--Working Session on April 11, 2023

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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 Apr 11, 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. Rahmani, B. Wolff, J. Cassleman, K. Torres (remote)

Trustees Absent

A. Guyton

Trustees who arrived after the meeting opened

B. Wolff

Ex Officio Members Present

L. Sullivan

Non Voting Members Present

L. Sullivan

Guests Present

DJ White, Demond Roberts, Emily Klein, Katherine Jackson, Katie Kendrick

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 Apr 11, 2023 at 5:15 PM.

B. Wolff arrived at 5:17 PM.

II. Teacher LEADERS Update

A. YE 207 Update

Katie Kendrick shared an update about the YE 207 classroom.

III. Working Meeting Item

A. DEI Session - Centering Relationships for Systems Change

LaTysa Flowers introduced herself then board members introduced themselves. The following discussion engaged the board in the LGIST module followed by discussion facilitated by LaTysa.

IV. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:55 PM.

Respectfully Submitted,
J. Cassleman

Coversheet

Approve Meeting Minutes

Section:	I. Opening Items
Item:	E. Approve Meeting Minutes
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for PCM Regular Board Meeting on April 25, 2023

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PULLMAN **PUBLIC**
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Pullman Community Montessori

Minutes

PCM Regular Board Meeting

Date and Time

Tue Apr 25, 2023 at 5:15 PM

Location

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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!

Trustees Present

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

Trustees Absent

A. Rahmani

Ex Officio Members Present

L. Sullivan

Non Voting Members Present

L. Sullivan

Guests Present

D. Porter, DJ White, Demond Roberts, Emily K (remote), Emma Kelley (child), Greg Kelley, Holly Kelley, Jordan Bovee (remote), Katie (remote), LAM (Laura McCormick) (remote), Livy Kelley (child), Marco (remote), Timothy G (remote), Younger sibling - Kelley, katherine jackson, katherine jackson (remote), nathan porter (remote), sherry Locke (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 Apr 25, 2023 at 5:18 PM.

C. Approve Meeting Minutes from 3-28-23 Board Meeting

minute link was broken - unable to vote on them

D. Approve Meeting Minutes from 4-11-23 Working Board Meeting

minute link was broken - unable to vote on them

E. Community Building

Trustees engaged in activity, responding to prompts "if you really knew me"

F. DEI and Anti-racism Commitment

HOS reviewed progress on the Comprehensive Equity Plan.

II. Public Comment

A. Making Public Comments

Greg Kelley

Holly Kelley

Nathan Porter

Katherine Jackson

Laura McCormick (LAM)

III. LEADER Team Update & Compliance Check-in

A. March HOS Update

Reviewed board dashboard and shared modified age groupings for the 2023-34 SY - 2 Kinders; 2 YE (1&2); 1 OE (3,4&5) , Ad (6&7)

IV. Board Goals, Committee & Council Updates

A. SCC (Support and Coordination Council) - Report

1. teacher appreciation event 5/2/23
2. may 19 - family game night w/ new families
3. April trivia night was canceled due to lack of prep time
4. reserved parade spot for Lentil Festival
5. tentative plan for back to school picnic 9/9/2023

B. Individual Board Member Report

John - emailed updated recruitment plan for board and committee member recruitment - no response yet. John, Aubree, Ayad terms are up in June.

Bev - LSEC - annual review - sent out eval tool from NCMPS to Laylah with 4/30 deadline, supporting with community event, observing in all classrooms to get a deeper understanding of the school.

Aubree - visiting PCM for observation 6/6

Kim - catching up with policies, procedures, and minutes; continuing to contribute academic & operations expertise as a Trustee.

C. LSEC (Leadership Evaluation & Support Committee)

D. DC (Development Committee)

E. GC (Governance Committee)

F. FC (Finance Committee)

Action Item: there was a request for clarity arounds dates and asks to cover budget shortfalls.

A. Guyton made a motion to approve the March financial as presented by the FC.

J. Cassleman seconded the motion.

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

V. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:56 PM.

Respectfully Submitted,
J. Cassleman

Documents used during the meeting

- PCM Board Dashboard 4-1-2023.xlsx
- 6. PCM Payroll and AP Certification Mar 2023.pdf
- 6a. PCM Auditing Officer Approval Mar 2023.pdf

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 May 9, 2023

APPROVED



PULLMAN **PUBLIC**
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Pullman Community Montessori

Minutes

Board Meeting--Working Session

Board Work Session

Date and Time

Tue May 9, 2023 at 5:15 PM

Location

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Trustees Present

A. Guyton (remote), B. Wolff, K. Torres (remote)

Trustees Absent

A. Rahmani, J. Cassleman

Ex Officio Members Present

L. Sullivan

Non Voting Members Present

L. Sullivan

Guests Present

D. Porter, DJ White, E. Klein, Elise Albano, Katherine Jackson (remote), Latysa Flowers - Jackson (remote), Marie M (remote), demond roberts (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

B. Wolff called a meeting of the board of trustees of Pullman Community Montessori to order on Tuesday May 9, 2023 at 5:20 PM.

Public Comment by:

Emily Klein

This was an offer put out by the board for all PCM staff members to share their experiences at PCM during Board Meetings.

Emily Klein left at 6:00pm

Elise Albano left at 6:03pm

Demond Roberts left at 6:03pm

DJ White left at 6:03pm

C. Leadership Team Update

II. Working Meeting Item

A. DEI Session - Stopping the Cycle of Oppression

Stopping the Cycle of Oppression - Debrief and Reflective Discussion

>Presented by LaTysa Flowers-Jackson

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 6:52 PM.

Respectfully Submitted,

B. Wolff

Coversheet

Board Seat Adjustment

Section:	I. Opening Items
Item:	G. Board Seat Adjustment
Purpose:	Vote
Submitted by:	
Related Material:	Message from the board.pdf

Message from the PCM Board of Trustees,

Greetings PCM Staff! I'm writing to update you on changes to the PCM Board of Trustees. Mr. John Cassleman has moved out of his role as board Chair as of 5/7/2023. As Vice chair, I, Bev Wolff, am stepping into the role of interim Chair. Ayad Rahmani has moved out of his role as board Secretary as of 5/9/2023. Kim Torres will be assuming the interim secretary role. Interim positions will last until the board votes to update board members' roles in June. On behalf of the whole PCM community, but especially the board, I want to thank John for his excellent leadership during a vital time in the school's history. I also want to thank Dr. Rahmani for his steadfast service and support of PCM. Mr. Cassleman has been with us since before we received our charter or opened our doors. He led the PCM board of trustees through the first two years of the school's operation, no small task in normal times, but definitely a huge task during Covid times, particularly with the disruptions we experienced in the field of education. Dr. Rhamini joined the board two years ago prior to the school opening. We want to thank Mr. Cassleman and Dr. Rhamani for their service and appreciate their continued good wishes for the success of PCM.

I'd also like to take this as an opportunity to help staff, families and community members learn more about charter school boards. Charter school boards go through a predictable progression as the school opens and grows into meeting its mission and vision. This progression moves boards along a trajectory from a founding board with a more 'working' focus to a sustaining board with a strong governance focus. Serving as a governing board member of a public charter school is a big responsibility. This responsibility is held by volunteers who are dedicated to the mission and vision of the school, the Washington Charter school sector, and to serving the communities they reside in. A sustaining board maintains a governance role and supports management to ensure the school is operating as a good steward of public resources by using good financial, operational, and academic practices. While the responsibility is substantial, the professional growth and the impact is huge. Charter boards receive higher than average professional development to cultivate and maintain good governance practices and ensure they have the tools necessary as individual trustees.

This also happens to be the time of year we begin to push for recruitment of new board members. If you are interested in serving as a Trustee on PCM's board, serving on a PCM Committee, or you would like to suggest the role to someone, you can find [more information on our website](#). If you want to chat about board responsibilities, time commitments, etc. in person or via Zoom, I, our Head of School Laylah, or one of the other PCM Trustees would be happy to meet with you. You can also simply email Board@myPCM.org

Trustees

Beverly Wolff (Interim Chair): BeverleyW@myPCM.org

Aubree Guyton (Treasurer): AubreeG@myPCM.org

Kim Torres (Interim Secretary): KimT@myPCM.org

Head of School

Laylah Sullivan (Head of School): LSullivan@myPCM.org

As a reminder, you can reach out to the board, using the board's email address: board@myPCM.org You can also share your [Glows, Grows, and Concerns](#) through our website. Submissions are anonymous. This is a great way to share ideas and make your voice heard.

Sincerely,
Bev Wolff
Interim Chair

Coversheet

FC (Finance Committee) Report

Section: V. Board Goals, Committee & Council Updates
Item: G. FC (Finance Committee) Report
Purpose: Vote
Submitted by: Aubree Guyton
Related Material: 2. PCM Income Statement Apr 2023.pdf
3. PCM Balance Sheet Apr 2023.pdf
6c. PCM AP Register Apr 2023.pdf
5. PCM Statement of Cash Flows Apr 2023.pdf
4. PCM BvA Apr 2023.pdf
6d. PCM Non-AP Register Apr 2023.pdf
6a. PCM Auditing Officer Approval Apr 2023.pdf
6b. PCM Payroll Report Apr 2023.pdf
1. PCM Finance Dashboard Apr 2023.pdf
6. PCM Payroll and AP Certification Apr 2023.pdf

BACKGROUND:

The FC Committee has reviewed the associated financials, asked detailed questions, and has put forth their recommendation that the board of trustees accept the April board financials as presented.

RECOMMENDATION:

Proposed Motion 1: The, Board Treasurer, on behalf of the FC Committee motions that the PCM board of trustees approve the April financials as presented.

Proposed Motion 2: The, Board Treasurer, on behalf of the FC Committee motions the board approve the following payments as audited and certified by the PCM auditing officer, as required by RCW 42.24.080, and those expense reimbursements claims certified, as required by RCW 42.24.090. In addition, payroll payments in the amount of \$68,143.86 are also approved.

General Fund

Accounts Payable

Total electronic payments totaling \$110,052.58 and

Check number 1051 through 1052 totaling \$10,915.54

Non-AP Cash Disbursements

Total electronic payments totaling \$1,344.27 and

Check number N/A through N/A totaling \$0

Payroll

Total electronic payments totaling \$68,143.86 and

Payroll check numbers N/A through N/A totaling \$0

Pullman Community Montessori

Profit and Loss

April 2023

	TOTAL			
	APR 2023	MAR 2023 (PP)	CHANGE	SEP 2022 - APR 2023 (YTD)
Revenue				
3100 Local Donations	1,113.50	25.00	1,088.50	3,186.41
3198 Sales - School Meals	885.00	894.50	-9.50	13,570.20
3201 Interest Income (Public)	0.02	0.02	0.00	0.14
3520 Private Foundations / Grants	44,400.00	4,000.00	40,400.00	104,555.49
4000 General Apportionment	97,188.68	149,659.43	-52,470.75	729,249.47
4021 Special Education - General Apportionment	1,248.29	716.53	531.76	6,629.41
4121 Special Education - State	11,921.87	19,225.42	-7,303.55	89,561.40
4155 Learning Assistance	986.90	986.91	-0.01	7,292.13
4174 Highly Capable	251.38	251.38	0.00	1,857.43
4198 State - School Food Service	36.55	31.40	5.15	135.85
4199 Transportation	3,434.81	3,434.81	0.00	25,379.43
4258 State Miscellaneous Revenue				1,755.10
5101 Title 1				13,147.00
5102 Title 2	2,534.16	2,267.55	266.61	5,490.61
5124 Federal SPED - IDEA	1,510.58	1,337.88	172.70	10,245.80
5198 Federal - School Food Services (NSLP)	2,885.96	2,144.61	741.35	26,155.84
5199 Federal - Misc Grants	12,932.33	13,844.88	-912.55	115,953.46
5200 Federal - CSP	21,810.18	7,825.35	13,984.83	128,263.19
Total Revenue	\$203,140.21	\$206,645.67	\$ -3,505.46	\$1,282,428.36
GROSS PROFIT	\$203,140.21	\$206,645.67	\$ -3,505.46	\$1,282,428.36
Expenditures				
6005 Certificated - Executive Management	7,500.00	7,500.04	-0.04	63,750.11
6106 Classified - Operations Staff	9,546.95	12,532.90	-2,985.95	93,211.99
6110 Classified - Instructional Management	6,500.04	6,500.04	0.00	52,000.32
6190 Classified - Other - Non -Instructional	4,043.33	6,410.80	-2,367.47	43,903.47
6198 Classified - Lunch Staff	2,230.00	3,741.77	-1,511.77	25,206.81
6270 Certificated - Teachers - Regular	19,070.80	19,070.80	0.00	185,713.57
6271 Certificated - Teachers - Substitutes	0.00	0.00	0.00	5,080.95
6275 Certificated - Teachers - SPED	11,519.23	13,439.78	-1,920.55	86,124.22
6278 Certificated - Stipends	1,041.66	1,041.66	0.00	5,270.78
6370 Classified - Teachers - Regular	4,723.06	4,723.06	0.00	44,770.95
6371 Classified - Teachers - Substitutes	3,252.70	4,504.52	-1,251.82	16,508.96
6373 Classified - Aides - Regular	9,728.03	13,253.07	-3,525.04	94,982.67
6378 Classified - Stipends	666.66	666.66	0.00	2,666.64
7051 Social Security/Medicare/FUTA	3,502.02	3,795.93	-293.91	28,732.48
7052 Worker's Compensation Insurance	651.15	821.56	-170.41	5,890.12
7053 State Unemployment	-1,239.57	262.08	-1,501.65	5,163.69
7055 Retirement Contribution - DRS	9,670.69	11,105.96	-1,435.27	87,530.40
7056 Health Insurance - SEBB	18,468.00	15,903.00	2,565.00	137,426.00

Pullman Community Montessori

Profit and Loss

April 2023

	TOTAL			
	APR 2023	MAR 2023 (PP)	CHANGE	SEP 2022 - APR 2023 (YTD)
8005 Audits		13,643.00	-13,643.00	23,743.00
8010 Legal		2,394.40	-2,394.40	5,781.90
8015 Oversight Fee (3%)	3,450.95	5,257.25	-1,806.30	25,785.06
8035 Payroll & Accounting Services	8,400.00	8,400.00	0.00	67,200.00
8040 Special Ed Services		6,874.95	-6,874.95	47,810.27
8050 Contracted Services - Tech				4,536.13
8051 Contracted Services - Program Support / PD	691.66	6,367.23	-5,675.57	23,120.22
8053 Contracted Services - Misc	2,500.00	2,500.00	0.00	17,500.00
8054 Contracted Services - Afterschool		3,394.09	-3,394.09	18,918.45
8055 Printing				1,954.94
8060 Dues & Memberships		1,740.54	-1,740.54	2,235.54
8505 Board Expenses	833.33	833.33	0.00	6,666.64
8510 Classroom / Teaching Supplies & Materials	870.17	5,686.99	-4,816.82	17,237.20
8515 Special Ed Supplies & Materials				755.57
8530 Equipment / Furniture		210.49	-210.49	23,253.06
8535 Telephone / Internet	634.42	634.94	-0.52	5,906.63
8540 Technology - Hardware				1,458.55
8541 Technology - Software	810.02	5,042.08	-4,232.06	21,389.51
8545 Student Testing & Assessment				1,270.00
8565 Office Expense	82.50	517.71	-435.21	6,076.97
8570 Staff Development	2,500.00	1,200.00	1,300.00	8,092.50
8575 Staff Recruitment	129.48	129.48	0.00	3,031.25
8580 Student Recruitment / Marketing	47.35	1,882.45	-1,835.10	9,249.08
8585 School Meals / Lunch	5,603.35	6,917.29	-1,313.94	45,384.01
8590 Travel (Staff)				21,155.49
8595 Fundraising				501.09
8599 Transportation (student)				2,638.35
9005 Insurance Expense	1,745.22	3,217.69	-1,472.47	13,000.71
9010 Janitorial	1,788.58	1,788.58	0.00	14,803.19
9015 Building and Land Rent / Lease	14,634.33	14,634.33	0.00	117,074.64
9020 Repairs & Maintenance Bld				427.16
9045 Interest Expense	2,464.65	2,455.88	8.77	18,924.86
Total Expenditures	\$158,060.76	\$220,996.33	\$ -62,935.57	\$1,560,816.10
NET OPERATING REVENUE	\$45,079.45	\$ -14,350.66	\$59,430.11	\$ -278,387.74
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				33,166.98

Pullman Community Montessori

Profit and Loss

April 2023

	TOTAL			
	APR 2023	MAR 2023 (PP)	CHANGE	SEP 2022 - APR 2023 (YTD)
9900 In-Kind Services & Use of Facilities - Expense				80.00
Total Other Expenditures	\$0.00	\$0.00	\$0.00	\$33,246.98
NET OTHER REVENUE	\$0.00	\$0.00	\$0.00	\$ -33,166.98
NET REVENUE	\$45,079.45	\$ -14,350.66	\$59,430.11	\$ -311,554.72

Pullman Community Montessori

Balance Sheet

As of April 30, 2023

	TOTAL		
	AS OF APR 30, 2023	AS OF MAR 31, 2023 (PP)	CHANGE
ASSETS			
Current Assets			
Bank Accounts			
1000 Banner Bank x4353 - PUBLIC Checking	205,979.61	198,090.49	7,889.12
1001 Banner Bank x4695 - PRIVATE Checking	4,997.00	1,000.00	3,997.00
1005 Banner Bank x3234 - PUBLIC Savings	1,095.67	1,095.65	0.02
Total Bank Accounts	\$212,072.28	\$200,186.14	\$11,886.14
Accounts Receivable			
1100 Accounts Receivable (A/R)	32,893.84	22,909.01	9,984.83
Total Accounts Receivable	\$32,893.84	\$22,909.01	\$9,984.83
Other Current Assets			
1150 Prepaids & Other Assets	2,775.03	4,300.02	-1,524.99
Total Other Current Assets	\$2,775.03	\$4,300.02	\$ -1,524.99
Total Current Assets	\$247,741.15	\$227,395.17	\$20,345.98
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	-99,118.43	0.00
Total Fixed Assets	\$556,640.04	\$556,640.04	\$0.00
TOTAL ASSETS	\$804,381.19	\$784,035.21	\$20,345.98
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 Accounts Payable	113,230.11	155,330.51	-42,100.40
Total Accounts Payable	\$113,230.11	\$155,330.51	\$ -42,100.40
Other Current Liabilities			
2101 Accrued Accounts & Payroll Payable	64,977.26	72,314.31	-7,337.05
2155 Retirement Payable - DRS	15,732.21	15,938.97	-206.76
2156 Health Insurance Payable - SEBB	-36,339.00	-29,976.50	-6,362.50
2158 LTD Payable	280.36	244.69	35.67
2171 Use Tax Payable	0.00	47.40	-47.40
2202 Loan Payable - short-term	59,191.04	32,232.84	26,958.20
Total Other Current Liabilities	\$103,841.87	\$90,801.71	\$13,040.16
Total Current Liabilities	\$217,071.98	\$246,132.22	\$ -29,060.24

Pullman Community Montessori

Balance Sheet

As of April 30, 2023

	TOTAL		
	AS OF APR 30, 2023	AS OF MAR 31, 2023 (PP)	CHANGE
Long-Term Liabilities			
2501 Construction Loan Payable	497,303.76	498,484.36	-1,180.60
2510 Deferred Rent Liability	44,058.96	38,551.59	5,507.37
Total Long-Term Liabilities	\$541,362.72	\$537,035.95	\$4,326.77
Total Liabilities	\$758,434.70	\$783,168.17	\$ -24,733.47
Equity			
2998 Unrestricted Net Assets	336,658.52	336,658.52	0.00
2999 Restricted Net Assets	20,842.69	20,842.69	0.00
Net Revenue	-311,554.72	-356,634.17	45,079.45
Total Equity	\$45,946.49	\$867.04	\$45,079.45
TOTAL LIABILITIES AND EQUITY	\$804,381.19	\$784,035.21	\$20,345.98

Pullman Community Montessori

Bill Payment List

April 2023

DATE	NUM	VENDOR	AMOUNT	MEMO/DESCRIPTION
1000 Banner Bank x4353 - PUBLIC Checking				
04/01/2023	EFT	Raza Development Fund, Inc (v)	-3,340.80	
04/05/2023	1051	Friends of Gladish	-9,126.96	
04/05/2023	1052	Friends of Gladish	-1,788.58	
04/05/2023	EFT	WA Dept of Revenue	-1,229.03	
04/06/2023		Ccooper Services	-435.00	Multiple invoices (details on stub)-- bill.com Check Number: 207464893
04/06/2023		J & H Printing, Inc	-925.97	Multiple invoices (details on stub)-- bill.com Check Number: 207461027
04/06/2023		Nathaniel A Porter	-305.36	Multiple invoices (details on stub)-- bill.com Check Number: 207461723
04/06/2023		National Center for Montessori in the Public Sector	-13,164.54	Multiple invoices (details on stub)
04/06/2023		Washington State Charter Schools Association	-618.94	Multiple invoices (details on stub)-- bill.com Check Number: 207471622
04/06/2023		First Step Internet	-180.00	Inv #1686336-- bill.com Check Number: 207466236
04/06/2023		Galexis Technologies	-397.99	Inv #33323-- bill.com Check Number: 207477769
04/06/2023		HCA - SEBB	-18,699.00	Acct #600Y12 - Inv #600Y12 2.16.23
04/06/2023		PresenceLearning, Inc	-4,075.60	Inv #INV56705
04/06/2023		The Standard Insurance Company	-257.90	Inv #756494 0314 2/1-- bill.com Check Number: 207460616
04/06/2023		YMCA of the Palouse	-3,394.09	Inv #18516-- bill.com Check Number: 207475904
04/07/2023		Shayne Whitson	-71.81	Inv #2/14/23
04/06/2023		Yellow Barn Occupational Therapy, LLC	-2,829.75	Inv #3/20/23
04/10/2023		Jill Stansbury	-21,155.49	Multiple invoices
04/07/2023		Northwest Educational Development, LLC	-1,200.00	
04/07/2023	EFT	Great American Insurance Group	-2,944.94	
04/12/2023		Great American Insurance Group	-272.75	
04/28/2023	EFT	WA Dept of Retirement Systems	-16,738.13	
04/20/2023	EFT	WA Dept of Revenue	-47.40	
04/30/2023	EFT	Joule Growth Partners	-8,400.00	
04/30/2023	EFT	Amazon Capital Services, Inc	-2,346.92	
04/11/2023	EFT	URM Stores Inc	-6,903.01	
04/28/2023	EFT	WA Dept of Retirement Systems	-53.76	
04/28/2023	EFT	WA Dept of Retirement Systems	-64.40	
Total for 1000 Banner Bank x4353 - PUBLIC Checking			\$ -	
			120,968.12	

Pullman Community Montessori

Statement of Cash Flows

February - April, 2023

	FEB 2023	MAR 2023	APR 2023	TOTAL
OPERATING ACTIVITIES				
Net Revenue	-17,100.79	-14,350.66	45,079.45	\$13,628.00
Adjustments to reconcile Net Revenue to Net Cash provided by operations:				\$0.00
1100 Accounts Receivable (A/R)	-33,328.09	46,736.41	-9,984.83	\$3,423.49
1150 Prepaids & Other Assets	1,524.99	1,524.99	1,524.99	\$4,574.97
1550 Accumulated Depreciation	16,583.49			\$16,583.49
2100 Accounts Payable	-8,754.16	82,395.05	-42,100.40	\$31,540.49
2101 Accrued Accounts & Payroll Payable	-15,607.11	7,180.83	-7,337.05	\$ -15,763.33
2155 Retirement Payable - DRS	2,948.46	-1,338.20	-206.76	\$1,403.50
2156 Health Insurance Payable - SEBB	-1,162.00	-1,664.50	-6,362.50	\$ -9,189.00
2158 LTD Payable	21.12	-13.21	35.67	\$43.58
2171 Use Tax Payable		-1,181.54	-47.40	\$ -1,228.94
2202 Loan Payable - short-term	32,232.84		26,958.20	\$59,191.04
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	-5,540.46	133,639.83	-37,520.08	\$90,579.29
Net cash provided by operating activities	\$ -22,641.25	\$119,289.17	\$7,559.37	\$104,207.29
FINANCING ACTIVITIES				
2501 Construction Loan Payable	-4,805.89	-1,374.97	-1,180.60	\$ -7,361.46
2510 Deferred Rent Liability	5,507.37	5,507.37	5,507.37	\$16,522.11
2998 Unrestricted Net Assets		4,657.31		\$4,657.31
2999 Restricted Net Assets		-4,657.31		\$ -4,657.31
Net cash provided by financing activities	\$701.48	\$4,132.40	\$4,326.77	\$9,160.65
NET CASH INCREASE FOR PERIOD	\$ -21,939.77	\$123,421.57	\$11,886.14	\$113,367.94



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

	Total			
	Actual	Budget	Over/(Under) Budget	% Received / Spent
Revenue				
Local Support	16,756.75	128,563.00	-111,806.25	13.03%
State Revenue - General	729,249.47	1,144,287.00	-415,037.53	63.73%
State Revenue - Special Purpose	132,610.75	305,212.00	-172,601.25	43.45%
Federal Revenue	299,255.90	511,741.00	-212,485.10	58.48%
Grants & Other Sources	104,555.49	164,000.00	-59,444.51	63.75%
Total Revenue	\$ 1,282,428.36	\$ 2,253,803.00	-\$ 971,374.64	56.90%
Gross Profit	\$ 1,282,428.36	\$ 2,253,803.00	-\$ 971,374.64	56.90%
Expenditures				
Salaries	719,191.44	975,792.00	-256,600.56	73.70%
Personnel Taxes & Benefits	264,742.69	422,085.54	-157,342.85	62.72%
Contracted Services	234,395.03	325,338.00	-90,942.97	72.05%
School Operations	178,256.38	251,251.00	-72,994.62	70.95%
Facility Operations & Maintenance	164,230.56	265,259.00	-101,028.44	61.91%
Total Expenditures	\$ 1,560,816.10	\$ 2,239,725.54	-\$ 678,909.44	69.69%
Net Operating Revenue	-\$ 278,387.74	\$ 14,077.46	-\$ 292,465.20	-1977.54%
Net Revenue	-\$ 278,387.74	\$ 14,077.46	-\$ 292,465.20	-1977.54%
Board Approved Expenditures	2,239,726			

Pullman Community Montessori
Non-AP Cash Disbursements
 April 2023

	Date	Transaction Type	Num	Name	Memo/Description	Amount
1000 Banner Bank x4353 - PUBLIC Checking						
	04/03/2023	Expenditure		Adobe	ADOBE *ACROPRO 4085366000CA Car ADOBE *ACROPRO 4085366000CA Card# *8765	-16.17
	04/03/2023	Expenditure		Facebook (v)	FACEBK 7EVWHL3MA Menlo ParkCA Ca FACEBK 7EVWHL3MA Menlo ParkCA Card# *8765	-47.35
	04/04/2023	Expenditure		WA Dept of Revenue	Business license renewal	-5.00
	04/05/2023	Expenditure		Transparent	ACH transparent clas transpar ACH transparent clas transparen CCD ST-A0J7T6F8F8S9 42	-198.22
	04/10/2023	Expenditure		eFax	J2 EFAX SERVICE 323-817-3205CA J2 EFAX SERVICE 323-817-3205CA Card# *8765	-18.99
	04/13/2023	Expenditure		Microsoft	MICROSOFT REDMONDWA Card# *8765	-26.71
	04/13/2023	Expenditure		Online Job Ads	ONLINE JOB ADS I AustinTX Card# ONLINE JOB ADS I AustinTX Card# *8765	-129.48
	04/13/2023	Expenditure		Adobe	ADOBE *ACROPRO 4085366000CA Car ADOBE *ACROPRO 4085366000CA Card# *8765	-16.17
	04/17/2023	Expenditure		Adobe	ADOBE *800-833- 800-833-6687CA ADOBE *800-833- 800-833-6687CA Card# *8765	-73.33
	04/17/2023	Expenditure		Adobe	ADOBE *ACROPRO 4085366000CA Car ADOBE *ACROPRO 4085366000CA Card# *8765	-51.77
	04/21/2023	Expenditure		Adobe	ADOBE *800-833- 800-833-6687CA ADOBE *800-833- 800-833-6687CA Card# *8765 DBT CRD 072	-13.76
	04/24/2023	Expenditure		Verizon Wireless	ACH VERIZON WIRELESS PAYMENTS ACH VERIZON WIRELESS PAYMENTS CCD 034243244300001 6223	-334.42
	04/24/2023	Expenditure		Adobe	ADOBE *ACROPRO 4085366000CA Car ADOBE *ACROPRO 4085366000CA Card# *8765	-16.17
	04/25/2023	Expenditure		Banner Bank	Wire Transfer fee	-15.00
	04/30/2023	Expenditure		Gusto		-378.73
Total for 1000 Banner Bank x4353 - PUBLIC Checking						-\$ 1,341.27
1001 Banner Bank x4695 - PRIVATE Checking						
	04/03/2023	Expenditure		Banner Bank	Paper statement fee	-3.00
Total for 1001 Banner Bank x4695 - PRIVATE Checking						-\$ 3.00
Total						-\$ 1,344.27

AUDITING OFFICER CERTIFICATION AND APPROVAL
(CHAPTER 42.24 RCW)

I, the undersigned, do hereby certify under penalty of perjury for the following vouchers, that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against Pullman Community Montessori, and that I am authorized to authenticate and certify so said claim.

Pullman Community Montessori General Fund

April AP register totaling: \$120,968.12

Pay dates within **04/01/23 – 04/30/23**

Board Date **05/23/23**

Signature of Auditing Officer

Date

Pullman Community Montessori Payroll Summary

Apr-23



Pay Code Totals

Custodian / Bus Driver	3,373.19
Kitchen Staff	2,712.16
Office Administration	6,709.24
School Administration	17,750.08
Special Education Staff	6,499.64
Student Support Staff	19,447.51
Substitute Teacher	5,681.34
Teacher	24,668.86
Total	86,842.02

Deduction Totals

State Pension	6,026.14
State Employees Benefits Board	1,530.50
Supplemental LTD	280.36
Wage Garnishments	-
Federal Income Tax	6,176.93
Social Security	2,580.66
Medicare	1,237.01
WA Long Term Care Insurance	-
WA Workers' Comp Insurance	361.07
WA Family and Medical Leave Insurance	505.49
Total	18,698.16

Benefits Totals

State Pension	10,623.39
State Employees Benefits Board	17,442.00
Social Security	2,580.66
Medicare	1,237.01
WA SUI	208.46
WA EAF	26.06
WA Family and Medical Leave Insurance	-
WA Workers' Comp Insurance	707.36
Total	32,824.94

Direct Deposit Total **68,143.86**



Finance Dashboard

April 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%	○	Current enrollment: 93 (AAFTE: 94.75) Budget: 100 SPED: 13.5 budget, 16 actual
2.	Public Revenue Received as a % of overall budget <i>Measures rate of receipt of public funds to date</i>	62%	67%	○	Remaining State funding application: TBIP (ELL funding)
3.	Private Revenue Received as a % of overall budget <i>Measures progress against fundraising goals</i>	41%	58%	○	Now includes local fundraising goals (only 13% met)
4.	Expenditures to date as a % of overall budget <i>Measures actual spending against planned spending</i>	70%	67%	○	Without rent and travel "overages", result = 68.7% spent, reasonable.
5.	Cash on Hand <i>Measures operational and financial stability</i>	Current: \$212k Forecast: \$80k	\$189k	○	CASH IS DANGEROUSLY LOW

Additional notes for discussion:

- **Cash – Short term:** WA Charters agreed to move up: (1) the July \$43k payment to April (received) and (2) the August \$100k payment to May. This will help with the summer cash crunch but isn't enough to solve long term issues or have PCM end with 30 days cash.
- **Cash – Long term:** Additional meeting with WA Charters to discuss support for next 2 school years (May 22)
- **Current accounts over-spent:** workers comp (134%, budget issue, fixed); furniture (117%, timing issue); staff recruitment (151% spent, only \$1k over budget); student recruitment (308%, underbudgeted); travel (846%, grant funded expenses, budget neutral); rent (84%, deferral accounting issue, budget neutral); school meals (101%, underbudgeted);

Current fiscal year count of missing documentation: ~\$8.8k

jg^P



Payroll Check Summary

Payroll Runs: 04/10/2023 and 04/25/2023

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 May 23, 2023, the Board, by a _____ vote, approves payments totaling \$68,143.86. The payments are further identified in this document.

Total Payment by Type:

Payroll Direct Deposit (\$68,143.86)

Secretary	<u>Ayad Rahmani</u>	Board Member	_____
Board Member	<u>Kim Torres</u>	Board Member	_____
Board Member	<u>Aubree Guyton</u>	Board Member	_____
Board Member	<u>Beverley Wolff</u>		

Accounts Payable Register

April 2023

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 May 23, 2023, the Board, by a _____ vote, approves payments totaling \$120,968.12. The payments are further identified in this document.

Total Payment by Type:

Electronic Funds Transfer (\$120,968.12)

Secretary	<u>Ayad Rahmani</u>	Board Member	_____
Board Member	<u>Kim Torres</u>	Board Member	_____
Board Member	<u>Aubree Guyton</u>	Board Member	_____
Board Member	<u>Beverley Wolff</u>		



Non-AP Cash Disbursement Register

April 2023

BOARD CERTIFICATION STATEMENT

The following payments were paid during April 2023 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 May 23, 2023, the Board, by a _____ vote, approves payments totaling \$1,344.27. The payments are further identified in this document.

Total Payment by Type:

Debit Card / EFT (\$1,344.27) – comprised mostly of automatic charges (Gusto – payroll provider, Verizon, Adobe, Microsoft, Facebook)

Manual Checks (\$0)

Secretary	Ayad Rahmani	Board Member	
Board Member	Kim Torres	Board Member	
Board Member	Aubree Guyton	Board Member	
Board Member	Beverley Wolff		



For the Board Minutes

The following payments as audited and certified by the auditing officer, as required by RCW 42.24.080, and those expense reimbursements claims certified, as required by RCW 42.24.090, are approved for payment. In addition, payroll payments in the amount of \$68,143.86 are also approved.

General Fund Accounts Payable

Total electronic payments totaling \$110,052.58 and
Check number 1051 through 1052 totaling \$10,915.54

Non-AP Cash Disbursements

Total electronic payments totaling \$1,344.27 and
Check number N/A through N/A totaling \$0

Payroll

Total electronic payments totaling \$68,143.86 and
Payroll check numbers N/A through N/A totaling \$0