



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

Pullman Community Montessori

Board Meeting--Special

Board Work Session

Date and Time

Tue Aug 15, 2023 at 5:00 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 100a. If you have difficulty accessing the remote meeting link please email board@myPCM.org

Agenda

	Purpose	Presenter	Time
I. Opening Items			5:00 PM
A. Record Attendance		Beverley Wolff	1 m
B. Call the Meeting to Order		Beverley Wolff	1 m
II. Working Meeting Item			5:02 PM
A. Quick HOS Update	Discuss	Laylah Sullivan	5 m
The HOS will provide a quick update on enrollment, staffing, and construction progress.			
B. HOS Annual Contract	Vote	Beverley Wolff	15 m

	Purpose	Presenter	Time
The board will discuss and vote on the HOS Annual Contract which was presented at the August 3 board meeting and was voted to be deferred to this meeting.			
C. Board Retreat Planning	Discuss	Beverley Wolff	20 m
The Board Chair will lead a planning session around the board retreat.			
D. Interview prospective board member	Vote	Beverley Wolff	30 m
III. Closing Items			6:12 PM
A. Adjourn Meeting	Vote	Beverley Wolff	1 m

Coversheet

HOS Annual Contract

Section: II. Working Meeting Item
Item: B. HOS Annual Contract
Purpose: Vote
Submitted by:
Related Material:
Sullivan, Laylah - HOS 2023-24 to 2025-26 Employment Contract (Proposed).docx



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EMPLOYMENT AGREEMENT
2023-24 – 2025-26 School Year

August 12, 2022

Re: Offer of Employment for 2023-24, 2024-25, 2025-26 School Year

Dear Laylah,

On behalf of the Pullman Community Montessori (PCM) and the PCM Board of Trustees, I am pleased to continue your offer of employment as the Head of School (HOS) for the 2023-24 School Year. I am also pleased to extend this offer for the 2024-25 and 2025-26 School Year under the parameters that are outlined in this Employment Agreement. Your employment for the 2023-24 school year will begin on August 15, 2023 at which point you will begin earning an annual salary of \$92,700.00. You will be eligible to participate in PCM's benefit plans, such as health, dental, and vision benefits, as well as retirement to the fullest extent available to other regular, full-time employees, subject to the terms and conditions of those plans. It will be your responsibility to make certain all documents are returned before any specified deadlines. You are also eligible for paid and unpaid leave.

Your service will take place from the aforementioned date until or before August 14, 2026. Your compensation will be paid bimonthly. Pay dates are the 10th and 25th of each month. The position requires daytime work hours, but occasional evening and weekend availability may be required for special events. This is a salaried position. As such you will receive 15 days annually of paid time off (PTO) and 8 days of paid sick leave. You will also be eligible for paid and unpaid leave, as required by WA state law. You will receive 13 paid holidays: New Year's Day, MLK Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Indigenous Peoples Day, Day After Indigenous Peoples, Day before Christmas, Christmas Day, Juneteenth, and a "floating" holiday (either the day after Christmas or the day before or after the 4th of July). More details on benefits can be viewed in the [2023-24 Staff Handbook](#).

Your 2022-23 through 2025-26 School Year contract includes 'catch-up compensation'. Catch up compensation will be \$30,000 paid out in July 2026 and for the 2025-26 school year the HOS base salary will increase to \$120,000 which would be commensurate with time of service, experience, and local salaries for superintendents/CEO's of rural K-12 programs. Rational for this compensation includes recognition of the salary sacrifice made to ensure PCM could open and work towards financial sustainability during its startup years. This lump sum 'catch-up compensation' amount equates to having started at a locally competitive salary for a new elementary level superintendent. A data collection survey was conducted in the summer of 2022 to determine the locally competitive salary to be \$100,000. Basic salary increases from the 2023-24 through 2025-26 school year will follow the standard cost of living increase all staff receive annually (usually between 2.5-3.0%). The following condition must be satisfied for the 'catch-up compensation' to be paid in July 2026: PCM must meet its financial sustainability mark of \$700,000 in the 2025-26 school year as outlined in the 6-year budget projection. This ensures the school is of sufficient financial sustainability to assume the cost of repaying debt and this 'catch-up compensation'. This 'catch-up compensation' will not be paid, even at a



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prorated amount, if the Head of School terminates their employment with PCM prior to August 14, 2026.

While PCM is considered an “at-will” employer, the PCM Board of Trustees guarantees that this contract will not be terminate by the board of trustees outside of gross negligence by the Head of School or continued poor performance after a growth plan has been initiated. Satisfactory growth and appraisal reviews for 2022-23 through 2025-26 school year performance based on duties and responsibilities outlined in the [HOS Position Description](#) is require for continued employment. PCM is dedicated to growth as an organization and in the growth of its students, families, and employees. To this end we are committed to ensuring personnel know where they sit in advance of the mid-year and annual reviews and working to support staff in their endeavor towards continuous growth an improvement.

Your position is considered “exempt”, meaning you are not eligible for overtime earnings, and all earnings are subject to applicable federal, state, and local taxes. You will be subject to and are expected to comply with all PCM policies, procedures, and directives included in the [2023-24 Staff Handbook](#). PCM reserves the right to modify, suspend, or eliminate any policies, procedures, directives, or benefits at any time in its sole discretion.

Laylah, I am excited to welcome you to continue with the PCM team. I look forward continuing to work with you to accomplish our 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.”

Sincerely,

Signature: _____

Beverley Wolff
Board Chair
Pullman Community Montessori

Date: _____

Please sign below indicating your acceptance of the terms above.

Signature: _____

Laylah Sullivan

Date: _____

Coversheet

Board Retreat Planning

Section:	II. Working Meeting Item
Item:	C. Board Retreat Planning
Purpose:	Discuss
Submitted by:	
Related Material:	PCM Board Retreat 2023 updated.docx

PCM's Board Retreat
August 25 – 27

Friday, August 25th Events

- Aubree's flight arrives at local airport. Bev pick up and transport to accommodation.
- 3:45 – 4:45 Gather in **Gladish View Room**. Meet and greet with department heads – Head of School, Office Manager, Montessori Coach, Director of Special Education Services.
 - Introductions, priorities for the coming academic year, any requests for board support e.g. a fundraiser to support a priority.
- 4:45 – 5:00 Break.
- 5:00 – 6:30 Pizza and Pints Informal meet, greet and mingle with staff.
 - Bev will provide two ice breaker activities – one group, one ongoing through the evening, small prize
 - Bev will purchase selection of beers, wine and soft drinks.
 - Bev will arrange catering for this event.
 - Ideas – Pizza Perfection monster pizzas, plus a gluten free option, and vegan option, veggie sticks and dip. Water melon
 - Or catering by local company that provides flat breads with local ingredients. Will provide vegan options
- Bev and a volunteer to clean up room and get ready for the morning.
- 6:30 Dorrie will transport Aubree back to her hotel.

Saturday, August 26th Events

- 6:30 Dorrie will transport Aubree to retreat.
- Coffee, tea, water, juice, snacks available during the morning in **Gladish View Room**.
- 9:00 – 10:00 Regrounding on the logic model and growth projections/plans. Facilitated by Head of School. **ZOOM LINK**
- 10:00 – 11:30 2022-2023 Year in Review Gallery Walk followed by discussion/sharing of:
 - What surprised us
 - What growth did we see
 - What areas do we see that has need of improvement
 - Anything else
- 11:30 – 1:00 Walk downtown to Roost – pick up lunchboxes at Roost (sandwich or wrap, salad greens, cookie – vegan options available) Eat in shade in Reaney Park.
- 1:00 – either in **Gladish View Room** or **Hecht Room at Neill Public Library**.
- 1:00 – 2:00 Developing the board calendar (Need large sheets of paper and sticky notes) Facilitated by Head of School and Board Chair. Include setting dates/times for board meetings, working meetings and next year's retreat.
- 2:00 – 3:00 Developing the board committees. Identifying priorities for the upcoming year, recruitment plans and establishing chairs for the committees **Needs facilitators**
- 3:00 – 4:00 Set fundraising goal for the year. Brainstorm and select 3 fundraising events for the year. Brainstorm grant opportunities to apply for during the year. Bev will facilitate.

- 4:00 Diversity, equity and inclusion training
- Notes – Do we need to schedule photographer for board head shots, board group photo. Need to be flexible around scheduling of D.E.I training.
- 5:00 Dorrie will transport Aubree back to her hotel.

Sunday, August 27th Events

Note – we will schedule for 9:30 – noon, but if we need extra time, we will meet 9:00 – noon.

Aubree flies out at 1:30. Events at **Gladish View Room**

- Dorrie will transport Aubree to the event.
- Coffee, tea, fruit and baked goods available for snack/breakfast/brunch!
- 9:30 – 10:00 Tour of the school, show off new renovations.
- 10:00 – 11:00
- 11:00 – 11:30 Board member goals and commitments
- 11:30 – noon Ideas for retreat for next year, board meetings, etc.
- Noon Dorrie will transport Aubree back to the airport.

Coversheet

Interview prospective board member

Section:	II. Working Meeting Item
Item:	D. Interview prospective board member
Purpose:	Vote
Submitted by:	
Related Material:	Prospective board member questionnaire (Fillable) updated.pdf Resume-SreejithThankappan- updated.docx PCM Board Candidate Evaluation Tool & Questions (3).pdf

PCM PROSPECTIVE BOARD MEMBER QUESTIONNAIRE

After reviewing our [Board Member Application Packet](#), please complete this questionnaire. You are welcome to write in 'bulleted' format. Your time and thoughtful response is greatly appreciated. Along with this questionnaire, please complete the [Conflict of Interest Disclosure & Acknowledgement](#) form. Please return completed documents, including your RESUME, to lsullivan@mypcm.org or deliver to our main office at Gladish Community & Cultural Center [Room 212](#).

1. What do you find appealing about PCM's **Mission** and **Vision**?
2. What skills, connections, acumen, and/or characteristics would you bring to the PCM board to further us on our pursuit to achieve our mission and vision?
3. Can you consistently commit an average of 12 hours per month towards growing your skills and fully participating in board responsibilities (promotional events, board meeting preparation and participation, board training, and/or committee meetings)?

Please provide 2 references that can speak to the skills, connections, acumen and/or characteristics you spoke to above.

Reference Name: _____

Relationship: _____

Email: _____

Phone number: _____

Best time and method of contact: _____

Reference Name: _____

Relationship: _____

Email: _____

Phone number: _____

Best time and method of contact: _____

Sreejith Thankappansreejith80@gmail.com (509)339-5401**WORK EXPERIENCE:****Human resources specialist**

Schweitzer Engineering Laboratories, Pullman, Washington

1/2022- Present

Program Specialist

Office of Commercialization, Washington State University, Pullman, Washington

12/2018 – 1/2022

- Co-ordinating with half a million project
- Monitoring multiple projects and follow up with fund utilization
- Conducting IPC meetings and other staff meetings
- Gatekeeper for Invention disclosure portal and performed other administrative activities

Teaching Assistant:

Washington State University, Pullman, Washington

08/2015 – 12/2017

- Co-ordinated with professors to develop study materials, presentations, and charts
- Lectured on human development and assisted students with study materials
- Conducted assignments and exams for students, Managed grading processes

Research Assistant:

Washington State University, Pullman, Washington

08/2014 – 12/2014

- Supported the research team by collecting and sorting materials required for the research
- Monitored and Managed various data associated with research artifacts

Human Resource Executive:

DocuStream India Technologies Private Ltd, Kerala, India

06/2008 – 04/2012

- Ensured work rules, policies, practices, and programs meet legal and regulatory requirements
- Analyzed, Interpreted, and forecasted workforce trends considering the budget, vacancy rates, and workforce needs
- Co-ordinated various training programs for new recruits
- Managed Employees' Provident Fund, gratuity, and their state insurance
- Securely managed employees' personal data and records
- Co-ordinated with the Payroll department to manage employees' payroll
- Planned team outings and organized events for team building activities

EDUCATION:**Master of Education**

College of Education, Washington State University, Pullman, WA

05/2018

GPA: 3.7/4**Master of Business Administration**

Bharathiar University, Coimbatore, India

05/2007

GPA: 4/4**M.Sc. in Health and Behavioral Sciences**

MG University, Kerala, India

12/2004

GPA: 4/4

TECHNICAL SKILLS:

Software: Microsoft Office Suite (Outlook, Word, Excel, and PowerPoint), Adobe PDF Editor and Data Management using Cloud Technologies

AWARDS AND ACHIEVEMENTS:

- Co-Authored “*Views from inside: Languages, Cultures and Schooling for K-12 educators*”
- Coordinated with Maithiri (Nonprofit organization) to rehabilitate vulnerable children from abuse
- Board member of Montessori School of Pullman, WA
- Coaching new members for WSU badminton team

Pullman Community Montessori

---School proposal and design developed by the Pullman Charter School Initiative---

Board Candidate Evaluation Form

Candidate Name: _____ Date: _____

Evaluator Name: _____

Below are a list of questions to ask potential board candidates. The questions in black are our primary questions. The optional questions are to provide ideas for follow-up or additional question if time is available. Throughout the interview, look for connections to Governing for Greatness (which is a required reading for applicants).

1. Relevant Expertise:

To Guide Review Thoughts: Does the candidate have expertise relevant to a board position? Will their expertise fill a need unmet by current board members? Has the candidate had enough experience within their field to make meaningful contributions? Is the candidate willing to share their expertise as a board member?

Please check only the TWO most relevant areas of expertise:

- | | |
|---|--|
| <input type="checkbox"/> Strategic planning | <input type="checkbox"/> Governance |
| <input type="checkbox"/> Senior management/leadership | <input type="checkbox"/> Facilities/Real Estate |
| <input type="checkbox"/> Accounting/finance Fundraising | <input type="checkbox"/> Education |
| <input type="checkbox"/> Legal | <input type="checkbox"/> Politics/ Connections |
| <input type="checkbox"/> Marketing/PR | <input type="checkbox"/> Community Representation/Organizing |

CANDIDATE QUESTIONS: Your Skills and Expertise:

1. Please elaborate on your answer to Question 2 on the Questionnaire "What skills, connections, acumen, and/or characteristics would you bring to the PCM board to further us on our pursuit to achieve our mission and vision?"
2. What is your past governance experience? Do you believe the board you served on was effective? Why or why not?
3. What role do you envision yourself playing on the PCM board if you are selected?
4. What would you do if the media or some local groups opposed the school?

Optional

- a) Tell us about an experience or achievement from your own schooling that was particularly powerful for you?
- b) Do you have any past issues or conflict of interests that could potentially interfere with your service on the board?
- c) Describe a project that you raised money for in the past. What were your goals and what was the outcome?

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Unsure	No Evidence	Little Evidence (< 1 example, vague answers)	Some Evidence (2+ examples, supporting ideas)	Substantial Evidence (2+ specific examples, supporting ideas)
N/A	1	2	3	4

Notes:

2. Teamwork:

To Guide Review Thoughts: Will the candidate make a good team member? Is the candidate open to hearing others' opinions and perspectives? Sensitive to group dynamics? Willing to put organizational needs before their interests and needs in making decisions?

CANDIDATE QUESTIONS: Your Thoughts on Teamwork and Group Participation:

- Describe an experience in which you had leadership responsibilities with a group. What worked? What didn't work? What did you learn about yourself?
- What qualities make some boards more effective than others?
- Provide an example of a time where you identified an area you needed to grow in. Discuss the steps you took to identify, how you addressed growing in this area, and what tools/methods you used to check in on your progress and measure growth.
- If your personal views were to come into conflict with a decision of the board, what would you do? Or, describe a situation in which you had a conflict with another person (fellow volunteer, team member, employee, or manager). What strategies did you use to resolve the conflict?

Optional

- a) What do you see as the role of the ideal board member?

Unsure	No Evidence	Little Evidence (< 1 example, vague answers)	Some Evidence (2+ examples, supporting ideas)	Substantial Evidence (2+ specific examples, supporting ideas)
N/A	1	2	3	4

Notes:

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3. Commitment: Your Time and Energy:

To Guide Review Thoughts: Is the candidate willing to devote their full energy and talent to the board? Is the candidate's understanding of these responsibilities as a board member aligned with our expectations? Do they have the time necessary to be an active board member? Even in the face of organizational challenges and difficulties, will the candidate remain committed to the organization?

CANDIDATE QUESTIONS: Your Time and Energy:

1. Are you willing to keep fundraising as your top priority, regardless of your role? If you don't have fundraising experience are you willing to be trained?
2. Do you have any other non-profit commitments or passion projects that might be a higher priority than your work on this board? If so, what are they? How would you navigate the obligations of both?
3. What ideas if any do you have to leverage your networks and connections that could benefit the school? Or, How might you advocate for the school publicly and privately?
4. Would you be willing to make a financial contribution (direct or indirect) that was meaningful to you and the school if you were a member of the board?

Unsure	No Evidence	Little Evidence (< 1 example, vague answers)	Some Evidence (2+ examples, supporting ideas)	Substantial Evidence (2+ specific examples, supporting ideas)
N/A	1	2	3	4

Notes:

4. Philosophical Alignment:

To Guide Review Thoughts: Does the candidate believe in the mission and purpose of both our organization and the WA charter school movement? Will the candidate make decisions based on alignment with the organizational mission, rather than based on personal needs and considerations?

CANDIDATE QUESTIONS: Your Philosophical Alignment with PCM:

1. Describe your vision of an excellent public school? Describe what role you feel the Board plays in achieving such a vision?
2. For our school, ten years from now, how would we know if it had been successful? What kind of measurable or appreciable results might we see that would have us know we had succeeded?

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3. What do you like and dislike about the charter school idea? Or, What do you think about the WA charter school sector?
4. Why do you think so many low-income students, students of color, and student whose first language is not English are not succeeding academically? What is needed to address these causes? What are your thoughts around serving highly capable students?

Optional

1. Where do (or did) your children go to school? Are/were you satisfied? Why or why not?
2. In your opinion, what is right with education and wrong with education right now?
3. How does WA's charter school sector differ from other states (looking for generalities)?
4. What do you like about the Montessori method of education?
5. Do you think public schools should be in the business of teaching character and civic education?

Unsure	No Evidence	Little Evidence (< 1 example, vague answers)	Some Evidence (2+ examples, supporting ideas)	Substantial Evidence (2+ specific examples, supporting ideas)
N/A	1	2	3	4

Notes:

TOTAL SCORE (out of 16):

Overall Impressions:
