



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

## Pullman Community Montessori

### PCM Regular Board Meeting

#### Date and Time

Thursday November 30, 2023 at 11:00 AM PST

#### Location

PCM Board of Trustees meetings are held in the Gladish Community and Cultural Center room 100A. To increase accessibility we offer a virtual option for attendance. If you have difficulty accessing the remote meeting link please email [board@myPCM.org](mailto:board@myPCM.org)

All board meetings are open to the public. Meetings begin at 11:00 AM PST and are normally the fourth (4th) Thursday 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](mailto: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](mailto: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
<b>I. Opening Items</b>			<b>11:00 AM</b>

	Purpose	Presenter	Time
<b>A.</b> Record Attendance		Beverley Wolff	1 m
<b>B.</b> Call the Meeting to Order		Beverley Wolff	1 m
<b>C.</b> Approve Meeting Minutes: 11-14-23	Approve Minutes	Beverley Wolff	1 m

Please come with amendments ready to put in the chat.

**II. Public Comment** **11:03 AM**

<b>A.</b> Making Public Comments	FYI	Beverley Wolff	15 m
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Welcome! If you would like to make public comment you will be called on in the order you logged in/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](mailto: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. LEADERS Team Update & Compliance Check-in** **11:18 AM**

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)

	Purpose	Presenter	Time
<b>A.</b> HOS Update	FYI	Laylah Sullivan	5 m

To help provide you questions for consideration remember to peruse your Governing for Greatness book.

To prepare, please review the 11/01/2023 board dashboard.

**IV. Board Goals, Committee & Council Updates 11:23 AM**

<b>A.</b> Individual Board Member Reports	FYI	All Trustees	15 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.

<b>B.</b> LSEC (Leadership Support & Evaluation Committee) Report	FYI	Bev Wolff	
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Currently inactive.

<b>C.</b> DC (Development Committee) Report	FYI	NA	
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Currently inactive

<b>D.</b> GC (Governance Committee) Report	FYI	NA	
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Currently inactive

<b>E.</b> EEC (Educational Excellence Committee) Report	FYI	Beverley Wolff	5 m
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This committee is under formation. Bev will provide a quick update on timeline.

<b>F.</b> FC (Finance Committee) Report	Vote	Aubree Guyton	15 m
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Trustees will review the October financials as presented and recommended by the finance committee.

To inform your questioning remember your resources:

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

[Board<>Staff Financial Contract](#)

**V. Other Business 11:58 AM**

	Purpose	Presenter	Time
<b>A.</b> Policy & Procedure Updates: 2162P	Vote	Laylah Sullivan	5 m
<b>B.</b> 2024-25 Enrollment Policy & Procedures	Vote	Laylah Sullivan	3 m
The board will review and vote on the 2024-25 Enrollment Policy & Procedures			
---Defer until the December Board Meeting---			
<b>C.</b> Out of Endorsement Staff Additions	Vote	Laylah Sullivan	10 m
PCM board of Trustees will review and vote on the resolutions for Out of Endorsement staff.			
<b>VI. Closing Items</b>			<b>12:16 PM</b>
<b>A.</b> Adjourn Meeting	Vote	Beverley Wolff	1 m

**Grounding Docs:** [Board Norms-We are LEADERS too-Structure and Responsibilities Overview](#), [PCM Logic Model](#), [EEMPS Rubric](#), [School-Wide Reflective Practice Inventory](#), [Bylaws](#)

**Resources:** 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: 11-14-23

**Section:** I. Opening Items  
**Item:** C. Approve Meeting Minutes: 11-14-23  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Board Meeting on November 14, 2023

APPROVED



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

## Pullman Community Montessori

### Minutes

#### Board Meeting

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#### **Date and Time**

Tuesday November 14, 2023 at 5:15 PM

#### **Location**

PCM Board of Trustees meetings are held in the Gladish Community and Cultural Center room 100a. To increase accessibility we offer a virtual option for attendance. If you have difficulty accessing the remote meeting link please email [board@myPCM.org](mailto:board@myPCM.org)

All board meetings are open to the public. Working Meetings are normally held the second Tuesday of the month beginning at 5:15. Regular Board Meetings begin at 11:00 AM PST and are normally the fourth (4th) Thursday of each month. A list of our board meetings dates and times can be found on our website. Any changes to times, locations, days can also be found on the website.

Public comment is a standing agenda item at both the working meetings and regular meetings. 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](mailto: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](mailto:DesireeP@myPCM.org)

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#### **Trustees Present**

A. Guyton (remote), B. Wolff, D. Main (remote)

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**Trustees Absent**

None

**Ex Officio Members Present**

L. Sullivan

**Non Voting Members Present**

L. Sullivan

**Guests Present**

Ana Burton, D. Porter, D. Schneider, Italiana Hughes (remote), Jay O'Neal (remote), nathan Porter (remote)

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**I. Opening Items**

**A. Record Attendance**

**B. Kim Torres is not in attendance for this meeting**

**C. Call the Meeting to Order**

B. Wolff called a meeting to order on Tuesday Nov 14, 2023 at 5:15 PM.

**D. Approve Minutes Outstanding**

D. Main made a motion to approve the minutes from with the corrections Board Meeting on 10-10-23.

A. Guyton seconded the motion.

Working with Board on Track to correct the error

The team **VOTED** to approve the motion.

**Roll Call**

D. Main Aye

B. Wolff Aye

A. Guyton Aye

**E. Trustee Resignation**

A. Guyton made a motion to Accept the resignation of Kim Torres.

D. Main seconded the motion.

The team **VOTED** to approve the motion.

**Roll Call**

A. Guyton Aye

B. Wolff Aye

**Roll Call**

D. Main Aye

Crystal joined virtually at 5:19pm

**II. Prospective Trustee Interviews**

**A. Interview: Ana Burton**

PCM Board of Trustees interviewed prospective trustee: Ana Burton

"Just Observing" arrived virtually at 5:43pm

Ana Burton left at 5:49pm

**B. Interview: Jay O'Neal**

PCM Board of Trustees interviewed prospective trustee: Jay O'Neal

Jay O'Neal left the meeting at 6:08pm

D. Main made a motion to invite Ana Burton to serve on the PCM Board of Trustees.

A. Guyton seconded the motion.

The team **VOTED** to approve the motion.

**Roll Call**

A. Guyton Aye

D. Main Aye

B. Wolff Aye

A. Guyton made a motion to invite Jay O'Neal to serve on the PCM Board of Trustees.

D. Main seconded the motion.

The team **VOTED** to approve the motion.

**Roll Call**

D. Main Aye

A. Guyton Aye

B. Wolff Aye

**III. Public Comment**

**A. Opportunity for Public Comment**

Two community members made public comment.

One community member experienced technical difficulties with their mic and requested to type into the chat. The board accommodated this request and moved on to the Head of School update to allow the community member enough time to type their comment into the chat. Upon the closing of the Head of School Update, the board returned to the public comment section of the meeting and read the public comment submitted in chat by this community member.

**IV. LEADERS Team Update & Compliance Check-in**



**A. September-October HOS Update**

The Head of School answered questions about the PCM Board Dashboard and shared updates about PCM.

**V. Board Goals, Committee, & Council Updates**

**A. Individual board members goals check-in**

Each trustee briefly presented on their progress towards individual goals and tasks

**B. SCC (Support & Coordination Council) Report**

**C. LSEC (Leadership Support & Evaluation Committee) Report**

**D. DC (Development Committee) Report**

**E. GC (Governance Committee) Report**

**F. EEC (Educational Excellence Committee) Report**

**G. FC (Finance Committee) Report**

Dave Schneider left at 6:55pm

A. Guyton made a motion to to approve the September financials recommended and as presented by the finance committee.

D. Main seconded the motion.

The team **VOTED** to approve the motion.

**Roll Call**

B. Wolff Aye

A. Guyton Aye

D. Main Aye

A. Guyton made a motion to 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 \$84,461.28 are also approved. General Fund Accounts Payable Total electronic payments totaling \$238,772.99 and Check number 1081 through 1087 totaling \$10,721.67 Non-AP Cash Disbursements Total electronic payments totaling \$1,551.27 and Check number 1080 and 1082 totaling \$7,594.40 Payroll Total electronic payments totaling \$81,943.83 and Payroll check numbers 1081 through 1082 totaling \$2,517.45 The recommendation presented by the Treasurer on behalf of the Finance Committee represents the initial motion.

D. Main seconded the motion.

The team **VOTED** to approve the motion.

**Roll Call**

B. Wolff Aye

A. Guyton Aye

D. Main Aye

**VI. Other Business**

**A. Tasks and old business**

"Just Observing" left the meeting at 7:06pm

A. Guyton made a motion to Close and adjourn the meeting.

D. Main seconded the motion.

The team **VOTED** to approve the motion.

**Roll Call**

D. Main Aye

B. Wolff Aye

A. Guyton Aye

**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 7:13 PM.

Respectfully Submitted,

B. Wolff

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**Documents used during the meeting**

- Prospective board member questionnaire (Fillable)\_BURTON\_Redacted.pdf
- Burton, Ana Resume\_Redacted.pdf
- Prospective board member questionnaire\_Redacted.pdf
- ONeal, Jay Resume\_Redacted.pdf
- PCM Board Dashboard 11-1-2023.xlsx
- 6c. PCM AP Register 09.2023.pdf
- 2. PCM Income Statement 09.2023.pdf
- 3. PCM Balance Sheet 09.2023.pdf
- 5. PCM Statement of Cash Flows 09.2023.pdf
- 6d. PCM Non-AP Register 09.2023.pdf
- 4. PCM BvA 09.2023.pdf

- 6b. PCM Payroll Report 09.2023.pdf
- 6a. PCM Auditing Officer Approval 09.2023.pdf
- 1. PCM Finance Dashboard 09.2023.pdf
- 6. PCM Payroll and AP Certification 09.2023.pdf

# Coversheet

## HOS Update

**Section:** III. LEADERS Team Update & Compliance Check-in  
**Item:** A. HOS Update  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** PCM Board Dashboard 11-1-2023 (V2).xlsx

## Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. [Adobe Reader](#):

PCM Board Dashboard 11-1-2023 (V2).xlsx

# Coversheet

## FC (Finance Committee) Report

**Section:** IV. Board Goals, Committee & Council Updates  
**Item:** F. FC (Finance Committee) Report  
**Purpose:** Vote  
**Submitted by:** Laylah Sullivan  
**Related Material:** 5. PCM Statement of Cash Flows 10.2023.pdf  
2. PCM Income Statement 10.2023.pdf  
6c. PCM AP Register 10.2023.pdf  
3. PCM Balance Sheet 10.2023.pdf  
6d. PCM Non-AP Register 10.2023.pdf  
4. PCM BvA 10.2023.pdf  
6b. PCM Payroll Report 10.2023.pdf  
6a. PCM Auditing Officer Approval 10.2023.pdf  
1. PCM Finance Dashboard 10.2023.pdf  
6. PCM Payroll and AP Certification 10.2023.pdf

### BACKGROUND:

The PCM Board of Trustees will review and vote on the October financials that have been reviewed in detail and recommended by the Finance Committee.

#### **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 \$85,893.81 are also approved.

#### **General Fund Accounts Payable**

Total electronic payments totaling \$207,437.81 and  
Check numbers 1089, 1092, and 1093 totaling \$28,650.84

#### **Non-AP Cash Disbursements**

Total electronic payments totaling \$744.05 and  
Check numbers 1088 and 1091 totaling \$2,328.64

#### **Payroll**

Total electronic payments totaling \$85,893.81 and  
Payroll check numbers N/A totaling \$0

### RECOMMENDATION:

The recommendation presented by the Treasurer on behalf of the Finance Committee represents the initial motion.

**Proposed motion:** I second the motion to approve the October financials recommended and as presented by the finance committee.

# Pullman Community Montessori

## Statement of Cash Flows

August - October, 2023

	AUG 2023	SEP 2023	OCT 2023	TOTAL
<b>OPERATING ACTIVITIES</b>				
Net Revenue	7,118.58	241,652.44	-77,233.91	\$171,537.11
Adjustments to reconcile Net Revenue to Net Cash provided by operations:				\$0.00
1100 Accounts Receivable (A/R)	-39,455.49	3,709.96	27,880.32	\$ -7,865.21
1150 Prepaids & Other Assets	-38,261.14	15,395.75	1,058.12	\$ -21,807.27
1550 Accumulated Depreciation	21,966.56			\$21,966.56
2100 Accounts Payable	25,245.73	-73,867.38	-69,621.96	\$ -118,243.61
2102 Banner Bank Mastercard	0.00	0.00	0.00	\$0.00
2101 Accrued Accounts & Payroll Payable	19,949.30	8,126.23	6,926.35	\$35,001.88
2155 Retirement Payable - DRS	665.67	4,341.74	643.93	\$5,651.34
2156 Health Insurance Payable - SEBB	-9,404.00	-8,671.50	-5,003.00	\$ -23,078.50
2158 LTD Payable	80.01	11.71	64.24	\$155.96
2171 Use Tax Payable	-76.05			\$ -76.05
2180 Refundable Advances	204,000.00	-304,000.00		\$ -100,000.00
2202 Loan Payable - short-term	1,293.45	-60,678.86		\$ -59,385.41
<b>Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:</b>	<b>186,004.04</b>	<b>-415,632.35</b>	<b>-38,052.00</b>	<b>\$ -267,680.31</b>
<b>Net cash provided by operating activities</b>	<b>\$193,122.62</b>	<b>\$ -173,979.91</b>	<b>\$ -115,285.91</b>	<b>\$ -96,143.20</b>
<b>INVESTING ACTIVITIES</b>				
1501 Fixed Assets-Capitalized Equipment		-5,680.42		\$ -5,680.42
1503 Fixed Assets-Leasehold Improvements	-52,641.26			\$ -52,641.26
1504 Fixed Assets-Furniture, Fixtures & Other			-29,231.07	\$ -29,231.07
1510 Facilities - In Progress	29,966.18	-1,917.00		\$28,049.18
<b>Net cash provided by investing activities</b>	<b>\$ -22,675.08</b>	<b>\$ -7,597.42</b>	<b>\$ -29,231.07</b>	<b>\$ -59,503.57</b>
<b>FINANCING ACTIVITIES</b>				
2502 Loan Payable - long-term	-1,409.68	-1,416.73	298,625.03	\$295,798.62
2510 Deferred Rent Liability	4,466.25	5,718.97	5,718.97	\$15,904.19
2998 Unrestricted Net Assets	-11,567.67			\$ -11,567.67
2999 Restricted Net Assets	11,567.67			\$11,567.67
<b>Net cash provided by financing activities</b>	<b>\$3,056.57</b>	<b>\$4,302.24</b>	<b>\$304,344.00</b>	<b>\$311,702.81</b>
<b>NET CASH INCREASE FOR PERIOD</b>	<b>\$173,504.11</b>	<b>\$ -177,275.09</b>	<b>\$159,827.02</b>	<b>\$156,056.04</b>



# Pullman Community Montessori

## Profit and Loss

October 2023

	TOTAL			
	OCT 2023	SEP 2023 (PP)	CHANGE	SEP - OCT, 2023 (YTD)
<b>Revenue</b>				
3100 Local Donations	25.00	25.00	0.00	50.00
3198 Sales - School Meals	1,281.60	825.00	456.60	2,106.60
3199 Local Income - misc		2,587.31	-2,587.31	2,587.31
3201 Interest Income (Public)	0.02	0.02	0.00	0.04
3520 Private Foundations / Grants		304,000.00	-304,000.00	304,000.00
4000 General Apportionment	126,939.51	138,830.08	-11,890.57	265,769.59
4021 Special Education - General Apportionment	1,305.97	1,469.22	-163.25	2,775.19
4121 Special Education - State	19,353.82	21,773.06	-2,419.24	41,126.88
4198 State - School Food Service	83.75		83.75	83.75
4199 Transportation	3,053.17	3,434.81	-381.64	6,487.98
5198 Federal - School Food Services (NSLP)	4,581.62		4,581.62	4,581.62
5199 Federal - Misc Grants	120.00	120.00	0.00	240.00
5200 Federal - CSP	23,396.36	11,842.89	11,553.47	35,239.25
<b>Total Revenue</b>	<b>\$180,140.82</b>	<b>\$484,907.39</b>	<b>\$ -304,766.57</b>	<b>\$665,048.21</b>
<b>GROSS PROFIT</b>	<b>\$180,140.82</b>	<b>\$484,907.39</b>	<b>\$ -304,766.57</b>	<b>\$665,048.21</b>
<b>Expenditures</b>				
6005 Certificated - Executive Management	7,725.00	7,725.03	-0.03	15,450.03
6106 Classified - Operations Staff	14,309.46	13,297.65	1,011.81	27,607.11
6110 Classified - Instructional Management	6,866.68	6,866.68	0.00	13,733.36
6196 Nurses	3,973.73	3,501.01	472.72	7,474.74
6198 Classified - Lunch Staff	6,584.14	6,719.95	-135.81	13,304.09
6270 Certificated - Teachers - Regular	25,056.83	24,178.66	878.17	49,235.49
6275 Certificated - Teachers - SPED	4,927.85	4,927.96	-0.11	9,855.81
6278 Certificated - Stipends	2,249.98	2,249.98	0.00	4,499.96
6370 Classified - Teachers - Regular	3,910.34	3,910.34	0.00	7,820.68
6371 Classified - Teachers - Substitutes	1,196.48	1,307.78	-111.30	2,504.26
6373 Classified - Aides - Regular	27,430.02	25,969.02	1,461.00	53,399.04
6376 Classified - Aides - SPED	4,424.18	4,012.36	411.82	8,436.54
6378 Classified - Stipends	2,833.34	3,250.01	-416.67	6,083.35
7051 Social Security/Medicare/FUTA	4,541.78	4,408.47	133.31	8,950.25
7052 Worker's Compensation Insurance	938.47	926.10	12.37	1,864.57
7053 State Unemployment	270.70	280.57	-9.87	551.27
7055 Retirement Contribution - DRS	11,584.29	11,044.20	540.09	22,628.49
7056 Health Insurance - SEBB	30,867.00	22,000.00	8,867.00	52,867.00
8010 Legal	1,307.00	5,350.00	-4,043.00	6,657.00
8015 Oversight Fee (3%)	4,413.53	4,965.21	-551.68	9,378.74
8035 Payroll & Accounting Services	10,000.00	10,000.00	0.00	20,000.00
8040 Special Ed Services	13,537.42	1,524.56	12,012.86	15,061.98
8050 Contracted Services - Tech	4,876.02	3,058.96	1,817.06	7,934.98
8053 Contracted Services - Misc	5,158.20		5,158.20	5,158.20

# Pullman Community Montessori

## Profit and Loss

October 2023

	TOTAL			
	OCT 2023	SEP 2023 (PP)	CHANGE	SEP - OCT, 2023 (YTD)
8054 Contracted Services - Afterschool	5,727.24		5,727.24	5,727.24
8060 Dues & Memberships	150.00	620.00	-470.00	770.00
8505 Board Expenses	833.33	833.33	0.00	1,666.66
8510 Classroom / Teaching Supplies & Materials	3,905.05	13,691.31	-9,786.26	17,596.36
8515 Special Ed Supplies & Materials	278.74	734.02	-455.28	1,012.76
8530 Equipment / Furniture		1,003.41	-1,003.41	1,003.41
8535 Telephone / Internet	644.63	635.32	9.31	1,279.95
8540 Technology - Hardware		789.57	-789.57	789.57
8541 Technology - Software	1,404.29	7,938.43	-6,534.14	9,342.72
8565 Office Expense	4,554.57	4,778.39	-223.82	9,332.96
8570 Staff Development	330.47	3,489.00	-3,158.53	3,819.47
8575 Staff Recruitment	492.02	216.09	275.93	708.11
8580 Student Recruitment / Marketing	195.00	145.00	50.00	340.00
8585 School Meals / Lunch	9,320.16	9,543.64	-223.48	18,863.80
8599 Transportation (student)	4,860.97	2,017.75	2,843.22	6,878.72
9005 Insurance Expense	1,747.29	1,747.29	0.00	3,494.58
9010 Janitorial	3,254.24	2,496.97	757.27	5,751.21
9015 Building and Land Rent / Lease	18,417.27	18,417.27	0.00	36,834.54
9045 Interest Expense	2,277.02	2,683.66	-406.64	4,960.68
<b>Total Expenditures</b>	<b>\$257,374.73</b>	<b>\$243,254.95</b>	<b>\$14,119.78</b>	<b>\$500,629.68</b>
<b>NET OPERATING REVENUE</b>	<b>\$ -77,233.91</b>	<b>\$241,652.44</b>	<b>\$ -318,886.35</b>	<b>\$164,418.53</b>
<b>NET REVENUE</b>	<b>\$ -77,233.91</b>	<b>\$241,652.44</b>	<b>\$ -318,886.35</b>	<b>\$164,418.53</b>

# Pullman Community Montessori

## Bill Payment List

October 2023

DATE	NUM	VENDOR	AMOUNT	MEMO/DESCRIPTION
<b>1000 Banner Bank x4353 - PUBLIC Checking</b>				
10/04/2023	1089	Friends of Gladish	-12,698.30	
10/04/2023		Friends of Gladish	-1,917.00	
10/02/2023	EFT	Raza Development Fund, Inc (v)	-3,340.80	
10/11/2023	EFT	URM Stores Inc	-8,689.67	
10/10/2023	EFT	Great American Insurance Group	-1,472.45	
10/24/2023	EFT	True Measure Collaborative	-1,791.67	
10/24/2023	EFT	Nathaniel A Porter	-25.00	
10/24/2023	EFT	Joule Growth Partners	-10,000.00	
10/24/2023	EFT	Joule Growth Partners	-10,000.00	
10/24/2023	EFT	Banner Bank	-7,208.33	
10/24/2023	EFT	Amazon Capital Services, Inc	-4,541.99	
10/20/2023	1092	Friends of Gladish	-12,698.30	
10/26/2023		Corey Williams	-202.51	Multiple invoices
10/26/2023		Chris Siple	-380.70	Inv #8/8 - 8/10
10/25/2023		Galexis Technologies	-5,946.39	Multiple invoices (details on stub)-- bill.com Check Number: 210428969
10/25/2023		Kutak Rock LLP	-9,625.00	Multiple invoices
10/25/2023		Terry's Dairy, Inc	-1,463.12	Multiple invoices (details on stub)
10/25/2023		Washington State Charter Schools Association	-1,242.38	Multiple invoices
10/25/2023		Apex Law Group PLLC	-656.00	Inv #7084
10/25/2023		Audalia Creative	-155.38	Inv #1721
10/25/2023		Ccooper Services	-145.00	Inv #5754
10/25/2023		First Step Internet	-180.00	Inv #1720659
10/25/2023		Friends of Gladish	-164.21	Inv #000109 balance
10/25/2023		Frost Brown Todd LLP	-1,092.00	Inv #0152291.0775994
10/25/2023		NEWESD 101	-4,875.00	Inv #1242300133
10/25/2023		PresenceLearning, Inc	-8,094.90	Inv #INV63449
10/25/2023		The Standard Insurance Company	-294.13	Inv #756494 0314 9/1
10/25/2023		Yellow Barn Occupational Therapy, LLC	-570.00	Inv #9/11, 9/18, 9/25
10/24/2023	1093	Cleaning Concepts Janitorial	-3,254.24	
10/26/2023		HCA - SEBB	-69,471.00	Acct #600Y12 - Multiple invoices (details on stub)-- bill.com Check Nu
10/26/2023	EFT	Amazon Capital Services, Inc	-448.92	
10/27/2023		First Step Internet	-180.00	Inv #1725665
10/27/2023		Jill Stansbury	-245.28	Inv #N/A
10/27/2023		Timothy Green	-64.72	Inv #N/A
10/27/2023		HCA - SEBB	-34,714.00	Acct # 600Y12 - Inv #600Y12 10.16.23-- bill.com Check Number: 21048378
10/17/2023	EFT	WA Dept of Retirement Systems	-17,906.96	
10/17/2023	EFT	WA Dept of Retirement Systems	-58.46	
10/13/2023	EFT	Great American Insurance Group	-274.84	
<b>Total for 1000 Banner Bank x4353 - PUBLIC Checking</b>			<b>\$ -</b>	

# Pullman Community Montessori

## Bill Payment List

October 2023

DATE	NUM	VENDOR	AMOUNT	MEMO/DESCRIPTION
			<b>236,088.65</b>	

# Pullman Community Montessori

## Balance Sheet

As of October 31, 2023

	TOTAL		
	AS OF OCT 31, 2023	AS OF SEP 30, 2023 (PP)	CHANGE
<b>ASSETS</b>			
Current Assets			
Bank Accounts			
1000 Banner Bank x4353 - PUBLIC Checking	345,337.41	185,507.41	159,830.00
1001 Banner Bank x4695 - PRIVATE Checking	1,778.20	1,781.20	-3.00
1005 Banner Bank x3234 - PUBLIC Savings	1,095.78	1,095.76	0.02
<b>Total Bank Accounts</b>	<b>\$348,211.39</b>	<b>\$188,384.37</b>	<b>\$159,827.02</b>
Accounts Receivable			
1100 Accounts Receivable (A/R)	28,789.70	56,670.02	-27,880.32
<b>Total Accounts Receivable</b>	<b>\$28,789.70</b>	<b>\$56,670.02</b>	<b>\$ -27,880.32</b>
Other Current Assets			
1150 Prepays & Other Assets	27,579.98	28,638.10	-1,058.12
<b>Total Other Current Assets</b>	<b>\$27,579.98</b>	<b>\$28,638.10</b>	<b>\$ -1,058.12</b>
<b>Total Current Assets</b>	<b>\$404,581.07</b>	<b>\$273,692.49</b>	<b>\$130,888.58</b>
Fixed Assets			
1501 Fixed Assets-Capitalized Equipment	52,450.78	52,450.78	0.00
1503 Fixed Assets-Leasehold Improvements	540,149.69	540,149.69	0.00
1504 Fixed Assets-Furniture, Fixtures & Other	98,069.49	68,838.42	29,231.07
1510 Facilities - In Progress	29,592.08	29,592.08	0.00
1550 Accumulated Depreciation	-137,668.48	-137,668.48	0.00
<b>Total Fixed Assets</b>	<b>\$582,593.56</b>	<b>\$553,362.49</b>	<b>\$29,231.07</b>
<b>TOTAL ASSETS</b>	<b>\$987,174.63</b>	<b>\$827,054.98</b>	<b>\$160,119.65</b>
<b>LIABILITIES AND EQUITY</b>			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 Accounts Payable	71,141.63	140,763.59	-69,621.96
<b>Total Accounts Payable</b>	<b>\$71,141.63</b>	<b>\$140,763.59</b>	<b>\$ -69,621.96</b>
Other Current Liabilities			
2101 Accrued Accounts & Payroll Payable	81,287.29	74,360.94	6,926.35
2155 Retirement Payable - DRS	17,749.46	17,105.53	643.93
2156 Health Insurance Payable - SEBB	-43,346.50	-38,343.50	-5,003.00
2158 LTD Payable	358.37	294.13	64.24
<b>Total Other Current Liabilities</b>	<b>\$56,048.62</b>	<b>\$53,417.10</b>	<b>\$2,631.52</b>
<b>Total Current Liabilities</b>	<b>\$127,190.25</b>	<b>\$194,180.69</b>	<b>\$ -66,990.44</b>

# Pullman Community Montessori

## Balance Sheet

As of October 31, 2023

	TOTAL		
	AS OF OCT 31, 2023	AS OF SEP 30, 2023 (PP)	CHANGE
<b>Long-Term Liabilities</b>			
2502 Loan Payable - long-term	788,714.03	490,089.00	298,625.03
2510 Deferred Rent Liability	73,361.90	67,642.93	5,718.97
<b>Total Long-Term Liabilities</b>	<b>\$862,075.93</b>	<b>\$557,731.93</b>	<b>\$304,344.00</b>
<b>Total Liabilities</b>	<b>\$989,266.18</b>	<b>\$751,912.62</b>	<b>\$237,353.56</b>
<b>Equity</b>			
2998 Unrestricted Net Assets	-198,310.94	-198,310.94	0.00
2999 Restricted Net Assets	31,800.86	31,800.86	0.00
Net Revenue	164,418.53	241,652.44	-77,233.91
<b>Total Equity</b>	<b>\$ -2,091.55</b>	<b>\$75,142.36</b>	<b>\$ -77,233.91</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$987,174.63</b>	<b>\$827,054.98</b>	<b>\$160,119.65</b>

**Pullman Community Montessori**  
**Transaction Detail by Account**  
 October 2023

	Date	Transaction Type	Num	Name	Memo/Description	Amount
<b>1000 Banner Bank x4353 - PUBLIC Checking</b>						
	10/03/2023	Expenditure		Transparent	ACH transparent clas transpar ACH transparent clas transparen CCD ST-T9Q0J2D4B5G3 42	-256.34
	10/04/2023	Check	1088	Amazon Expeditions		-1,850.00
	10/10/2023	Expenditure	EFT	Magic-Wrighter (e-Funds)		-34.95
	10/10/2023	Expenditure		eFax	J2 EFAX SERVICE 6922 HOLLYWOOD J2 EFAX SERVICE 6922 HOLLYWOOD BLVD 323-817-3205CA C#	-18.99
	10/13/2023	Expenditure		Microsoft	MSFT *<E0300PG06 MSBILL.INFOWA C MSFT *<E0300PG06 MSBILL.INFOWA Card# *8765	-29.14
	10/18/2023	Check	1091	Sim's Glass		-478.64
	10/18/2023	Expenditure		eFax	J2 EFAX SERVICE 6922 HOLLYWOOD J2 EFAX SERVICE 6922 HOLLYWOOD BLVD 323-817-3205CA C#	-10.00
	10/20/2023	Expenditure		eFax	J2 EFAX SERVICE 6922 HOLLYWOOD J2 EFAX SERVICE 6922 HOLLYWOOD BLVD 323-817-3205CA C#	-10.00
	10/24/2023	Expenditure		Verizon Wireless	ACH VERIZON WIRELESS PAYMENTS ACH VERIZON WIRELESS PAYMENTS CCD XXXXXXXX4300001 6223	-344.63
	10/24/2023	Expenditure		eFax	J2 EFAX SERVICE 6922 HOLLYWOOD J2 EFAX SERVICE 6922 HOLLYWOOD BLVD 323-817-3205CA C#	-10.00
	10/24/2023	Expenditure		eFax	J2 EFAX SERVICE 6922 HOLLYWOOD J2 EFAX SERVICE 6922 HOLLYWOOD BLVD 323-817-3205CA C#	-10.00
	10/25/2023	Expenditure		eFax	J2 EFAX SERVICE 6922 HOLLYWOOD J2 EFAX SERVICE 6922 HOLLYWOOD BLVD 323-817-3205CA C#	-10.00
	10/25/2023	Expenditure		eFax	J2 EFAX SERVICE 6922 HOLLYWOOD J2 EFAX SERVICE 6922 HOLLYWOOD BLVD 323-817-3205CA C#	-10.00
	10/31/2023	Expenditure		Gusto		-410.02
<b>Total for 1000 Banner Bank x4353 - PUBLIC Checking</b>						<b>-\$ 3,482.71</b>
<b>1001 Banner Bank x4695 - PRIVATE Checking</b>						
	10/02/2023	Expenditure		Banner Bank	Paper statement fee	-3.00
<b>Total for 1001 Banner Bank x4695 - PRIVATE Checking</b>						<b>-\$ 3.00</b>



**Pullman Community Montessori  
FY 22-23 Budget Status Report  
Oct-23**

	Actual	Budget	Over/(Under) Budget	% Received / Spent	Forecast	% of Forecast	Notes
<b>Revenue</b>							
Local Support	4,744	46,456	-41,712	10.21%	46,456	10.21%	
State Revenue - General	265,770	1,542,557	-1,276,787	17.23%	1,341,377	19.81%	
State Revenue - Special Purpose	50,474	365,645	-315,171	13.80%	338,273	14.92%	Total loss due to enrollment: \$228k
Federal Revenue	40,061	537,473	-497,412	7.45%	537,473	7.45%	
Grants & Other Sources	304,000	255,000	49,000	119.22%	420,000	72.38%	Added \$50k WA Charters Grant
<b>Total Revenue</b>	<b>665,048</b>	<b>2,747,131</b>	<b>-2,082,083</b>	<b>24.21%</b>	<b>2,683,579</b>	<b>24.78%</b>	
<b>Gross Profit</b>	<b>665,048</b>	<b>2,747,131</b>	<b>-2,082,083</b>	<b>24.21%</b>			
<b>Expenditures</b>							
Salaries	219,404	1,243,310	-1,023,906	17.65%	1,226,662	17.89%	Lowered by removing budget error re: summer pay
Personnel Taxes & Benefits	86,862	520,876	-434,014	16.68%	517,283	16.79%	
Contracted Services	69,918	366,920	-297,002	19.06%	356,168	19.63%	YMCA cost lowered
School Operations	102,636	228,499	-125,863	44.92%	231,999	44.24%	
Facility Operations & Maintenance	51,041	397,986	-346,945	12.82%	345,102	14.79%	Added interest only payments on WA Charters loan
Contingency		0	0		0	100.00%	Contingency 100% used
<b>Total Expenditures</b>	<b>529,861</b>	<b>2,757,591</b>	<b>-2,227,730</b>	<b>19.21%</b>	<b>2,677,214</b>	<b>19.79%</b>	Fiscal Year Elapsed: 16%
<b>Net Operating Revenue</b>	<b>135,187</b>	<b>-10,460</b>	<b>145,647</b>	<b>-1292.42%</b>	<b>6,365</b>	<b>2124.03%</b>	
<b>Net Revenue</b>	<b>135,187</b>	<b>-10,460</b>	<b>145,647</b>	<b>-1292.42%</b>	<b>6,365</b>	<b>2124.03%</b>	
<b>Balance Sheet Expenses</b>							
Bridge Loan Principal	60,679	59,385	1,294	102.18%	61,127	99.27%	
Kitchen Renovations	0	39,000	-39,000	0.00%	0	0.00%	Moved to 24-25 due to construction delays
<b>Balance Sheet Expenditures</b>	<b>60,679</b>	<b>98,385</b>	<b>-37,706</b>	<b>61.68%</b>	<b>61,127</b>	<b>99.27%</b>	
<b>All Expenditures</b>	<b>590,540</b>	<b>2,855,976</b>	<b>-2,265,436</b>	<b>20.68%</b>	<b>2,738,341</b>	<b>21.57%</b>	
<b>Board Approved Expenditures</b>	<b>2,855,976</b>						



**Pullman Community Montessori  
Payroll Summary**

**Oct-23**



**Pay Code Totals**

Custodian / Bus Driver	5,595.58
Kitchen Staff	7,544.36
Office Administration	9,013.13
School Administration	15,008.34
Special Education Staff	6,594.62
Student Support Staff	38,429.69
Substitute Teacher	1,541.51
Teacher	24,650.23
<b>Total</b>	<b>108,377.46</b>

**Deduction Totals**

State Pension	7,443.04
State Employees Benefits Board	2,144.00
Supplemental LTD	358.37
Wage Garnishments	-
Federal Income Tax	6,371.17
Social Security	2,915.24
Medicare	1,540.37
WA CARES	628.59
WA Workers' Comp Insurance	451.98
WA Family and Medical Leave Insurance	630.89
<b>Total</b>	<b>22,483.65</b>

**Benefits Totals**

State Pension	11,107.85
State Employees Benefits Board	26,400.00
Social Security	2,915.24
Medicare	1,540.37
WA SUI	241.53
WA EAF	30.19
WA Family and Medical Leave Insurance	-
WA Workers' Comp Insurance	925.82
<b>Total</b>	<b>43,161.00</b>

<b>Direct Deposit Total</b>	<b><u>85,893.81</u></b>
<b>Manual Checks Total</b>	<b><u>-</u></b>

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

October AP register totaling: \$236,088.65

Pay dates within 10/01/23 – 10/31/23

Board Date 11/30/23

\_\_\_\_\_  
Signature of Auditing Officer

\_\_\_\_\_  
Date



**Finance Dashboard**  
October 2023

	<b>Metric</b> <i>Description</i>	<b>Result</b>	<b>Goal</b>	<b>Status</b>	<b>Notes</b>
1.	<b>Current Student Recruitment Count</b> <i>Enrollment is the school's primary revenue driver</i>	86%	100%	●	<i>Current enrollment: 118 (AAFTE: 121) Budget: 136 SPED: 20.4 budget, 30 actual</i>
2.	<b>Public Revenue Received as a % of overall budget</b> <i>Measures rate of receipt of public funds to date</i>	15%	17%	●	<i>Enrollment revenue loss will hit in Jan; LAP/TBIP applications not completed</i>
3.	<b>Private Revenue Received as a % of overall budget</b> <i>Measures progress against fundraising goals</i>	66%	66%	●	<i>All expected grant payments received. Includes - local fundraising goal (\$25k)</i>
4.	<b>Expenditures to date as a % of overall budget</b> <i>Measures actual spending against planned spending</i>	21.5%	16%	●	<i>Reasonable due to beginning of year purchases; need cuts due to enrollment</i>
5.	<b>Cash on Hand</b> <i>Measures operational and financial stability</i>	Current: \$348k	\$450k	●	<i>Not projected to meet 30 days cash. Projection: \$131k (30 days: \$225k)</i>

**Additional notes for discussion:**

- **Cash:** updated forecasts show cash conservation measures needed starting in January; additional cuts or revenue needed to make it through the fiscal year.
- **Enrollment:** November enrollment down to 113, AAFTE 118, revenue loss \$228k (contingency = \$71k, variance = \$157k)
  - Enrollment forecast for rest of year?
  - Cuts? Additional revenue? Need to start conversation with WA Charters.
- **Program applications:** ETA on LAP/Title/Fed SPED/TBIP applications?
- Current fiscal year count of missing documentation: \$15.8k; FY23: \$20.8k

jg<sup>P</sup>



**Payroll Check Summary**

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

**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 November 30, 2023, the Board, by a \_\_\_\_\_ vote, approves payments totaling \$85,893.81. The payments are further identified in this document.

Total Payment by Type:  
 Payroll Direct Deposit (\$85,893.81)  
 Manual Checks (\$0)

Secretary	<u>Dorrie Main</u>	Board Member	_____
Board Member	<u>Anna Burton</u>	Board Member	_____
Board Member	<u>Aubree Guyton</u>	Board Member	_____
Board Member	<u>Beverley Wolff</u>		

**Accounts Payable Register**

*October 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 November 30, 2023, the Board, by a \_\_\_\_\_ vote, approves payments totaling \$236,088.65. The payments are further identified in this document.

Total Payment by Type:  
 Electronic Funds Transfer (\$207,437.81)  
 Manual checks (\$28,650.84)

Secretary	<u>Dorrie Main</u>	Board Member	_____
Board Member	<u>Anna Burton</u>	Board Member	_____
Board Member	<u>Aubree Guyton</u>	Board Member	_____
Board Member	<u>Beverley Wolff</u>		



**Non-AP Cash Disbursement Register**

*October 2023*

**BOARD CERTIFICATION STATEMENT**

The following payments were paid during October 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 November 30, 2023, the Board, by a \_\_\_\_\_ vote, approves payments totaling \$3,072.69. The payments are further identified in this document.

**Total Payment by Type:**

Debit Card / EFT (\$744.05) – comprised mostly of automatic charges (Gusto – payroll provider, Verizon, Adobe, Microsoft, Facebook) and  
 Manual Checks (\$2,328.64)

Secretary	<u>Dorrie Main</u>	Board Member	_____
Board Member	<u>Anna Burton</u>	Board Member	_____
Board Member	<u>Aubree Guyton</u>	Board Member	_____
Board Member	<u>Beverley Wolff</u>		



**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 \$85,893.81 are also approved.

**General Fund  
Accounts Payable**

Total electronic payments totaling \$207,437.81 and  
Check numbers 1089, 1092, and 1093 totaling \$28,650.84

**Non-AP Cash Disbursements**

Total electronic payments totaling \$744.05 and  
Check numbers 1088 and 1091 totaling \$2,328.64

**Payroll**

Total electronic payments totaling \$85,893.81 and  
Payroll check numbers N/A totaling \$0

# Coversheet

## Policy & Procedure Updates: 2162P

**Section:** V. Other Business  
**Item:** A. Policy & Procedure Updates: 2162P  
**Purpose:** Vote  
**Submitted by:** Laylah Sullivan

### BACKGROUND:

The PCM Board of Trustees previously approved the following WSSDA model Policies and Procedures. WSSDA has recommended updates to the policies and/or procedures.

WSSDA has updated the following model policies and/ procedures in 2023:

- **Harassment, Intimidation and Bullying of Students (3207/3207P)** – The HIB model policy and procedure underwent significant changes as the result of HB 1207 – Preventing and Responding to Harassment, Intimidation, and Bullying in Schools. Revisions include changes to definitions as well as updates to the investigations and reporting processes.
- **Nondiscrimination and Affirmative Action (5010/5010P)** – This model policy and procedure underwent significant changes also as a result of HB 1207. Revisions include changes to definitions as well as updates to the investigations and reporting processes.
- **Highly Capable (2190/2190P)**
- **Student Records (3231)** – This model policy was revised to align with SB 5127 – Student Personal Information – Public Records Act Exemption
- **Excused and Unexcused Absences (3122/3122P)** – This model policy and procedure was revised to align with HB 1207 but changes are non-substantive. Revisions could be adopted through consent agenda.
- **Discipline (3241/3241P)** - This model policy and procedure was revised to align with HB 1207 but changes are non-substantive. It was also revised to clarify regulations of short-term suspensions.
- **Restraint, Isolation, and Other Uses of Reasonable Force (3246/3246P)** – This model policy and procedure was revised to align with SB 5315 – Special Education – Nonpublic Agencies.
- **Section 504 (2162/2162P)** – The section 504 model policy was revised to align with HB 1207 but are non-substantive. Revisions could be adopted through the consent agenda.
- **\*\*Special Education and Related Services (2161P)** – This model procedure was revised to align with SB 5315 – Special Education – Nonpublic Agencies (*this still includes the modification suggested by the TMC that is specific to charters schools*).
- **Meeting Conduct, Order of Business and Quorum (1400/1400P)** – This model policy and procedure was revised to comply with HB 1210 – Recording School Board Meetings.
- **Regulations of Dangerous Weapons on School Premises (4210)** – This model policy was updated to align with HB 1630 (2022).

This month Trustees will consider and vote on Section 504 Procedure (2162P) updates. This updated procedure and description of the update can be found in this list of updated policies and procedures:

<https://docs.google.com/spreadsheets/d/1Lwa8hyHu2FLwl0MYDA2uvRcNQwz4rwccD7PQRgTV15A/edit?usp=sharing>

RECOMMENDATION:

The changes to this policy do not constitute material changes and could be presented in a consent agenda. The number without the P represents the policy while the number with the P represents the procedure.

**Proposed Motion:** I motion the board approve 2162P as presented.



# Coversheet

## 2024-25 Enrollment Policy & Procedures

**Section:** V. Other Business  
**Item:** B. 2024-25 Enrollment Policy & Procedures  
**Purpose:** Vote  
**Submitted by:** Laylah Sullivan

### BACKGROUND:

Date updates were made to the 2023-24 Enrollment Policies & Procedures to create the 2024-25 Enrollment Policies and Procedures. No material changes were made.

### RECOMMENDATION:

Proposed Motion: I motion to approve the 2024-25 Enrollment Policies & Procedures as presented.

# Coversheet

## Out of Endorsement Staff Additions

**Section:** V. Other Business  
**Item:** C. Out of Endorsement Staff Additions  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** RES#10 - Out of Endorsement Teaching Staff (Luby, Dominick).pdf  
RES#11 - Out of Endorsement Teaching Staff (Jones, Arden).pdf  
RES#12 - Out of Endorsement Teaching Staff (Stansbury, Jill).pdf  
RES#13 - Out of Endorsement Teaching Staff (Green, Timothy).pdf  
RES#14 - Out of Endorsement Teaching Staff (Crawford, Rogert).pdf



**PULLMAN  
COMMUNITY  
MONTESSORI**

**PUBLIC  
FREE  
K-9**

Adopted **November x, 2023**

**Out of Endorsement Teaching Staff**

Title - Out of Endorsement Teaching Staff (Luby, Dominick)

Resolution #: 10

Last Revised - 8/2023

Employee Start Date: August 2023 (2023-24 SY)

Pullman Community Montessori (PCM) acknowledges that Dominick Luby, hired as one of PCM's Physical Education for Life guide, will be considered "Out of Endorsement". Dominick has an Idaho State Teaching credential that needs to be transferred to Washington State. We believe him to be a highly qualified teacher in his field. PCM's Head of School and Montessori Instructional Coach, as well as his peers, will work alongside Dominick, just like with other staff, to ensure that the resources, materials, and curriculum used all meet the standards of high quality teaching and learning, and are aligned with standards and expectations. The progress of the transfer of Dominick's teaching credentials will be monitored by the Head of School and Montessori Instructional Coach and the board will be updated no less than annually on his progress.

Adopted and approved this \_\_\_\_\_ day of \_\_\_\_\_.

By: \_\_\_\_\_  
Board President or Designee

Attest: \_\_\_\_\_  
Head of School



**PULLMAN  
COMMUNITY  
MONTESSORI**

**PUBLIC  
FREE  
K-9**

Adopted **November x, 2023**

**Out of Endorsement Teaching Staff**

Title - Out of Endorsement Teaching Staff (Jones, Arden (Theo))

Resolution #: 11

Last Revised - 8/2023

Employee Start Date: August 2023 (2023-24 SY)

Pullman Community Montessori (PCM) acknowledges that Arden "Theo" Jones, hired as one of PCM's Instructional Assistants, will be considered "Out of Endorsement". Theo has an Idaho State Teaching credential that needs to be transferred to Washington State. As an Instructional Assistant, per PCM best practice, Theo is also required to submit for Emergency Substitute Certification. We believe Theo to be a highly qualified Instructional Assistant and prospective substitute. PCM's Head of School and Montessori Instructional Coach, as well as Theo's peers, will work alongside Theo, just like with other staff, to ensure that the resources, materials, and curriculum used all meet the standards of high quality teaching and learning, and are aligned with standards and expectations. The progress of the transfer of Theo's teaching credentials will be monitored by the Head of School and Montessori Instructional Coach and the board will be updated no less than annually on his progress.

Adopted and approved this \_\_\_\_\_ day of \_\_\_\_\_.

By: \_\_\_\_\_  
Board President or Designee

Attest: \_\_\_\_\_  
Head of School



**PULLMAN  
COMMUNITY  
MONTESSORI**

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K-9**

Adopted **November x, 2023**

**Out of Endorsement Teaching Staff**

Title - Out of Endorsement Teaching Staff (Stansbury, Jill)

Resolution #: 12

Last Revised - 8/2023

Employee Start Date: August 2023 (2023-24 SY)

Pullman Community Montessori (PCM) acknowledges that Jill Stansbury, hired as PCM's Montessori Coach and Director of Academic Programs, will be considered "Out of Endorsement". Jill has extensive experience as a Montessori Teacher, Coach, and Administrator. Jill will submit for Emergency Substitute Certification in the event a sub is needed and a certificated staff member is not available to be a co-teacher in the classroom. The progress of Jill's Emergency Substitute Certification will be monitored by the Head of School and the board will be updated no less than annually on his progress.

Adopted and approved this \_\_\_\_\_ day of \_\_\_\_\_.

By: \_\_\_\_\_

Board President or Designee

Attest: \_\_\_\_\_

Head of School



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COMMUNITY  
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Adopted **November x, 2023**

**Out of Endorsement Teaching Staff**

Title - Out of Endorsement Teaching Staff (Green, Timothy)

Resolution #: 13

Last Revised - 8/2023

Employee Start Date: August 2023 (2023-24 SY)

Pullman Community Montessori (PCM) acknowledges that Timothy Green, hired as one of PCM's SPED Instructional Assistants, will be considered "Out of Endorsement". As an Instructional Assistant, per PCM best practice, Timothy is also required to submit for Emergency Substitute Certification. We believe Timothy to be a highly qualified SPED Instructional Assistant and prospective substitute Guide. Timothy has extensive experience working in Montessori schools and tutoring programs. PCM's Head of School and Montessori Instructional Coach, as well as Timothy's peers, will work alongside Timothy, just like with other staff, to ensure that the resources, materials, and curriculum used all meet the standards of high quality teaching and learning, and are aligned with standards and expectations. The progress of the Timothy's Emergency Substitute Certification will be monitored by the Head of School and Montessori Instructional Coach and the board will be updated no less than annually on his progress.

Adopted and approved this \_\_\_\_\_ day of \_\_\_\_\_.

By: \_\_\_\_\_  
Board President or Designee

Attest: \_\_\_\_\_  
Head of School



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Adopted **November x, 2023**

**Out of Endorsement Teaching Staff**

Title - Out of Endorsement Teaching Staff (Crawford, Roger)

Resolution #: 14

Last Revised - 8/2023

Employee Start Date: August 2023 (2023-24 SY)

Pullman Community Montessori (PCM) acknowledges that Roger Crawford, hired as one of PCM's SPED Instructional Assistants, will be considered "Out of Endorsement". As an Instructional Assistant, per PCM best practice, Roger is also required to submit for Emergency Substitute Certification. We believe Roger to be a highly qualified SPED Instructional Assistant and prospective substitute. Roger has extensive experience working in special education as a paraprofessional. PCM's Head of School and Montessori Instructional Coach, as well as Roger's peers, will work alongside Roger, just like with other staff, to ensure that the resources, materials, and curriculum used all meet the standards of high quality teaching and learning, and are aligned with standards and expectations. The progress of the Timothy's Emergency Substitute Certification will be monitored by the Head of School and Montessori Instructional Coach and the board will be updated no less than annually on his progress.

Adopted and approved this \_\_\_\_\_ day of \_\_\_\_\_.

By: \_\_\_\_\_  
Board President or Designee

Attest: \_\_\_\_\_  
Head of School