



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

Pullman Community Montessori

Board Meeting

Date and Time

Tuesday November 14, 2023 at 5:15 PM 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

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 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

Agenda

	Purpose	Presenter	Time
I. Opening Items			5:15 PM

	Purpose	Presenter	Time
A. Record Attendance		Beverley Wolff	1 m
B. Call the Meeting to Order		Beverley Wolff	
C. Approve Minutes Outstanding	Approve Minutes	Beverley Wolff	1 m
Approve minutes for Board Meeting on October 10, 2023			
D. Trustee Resignation	Vote	Beverley Wolff	3 m
The board will accept the resignation of Kim Torres, Trustee.			
Trustee Torres has move to the east coast and can no longer sustain the schedule difference.			
II.	Prospective Trustee Interviews		5:20 PM
A.	Interview: Ana Burton	Vote	Beverley Wolff
B.	Interview: Jay O'Neal	Vote	Beverley Wolff
III.	Public Comment		6:30 PM
A.	Opportunity for Public Comment	FYI	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. • 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. 			
IV.	LEADERS Team Update & Compliance Check-in		6:45 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.			

	Purpose	Presenter	Time
<p>What rubrics does the Commission use for evaluation? Financial Performance Framework Academic Performance Framework Organizational Performance Framework (expanded criterion) School Specific Goals (2023-24) (1 Academic, 1 Operational)</p>			

A.	September-October HOS Update	FYI	Laylah Sullivan	30 m
	To help provide you questions for consideration remember to peruse your Governing for Greatness book.			

To prepare, please review the November board dashboard.

V. Board Goals, Committee, & Council Updates 7:15 PM

A.	Individual board members goals check-in	Discuss	Beverley Wolff	15 m
	Each trustee will briefly present on their progress towards individual goals and tasks.			

B.	SCC (Support & Coordination Council) Report	FYI	NA	
	Currently inactive. Have not found volunteers to date.			

C.	LSEC (Leadership Support & Evaluation Committee) Report	FYI	NA	
	There has been no activity to report.			

D.	DC (Development Committee) Report	FYI	NA	
	There has been no activity to report.			

E.	GC (Governance Committee) Report	FYI	NA	
	There has been no activity to report.			

F.	EEC (Educational Excellence Committee) Report	FYI	NA	
	There has been no activity to report.			

G.	FC (Finance Committee) Report	Vote	Aubree Guyton	5 m
	Trustees will review the September & October financials as presented and recommended by the finance committee.			

To inform your questioning remember your resources:

Coversheet

Approve Minutes Outstanding

Section: I. Opening Items
Item: C. Approve Minutes Outstanding
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Board Meeting on October 10, 2023

APPROVED



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

Pullman Community Montessori

Minutes

Board Meeting

Board Meeting (reschedule from Sept meeting)

Date and Time

Tuesday October 10, 2023 at 11:00 AM

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

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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.

Trustees Present

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

Trustees Absent

K. Torres

Ex Officio Members Present

L. Sullivan

Non Voting Members Present

L. Sullivan

Guests Present

D. Porter

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 Oct 10, 2023 at 11:08 AM.

C. Approve Meeting Minutes: 8-22-23

A. Guyton made a motion to approve the minutes from PCM Regular Board Meeting on 08-22-23.

D. Main seconded the motion.

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

Roll Call

A. Guyton Aye

B. Wolff Aye

K. Torres Absent

D. Main Aye

D. Approve Annual Retreat Minutes (1)

A. Guyton made a motion to approve the minutes from Annual Board Retreat on 08-25-23.

D. Main seconded the motion.

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

Roll Call

K. Torres Absent
B. Wolff Aye
A. Guyton Aye
D. Main Aye

E. Approve Annual Retreat Minutes (2)

A. Guyton made a motion to approve the minutes from Annual Board Retreat on 08-26-23.

D. Main seconded the motion.

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

Roll Call

B. Wolff Aye
K. Torres Absent
D. Main Aye
A. Guyton Aye

F. Approve Annual Retreat Minutes (3)

A. Guyton made a motion to approve the minutes from Annual Board Retreat on 08-26-23.

D. Main seconded the motion.

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

Roll Call

K. Torres Absent
B. Wolff Aye
A. Guyton Aye
D. Main Aye

G. Approve Annual Retreat Minutes (3)

A. Guyton made a motion to approve the minutes from Annual Board Retreat on 08-27-23.

D. Main seconded the motion.

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

Roll Call

B. Wolff Aye
A. Guyton Aye
K. Torres Absent
D. Main Aye

H. Confirm Cancellation of 9-26-23 Board Meeting

A. Guyton made a motion to Confirm the cancellation of the 9/26/2023 board meeting PCM Regular Board Meeting on 09-28-23.

D. Main seconded the motion.

Just not the cancelation of the 9-26-23 board meeting due to lack of quorum. This meeting was moved to 10-10-23 working meeting.

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

Roll Call

K. Torres Absent

D. Main Aye

A. Guyton Aye

B. Wolff Aye

II. LEADERS Team Update & Compliance Check-in

A. August HOS Update

- Reviewed the Board Dashboard
- Answered board questions
- Marketing plan update

B. HOS Goals

The board reviewed and will vote on the HOS goals for 2023-24.

D. Main made a motion to I motion to approve the head of school goals.

A. Guyton seconded the motion.

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

Roll Call

K. Torres Absent

A. Guyton Aye

B. Wolff Aye

D. Main Aye

C. PCM 2023-24 Board Goals

A. Guyton made a motion to I motion to approve the PCM 2023-24 Board goals with the change of them being converted into SMART Goals.

D. Main seconded the motion.

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

Roll Call

B. Wolff Aye

A. Guyton Aye

D. Main Aye

K. Torres Absent

III. Board Goals, Committee & Council Updates

A.

SCC (Support & Coordination Council) Report

Currently inactive. Will work to revive at the start of school

B. Individual Board Member Reports

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.

---This will be postponed to the October meeting until after board and individual goals are set and there is sufficient time to report progress on goals.---

C. LSEC (Leadership Support & Evaluation Committee) Report

There is no activity to report

D. DC (Development Committee) Report

E. GC (Governance Committee) Report

F. EEC (Educational Excellence Committee) Report

G. FC (Finance Committee) Report

The finance committee has reviewed and made the recommendation for the PCM Board of Trustees to adopt the August financials as presented.

A. Guyton made a motion to to approve the August Financials as presented. 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 \$56,699.70 are also approved. General Fund Accounts Payable Total electronic payments totaling \$88,326.67 and Check number 1064 through TBD totaling \$51,022.43 Non-AP Cash Disbursements Total electronic payments totaling \$12,421.16 and Check number 1063 through 1063 totaling \$2,902.19 Payroll Total electronic payments totaling \$52,821.48 and Payroll check numbers 1071 through TBD totaling \$3,878.22.

D. Main seconded the motion.

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

Roll Call

A. Guyton Aye

D. Main Aye

K. Torres Absent

B. Wolff Aye

H. July Financials (Due Diligence)

The finance committee recommended the July financials be adopted by the PMC Board of Trustees as presented at the last board meeting. The statement was read into the motion but the language was not included in the actual agenda so it has been included below for the July financials to reconfirm the vote.

A. Guyton made a motion to approve the July financials as presented. 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 \$50,395.10 are also approved. General Fund Accounts Payable Total electronic payments totaling \$66,404.50 and Check number NA through NA totaling \$0 Non-AP Cash Disbursements Total electronic payments totaling \$1,963.55 and Check number NA through NA totaling \$0 Payroll Total electronic payments totaling \$50,395.10 and Payroll check numbers N/A through N/A totaling \$0.

D. Main seconded the motion.

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

Roll Call

B. Wolff Aye

A. Guyton Aye

K. Torres Absent

D. Main Aye

IV. Executive Session

A. Move into Executive Session 1

1155am - joined the meeting

The PCM Board of Trustees will move into executive session pursuant to RCW 42.30.110 for 5 minutes.

The Board of Trustees moved into executive session for the following reason:

Qualifications of an

applicant for public employment or review the performance of a public employee.

No board action was requested or taken.

B. Move into Executive Session 2

The PCM Board of Trustees will move into executive session pursuant to RCW 42.30.110 for 10 minutes.

The Board of Trustees moved into executive session for the following reason: *To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official*

capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

The Board of Trustees, returned from executive session after 10 minutes to ask for more time to discuss this topic. Another 10 minutes was added and the board recessed for an additional 10 minutes.

No board action was requested or taken.

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 12:24 PM.

Respectfully Submitted,
B. Wolff

Documents used during the meeting

- PCM Board Dashboard 10-1-2023.xlsx
- HOS_AGP_2023-24-Goals__Draft_.pdf
- SY24_Board_Goals.pdf
- 5. PCM Statement of Cash Flows Aug 2023.pdf
- 4a. PCM Detailed BvA Aug 2023.pdf
- 2. PCM Income Statement Aug 2023.pdf
- 6c. PCM AP Register Aug 2023.pdf
- 3. PCM Balance Sheet Aug 2023.pdf
- 4. PCM BvA Aug 2023.pdf
- 6. PCM Payroll and AP Certification Aug 2023.pdf
- 6a. PCM Auditing Officer Approval Aug 2023.pdf
- 6d. PCM Non-AP Register Aug 2023.pdf
- 1. PCM Finance Dashboard Aug 2023.pdf
- 6b. PCM Payroll Report Aug 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: Key Resources BOX Folder, [OPMA Resources](#), [App Board Commitments & Background](#), [Committee Descriptions](#), [Org Charts](#), [Board Member Application Full Packet](#), [Prospective Board Member Questionnaire](#)

Coversheet

Interview: Ana Burton

Section: II. Prospective Trustee Interviews
Item: A. Interview: Ana Burton
Purpose: Vote
Submitted by:
Related Material:
Prospective board member questionnaire (Fillable)_BURTON_Redacted.pdf
Burton, Ana Resume_Redacted.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?

Two key areas within the PCM mission, vision, and pillars stand out to me as they align closely with my personal values and attributes:

1. Creating life-long learners

I aspire to be a life-long learner and find value in learning through experience, which was something I learned as a Montessori pre-schooler. Even as an adult, I am aware of how educating myself, trying new things, and developing new skills empowers me to have greater awareness to reshape my schema; create diversity in thought, community, and relationships; and, apply my understanding in different ways or situations. Developing these skills in an environment that promotes learning through experience is key to an individual's holistic development.

2. Helping students achieve their full potential

I am naturally inclined to develop others based on their potential. In a professional setting this is helpful for setting goals toward career growth. For young learners, this value and approach allows them the space to be inquisitive and explore their areas of

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?

I am a self-described quiet observer - I like to take in my surroundings, including information, hear from others, and then formulate my own ideas or theories. When I feel I have something valuable to contribute, I will voice my thoughts. As an observer, I like to ask questions to draw out additional comments or thoughts and seek clarification. You'll get the best of me when I'm given time to think and process all information. I am thoughtful in my approach to look at the big picture, analyze risk, and then move forward in a solutions-oriented fashion.

In my various professional roles, I have developed skills in project management, volunteer engagement and board management, training and coaching, and administrative support. Additionally, I am a strong partner in strategic planning and oversight, including program and project evaluation. My professional circle is small; however, I am good at building and maintaining relationships.

I strongly value education, personal development, respect and hold myself to a high level of responsibility, accountability, and

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)?

[Yes; with preference for advanced scheduling to effectively manage personal and professional commitments](#)

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

ANA BURTON

PROFESSIONAL PROFILE

An accomplished professional with over fifteen years of experience in higher education non-profit administrative support, event execution, and learning and development. Recognized as a reliable colleague with excellent interpersonal, organizational, and time management skills with the ability to work independently or collaboratively in a team environment and engage with all levels of staff and leadership. Successful in managing multiple projects simultaneously while maintaining a high-level of confidentiality, attention to detail and communicating effectively.

CORE COMPETENCIES

- Building Collaborative Relationships
- Strengths-based Coaching
- Project Management
- Fostering Teamwork and Empowering Others
- Navigating Change
- Communicating Effectively

PROFESSIONAL EXPERIENCE

Assistant Vice President for Administration and Strategic Initiatives

Washington State University Foundation

Pullman, WA

July 2023 to Present

- Provides executive level support of a substantial and confidential nature to the Vice President for Advancement and CEO of the WSU Foundation (VP/CEO).
- Serves as the primary point of contact for the VP/CEO with both internal and external constituencies, disseminates information and communicates ideas on behalf of the VP/CEO; and responds on behalf of the VP/CEO when issues arise. When appropriate, the AVP may represent the VP/CEO in university and college settings.
- Initiates and manages short to mid-range projects; responsibilities include but are not limited to providing comprehensive administrative support; responsible for maintaining open communication and collaboration among internal and external constituents; project planning and management; budget management for areas of responsibility; office management; and executing strategic goals of Advancement and the WSU Foundation.
- Manage the identification, review, and execution of all WSU Foundation contracts; work with General Counsel to assure such agreements are in keeping with WSU and WSU policies and guidelines.
- Support the VP/CEO in building an innovative volunteer engagement strategy.
- Lead and manage three departments within the WSU Foundation: Office of the CEO, Board Relations and Volunteer Engagement, and General Counsel.
- Active member of the Advancement Leadership Team, providing leadership, administration, and planning for all aspects of assigned areas, and am responsible for developing, implementing, monitoring, budgeting, and assessing strategic plans and initiatives for areas of responsibility.

Senior Director for Administration and Strategic Initiatives

Washington State University Foundation

Pullman, WA

November 2020 to June 2023

- Served as Interim Director and was hired permanently to Director; promoted within 6 months to Senior Director
- Led day-to-day operations for the Office of the CEO; point of contact for internal and external constituents
- Led and managed advancement-wide initiatives in collaboration with Vice President of Advancement and WSU Foundation CEO
- Primary liaison for the VP/CEO
- Managed facility operations, including overseeing renovations, improvements and maintaining appropriate health, safety, and environmental information and training
- Served as lead project manager for executive-level projects including vendor contracts and high-stake events
- Successful in building relationships with WSU Foundation Board of Directors, managing meetings, policies, and procedures and supporting volunteers in absence and support of the Director of Volunteer Engagement
- Supervised full-time and hourly employees

Talent Management Specialist

Washington State University Foundation

Pullman, WA

January 2020 to November 2020

- Implemented strengths-based culture utilizing Gallup® CliftonStrengths assessment and coaching model for 150+ Advancement employees; developed and facilitated comprehensive CliftonStrengths Workshops
- Conducted skills gap analysis to determine training needs for 100 Advancement individual contributors; utilized data to develop comprehensive professional development strategy and program
- Developed and delivered a variety of trainings specific to individual contributors utilizing in-person and virtual platforms; conducted post-training surveys, analyzed findings and shared with appropriate stakeholders
- Communicated learning and development opportunities, including external trainings, webinars, and resources
- Liaised with and supported the Trustee Engagement Task Force; drafted original correspondence and official documents, provided meeting materials, summarize minutes and serve as a central point of contact

Training and Events Coordinator

Washington State University Foundation

Pullman, WA

January 2017 to December 2019

- Drafted comprehensive internal professional development and training programs; coordinated with multiple external training organizations to support professional growth strategies
- Led and supported talent management programs and processes, inclusive of hiring, new employee onboarding, training and development, and annual performance evaluations, and adhering to WSU policies
- Developed centralized employee engagement activities and initiatives system wide
- Organized and managed high-level, multi-day events, highlighting WSU's leading research enterprise, recognizing outstanding faculty, staff, students, and alumni, and celebrating donors and friends
- Supervised CASE Advancement Internship Program participant

ADDITIONAL PROFESSIONAL EXPERIENCE

- Foundation Coordinator, Gritman Medical Center Foundation, 2016
- Events and Training Coordinator, Washington State University Foundation, 2013-2016
- Administrative Assistant II, University of Idaho, Corporate and Foundation Relations 2010 – 2013
- Administrative Assistant, North Idaho College Foundation & Development Department, 2005-2008, 2009
- Title I Reading Aide & Substitute Teacher, Hayden Kinder Center, 2009-2010
- Student Teacher, Grades K & 2, Borah Elementary School, Coeur d'Alene, Idaho, 2008-2009

EDUCATION AND CERTIFICATIONS

- Master of Science, Adult Organizational Learning and Leadership, University of Idaho
- Bachelor of Science, Elementary Education, University of Idaho
- Gallup® Certified CliftonStrengths Coach
- Human Resource Development Certificate, University of Idaho
- State of Idaho, K-8 Certificate of Teaching

PROFESSIONAL DEVELOPMENT AND LEADERSHIP

- Mentor, WSU Virtual Staff Mentoring Program, 2020
- Co-Chair, WSU Advancement IDEA Work Group for Volunteers, 2020
- Founding Member, Inland Northwest Talent Management Network, 2020
- Presenter, CASE District VIII, 2020
- Thought Leader, Advancement Resources Exclusive Focus Group, 2019
- Presenter, CASE Strategic Talent Management Conference, 2018
- YMCA of the Palouse, Board of Trustee, 2015
- Chair, Staff Affairs Committee, University of Idaho 2012-2013
- North Idaho College Alumni Association Board of Directors, Multiple Positions Held, 2009 to 2012
- University Study Abroad Consortium-Faculty/Staff International Development Award, Torino, Italy, 2011
- Winant Clayton Volunteer Exchange Programme, London, England, Volunteer, 2006

Coversheet

Interview: Jay O'Neal

Section: II. Prospective Trustee Interviews
Item: B. Interview: Jay O'Neal
Purpose: Vote
Submitted by:
Related Material: Prospective board member questionnaire_Redacted.pdf
ONeal, Jay Resume_Redacted.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**?

PCM's Mission and Vision is appealing to me because the school uses their unique approach to better prepare kids for their future. Kids and their families need choices in school formats, and PCM offers that for the Pullman community. This alternate approach tracks with my own background; as I found late in life that I learn differently and the traditional school systems were not designed for my learning styles.

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?

I have spent the last 10 years in the for profit sector, managing large teams and P&Ls across large geographies. I can bring a financial approach to the board, along with the practice of conveying my thoughts and ideas to finance-inclined people and non-finance inclined people. I am also happy to provide what insight I can from the larger charter sector from my role as Director of Finance and Operations for WSCSA.

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.

JAY O'NEAL



EDUCATION

UNIVERSITY OF NORTH CAROLINA, Kenan-Flagler Business School – Chapel Hill, NC May 2019
Master of Business Administration, Full-Time MBA Program

NORTH CAROLINA STATE UNIVERSITY – Raleigh, NC May 2011
Bachelor of Science, Aerospace Engineering

EXPERIENCE

WASHINGTON STATE CHARTER SCHOOL ASSOCIATION 2023-Present
Finance and Operations Director – Seattle, WA

- Full Financial Oversight for state-wide non-profit, average \$10mm / year in grants and donations, supporting 19 schools in the sector
- Oversee FP&A, Accounting, Budgeting, and Forecasting functions – including advising banking, lending, investment, and cash management for association and supported schools

REPUBLIC SERVICES 2019-2023

General Manager – Seattle, WA

- Full P&L responsibility for \$65mm 3 location business unit in Seattle Area. 8 direct reports & 130 personnel.
- Drove performance at Material Recovery facility, which processes up to 1100 tons of recyclable material per day, accepting material from Seattle, Alaska, Kent, Bellevue, and surrounding municipalities.

General Manager Accelerated Program – California

- Created a heat map to target worn discs at Newby Island's Recyclery while maintenance manager. Reduced spend on replacement discs and tied screen wear to overall recovery.
- Led \$125mm Gardena Hauling business unit in absence of GM. Supported eight municipal waste contracts with 250+ personnel, including an open market territory. Cut missed pickups in half.

TARGET – Raleigh, NC 2016-2017

Executive Team Lead - Logistics

- Overhauled inventory process resulting in targeted stocking volume increase by 1200% weekly, placing #1 in 12-store district in replenishment method eight weeks in a row
- Planned and directed reorganization of store layout and merchandise relocation based on six months of customer feedback, producing 10% increase in average customer experience survey

STARBUCKS COFFEE COMPANY – New York, NY 2014-2016

District Manager

- Directed 11 store teams - 13 salaried managers and 190 hourly employees with annual sales of \$14.9M+ - increasing sales from -8% to +5% comparable sales in three months by focusing on customer feedback, process mapping and improvement in production and staffing
- Awarded the Bravo Award by regional director for district's superior financial performance
- Started a 30-member Veteran Mentor Network – a coalition of employees supporting reserve and veteran military employees across the New York Region, hosting three events in first year with veteran organizations

Partner and Asset Protection Manager

- By-name selected from of peer group of 36 district managers for strategic role
- Investigated internal theft throughout New York City's 370+ company operated stores, completing over 50 investigations, terminating 25+ partners, and recovering lost profits

UNITED STATES MARINE CORPS – Quantico, VA 2006-2014

Aviation Supply Officer

- Achieved 95%+ mission readiness by supervising 45 people in Iwakuni, Japan and organizing delivery of materials in the Asia-Pacific Region

Tank Crewman

- Coordinated four 70-ton M1A1 Abrams Tank and ammunition for operation, maintenance, and firing

INTERESTS & FACTS

- Love to practice golf and enjoy the 4th and 5th mile on a 5-mile run
- Avid Shark Tank watcher

Coversheet

September-October HOS Update

Section: IV. LEADERS Team Update & Compliance Check-in
Item: A. September-October HOS Update
Purpose: FYI
Submitted by:
Related Material: PCM Board Dashboard 11-1-2023.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.xlsx

Coversheet

FC (Finance Committee) Report

Section: V. Board Goals, Committee, & Council Updates
Item: G. FC (Finance Committee) Report
Purpose: Vote
Submitted by: Laylah Sullivan
Related Material: 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

BACKGROUND:

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

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

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 September financials recommended and as presented by the finance committee.

Pullman Community Montessori

Bill Payment List

September 2023

DATE	NUM	VENDOR	AMOUNT	MEMO/DESCRIPTION
1000		Banner Bank x4353 - PUBLIC Checking		
09/05/2023		Raza Development Fund, Inc (v)	-61,127.26	Inv #611-01-02 9/1/23
09/13/2023	1085	Major Cravings LLC	-1,353.17	
09/13/2023	1084	Dan Cools	-3,157.23	
09/14/2023	EFT	Amazon Capital Services, Inc	-5,289.20	
09/14/2023	EFT	Banner Bank	-17,078.46	
09/14/2023	EFT	Bloomz, Inc	-2,069.04	
09/14/2023	EFT	Nathaniel A Porter	-25.00	
09/14/2023	EFT	Nathaniel A Porter	-25.00	
09/14/2023	EFT	True Measure Collaborative	-5,650.00	
09/14/2023	EFT	True Measure Collaborative	-1,791.67	
09/15/2023		First Step Internet	-360.00	Multiple invoices (details on stub)-- bill.com Check Number: 209828441
09/15/2023		Friends of Gladish	-1,686.49	Multiple invoices (details on stub)-- bill.com Check Number: 209840478
09/15/2023		Heutink USA (Nienhuis)	-3,363.75	Multiple invoices (details on stub)-- bill.com Check Number: 209832590
09/15/2023		Spokane International Academy	-7,500.00	Multiple invoices (details on stub)-- bill.com Check Number: 209824997
09/15/2023		The Standard Insurance Company	-484.83	Multiple invoices (details on stub)-- bill.com Check Number: 209819242
09/15/2023		TPC Holdings, Inc / Tribune Publishing Co	-86.00	Multiple invoices (details on stub)-- bill.com Check Number: 209832744
09/15/2023		Washington State Auditor's Office	-13,130.24	Multiple invoices
09/15/2023		Apex Law Group PLLC	-984.00	Inv #6994
09/15/2023		BoardOnTrack Inc	-10,000.00	Inv #2023-23386-- bill.com Check Number: 209821320
09/15/2023		Ccooper Services	-145.00	Inv #5714-- bill.com Check Number: 209832335
09/15/2023		Educurious Partners	-6,502.90	Inv #2375-- bill.com Check Number: 209834994
09/15/2023		Galexis Technologies	-674.94	Inv #35093-- bill.com Check Number: 209838980
09/15/2023		Hingston Miller Hingston	-800.00	Inv #29133-- bill.com Check Number: 209829193
09/15/2023		Nathaniel A Porter	-168.67	Inv #1033-- bill.com Check Number: 209835199
09/15/2023		NEWESD 101	-4,250.00	Inv #1232211977-- bill.com Check Number: 209838442
09/15/2023		NWEA	-2,426.31	Inv #96053-- bill.com Check Number: 209956582
09/15/2023		PresenceLearning, Inc	-4,573.70	Inv #INV61263
09/15/2023		SchoolOps LLC	-1,800.00	Inv #WAC-008
09/15/2023		Teton Science Schools	-1,785.60	Inv #INV-013663-- bill.com Check Number: 209837481
09/15/2023		Yellow Barn Occupational Therapy, LLC	-954.56	Inv #Weeks of 8/28 and 9/4-- bill.com Check Number: 209827793
09/15/2023	EFT	Joule Growth Partners	-8,400.00	
09/15/2023	EFT	Joule Growth Partners	-8,400.00	
09/15/2023	EFT	Joule Growth Partners	-8,400.00	
09/18/2023		HCA - SEBB	-37,626.00	Acct #600Y12 - Multiple invoices (details on stub)-- bill.com Check Nu
09/07/2023	EFT	Great American Insurance Group	-1,472.45	
09/12/2023	EFT	Great American Insurance Group	-824.50	

Pullman Community Montessori

Bill Payment List

September 2023

DATE	NUM	VENDOR	AMOUNT	MEMO/DESCRIPTION
09/29/2023	EFT	WA Dept of Retirement Systems	-13,718.22	
09/29/2023	EFT	WA Dept of Retirement Systems	-78.65	
09/08/2023	1081	James Miller	-603.47	
09/08/2023	TBD	Darren White	-1,913.98	
09/01/2023	EFT	Raza Development Fund, Inc (v)	-3,340.80	
09/11/2023	EFT	URM Stores Inc	-1,779.75	
09/15/2023	1086	Cleaning Concepts Janitorial	-2,496.97	
09/08/2023	1083	Friends of Gladish	-86.25	
09/25/2023	1087	Radio Palouse, Inc - Pullman Radio	-1,110.60	
Total for 1000 Banner Bank x4353 - PUBLIC Checking			\$ -	
			249,494.66	

Pullman Community Montessori

Profit and Loss

September 2023

	TOTAL			
	SEP 2023	AUG 2023 (PP)	CHANGE	SEP 2023 (YTD)
Revenue				
3100 Local Donations	25.00	20,025.00	-20,000.00	25.00
3198 Sales - School Meals	825.00	510.00	315.00	825.00
3201 Interest Income (Public)	0.02	0.01	0.01	0.02
3520 Private Foundations / Grants	304,000.00	19,772.89	284,227.11	304,000.00
4000 General Apportionment	138,830.08	108,669.06	30,161.02	138,830.08
4021 Special Education - General Apportionment	1,469.22	1,184.94	284.28	1,469.22
4121 Special Education - State	21,773.06	13,370.97	8,402.09	21,773.06
4155 Learning Assistance		1,096.56	-1,096.56	
4165 Transitional Bilingual		334.96	-334.96	
4174 Highly Capable		279.31	-279.31	
4199 Transportation	3,434.81	3,816.46	-381.65	3,434.81
5102 Title 2		1,506.00	-1,506.00	
5124 Federal SPED - IDEA		2,803.09	-2,803.09	
5199 Federal - Misc Grants	120.00	10,978.76	-10,858.76	120.00
5200 Federal - CSP	11,842.89	53,765.98	-41,923.09	11,842.89
Total Revenue	\$482,320.08	\$238,113.99	\$244,206.09	\$482,320.08
GROSS PROFIT	\$482,320.08	\$238,113.99	\$244,206.09	\$482,320.08
Expenditures				
6005 Certificated - Executive Management	7,725.03	7,622.91	102.12	7,725.03
6106 Classified - Operations Staff	13,297.65	16,219.91	-2,922.26	13,297.65
6110 Classified - Instructional Management	6,866.68	6,683.36	183.32	6,866.68
6196 Nurses	3,501.01		3,501.01	3,501.01
6198 Classified - Lunch Staff	6,719.95	4,538.13	2,181.82	6,719.95
6270 Certificated - Teachers - Regular	24,178.66	25,801.50	-1,622.84	24,178.66
6275 Certificated - Teachers - SPED	4,927.96	8,913.82	-3,985.86	4,927.96
6278 Certificated - Stipends	2,249.98	1,895.82	354.16	2,249.98
6370 Classified - Teachers - Regular	3,910.34	4,504.92	-594.58	3,910.34
6371 Classified - Teachers - Substitutes	1,307.78		1,307.78	1,307.78
6373 Classified - Aides - Regular	25,969.02	18,720.10	7,248.92	25,969.02
6376 Classified - Aides - SPED	4,012.36		4,012.36	4,012.36
6378 Classified - Stipends	3,250.01	1,000.00	2,250.01	3,250.01
6900 Accrued Vacation/Sick		4,727.02	-4,727.02	
7051 Social Security/Medicare/FUTA	4,408.47	3,984.42	424.05	4,408.47
7052 Worker's Compensation Insurance	926.10	752.20	173.90	926.10
7053 State Unemployment	280.57	246.61	33.96	280.57
7055 Retirement Contribution - DRS	11,044.20	9,675.49	1,368.71	11,044.20
7056 Health Insurance - SEBB	22,000.00	12,312.00	9,688.00	22,000.00
8010 Legal	5,350.00	6,351.00	-1,001.00	5,350.00
8015 Oversight Fee (3%)	4,965.21	3,862.57	1,102.64	4,965.21
8035 Payroll & Accounting Services	10,000.00	9,200.00	800.00	10,000.00

Pullman Community Montessori

Profit and Loss

September 2023

	TOTAL			
	SEP 2023	AUG 2023 (PP)	CHANGE	SEP 2023 (YTD)
8040 Special Ed Services	1,524.56	3,577.27	-2,052.71	1,524.56
8050 Contracted Services - Tech	3,058.96	679.77	2,379.19	3,058.96
8051 Contracted Services - Program Support / PD		1,000.00	-1,000.00	
8053 Contracted Services - Misc		3,157.23	-3,157.23	
8060 Dues & Memberships	620.00		620.00	620.00
8505 Board Expenses	833.33	2,064.58	-1,231.25	833.33
8510 Classroom / Teaching Supplies & Materials	13,691.31	10,412.26	3,279.05	13,691.31
8515 Special Ed Supplies & Materials	734.02		734.02	734.02
8530 Equipment / Furniture	1,003.41	683.70	319.71	1,003.41
8535 Telephone / Internet	635.32	634.49	0.83	635.32
8540 Technology - Hardware	789.57	1,930.10	-1,140.53	789.57
8541 Technology - Software	7,938.43	1,975.79	5,962.64	7,938.43
8565 Office Expense	6,692.37	7,556.56	-864.19	6,692.37
8570 Staff Development	3,489.00	3,728.00	-239.00	3,489.00
8575 Staff Recruitment	216.09	673.30	-457.21	216.09
8580 Student Recruitment / Marketing	145.00	1,589.26	-1,444.26	145.00
8585 School Meals / Lunch	9,543.64	2,233.00	7,310.64	9,543.64
8590 Travel (Staff)		380.70	-380.70	
8599 Transportation (student)	2,017.75	260.69	1,757.06	2,017.75
9005 Insurance Expense	1,472.45	2,296.95	-824.50	1,472.45
9010 Janitorial	2,496.97	2,440.77	56.20	2,496.97
9015 Building and Land Rent / Lease	18,417.27	15,885.69	2,531.58	18,417.27
9045 Interest Expense	2,683.66	3,535.76	-852.10	2,683.66
Total Expenditures	\$244,894.09	\$213,707.65	\$31,186.44	\$244,894.09
NET OPERATING REVENUE	\$237,425.99	\$24,406.34	\$213,019.65	\$237,425.99
Other Expenditures				
9050 Depreciation		21,966.56	-21,966.56	
Total Other Expenditures	\$0.00	\$21,966.56	\$ -21,966.56	\$0.00
NET OTHER REVENUE	\$0.00	\$ -21,966.56	\$21,966.56	\$0.00
NET REVENUE	\$237,425.99	\$2,439.78	\$234,986.21	\$237,425.99

Pullman Community Montessori

Balance Sheet

As of September 30, 2023

	TOTAL		
	AS OF SEP 30, 2023	AS OF AUG 31, 2023 (PP)	CHANGE
ASSETS			
Current Assets			
Bank Accounts			
1000 Banner Bank x4353 - PUBLIC Checking	181,006.12	336,779.52	-155,773.40
1001 Banner Bank x4695 - PRIVATE Checking	1,781.20	27,784.20	-26,003.00
1005 Banner Bank x3234 - PUBLIC Savings	1,095.76	1,095.74	0.02
Total Bank Accounts	\$183,883.08	\$365,659.46	\$ -181,776.38
Accounts Receivable			
1100 Accounts Receivable (A/R)	56,718.24	60,428.20	-3,709.96
Total Accounts Receivable	\$56,718.24	\$60,428.20	\$ -3,709.96
Other Current Assets			
1150 Prepays & Other Assets	28,638.10	44,033.85	-15,395.75
Total Other Current Assets	\$28,638.10	\$44,033.85	\$ -15,395.75
Total Current Assets	\$269,239.42	\$470,121.51	\$ -200,882.09
Fixed Assets			
1501 Fixed Assets-Capitalized Equipment	52,450.78	46,770.36	5,680.42
1503 Fixed Assets-Leasehold Improvements	540,149.69	540,149.69	0.00
1504 Fixed Assets-Furniture, Fixtures & Other	68,838.42	68,838.42	0.00
1510 Facilities - In Progress	29,592.08	27,675.08	1,917.00
1550 Accumulated Depreciation	-137,668.48	-137,668.48	0.00
Total Fixed Assets	\$553,362.49	\$545,765.07	\$7,597.42
TOTAL ASSETS	\$822,601.91	\$1,015,886.58	\$ -193,284.67
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 Accounts Payable	140,488.75	214,630.97	-74,142.22
Total Accounts Payable	\$140,488.75	\$214,630.97	\$ -74,142.22
Other Current Liabilities			
2101 Accrued Accounts & Payroll Payable	83,599.95	75,473.72	8,126.23
2155 Retirement Payable - DRS	17,105.53	12,763.79	4,341.74
2156 Health Insurance Payable - SEBB	-38,343.50	-29,672.00	-8,671.50
2158 LTD Payable	294.13	282.42	11.71
2180 Refundable Advances	0.00	304,000.00	-304,000.00
2202 Loan Payable - short-term	0.00	60,678.86	-60,678.86
Total Other Current Liabilities	\$62,656.11	\$423,526.79	\$ -360,870.68
Total Current Liabilities	\$203,144.86	\$638,157.76	\$ -435,012.90

Pullman Community Montessori

Balance Sheet

As of September 30, 2023

	AS OF SEP 30, 2023	TOTAL	
		AS OF AUG 31, 2023 (PP)	CHANGE
Long-Term Liabilities			
2502 Loan Payable - long-term	490,089.00	491,505.73	-1,416.73
2510 Deferred Rent Liability	67,642.93	61,923.96	5,718.97
Total Long-Term Liabilities	\$557,731.93	\$553,429.69	\$4,302.24
Total Liabilities	\$760,876.79	\$1,191,587.45	\$ -430,710.66
Equity			
2998 Unrestricted Net Assets	-207,501.73	325,700.35	-533,202.08
2999 Restricted Net Assets	31,800.86	31,800.86	0.00
Net Revenue	237,425.99	-533,202.08	770,628.07
Total Equity	\$61,725.12	\$ -175,700.87	\$237,425.99
TOTAL LIABILITIES AND EQUITY	\$822,601.91	\$1,015,886.58	\$ -193,284.67

Pullman Community Montessori

Statement of Cash Flows

July - September, 2023

	JUL 2023	AUG 2023	SEP 2023	TOTAL
OPERATING ACTIVITIES				
Net Revenue	10,905.75	2,439.78	237,425.99	\$250,771.52
Adjustments to reconcile Net Revenue to Net Cash provided by operations:				\$0.00
1100 Accounts Receivable (A/R)	22,214.65	-39,503.71	3,709.96	\$ -13,579.10
1150 Prepaids & Other Assets	-5,356.00	-38,261.14	15,395.75	\$ -28,221.39
1550 Accumulated Depreciation		21,966.56		\$21,966.56
2100 Accounts Payable	43,359.04	25,245.73	-74,142.22	\$ -5,537.45
2102 Banner Bank Mastercard		0.00	0.00	\$0.00
2101 Accrued Accounts & Payroll Payable	-15,680.79	24,676.32	8,126.23	\$17,121.76
2155 Retirement Payable - DRS	-4,457.19	665.67	4,341.74	\$550.22
2156 Health Insurance Payable - SEBB	9,573.00	-9,404.00	-8,671.50	\$ -8,502.50
2158 LTD Payable	-125.03	80.01	11.71	\$ -33.31
2171 Use Tax Payable	76.05	-76.05		\$0.00
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
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	49,603.73	190,682.84	-415,907.19	\$ -175,620.62
Net cash provided by operating activities	\$60,509.48	\$193,122.62	\$ -178,481.20	\$75,150.90
INVESTING ACTIVITIES				
1501 Fixed Assets-Capitalized Equipment			-5,680.42	\$ -5,680.42
1503 Fixed Assets-Leasehold Improvements		-52,641.26		\$ -52,641.26
1510 Facilities - In Progress		29,966.18	-1,917.00	\$28,049.18
Net cash provided by investing activities	\$0.00	\$ -22,675.08	\$ -7,597.42	\$ -30,272.50
FINANCING ACTIVITIES				
2502 Loan Payable - long-term	-1,402.67	-1,409.68	-1,416.73	\$ -4,229.08
2510 Deferred Rent Liability	4,466.25	4,466.25	5,718.97	\$14,651.47
2998 Unrestricted Net Assets	-100.00	-11,567.67		\$ -11,667.67
2999 Restricted Net Assets	100.00	11,567.67		\$11,667.67
Net cash provided by financing activities	\$3,063.58	\$3,056.57	\$4,302.24	\$10,422.39
NET CASH INCREASE FOR PERIOD	\$63,573.06	\$173,504.11	\$ -181,776.38	\$55,300.79

Pullman Community Montessori
Non-AP Cash Disbursements
 September 2023

Date	Transaction Type	Num	Name	Memo/Description	Amount
1000 Banner Bank x4353 - PUBLIC Checking					
09/05/2023	Expenditure		Transparent	ACH transparent clas transpar ACH transparent clas transparen CCD ST-C8D2E6M3R0H7 18	-275.03
09/05/2023	Expenditure		SurveyMonkey	SURVEYMONK* T 44 1 Curiosity Way SURVEYMONK* T 44 1 Curiosity Way SAN MATEOCA C# *8765	-504.97
09/06/2023	Check	1080	Tim Herzog		-5,680.42
09/11/2023	Check	1082	Darren White	Check 1082 (payroll)	-1,913.98
09/11/2023	Expenditure		eFax	J2 EFAX SERVICE 6922 HOLLYWOOD J2 EFAX SERVICE 6922 HOLLYWOOD BLVD 323-817-3205CA C#	-18.99
09/13/2023	Expenditure		Microsoft	MSFT *<E0300P1RD MSBILL.INFOWA C MSFT *<E0300P1RD MSBILL.INFOWA Card# *8765	-29.84
09/22/2023	Expenditure		Verizon Wireless	ACH VERIZON WIRELESS PAYMENTS ACH VERIZON WIRELESS PAYMENTS CCD 034243244300001 6223	-335.32
09/30/2023	Expenditure		Gusto		-384.12
Total for 1000 Banner Bank x4353 - PUBLIC Checking					-\$9,142.67
1001 Banner Bank x4695 - PRIVATE Checking					
09/01/2023	Expenditure		Banner Bank	Paper statement fee	-3.00
Total for 1001 Banner Bank x4695 - PRIVATE Checking					-\$ 3.00



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

	Actual	Budget	Over/(Under) Budget	% Received / Spent	Forecast	% of Forecast	Notes
Revenue							
Local Support	850	46,456	-45,606	1.83%	46,456	1.83%	
State Revenue - General	138,830	1,542,557	-1,403,727	9.00%	1,542,557	9.00%	Will update revenues in Nov or Dec based on actuals
State Revenue - Special Purpose	26,677	365,645	-338,968	7.30%	365,645	7.30%	Total loss from Sep enrollment: \$160k
Federal Revenue	12,083	537,473	-525,390	2.25%	537,473	2.25%	
Grants & Other Sources	304,000	255,000	49,000	119.22%	304,000	100.00%	All cash received by 8/31/23 recorded as 23-24 funds
Total Revenue	482,440	2,747,131	-2,264,691	17.56%	2,796,131	17.25%	
Gross Profit	482,440	2,747,131	-2,264,691	17.56%			
Expenditures							
Salaries	107,916	1,243,310	-1,135,394	8.68%	1,226,662	8.80%	Lowered by removing budget error re: summer pay
Personnel Taxes & Benefits	38,659	520,876	-482,217	7.42%	517,283	7.47%	
Contracted Services	45,441	366,920	-321,479	12.38%	363,024	12.52%	
School Operations	51,895	228,499	-176,604	22.71%	231,999	22.37%	
Facility Operations & Maintenance	45,765	326,952	-281,187	14.00%	345,102	13.26%	Added interest only payments on WA Charters loan
Contingency		71,034	-71,034	0.00%	71,034	0.00%	Contingency 100% used
Total Expenditures	289,677	2,757,591	-2,467,914	10.50%	2,755,105	10.51%	Fiscal Year Elapsed: 8%
Net Operating Revenue	192,763	-10,460	203,223	-1842.86%	41,027	469.85%	
Net Revenue	192,763	-10,460	203,223	-1842.86%	41,027	469.85%	
Balance Sheet Expenses							
Bridge Loan Principal	60,679	59,385	1,294	102.18%	60,679	100.00%	
Kitchen Renovations	0	39,000	-39,000	0.00%	0	0.00%	Moved to 24-25 due to construction delays
Balance Sheet Expenditures	60,679	98,385	-37,706	61.68%	60,679	100.00%	
All Expenditures	350,356	2,855,976	-2,505,620	12.27%	2,815,784	12.44%	
Board Approved Expenditures	2,855,976						

**Pullman Community Montessori
Payroll Summary**

Sep-23



Pay Code Totals

Custodian / Bus Driver	2,625.92
Kitchen Staff	7,249.93
Office Administration	10,092.68
School Administration	15,018.78
Special Education Staff	6,594.62
Student Support Staff	37,596.54
Substitute Teacher	2,009.49
Teacher	25,018.15
Total	106,206.11

Deduction Totals

State Pension	7,508.96
State Employees Benefits Board	1,326.50
Supplemental LTD	294.13
Wage Garnishments	-
Federal Income Tax	6,606.64
Social Security	2,788.43
Medicare	1,520.77
WA CARES	615.97
WA Workers' Comp Insurance	465.20
WA Family and Medical Leave Insurance	618.23
Total	21,744.83

Benefits Totals

State Pension	10,551.00
State Employees Benefits Board	16,093.00
Social Security	2,788.43
Medicare	1,520.77
WA SUI	254.51
WA EAF	31.79
WA Family and Medical Leave Insurance	-
WA Workers' Comp Insurance	925.21
Total	32,164.71

Direct Deposit Total **81,943.83**

Manual Checks Total **2,517.45**

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

September AP register totaling: \$249,494.66

Pay dates within 09/01/23 – 09/30/23

Board Date 10/30/23

Signature of Auditing Officer

Date



Finance Dashboard
September 2023

	Metric <i>Description</i>	Result	Goal	Status	Notes
1.	Current Student Recruitment Count <i>Enrollment is the school's primary revenue driver</i>	91%	100%	●	<i>Current enrollment: 124 (AAFTE: 124) Budget: 136 SPED: 20.4 budget, 33 actual</i>
2.	Public Revenue Received as a % of overall budget <i>Measures rate of receipt of public funds to date</i>	7%	8%	●	<i>Enrollment revenue loss will hit in Jan; no LAP/TBIP applications not completed</i>
3.	Private Revenue Received as a % of overall budget <i>Measures progress against fundraising goals</i>	87%	88%	●	<i>All expected grant payments received. Includes - local fundraising goal (\$25k)</i>
4.	Expenditures to date as a % of overall budget <i>Measures actual spending against planned spending</i>	12%	8%	●	<i>Reasonable; Legal expenses + beginning of year purchases + paid two months of rent + bridge loan repayment</i>
5.	Cash on Hand <i>Measures operational and financial stability</i>	Current: \$184k	\$462k	●	<i>Not expected to reach 60 days cash; forecasted \$53k over 30 days</i>

Additional notes for discussion:

- **Cash:** received \$300k loan disbursement in September and have additional \$250k left on credit line
- **Enrollment:** October enrollment down to 118, AAFTE 121, revenue loss \$199k (contingency = \$71k, variance = \$128k)
 - Enrollment forecast for Nov?
 - Cuts? Additional revenue?
- **Program applications:** ETA on LAP/Title/Fed SPED/TBIP applications?
- Current fiscal year count of missing documentation: \$9.8k; FY23: \$20.8k

jg^P



Payroll Check Summary

Payroll Runs: 09/08/2023, 09/12/2023, and 09/25/2023

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 October 30, 2023, the Board, by a _____ vote, approves payments totaling \$84,461.28. The payments are further identified in this document.

Total Payment by Type:

Payroll Direct Deposit (\$81,943.83)

Manual Checks (\$2,517.45)

Secretary	<u>Kim Torres</u>	Board Member	_____
Board Member	<u>Dorrie Main</u>	Board Member	_____
Board Member	<u>Aubree Guyton</u>	Board Member	_____
Board Member	<u>Beverley Wolff</u>		

Accounts Payable Register

September 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 October 30, 2023, the Board, by a _____ vote, approves payments totaling \$249,494.66. The payments are further identified in this document.

Total Payment by Type:

Electronic Funds Transfer (\$238,772.99)

Manual checks (\$10,721.67)

Secretary	<u>Kim Torres</u>	Board Member	_____
Board Member	<u>Dorrie Main</u>	Board Member	_____
Board Member	<u>Aubree Guyton</u>	Board Member	_____
Board Member	<u>Beverley Wolff</u>		



Non-AP Cash Disbursement Register

September 2023

BOARD CERTIFICATION STATEMENT

The following payments were paid during September 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 October 30, 2023, the Board, by a _____ vote, approves payments totaling \$9,145.67. The payments are further identified in this document.

Total Payment by Type:

Debit Card / EFT (\$1,551.27) – comprised mostly of automatic charges (Gusto – payroll provider, Verizon, Adobe, Microsoft, Facebook) and

Manual Checks (\$7,594.40) – comprised of a vendor reimbursement (Galexis/Herzog - \$5.6k) and a manual payroll check (\$1.9k)

Secretary	<u>Kim Torres</u>	Board Member	_____
Board Member	<u>Dorrie Main</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 \$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