



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

Pullman Community Montessori

Board Meeting

Board Meeting (reschedule from Sept meeting)

Date and Time

Tuesday October 10, 2023 at 11:00 AM PDT

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. 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 or submit in paper form to the PCM office in Gladish Community and Cultural Center STE 212. You should receive confirmation of receipt of your written statement within 48 hours of submission. If you do not receive confirmation, please email DesireeP@myPCM.org

Public comment is reserved for regular board meetings which are held the 4th Tuesday of each month. If you would like to make public comment please attend one of the regularly scheduled board meetings.

Agenda

	Purpose	Presenter	Time
I. Opening Items			11:00 AM
A. Record Attendance		Beverley Wolff	1 m
B. Call the Meeting to Order		Beverley Wolff	1 m
C. Approve Meeting Minutes: 8-22-23	Approve Minutes	Beverley Wolff	1 m
Please come with amendments ready to put in the chat.			
D. Approve Annual Retreat Minutes (1)	Approve Minutes	Beverley Wolff	
E. Approve Annual Retreat Minutes (2)	Approve Minutes	Beverley Wolff	
F. Approve Annual Retreat Minutes (3)	Approve Minutes	Beverley Wolff	
G. Approve Annual Retreat Minutes (3)	Approve Minutes	Beverley Wolff	
H. Confirm Cancelation of 9-26-23 Board Meeting	Approve Minutes	Beverley Wolff	
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.			
II. Public Comment			11:03 AM
A. Making Public Comments	FYI	Beverley Wolff	15 m
Welcome! If you would like to make public comment you will be called on in the order you logged in/arrived.			
<ul style="list-style-type: none"> We generally allow 5 minutes for presentation of personal comments/questions/concerns/grievances. 			

- | | Purpose | Presenter | Time |
|---|---------|-----------|------|
| <ul style="list-style-type: none"> • 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. | | | |

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)

- | | | | |
|-----------------------------|-----|-----------------|-----|
| A. August 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 August board dashboard.

- | | | | |
|---------------------|------|-----------------|-----|
| B. HOS Goals | Vote | Laylah Sullivan | 5 m |
|---------------------|------|-----------------|-----|

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

- | | | | |
|-----------------------------------|------|----------------|------|
| C. PCM 2023-24 Board Goals | Vote | Beverley Wolff | 10 m |
|-----------------------------------|------|----------------|------|

The board will review the goals proposed at the Board Retreat. If agreed, Trustees will approve the goals and a board volunteer will convert into smart goal format.

IV. Board Goals, Committee & Council Updates 11:38 AM

- | | | |
|---|-----|--|
| A. SCC (Support & Coordination Council) Report | FYI | |
|---|-----|--|

	Purpose	Presenter	Time
Currently inactive. Will work to revive at the start of school			
B. Individual Board Member Reports	Discuss	All Trustees	
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	FYI	Bev Wolff	
There has been no activity to report			
D. DC (Development Committee) Report	FYI	NA	
Currently inactive			
E. GC (Governance Committee) Report	FYI	NA	
Currently inactive			
F. EEC (Educational Excellence Committee) Report	FYI	NA	
Currently inactive			
G. FC (Finance Committee) Report	Vote	Aubree Guyton	15 m
Trustees will review the July 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			
H. July Financials (Due Diligence)	Vote	Aubree Guyton	5 m
The Board will re-vote on the July Financials as the standard statement had not been included in the Agenda packet.			

V. Other Business

	Purpose	Presenter	Time
VI. Executive Session			11:58 AM

There are eleven statutory reasons for an executive session; three do not apply to school boards. Of the eight remaining, one of the following must apply to the circumstances for a school board to exclude the public from its meeting:

- Matters affecting national security;
- The selection of a site or the acquisition of real estate if public knowledge of the matter might increase the price;
- The minimum selling price of real estate if public knowledge of the matter might depress the price, but final action selling or leasing real estate must be taken in a public meeting;
- Negotiations on the performance of a publicly bid contract if public knowledge might increase costs;
- Complaints or charges against an employee or board member, however the person complained against may open the meeting to the public;
- Qualifications of an applicant for public employment or review the performance of a public employee, but final actions must be taken in public and discussions affecting employees generally must be held in public;
- Qualifications of a candidate for appointment to elective office, but interviews and the final appointment must be held in public; and
- Discussion with legal counsel, of enforcement actions, litigation or potential litigation, if public discussion might result in an adverse legal or financial consequence. Amendments in 2001 provided a specific definition of potential litigation

A.	Move into Executive Session 1	FYI	Laylah Sullivan	5 m
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The PCM Board of Trustees will move into executive session pursuant to RCW [42.30.110](#) for 5 minutes.

We will move into executive session for the following reason: *Qualifications of an applicant for public employment or review the performance of a public employee, but final actions must be taken in public and discussions affecting employees generally must be held in public;*

B.	Move into Executive Session 2	FYI	Laylah Sullivan	10 m
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The PCM Board of Trustees will move into executive session pursuant to RCW [42.30.110](#) for 10 minutes.

We will move 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*

	Purpose	Presenter	Time
<p><i>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.</i></p>			

VII.	Closing Items		12:13 PM
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A.	Adjourn Meeting	Vote	Beverley Wolff	1 m
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Grounding Docs: [Board Norms-We are LEADERS too-Structure and Responsibilities Overview](#), [PCM Logic Model](#), [EEMPS Rubric](#), [School-Wide Reflective Practice Inventory](#), [Bylaws](#)

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

Coversheet

Approve Meeting Minutes: 8-22-23

Section: I. Opening Items
Item: C. Approve Meeting Minutes: 8-22-23
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for PCM Regular Board Meeting on August 22, 2023

APPROVED



PULLMAN **PUBLIC**
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MONTESSORI **K-9**

Pullman Community Montessori

Minutes

PCM Regular Board Meeting

Date and Time

Tuesday August 22, 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

All board meetings are open to the public. Meetings begin at 5:15 PM PST the fourth (4th) Tuesday of each month. Public comment is a standing agenda item at each monthly meeting. Items will be addressed by the board according to the Meeting Agenda posted 48 hours prior to each meeting.

If you would like to make public comment you will be called on in the order you arrived. We generally allow 5 minutes for presentation of personal comments/questions/concerns/grievances.

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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, D. Main

Trustees Absent

K. Torres

Ex Officio Members Present

L. Sullivan

Non Voting Members Present

L. Sullivan

Guests Present

Curious minds who want to know (remote), D. Porter, Katie (remote), M. Paolini, nathaniel porter (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

B. Wolff called a meeting of the board of trustees of Pullman Community Montessori to order on Tuesday Aug 22, 2023 at 5:16 PM.

C. Approve Meeting Minutes: 8-3-23

D. Main made a motion to approve the minutes from PCM Regular Board Meeting on 08-03-23.

A. Guyton seconded the motion.

[Minutes for PCM Regular Board Meeting on August 3, 2023](#)

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

Roll Call

B. Wolff Aye

A. Guyton Aye

K. Torres Absent

D. Main Aye

D. Approve Meeting Minutes: 8-15-23

D. Main made a motion to approve the minutes from Board Meeting--Special on 08-15-23.

A. Guyton seconded the motion.

[Minutes for Board Meeting--Special on August 15, 2023](#)

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

Roll Call

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

II. Annual Budget Review and Proposed Adoption

A. 2023-24 Annual Budget Presentation

The Board of Trustees reviewed and asked questions about the 2023-24 Annual Budget and opened it up for public comment. The 2023-24 annual budget draft was first presented at the 8-3-2023 board meeting. This budget has also been reviewed over the last two finance committee meetings.

Related Material:

- [7. PCM FY24 Budget Presentation.pdf](#)
- [7a. PCM FY24 Budget Detail.pdf](#)
- [7b. PCM Budget Adoption Resolution FY24.pdf](#)

The Head of School clarified that the \$300K loan from WA Charters is a:

- Low Interest Loan not a grant
- Interest only until year 6 when repayment begins with the strong foundation of the 9th grade program

D. Main made a motion to I motion that the PCM Board of Trustees approve the 2023-24 Annual Budget as presented.

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

III. LEADERS Team Update & Compliance Check-in

A. August HOS Update

The Head of School Discussed the PCM Board Dashboard for August

Related Material:

- [PCM Board Dashboard 8-1-2023 .xlsx](#)

Matt left at 6:31pm

B. HOS Goals

D. Main made a motion to I propose to move the review of the Head of Schools Goals to the Board Retreat.

A. Guyton seconded the motion.

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

Roll Call

A. Guyton Aye

B. Wolff Aye

K. Torres Absent

D. Main Aye

IV. Board Goals, Committee & Council Updates

A. SCC (Support & Coordination Council) Report

B. Individual Board Member Reports

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

Related Material:

[2. PCM Income Statement Jul 2023.pdf](#)

[3. PCM Balance Sheet Jul 2023.pdf](#)

[5. PCM Statement of Cash Flows Jul 2023.pdf](#)

[6c. PCM AP Register Jul 2023.pdf](#)

[4. PCM BvA Jul 2023.pdf](#)

[6d. PCM Non-AP Register Jul 2023.pdf](#)

[6b. PCM Payroll Report Jul 2023.pdf](#)

[6a. PCM Auditing Officer Approval Jul 2023.pdf](#)

[1. PCM Finance Dashboard Jul 2023.pdf](#)

[6. PCM Payroll and AP Certification Jul 2023.pdf](#)

A. Guyton made a motion to The FC approved the July 2023 financials and puts for the recommendation that the PCM Board of Trustees approve the July 2023 financials as presented.

D. Main seconded the motion.

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

Roll Call

K. Torres Absent

A. Guyton Aye

B. Wolff Aye

D. Main Aye

V. Other Business

A. Transportation Handbook

A. Guyton made a motion to I motion that the PCM Board of Trustees adopt the Proposed 2023-24 School Specific Goals as presented with slight adjustments.

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

The board reviewed the Transportation Handbook as presented by school staff.

Related Material:

[2023-24 PCM Transportation Handbook.pdf](#)

B. School Specific Goals (Draft)

Each charter school must annually propose a minimum of two school specific goals to the Commission for review and feedback. One school specific goal is academic while the other is operational.

After a feedback and refinement process these goals are established and incorporated into the annual performance evaluation of the school.

Related Material:

[PCM 23-24 SSG DRAFT.docx](#)

Katie Left at 7:24pm

Curious Minds who want to know Left at 7:28pm

D. Main made a motion to I motion that the PCM Board of Trustees adopt the 2023-24 Transportation Handbook as presented with minor adjustments.

A. Guyton seconded the motion.

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

Roll Call

D. Main Aye

A. Guyton Aye

B. Wolff Aye

K. Torres Absent

VI. 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 7:29 PM.

Respectfully Submitted,

B. Wolff

Documents used during the meeting

- 7. PCM FY24 Budget Presentation.pdf
- 7a. PCM FY24 Budget Detail.pdf
- 7b. PCM Budget Adoption Resolution FY24.pdf
- PCM Board Dashboard 8-1-2023 .xlsx
- 2. PCM Income Statement Jul 2023.pdf
- 3. PCM Balance Sheet Jul 2023.pdf
- 5. PCM Statement of Cash Flows Jul 2023.pdf
- 6c. PCM AP Register Jul 2023.pdf
- 4. PCM BvA Jul 2023.pdf
- 6d. PCM Non-AP Register Jul 2023.pdf
- 6b. PCM Payroll Report Jul 2023.pdf
- 6a. PCM Auditing Officer Approval Jul 2023.pdf
- 1. PCM Finance Dashboard Jul 2023.pdf
- 6. PCM Payroll and AP Certification Jul 2023.pdf
- 2023-24 PCM Transportation Handbook.pdf

- PCM 23-24 SSG DRAFT.docx

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 Annual Retreat Minutes (1)

Section: I. Opening Items
Item: D. Approve Annual Retreat Minutes (1)
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Annual Board Retreat on August 25, 2023

APPROVED



PULLMAN **PUBLIC**
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Pullman Community Montessori

Minutes

Annual Board Retreat

Friday, August 25th - Meet and Greet

Date and Time

Friday August 25, 2023 at 3:45 PM

Location

View Room,
Gladish
115 NW State Street
Pullman, WA 99163

Trustees Present

A. Guyton, B. Wolff

Trustees Absent

D. Main

Guests Present

D. Porter, E. Klein, J. Stansbury

I. Opening Items

A. Record Attendance

There was no Quorum.

B. Call the Meeting to Order

B. Wolff called a meeting to order on Friday Aug 25, 2023 at 3:45 PM.

II. Meet and Greet with board members and department heads/admin, and with staff members

A. Meet and Greet with Admin team and department heads

Desiree Porter - Office Manager & Operations Support Specialist

Emily Klein- Director of Special Education

Jill Stansbury - Montessori Coach & Director of Academics

Shared their goals for the year and what they would like help with from the PCM Board

B. Break

C. Informal meet, greet and mingle with staff and board members.

The following staff members attended at 5:10pm

Becky Byers

Dave Schneider

Demond Roberts

Christina Brandt

Jared Kuhn

Desiree Porter

Emily Klein

III. Closing Items

A. Adjourn Meeting

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

Respectfully Submitted,

B. Wolff

Documents used during the meeting

- Department Heads meet and greet with board.docx

- PIZZA AND PINTS INVITATION.docx

Coversheet

Approve Annual Retreat Minutes (2)

Section: I. Opening Items
Item: E. Approve Annual Retreat Minutes (2)
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Annual Board Retreat on August 26, 2023

APPROVED



PULLMAN **PUBLIC**
COMMUNITY **FREE**
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Pullman Community Montessori

Minutes

Annual Board Retreat

Saturday morning session

Date and Time

Saturday August 26, 2023 at 9:00 AM

Location

View Room in Gladish
115 NW State Street
Pullman, WA 99163

Trustees Present

A. Guyton, B. Wolff, D. Main

Trustees Absent

K. Torres

Ex Officio Members Present

L. Sullivan

Non Voting Members Present

L. Sullivan

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

B. Wolff called a meeting to order on Saturday Aug 26, 2023 at 9:12 AM.

II. Regrounding on the logic model and growth projections/plans.

A. Regrounding on the logic model and growth projections/plans. Facilitated by Head of School.

Reviewed logic model as group.

Acknowledged effects of COVID on delaying the progress on some items.

Discussed where we are and whether we are on track for end of three year targets.

III. Gallery Walk

A. Year in Review Gallery Walk

Reviewed suite of school wide data and developed list of Grows, Glows, and wonderings.

Ended with review of Essential Elements of Montessori in the Public Sector Rubric (EER) results for 2022-23 SY. Took the updated EER to regroup and guide goal planning session after lunch. This document is a foundational document for school wide performance and is the rubric for our Operational School Specific Goal.

IV. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 12:08 PM.

Respectfully Submitted,
B. Wolff

Coversheet

Approve Annual Retreat Minutes (3)

Section: I. Opening Items
Item: F. Approve Annual Retreat Minutes (3)
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Annual Board Retreat on August 26, 2023

APPROVED



PULLMAN **PUBLIC**
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MONTESSORI **K-9**

Pullman Community Montessori

Minutes

Annual Board Retreat

Saturday afternoon session

Date and Time

Saturday August 26, 2023 at 1:00 PM

Location

Hecht Meeting Room
Neil Public Library
Pullman
WA 99163

Trustees Present

A. Guyton, B. Wolff, D. Main

Trustees Absent

K. Torres

Ex Officio Members Present

L. Sullivan

Non Voting Members Present

L. Sullivan

I. Opening Items

A. Record Attendance

B.

Call the Meeting to Order

B. Wolff called a meeting to order on Saturday Aug 26, 2023 at 1:15 PM.

II. Fundraising and Grant Opportunities Brainstorm Session

A. Brainstorm fundraising ideas

The board drafted a goal around doing 2 board hosted donor cultivation fundraising events and 1 individual smaller board member solicited fundraising event (ex. Facebook fundraiser). The board also committed to hosting 1 school community event.

B. Began by discussing the new EER and how it will inform our goals for this year.

This session led to the drafting of board goals for the 2023-24 goals. Draft goals will be presented at the September board meeting for review and approval.

C. Prioritize 3 fundraising events for the year

Preliminary dates were set for each one of these events outlined in A.

D. Grant opportunities

Grant opportunities were discussed. The goal is for each board member to solicit at least 1 grant this school year.

III. Developing the Board and Committees

A. Identifying board recruitment priorities for the coming year.

The goal was set to increase the board to 6 members by the end of January.

The committees that will be established/expanded are Finance Committee, Leadership Evaluation and Support Committee, and Educational Excellence Committee.

Prospects were discussed.

IV. Head of School's Annual Goals

A. Presentation and approval of Head of School's annual goals

This was moved to Sunday's session so that this and the board meetings time adjustment could be voted on while in a recorded session.

[HOS Draft Goals](#)

V. Developing the board calendar

A.

Presentation of draft annual calendar for board business

A general board activities calendar was drafted for the 2023-24 calendar. The HOS will overlap with recommendations from Board on Track and templates from other charters to develop a full draft and present at the September board meeting.

VI. 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 4:50 PM.

Respectfully Submitted,
B. Wolff

Documents used during the meeting

- PCM FD Plan (2023-24).docx

Coversheet

Approve Annual Retreat Minutes (3)

Section: I. Opening Items
Item: G. Approve Annual Retreat Minutes (3)
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Annual Board Retreat on August 27, 2023

APPROVED



PULLMAN **PUBLIC**
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Pullman Community Montessori

Minutes

Annual Board Retreat

Sunday session

Date and Time

Sunday August 27, 2023 at 9:00 AM

Location

Gladish View Room
115 NW State Street
Pullman
WA 99163

Trustees Present

A. Guyton, B. Wolff, D. Main

Trustees Absent

K. Torres

Ex Officio Members Present

L. Sullivan

Non Voting Members Present

L. Sullivan

I. Opening Items

A. Record Attendance

B.

Call the Meeting to Order

B. Wolff called a meeting to order on Sunday Aug 27, 2023 at 9:15 AM.

II. Diversity, Equity and Inclusion session

A. LaTysa Flowers will lead a DEI session 'GPS to Belonging From social Oppression to Social Justice'

The board engaged in the DEI session led by LaTysa Flowers

III. Tour of the School Facility

A. Tour

The board engaged in a school tour from 10:50 to 11:50 AM

IV. Board member goals and commitments

A. Individual board members goals and commitments

Individual board members shared draft goals. Draft goals will be presented and approved at the September board meeting.

B. HOS Goals (move here)

A. Guyton made a motion to postpone the approval of the HOS goals until the September meeting to ensure there is time for other agenda items.

D. Main seconded the motion.

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

C. 2023-24 SY Meeting Schedule

The board members discussed the board meeting schedule (regular and working) for the 2023-24 SY. Effort was made to respect work life balance while accommodating different times for attendants to meet with the board.

Regular board meetings were moved to the fourth Thursday of each month (unless a holiday interfered) and slotted to begin at 11:00 AM. Working meetings were tentatively scheduled for the second Thursday of each month slotted to begin at 5:15 PM.

V. It's a Wrap

A. Reflections and forward planning

The board reflected on the retreat and created a list of Grow's and Glow's. All agreed the retreat should be held in September going forward.

VI. 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 12:25 PM.

Respectfully Submitted,
B. Wolff

Documents used during the meeting

None

Coversheet

Confirm Cancelation of 9-26-23 Board Meeting

Section: I. Opening Items
Item: H. Confirm Cancelation of 9-26-23 Board Meeting
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for PCM Regular Board Meeting on September 28, 2023

APPROVED



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

Pullman Community Montessori

Minutes

PCM Regular Board Meeting

Date and Time

Thursday September 28, 2023 at 11:00 AM

Location

PCM Board of Trustees meetings are held in the Gladish Community and Cultural Center room 102. To increase accessibility we offer a virtual option for attendance. If you have difficulty accessing the remote meeting link please email board@myPCM.org

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Trustees Present

D. Main

Trustees Absent

A. Guyton, B. Wolff, K. Torres

Ex Officio Members Present

L. Sullivan

Non Voting Members Present

L. Sullivan

I. Opening Items

A. Record Attendance

This meeting was not initiated because quorum was not met. It was moved to the Working meeting on October 10th.

B. Call the Meeting to Order

C. Approve Meeting Minutes: 8-22-23

D. Approve Annual Retreat Minutes (1)

E. Approve Annual Retreat Minutes (2)

F. Approve Annual Retreat Minutes (3)

G. Approve Annual Retreat Minutes (3)

II. 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 11:15 AM.

Respectfully Submitted,

D. Main

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

August HOS Update

Section: III. LEADERS Team Update & Compliance Check-in
Item: A. August HOS Update
Purpose: FYI
Submitted by:
Related Material: PCM Board Dashboard 10-1-2023.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 10-1-2023.xlsx

Coversheet

HOS Goals

Section: III. LEADERS Team Update & Compliance Check-in
Item: B. HOS Goals
Purpose: Vote
Submitted by:
Related Material: HOS_AGP_2023-24-Goals__Draft_.pdf

2023-24 SY Annual Growth Portfolio (AGP)

ANNUAL GOALS

-Reflect on your practice using the National Center for Montessori in the Public Sector (NCMPS) [Annual Review Portfolio](#) & [Annual Review Protocol](#), [Executive Reflective Practice Inventory](#), [Executive Appraisal Instrument](#), and [EER](#) (Essential Elements of Montessori in the Public Sector Rubric). Once you have completed the forms, email the Board Chair and use them as a touchstone for goal setting in the following areas.

My Professional Goals

Thought primer: these are goals directly related to your professional role as a the Head of School of a Montessori public charter school. Goals should take into consideration your roles as outlined in the source documents above and the [HOS Position Description](#). Out of the ones you want to build towards, choose the top 2 highest leverage options that will have the most impact on the schools performance.

Goal 1PG: Improved communication school wide and staff wide (consistency, quality, and format)

Measurable results: feedback surveys from families and staff.

By When: start at the beginning of the school year, measure in late fall early winter with surveys.

Progress EO Trimester 1, 2023: x

Progress EO Trimester 2, 2024: x

Progress EO Trimester 3, 2024: x

Goal 2PG: Write at least 10 grants this school year.

Measurable results: 10 applications (hopefully obtaining 5) written, 3 memberships from above organizations, 75% attendance rate at meetings.

By When: 5 by end of January and another 5 by end of June. Memberships by the end of November.

Progress EO Trimester 1, 2023: x

Progress EO Trimester 2, 2024: x

Progress EO Trimester 3, 2024: x

Goal 3PG: Improve community visibility by signing up for Kiwanis, Rotary, and attend at least 75 percent of the Pullman Chamber meetings.

Measurable results: 3 memberships from above organizations with 75% attendance rate at meetings.

By When: Memberships by the end of November. Attendance begins by end of November.

Progress EO Trimester 1, 2023: x

Progress EO Trimester 2, 2024: x

Progress EO Trimester 3, 2024: x

Goal 3PG: Continue to improve PCM systems and structures by creating SOP's and related documents, and supporting specific staff to create these documents.

Measurable results: Staff page started, at least 4 SOP's created.

By When: Staff page by end of December, SOP's by end of the school year.

Progress EO Trimester 1, 2023: x

Progress EO Trimester 2, 2024: x

Progress EO Trimester 3, 2024: x

My Community Goal

Please ground yourself by reflecting on our [Group Norms document](#). Here is where you can record a goal for how you want to build or strengthen a skill that involves how you interact as one of PCM's community members. As a leader this goal will likely be focused on continuing improvement around leadership.

Goal 1C: Improve cadence around personally checking in with all staff throughout the year by checking in 1:1 at least once per trimester.

Measurable results: One 10 minute meeting noted for each staff member each trimester.

By When: by end of each trimester.

Progress EO Trimester 1, 2023: x

Progress EO Trimester 2, 2024: x

Progress EO Trimester 3, 2024: x

My Place Goal

Thinking about the place-based commitment of the school, reflect on best practices and consider what needs improvement to ensure the staff of PCM are supported in integrating place-based project-based learning.

Goal 1P: Codify the Community Resource Repository and ensure it is accessible to PCM staff and admin..

Measurable results: Document with details for at least 20 resources.

By When: End of January

Progress EO Trimester 1, 2023: x

Progress EO Trimester 2, 2024: x

Progress EO Trimester 3, 2024: x

My Diversity, Equity, and Inclusion, anti-racism, anti-bias goal

To help aid in devising a goal around this reference the [Learning for Justice Social Justice Standards](#) As a leader consider what improvements you can focus on that will help to propel the staff and school forward in the commitment to DEI, anti-racist, and anti-biased operation.

Goal 1DEI+: Revisit the 'teacher specific' components of the equity plan with classroom teams trimesterly to reflect on progress and needs.

Measurable results: meetings held and progress notes (buy in from staff)

By When: trimesterly notes.

Progress EO Trimester 1, 2023: x

Progress EO Trimester 2, 2024: x

Progress EO Trimester 3, 2024: x

Personal (this is optional to share, you can share if you want a thought partner in this area)

Goal 10: Find a work life balance, may not be perfect but need to me rapidly moving towards a sustainable career schedule.

Measurable results: Go home by 5:00 PM 75% of the time on weekdays and work no more than 1 weekend equivalent a month on average.

By When: Begin September 1, 2023, achieve regular cadence by end of Trimester 1.

Progress EO Trimester 1, 2023: x

Progress EO Trimester 2, 2024: x

Progress EO Trimester 3, 2024: x

Reminders about setting goals:

Strive to write in SMART goal format to increase clarity and your ability to achieve your goal.

SMART goals are.....

Specific: Well defined, clear, and unambiguous

Measurable: With specific criteria that measure your progress toward the accomplishment of the goal

Achievable: Attainable and not impossible to achieve

Realistic: Within reach, realistic, and relevant to your life purpose

Timely: With a clearly defined timeline, including a starting date and a target date. The purpose is to create urgency.

[Need more examples?](#)

EXECUTIVE REFLECTIVE PRACTICE INVENTORY & EXECUTIVE APPRAISAL REFLECTION

[Annual Review Portfolio & Annual Review Protocol](#)

[Executive Reflective Practice Inventory](#)

[Executive Appraisal Instrument](#)

A copy of the completed form should be included here. This step should be completed by August 31, 2023.

General Notes, Q&A

Meeting Date: x

Participants: x

Category	Item/Question/Focus	Notes & Action Items
Anything immediate or pressing?	1. x	<p>Notes: 1. x</p> <p>Action: x</p>
Review action items from last meeting	1. x	<p>Notes: 1. X</p> <p>Action: x</p>
Goals Check In. How do you feel progress on your goals is progressing? Any unexpected difficulties in achieving your goals?	1. x	<p>Notes: 1. x</p> <p>Action: x</p>
Glows & Grows notes	1. x	<p>Notes: 1. x</p> <p>Action: x</p>

<p>Grows & Glows for Chair... how can I improve my practice and support you in a more effective way?</p>	<p>1. x</p>	<p>Notes: 1. x</p> <p>Action: x</p>
<p>Any priorities or goal adjustments made</p>	<p>1. x</p>	<p>Notes: 1. X</p> <p>Action: x</p>

Next Meeting:

Mid-YR Appraisal

Anticipated Date: x

[Annual Review Portfolio & Annual Review Protocol](#)

[Executive Reflective Practice Inventory](#)

[Executive Appraisal Instrument](#)

A copy of the completed form should be included here. This step should be completed by no later than the end of January.

Annual Appraisal

[Annual Review Portfolio & Annual Review Protocol](#)

[Executive Reflective Practice Inventory](#)

[Executive Appraisal Instrument](#)

A copy of the completed form should be included here. This step should be completed by no later than the end of January.

Coversheet

PCM 2023-24 Board Goals

Section: III. LEADERS Team Update & Compliance Check-in
Item: C. PCM 2023-24 Board Goals
Purpose: Vote
Submitted by:
Related Material: SY24_Board_Goals.pdf

Pullman Community Montessori Board Goals SY24

Development:

1. PCM Board brings in \$25,000 in grants or donations.
 - Plan and execute 2-3 fundraising events
 - Write grant applications to Meter Foundation, United Way, SEL, USDA, and National Science
 - Run one online campaign per each board member via gofundme, facebook, or other fundraising applications

Board Sustainability:

1. Board materials are provided one week ahead of the board meeting.
 - a. Board chair and Head of School meet one week post board meeting to discuss the next board meeting
 - b. Board meetings are moved to 11am-1pm to the fourth Thursday of the month
 - c. Working meetings are scheduled and canceled no less than three days prior if needed
2. Board grows to six members by January 2024.
 - a. Reach out to LinkedIn list from Bely
 - b. Call the solicited list from Laylah
 - c. Ideas of potential types of board members: Human Resources, Accountants, Lawyer, Bar Association, College of Ed
3. Board Resource drive is created
 - a. Use google drive

PCM Recruitment and Community Awareness:

1. Board members spread awareness of PCM in the broader Pullman and charter community
 - a. Arrange 2-3 tours with high leverage community members
 - b. Board members attend two PCM events and bring guests whenever possible
 - c. Board members share PCM via social media, community events, flyering, or wearing merchandise
 - i. Need to buy/order merchandise

Coversheet

FC (Finance Committee) Report

Section: IV. Board Goals, Committee & Council Updates
Item: G. FC (Finance Committee) Report
Purpose: Vote
Submitted by: Aubree Guyton
Related Material: 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

BACKGROUND:

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

The language is as follows:

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

RECOMMENDATION:

**The presentation of the FC recommended financials is the original motion.

Recommended Motion Language: I second the motion presented by the FC chair to approve the August Financials as presented.

Pullman Community Montessori

Statement of Cash Flows

June - August, 2023

	JUN 2023	JUL 2023	AUG 2023	TOTAL
OPERATING ACTIVITIES				
Net Revenue	-105,443.68	10,878.05	-22,914.42	\$ - 117,480.05
Adjustments to reconcile Net Revenue to Net Cash provided by operations:				\$0.00
1100 Accounts Receivable (A/R)	-8,775.15	22,214.65	-8,295.88	\$5,143.62
1150 Prepaids & Other Assets	833.33	-5,356.00	-38,261.14	\$ -42,783.81
1550 Accumulated Depreciation			21,966.56	\$21,966.56
2100 Accounts Payable	46,439.38	43,359.04	17,748.65	\$107,547.07
2102 Banner Bank Mastercard			0.00	\$0.00
2101 Accrued Accounts & Payroll Payable	-2,728.16	-15,680.79	24,676.32	\$6,267.37
2155 Retirement Payable - DRS	805.53	-4,457.19	665.67	\$ -2,985.99
2156 Health Insurance Payable - SEBB	8,660.00	9,573.00	-9,404.00	\$8,829.00
2158 LTD Payable	43.20	-125.03	80.01	\$ -1.82
2171 Use Tax Payable		76.05	-76.05	\$0.00
2180 Refundable Advances			204,000.00	\$204,000.00
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	45,278.13	49,603.73	213,100.14	\$307,982.00
Net cash provided by operating activities	\$ - 60,165.55	\$60,481.78	\$190,185.72	\$190,501.95
INVESTING ACTIVITIES				
1503 Fixed Assets-Leasehold Improvements			-52,641.26	\$ -52,641.26
1510 Facilities - In Progress	-5,000.00		32,868.37	\$27,868.37
Net cash provided by investing activities	\$ -5,000.00	\$0.00	\$ - 19,772.89	\$ -24,772.89
FINANCING ACTIVITIES				
2501 Construction Loan Payable	-1,374.97	-1,374.97	-1,374.97	\$ -4,124.91
2510 Deferred Rent Liability	4,466.25	4,466.25	4,466.25	\$13,398.75
2998 Unrestricted Net Assets		-100.00		\$ -100.00
2999 Restricted Net Assets		100.00		\$100.00
Net cash provided by financing activities	\$3,091.28	\$3,091.28	\$3,091.28	\$9,273.84
NET CASH INCREASE FOR PERIOD	\$ - 62,074.27	\$63,573.06	\$173,504.11	\$175,002.90

Pullman Community Montessori

Budget vs. Actuals: 22-23 Original Budget - FY23 P&L

September 2022 - August 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
3100 Local Donations	23,808.16	110,000.00	-86,191.84	21.64 %
3102 Sales - Student Activities	30.00		30.00	
3198 Sales - School Meals	17,176.20	18,563.00	-1,386.80	92.53 %
3199 Local Income - misc	168.29		168.29	
3201 Interest Income (Public)	0.21		0.21	
3520 Private Foundations / Grants	126,352.17	164,000.00	-37,647.83	77.04 %
3600 Summer School Tuition	2,620.00		2,620.00	
4000 General Apportionment	1,088,130.13	1,144,287.00	-56,156.87	95.09 %
4021 Special Education - General Apportionment	11,849.45	11,370.00	479.45	104.22 %
4121 Special Education - State	133,709.71	141,472.00	-7,762.29	94.51 %
4155 Learning Assistance	11,748.29	10,966.00	782.29	107.13 %
4165 Transitional Bilingual	3,349.64	12,891.00	-9,541.36	25.98 %
4174 Highly Capable	2,793.13	3,000.00	-206.87	93.10 %
4198 State - School Food Service	216.80		216.80	
4199 Transportation	38,164.56	39,734.00	-1,569.44	96.05 %
4258 State Miscellaneous Revenue		85,779.00	-85,779.00	
5101 Title 1	13,147.00	12,973.00	174.00	101.34 %
5102 Title 2	11,614.99	11,608.00	6.99	100.06 %
5124 Federal SPED - IDEA	14,980.00	14,980.00	0.00	100.00 %
5198 Federal - School Food Services (NSLP)	35,396.82	34,571.00	825.82	102.39 %
5199 Federal - Misc Grants	140,152.69	57,609.00	82,543.69	243.28 %
5200 Federal - CSP	178,082.38	380,000.00	-201,917.62	46.86 %
Total Revenue	\$1,853,490.62	\$2,253,803.00	\$ -400,312.38	82.24 %
GROSS PROFIT	\$1,853,490.62	\$2,253,803.00	\$ -400,312.38	82.24 %
Expenditures				
6005 Certificated - Executive Management	93,873.02	90,000.00	3,873.02	104.30 %
6106 Classified - Operations Staff	145,059.58	131,384.00	13,675.58	110.41 %
6110 Classified - Instructional Management	78,183.80	78,000.00	183.80	100.24 %
6190 Classified - Other - Non -Instructional (deleted)	53,997.68	47,104.00	6,893.68	114.64 %
6198 Classified - Lunch Staff	36,254.11	29,120.00	7,134.11	124.50 %
6270 Certificated - Teachers - Regular	264,173.29	303,599.00	-39,425.71	87.01 %
6271 Certificated - Teachers - Substitutes	9,058.94	11,700.00	-2,641.06	77.43 %
6275 Certificated - Teachers - SPED	126,443.62	109,267.00	17,176.62	115.72 %
6278 Certificated - Stipends	10,291.58		10,291.58	
6370 Classified - Teachers - Regular	63,445.05	55,000.00	8,445.05	115.35 %
6371 Classified - Teachers - Substitutes	23,124.78		23,124.78	
6373 Classified - Aides - Regular	135,088.54	120,618.00	14,470.54	112.00 %
6378 Classified - Stipends	4,999.96		4,999.96	
6401 Classified - Summer School	5,835.22		5,835.22	
6900 Accrued Vacation/Sick	4,727.02		4,727.02	
7051 Social Security/Medicare/FUTA	43,135.10	57,218.54	-14,083.44	75.39 %
7052 Worker's Compensation Insurance	8,526.66	4,391.00	4,135.66	194.18 %

Pullman Community Montessori

Budget vs. Actuals: 22-23 Original Budget - FY23 P&L

September 2022 - August 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
7053 State Unemployment	6,056.37	13,467.00	-7,410.63	44.97 %
7055 Retirement Contribution - DRS	126,529.50	125,393.00	1,136.50	100.91 %
7056 Health Insurance - SEBB	215,634.00	221,616.00	-5,982.00	97.30 %
8005 Audits	36,873.24	37,500.00	-626.76	98.33 %
8010 Legal	7,973.90	8,000.00	-26.10	99.67 %
8015 Oversight Fee (3%)	38,625.68	40,912.00	-2,286.32	94.41 %
8035 Payroll & Accounting Services	101,600.00	100,800.00	800.00	100.79 %
8040 Special Ed Services	87,495.56	50,151.00	37,344.56	174.46 %
8050 Contracted Services - Tech	6,122.26		6,122.26	
8051 Contracted Services - Program Support / PD	26,611.88	23,975.00	2,636.88	111.00 %
8052 Contracted Services - Instructional	1,938.21		1,938.21	
8053 Contracted Services - Misc	28,157.23	25,000.00	3,157.23	112.63 %
8054 Contracted Services - Afterschool	31,855.85	39,000.00	-7,144.15	81.68 %
8055 Printing	3,360.88	2,500.00	860.88	134.44 %
8060 Dues & Memberships	2,235.54	3,000.00	-764.46	74.52 %
8505 Board Expenses	10,814.59	11,250.00	-435.41	96.13 %
8510 Classroom / Teaching Supplies & Materials	29,326.66	47,750.00	-18,423.34	61.42 %
8515 Special Ed Supplies & Materials	755.57	3,375.00	-2,619.43	22.39 %
8520 Textbooks / Workbooks		6,000.00	-6,000.00	
8530 Equipment / Furniture	23,936.76	19,800.00	4,136.76	120.89 %
8535 Telephone / Internet	8,444.45	7,680.00	764.45	109.95 %
8540 Technology - Hardware	3,439.54	13,418.00	-9,978.46	25.63 %
8541 Technology - Software	38,403.20	28,610.00	9,793.20	134.23 %
8545 Student Testing & Assessment	1,270.00	4,080.00	-2,810.00	31.13 %
8550 Field Trips	286.20	9,500.00	-9,213.80	3.01 %
8561 Student Activities		2,500.00	-2,500.00	
8565 Office Expense	17,815.56	10,000.00	7,815.56	178.16 %
8570 Staff Development	14,822.99	9,400.00	5,422.99	157.69 %
8575 Staff Recruitment	6,414.62	2,000.00	4,414.62	320.73 %
8580 Student Recruitment / Marketing	16,413.91	3,000.00	13,413.91	547.13 %
8585 School Meals / Lunch	56,145.02	44,888.00	11,257.02	125.08 %
8590 Travel (Staff)	24,001.78	2,500.00	21,501.78	960.07 %
8595 Fundraising	501.09	5,000.00	-4,498.91	10.02 %
8599 Transportation (student)	6,377.81	15,000.00	-8,622.19	42.52 %
8650 Summer School	991.68		991.68	
9005 Insurance Expense	19,987.76	24,600.00	-4,612.24	81.25 %
9010 Janitorial	22,650.23	20,000.00	2,650.23	113.25 %
9015 Building and Land Rent / Lease	180,617.40	120,986.00	59,631.40	149.29 %
9020 Repairs & Maintenance Bld	1,644.49	3,000.00	-1,355.51	54.82 %
9045 Interest Expense	28,049.58	26,931.00	1,118.58	104.15 %
9999 Reserves / Contingency		69,742.00	-69,742.00	
Total Expenditures	\$2,340,398.94	\$2,239,725.54	\$100,673.40	104.49 %
NET OPERATING REVENUE	\$ -486,908.32	\$14,077.46	\$ -500,985.78	-3,458.78 %

Pullman Community Montessori

Budget vs. Actuals: 22-23 Original Budget - FY23 P&L

September 2022 - August 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Other Revenue				
3001 In-Kind Services & Use of Facilities	2,080.00		2,080.00	
Total Other Revenue	\$2,080.00	\$0.00	\$2,080.00	0.00%
Other Expenditures				
9050 Depreciation	71,717.03	94,883.00	-23,165.97	75.58 %
9900 In-Kind Services & Use of Facilities - Expense	2,080.00		2,080.00	
Total Other Expenditures	\$73,797.03	\$94,883.00	\$ -21,085.97	77.78 %
NET OTHER REVENUE	\$ -71,717.03	\$ -94,883.00	\$23,165.97	75.58 %
NET REVENUE	\$ -558,625.35	\$ -80,805.54	\$ -477,819.81	691.32 %

Pullman Community Montessori

Profit and Loss

August 2023

	TOTAL			
	AUG 2023	JUL 2023 (PP)	CHANGE	SEP 2022 - AUG 2023 (YTD)
Revenue				
3100 Local Donations	20,025.00	329.20	19,695.80	23,808.16
3102 Sales - Student Activities				30.00
3198 Sales - School Meals	510.00	873.00	-363.00	17,176.20
3199 Local Income - misc		168.29	-168.29	168.29
3201 Interest Income (Public)	0.01	0.02	-0.01	0.21
3520 Private Foundations / Grants	19,772.89	2,023.79	17,749.10	126,352.17
3600 Summer School Tuition		2,620.00	-2,620.00	2,620.00
4000 General Apportionment	108,669.06	135,836.32	-27,167.26	1,088,130.13
4021 Special Education - General Apportionment	1,184.94	1,481.19	-296.25	11,849.45
4121 Special Education - State	13,370.97	16,713.71	-3,342.74	133,709.71
4155 Learning Assistance	1,096.56	1,370.70	-274.14	11,748.29
4165 Transitional Bilingual	334.96	418.71	-83.75	3,349.64
4174 Highly Capable	279.31	349.14	-69.83	2,793.13
4198 State - School Food Service		21.25	-21.25	216.80
4199 Transportation	3,816.46	4,770.57	-954.11	38,164.56
5101 Title 1				13,147.00
5102 Title 2	1,506.00		1,506.00	11,614.99
5124 Federal SPED - IDEA	2,803.09		2,803.09	14,980.00
5198 Federal - School Food Services (NSLP)		3,764.93	-3,764.93	35,396.82
5199 Federal - Misc Grants	10,978.76	120.00	10,858.76	140,152.69
5200 Federal - CSP	15,783.97	6,733.18	9,050.79	178,082.38
Total Revenue	\$200,131.98	\$177,594.00	\$22,537.98	\$1,853,490.62
GROSS PROFIT	\$200,131.98	\$177,594.00	\$22,537.98	\$1,853,490.62
Expenditures				
6005 Certificated - Executive Management	7,622.91	7,500.00	122.91	93,873.02
6106 Classified - Operations Staff	16,219.91	14,744.57	1,475.34	145,059.58
6110 Classified - Instructional Management	6,683.36	6,500.04	183.32	78,183.80
6190 Classified - Other - Non -Instructional (deleted)		0.00	0.00	53,997.68
6198 Classified - Lunch Staff	4,538.13	0.00	4,538.13	36,254.11
6270 Certificated - Teachers - Regular	21,247.32	19,070.80	2,176.52	264,173.29
6271 Certificated - Teachers - Substitutes		0.00	0.00	9,058.94
6275 Certificated - Teachers - SPED	8,913.82	6,332.98	2,580.84	126,443.62
6278 Certificated - Stipends	1,895.82	1,041.66	854.16	10,291.58
6370 Classified - Teachers - Regular	4,504.92	4,723.06	-218.14	63,445.05
6371 Classified - Teachers - Substitutes		0.00	0.00	23,124.78
6373 Classified - Aides - Regular	18,720.10	564.00	18,156.10	135,088.54
6378 Classified - Stipends	1,000.00	0.00	1,000.00	4,999.96
6401 Classified - Summer School	0.00	5,070.85	-5,070.85	5,835.22
6900 Accrued Vacation/Sick	4,727.02		4,727.02	4,727.02
7051 Social Security/Medicare/FUTA	3,984.42	3,100.51	883.91	43,135.10

Pullman Community Montessori

Profit and Loss

August 2023

	TOTAL			
	AUG 2023	JUL 2023 (PP)	CHANGE	SEP 2022 - AUG 2023 (YTD)
7052 Worker's Compensation Insurance	752.20	413.19	339.01	8,526.66
7053 State Unemployment	246.61	176.87	69.74	6,056.37
7055 Retirement Contribution - DRS	9,675.49	8,447.70	1,227.79	126,529.50
7056 Health Insurance - SEBB	12,312.00	12,312.00	0.00	215,634.00
8005 Audits		13,130.24	-13,130.24	36,873.24
8010 Legal	984.00	918.40	65.60	7,973.90
8015 Oversight Fee (3%)	3,862.57	4,828.21	-965.64	38,625.68
8035 Payroll & Accounting Services	9,200.00	8,400.00	800.00	101,600.00
8040 Special Ed Services	3,577.27	4,573.70	-996.43	87,495.56
8050 Contracted Services - Tech	679.77	906.36	-226.59	6,122.26
8051 Contracted Services - Program Support / PD	1,000.00	1,800.00	-800.00	26,611.88
8052 Contracted Services - Instructional				1,938.21
8053 Contracted Services - Misc	3,157.23	5,000.00	-1,842.77	28,157.23
8054 Contracted Services - Afterschool				31,855.85
8055 Printing				3,360.88
8060 Dues & Memberships				2,235.54
8505 Board Expenses	2,064.58	416.71	1,647.87	10,814.59
8510 Classroom / Teaching Supplies & Materials	10,412.26	1,179.73	9,232.53	29,326.66
8515 Special Ed Supplies & Materials				755.57
8530 Equipment / Furniture	683.70		683.70	23,936.76
8535 Telephone / Internet	634.49	634.49	0.00	8,444.45
8540 Technology - Hardware	1,930.10	50.89	1,879.21	3,439.54
8541 Technology - Software	1,975.79	3,422.83	-1,447.04	38,403.20
8545 Student Testing & Assessment				1,270.00
8550 Field Trips				286.20
8565 Office Expense	10,458.75	770.27	9,688.48	17,815.56
8570 Staff Development	1,308.00	4,430.00	-3,122.00	14,822.99
8575 Staff Recruitment	673.30	502.16	171.14	6,414.62
8580 Student Recruitment / Marketing	478.66	547.17	-68.51	16,413.91
8585 School Meals / Lunch	1,794.22		1,794.22	56,145.02
8590 Travel (Staff)		2,339.89	-2,339.89	24,001.78
8595 Fundraising				501.09
8599 Transportation (student)	260.69	400.02	-139.33	6,377.81
8650 Summer School		991.68	-991.68	991.68
9005 Insurance Expense	2,296.95	1,472.45	824.50	19,987.76
9010 Janitorial	2,440.77	1,788.58	652.19	22,650.23
9015 Building and Land Rent / Lease	15,885.69	15,885.69	0.00	180,617.40
9020 Repairs & Maintenance Bld		51.23	-51.23	1,644.49
9045 Interest Expense	2,277.02	2,277.02	0.00	28,049.58
Total Expenditures	\$201,079.84	\$166,715.95	\$34,363.89	\$2,340,398.94
NET OPERATING REVENUE	\$ -947.86	\$10,878.05	\$ -11,825.91	\$ -486,908.32

Pullman Community Montessori

Profit and Loss

August 2023

	TOTAL			
	AUG 2023	JUL 2023 (PP)	CHANGE	SEP 2022 - AUG 2023 (YTD)
Other Revenue				
3001 In-Kind Services & Use of Facilities		2,000.00	-2,000.00	2,080.00
Total Other Revenue	\$0.00	\$2,000.00	\$ -2,000.00	\$2,080.00
Other Expenditures				
9050 Depreciation	21,966.56		21,966.56	71,717.03
9900 In-Kind Services & Use of Facilities - Expense		2,000.00	-2,000.00	2,080.00
Total Other Expenditures	\$21,966.56	\$2,000.00	\$19,966.56	\$73,797.03
NET OTHER REVENUE	\$ -21,966.56	\$0.00	\$ -21,966.56	\$ -71,717.03
NET REVENUE	\$ -22,914.42	\$10,878.05	\$ -33,792.47	\$ -558,625.35

Pullman Community Montessori

Bill Payment List

August 2023

DATE	NUM	VENDOR	AMOUNT	MEMO/DESCRIPTION
1000 Banner Bank x4353 - PUBLIC Checking				
08/01/2023		Raza Development Fund, Inc (v)	-3,340.80	
08/02/2023	1064	Friends of Gladish	-51.23	
08/02/2023	1065	Friends of Gladish	-11,419.44	
08/02/2023	1068	Friends of Gladish	-1,788.58	
08/02/2023	1067	Friends of Gladish	-1,308.77	
08/08/2023	EFT	Nathaniel A Porter	-25.00	
08/08/2023	EFT	Nathaniel A Porter	-25.00	
08/08/2023	EFT	Joule Growth Partners	-8,400.00	
08/08/2023	EFT	Amazon Capital Services, Inc	-894.26	
08/09/2023		Jill Stansbury	-2,023.79	Multiple invoices
08/09/2023		YMCA of the Palouse	-5,454.11	Multiple invoices (details on stub)-- bill.com Check Number: 209290515
08/09/2023		Apex Law Group PLLC	-918.40	Inv #6779
08/09/2023		Ccooper Services	-145.00	Inv #5686-- bill.com Check Number: 209291339
08/09/2023		Desiree Porter	-316.10	Inv #6/25-6/27 travel
08/09/2023		Friends of Gladish	-373.75	Inv #000104 deposit-- bill.com Check Number: 209284833
08/09/2023		Galexis Technologies	-957.25	Inv #34171-- bill.com Check Number: 209285873
08/09/2023		Lexia Learning Systems LLC	-3,228.36	Inv #SIN101205
08/09/2023		One Stone, Inc	-600.00	Inv #6828-- bill.com Check Number: 209290456
08/09/2023		PresenceLearning, Inc	-10,522.30	Inv #INV60759
08/09/2023		Teton Science Schools	-7,130.00	Inv #23-24-- bill.com Check Number: 209296091
08/09/2023		Washington State Charter Schools Association	-311.19	Inv #2046-- bill.com Check Number: 209285755
08/09/2023		The Standard Insurance Company	-327.44	Inv #756494 0314 6/1-- bill.com Check Number: 209285800
08/10/2023		Timothy Green	-31.80	Inv #N/A
08/09/2023		Washington State Charter Schools Association	-311.19	Inv #2053-- bill.com Check Number: 209276823
08/11/2023		Laylah Bewick	-400.02	Multiple invoices
08/11/2023		HCA - SEBB	-25,335.00	Acct #600Y12 - Inv #600Y12 4.18.23-- bill.com Check Number: 209352072
08/11/2023	1071	Dakota Chell	-171.01	
08/11/2023	1072	Michael Moll-Fuller	-1,150.52	
08/08/2023	EFT	Great American Insurance Group	-1,472.45	
08/07/2023	1069	Pullman Farmers Market	-105.00	
08/25/2023	TBD	Roger Crawford	-918.01	
08/25/2023	TBD	Patricia Sanchez	-61.66	
08/25/2023	TBD	Christian Siple	-1,577.02	
08/21/2023	1074	Friends of Gladish	-12,698.30	
08/31/2023	EFT	WA Dept of Retirement Systems	-13,015.49	
08/31/2023	EFT	WA Dept of Retirement Systems	-70.47	
08/28/2023	1075	Wild Mutt Handyman Services	-19,772.89	
Total for 1000 Banner Bank x4353 - PUBLIC Checking			\$ -	
			136,651.60	

Pullman Community Montessori

Bill Payment List

August 2023

DATE	NUM	VENDOR	AMOUNT	MEMO/DESCRIPTION
2102 Banner Bank Mastercard				
08/07/2023	Laylah x2353	Zearn	2,697.50	
Total for 2102 Banner Bank Mastercard			\$2,697.50	
Not Specified				
08/01/2023	1	Heutink USA (Nienhuis)	0.00	
08/01/2023	1	Heutink USA (Nienhuis)	0.00	
Total for Not Specified			\$0.00	

Pullman Community Montessori

Balance Sheet

As of August 31, 2023

	TOTAL		
	AS OF AUG 31, 2023	AS OF JUL 31, 2023 (PP)	CHANGE
ASSETS			
Current Assets			
Bank Accounts			
1000 Banner Bank x4353 - PUBLIC Checking	341,532.96	188,025.86	153,507.10
1001 Banner Bank x4695 - PRIVATE Checking	27,784.20	7,787.20	19,997.00
1005 Banner Bank x3234 - PUBLIC Savings	1,095.74	1,095.73	0.01
Total Bank Accounts	\$370,412.90	\$196,908.79	\$173,504.11
Accounts Receivable			
1100 Accounts Receivable (A/R)	24,466.93	16,171.05	8,295.88
Total Accounts Receivable	\$24,466.93	\$16,171.05	\$8,295.88
Other Current Assets			
1150 Prepays & Other Assets	44,033.85	5,772.71	38,261.14
Total Other Current Assets	\$44,033.85	\$5,772.71	\$38,261.14
Total Current Assets	\$438,913.68	\$218,852.55	\$220,061.13
Fixed Assets			
1501 Fixed Assets-Capitalized Equipment	46,770.36	46,770.36	0.00
1503 Fixed Assets-Leasehold Improvements	540,149.69	487,508.43	52,641.26
1504 Fixed Assets-Furniture, Fixtures & Other	68,838.42	68,838.42	0.00
1510 Facilities - In Progress	24,772.89	57,641.26	-32,868.37
1550 Accumulated Depreciation	-137,668.48	-115,701.92	-21,966.56
Total Fixed Assets	\$542,862.88	\$545,056.55	\$ -2,193.67
TOTAL ASSETS	\$981,776.56	\$763,909.10	\$217,867.46
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 Accounts Payable	207,133.89	189,385.24	17,748.65
Total Accounts Payable	\$207,133.89	\$189,385.24	\$17,748.65
Other Current Liabilities			
2101 Accrued Accounts & Payroll Payable	75,473.72	50,797.40	24,676.32
2155 Retirement Payable - DRS	12,763.79	12,098.12	665.67
2156 Health Insurance Payable - SEBB	-29,672.00	-20,268.00	-9,404.00
2158 LTD Payable	282.42	202.41	80.01
2171 Use Tax Payable	0.00	76.05	-76.05
2180 Refundable Advances	304,000.00	100,000.00	204,000.00
2202 Loan Payable - short-term	59,385.41	59,385.41	0.00
Total Other Current Liabilities	\$422,233.34	\$202,291.39	\$219,941.95
Total Current Liabilities	\$629,367.23	\$391,676.63	\$237,690.60

Pullman Community Montessori

Balance Sheet

As of August 31, 2023

	TOTAL		
	AS OF AUG 31, 2023	AS OF JUL 31, 2023 (PP)	CHANGE
Long-Term Liabilities			
2501 Construction Loan Payable	491,609.51	492,984.48	-1,374.97
2510 Deferred Rent Liability	61,923.96	57,457.71	4,466.25
Total Long-Term Liabilities	\$553,533.47	\$550,442.19	\$3,091.28
Total Liabilities	\$1,182,900.70	\$942,118.82	\$240,781.88
Equity			
2998 Unrestricted Net Assets	337,268.02	337,268.02	0.00
2999 Restricted Net Assets	20,233.19	20,233.19	0.00
Net Revenue	-558,625.35	-535,710.93	-22,914.42
Total Equity	\$ -201,124.14	\$ -178,209.72	\$ -22,914.42
TOTAL LIABILITIES AND EQUITY	\$981,776.56	\$763,909.10	\$217,867.46



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

	Total			
	Actual	Budget	Over/(Under) Budget	% Received / Spent
Revenue				
Local Support	43,802.86	128,563.00	-84,760.14	34.07%
State Revenue - General	1,088,130.13	1,144,287.00	-56,156.87	95.09%
State Revenue - Special Purpose	201,831.58	305,212.00	-103,380.42	66.13%
Federal Revenue	393,373.88	511,741.00	-118,367.12	76.87%
Grants & Other Sources	126,352.17	164,000.00	-37,647.83	77.04%
Total Revenue	\$ 1,853,490.62	\$ 2,253,803.00	-\$ 400,312.38	82.24%
Gross Profit	\$ 1,853,490.62	\$ 2,253,803.00	-\$ 400,312.38	82.24%
Expenditures				
Salaries	1,049,829.17	975,792.00	74,037.17	107.59%
Personnel Taxes & Benefits	404,608.65	422,085.54	-17,476.89	95.86%
Contracted Services	367,253.81	325,338.00	41,915.81	112.88%
School Operations	265,757.85	251,251.00	14,506.85	105.77%
Facility Operations & Maintenance	252,949.46	265,259.00	-12,309.54	95.36%
Total Expenditures	\$ 2,340,398.94	\$ 2,239,725.54	\$ 100,673.40	104.49%
Net Operating Revenue	-\$ 486,908.32	\$ 14,077.46	-\$ 500,985.78	-3458.78%
Net Revenue	-\$ 486,908.32	\$ 14,077.46	-\$ 500,985.78	-3458.78%
 Board Approved Expenditures	<hr/>			
	2,239,726			



Payroll Check Summary

Payroll Runs: 08/10/2023, 8/11/2023, 08/25/2023 and 08/29/2023

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 September 26, 2023, the Board, by a _____ vote, approves payments totaling \$56,699.70. The payments are further identified in this document.

Total Payment by Type:
 Payroll Direct Deposit (\$52,821.48)
 Manual Checks (\$3,878.22)

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

August 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 September 26, 2023, the Board, by a _____ vote, approves payments totaling \$139,349.10. The payments are further identified in this document.

Total Payment by Type:
 Electronic Funds Transfer (\$88,326.67)
 Manual checks (\$51,022.43)

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

August 2023

BOARD CERTIFICATION STATEMENT

The following payments were paid during August 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 September 26, 2023, the Board, by a _____ vote, approves payments totaling \$15,323.35. The payments are further identified in this document.

Total Payment by Type:

Debit Card / EFT (\$12,421.16) – comprised of 2 larger purchases and automatic charges (Gusto – payroll provider, Verizon, Adobe, Microsoft, Facebook) and
 Manual Checks (\$2,902.19)

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 \$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

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

August AP register totaling: \$139,349.10

Pay dates within 08/01/23 – 08/31/23

Board Date 09/26/23

Signature of Auditing Officer

Date

Pullman Community Montessori
Non-AP Cash Disbursements
 August 2023

Date	Transaction Type	Num	Name	Memo/Description	Amount
1000 Banner Bank x4353 - PUBLIC Checking					
08/01/2023	Expenditure		Facebook (v)	FACEBK X7ZN4SXKA 1601 Willow Roa FACEBK X7ZN4SXKA 1601 Willow Road Menlo ParkCA C# *876	-9.99
08/02/2023	Expenditure		Transparent	ACH transparent clas transpar ACH transparent clas transparen CCD ST-R00207E9U5Z2 42	-220.29
08/02/2023	Expenditure		Bill.com (QB Online Bill Pay)	ACH BILL.COM LLC BILLING ACH BILL.COM LLC BILLING CCD 01B4IBXOTXIK3PU 108268900	-0.53
08/07/2023	Check	1063	City of Pullman	Check 1063 - Construction Permit WIX.COM*10695581 10 West 18th Street NEW YORKNY C# *87	-2,902.19
08/10/2023	Expenditure		Wix	J2 EFAX SERVICE 6922 HOLLYWOOD BLVD 323-817-3205CA C#	-30.10
08/10/2023	Expenditure		eFax	MSFT *<E03000N8P MSBILL.INFOWA Card# *8765	-18.99
08/14/2023	Expenditure		Microsoft	ACH VERIZON WIRELESS PAYMENTS CCD 034243244300001 6223	-26.71
08/22/2023	Expenditure		Verizon Wireless	WIX.COM*10722828 10 West 18th St WIX.COM*10722828 10	-334.49
08/28/2023	Expenditure		Wix	West 18th Street NEW YORKNY C# *87	-284.85
08/28/2023	Expenditure		Banner Bank	Wire Transfer fee	-15.00
08/28/2023	Expenditure	Order# 132572057	Christianbook	Saxon Math Curriculum	-11,037.63
08/31/2023	Expenditure	EFT	Magic-Wrighter (e-Funds)		-34.95
08/31/2023	Expenditure		Gusto		-404.63
Total for 1000 Banner Bank x4353 - PUBLIC Checking					-\$15,320.35
1001 Banner Bank x4695 - PRIVATE Checking					
08/02/2023	Expenditure		Banner Bank	Paper statement fee	-3.00
Total for 1001 Banner Bank x4695 - PRIVATE Checking					-\$ 3.00



Finance Dashboard
August 2023

	Metric <i>Description</i>	Result	Goal	Status	Notes
1.	Current Student Recruitment Count <i>Enrollment is the school's primary revenue driver</i>	94%	100%	●	<i>Current enrollment: 92 (AAFTE: 94.10) Budget: 100 SPED: 13.5 budget, 17 actual</i>
2.	Public Revenue Received as a % of overall budget <i>Measures rate of receipt of public funds to date</i>	88%	100%	●	<i>Won't hit goal due to enrollment miss and CSP transfer</i>
3.	Private Revenue Received as a % of overall budget <i>Measures progress against fundraising goals</i>	58%	100%	●	<i>Now includes local fundraising goals (only 21% met)</i>
4.	Expenditures to date as a % of overall budget <i>Measures actual spending against planned spending</i>	104.5%	100%	●	<i>Without rent and travel "overages", result = 101% spent</i>
5.	Cash on Hand <i>Measures operational and financial stability</i>	Current: \$370k	\$189k	●	<i>Over 30 days cash but 23-24 will be cash tight</i>

Additional notes for discussion:

- **Cash:** received ~\$200k grant payment on 8/31; expecting \$300k loan disbursement in September.
- **Variiances:** material (10% & \$10k) variances noted below: local donations (\$86k, 21% received); private grants (77%, accrual); CSP (\$201k, timing & carryover); Ops staff (\$13k over, need); SPED teacher (\$17k over, need); classroom assistants (\$14k over, need); substitute teachers (\$20k over, need); SPED services (\$37k over, need); student recruitment (\$13k over, underbudgeted); school meals (\$11k over, under budget); travel (960%, grant funded expenses, budget neutral); rent (\$59k over, deferral accounting issue, cash neutral)
Current fiscal year count of missing documentation: ~\$23.7k

jg^P

**Pullman Community Montessori
Payroll Summary**

Aug-23



Pay Code Totals

Custodian / Bus Driver	1,231.36
Kitchen Staff	1,802.56
Office Administration	7,826.91
School Administration	14,000.04
Special Education Staff	6,499.64
Student Support Staff	9,904.92
Substitute Teacher	1,405.90
Teacher	29,888.52
Total	72,559.85

Deduction Totals

State Pension	4,894.56
State Employees Benefits Board	1,257.00
Supplemental LTD	289.77
Wage Garnishments	-
Federal Income Tax	4,882.93
Social Security	2,382.63
Medicare	1,033.91
WA CARES	420.86
WA Workers' Comp Insurance	276.11
WA Family and Medical Leave Insurance	422.38
Total	15,860.15

Benefits Totals

State Pension	8,786.60
State Employees Benefits Board	12,825.00
Social Security	2,382.63
Medicare	1,033.91
WA SUI	174.17
WA EAF	21.78
WA Family and Medical Leave Insurance	-
WA Workers' Comp Insurance	513.30
Total	25,737.39

Direct Deposit Total	<u>52,821.48</u>
Manual Checks Total	<u>3,878.22</u>

Coversheet

July Financials (Due Diligence)

Section: IV. Board Goals, Committee & Council Updates
Item: H. July Financials (Due Diligence)
Purpose: Vote
Submitted by: Aubree Guyton

BACKGROUND:

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.

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

RECOMMENDATION:

**The presentation of the FC recommended financials is the original motion.

Recommended Motion Language: I second the motion presented by the FC chair to re-approve the July Financials as presented.