



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

## Pullman Community Montessori

### PCM Regular Board Meeting

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#### **Date and Time**

Thursday January 18, 2024 at 5:15 PM PST

#### **Location**

PCM Board of Trustees regular board meetings are held in the Gladish Community and Cultural Center room 10 0a. To increase accessibility we offer a virtual option for attendance. If you have difficulty accessing the remote meeting link please call 509-336-5909. Regularly scheduled board meetings are recorded. The recording can be found at this link within 5 business days following the regular board meeting: <https://www.youtube.com/playlist?list=PLvDWzfFwzxEutv7ZnwexPXpZZO71ALWEZ>

All board meetings are open to the public. Regular board meetings begin at 5:15 PM PST and are normally the third (3rd) Thursday of each month. Working meetings, if they are conducted, are the second (2nd) Thursday of each month also at 5:15 PM. No action is taken in working meetings.

Public comment is a standing agenda item at each regular monthly meeting. Items will be addressed by the board according to the Meeting Agenda posted 48 hours prior to each meeting. If you would like to make public comment you will be called on in the order you arrived. We generally allow 5 minutes for presentation of personal comments/questions/concerns/grievances. You may view our PCM Grievance and Conflict Resolution Policy and Procedures [here](#).

Public comment should be shared with the board in writing in advance of the board meeting for us to better address your consideration. Please email to [board@mypcm.org](mailto:board@mypcm.org) or submit in paper form to the PCM office in Gladish Community and Cultural Center STE 212. You should receive confirmation of receipt of your written statement within 48 hours of submission. If you do not receive confirmation, please email [DesireeP@myPCM.org](mailto:DesireeP@myPCM.org)

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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.

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## Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>5:15 PM</b>
<b>A.</b> Record Attendance		Beverley Wolff	1 m
<b>B.</b> Call the Meeting to Order		Beverley Wolff	1 m
<b>C.</b> Approve Meeting Minutes: 11-14-23	Approve Minutes	Beverley Wolff	1 m
Please come with amendments ready to put in the chat.			

<b>II. Public Comment</b>			<b>5:18 PM</b>
<b>A.</b> Making Public Comments	FYI	Beverley Wolff	15 m
<p>Welcome! If you would like to make public comment you will be called on in the order you logged in/arrived.</p> <ul style="list-style-type: none"> <li>• We generally allow 5 minutes for presentation of personal comments/questions/concerns/grievances.</li> <li>• You may view our PCM Grievance and Conflict Resolution Policy and Procedures <a href="#">here</a>.</li> <li>• Public comment should be shared with the board in writing in advance of the board meeting for us to better address your consideration.</li> <li>• Please email to <a href="mailto:board@mypcm.org">board@mypcm.org</a> or submit in paper form to the PCM office in Gladish Community and Cultural Center.</li> <li>• You should receive confirmation of receipt of your written statement within 48 hours of submission.</li> </ul>			

<b>III. LEADERS Team Update &amp; Compliance Check-in</b>			<b>5:33 PM</b>
<p>Per <a href="#">PCM's Charter School Contract</a> with the Commission, PCM Trustees should regularly review the <a href="#">Statement of Assurances</a> to ensure we are fulfilling our obligation to the contract.</p> <p>For public transparency this is a copy of the <a href="#">Commission's Oversight Guidance Manual</a></p> <p>What rubrics does the Commission use for evaluation?</p>			

	Purpose	Presenter	Time
<a href="#">Financial Performance Framework</a>			
<a href="#">Academic Performance Framework</a>			
<a href="#">Organizational Performance Framework (expanded criterion)</a>			
<a href="#">School Specific Goals (2022-23)</a> (1 Academic, 1 Operational)			

<b>A.</b> HOS Update	FYI	Laylah Sullivan	10 m
To help provide you questions for consideration remember to peruse your Governing for Greatness book.			
To prepare, please review the 1/01/2024 board dashboard.			

**IV. Board Goals, Committee & Council Updates 5:43 PM**

<b>A.</b> Individual Board Member Reports	FYI	All Trustees	10 m
Each trustee will briefly present on their progress towards individual goals and tasks. Additionally, trustees may report observations, feedback, or questions gathered since last meeting.			
<b>B.</b> LSEC (Leadership Support & Evaluation Committee) Report	FYI	Bev Wolff	
Currently inactive.			
<b>C.</b> DC (Development Committee) Report	FYI	NA	
Currently inactive			
<b>D.</b> GC (Governance Committee) Report	FYI	NA	
Currently inactive			
<b>E.</b> EEC (Educational Excellence Committee) Report	FYI	Beverley Wolff	1 m
Under Formation. First meeting scheduled.			
<b>F.</b> FC (Finance Committee) Report	Vote	Aubree Guyton	10 m
Trustees will review the November 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](#)

Purpose                      Presenter                      Time

[Board<>Staff Financial Contract](#)

**V. Other Business 6:04 PM**

**A.** 2024-25 Enrollment Policy & Procedures                      Vote                      Laylah Sullivan                      3 m

The board will review and vote on the 2024-25 Enrollment Policy & Procedures.

**B.** Policy & Procedure Updates: Harassment, Intimidation and Bullying of Students (3207/3207P)                      Vote                      Laylah Sullivan                      3 m

**C.** Policy & Procedure Updates: Nondiscrimination and Affirmative Action (5010/5010P)                      Vote                      Laylah Sullivan                      3 m

**D.** Policy & Procedure Updates: Highly Capable (2190/2190P)                      Vote                      Laylah Sullivan                      3 m

**E.** Policy & Procedure Updates: Student Records (3231)                      Vote                      Laylah Sullivan                      3 m

**F.** Policy & Procedure Updates: Excused and Unexcused Absences (3122/3122P)                      Vote                      Laylah Sullivan                      3 m

**G.** Policy & Procedure Updates: Discipline (3241/3241P)                      Vote                      Laylah Sullivan                      3 m

**H.** Policy & Procedure Updates: Restraint, Isolation, and Other Uses of Reasonable Force (3246P)                      Vote                      Laylah Sullivan                      3 m

**I.** Policy & Procedure Updates: Section 504 (2162P)                      Vote                      Laylah Sullivan                      3 m

**J.** Academic Update                      FYI                      Laylah Sullivan                      30 m

The HOS will reground Trustees in what the Tier I and Tier II curriculum is and what assessments are used to measure growth. This will lead Trustees into an update on how PCM is performing to date. This academic update will be broken up between this meeting and the February meeting.

**K.** Recurrent Enrollment (w/ historic data review)                      Vote                      Laylah Sullivan                      15 m

**VI. Closing Items 7:16 PM**

**A.** Adjourn Meeting                      Vote                      Beverley Wolff                      1 m

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

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

# Coversheet

## Approve Meeting Minutes: 11-14-23

**Section:** I. Opening Items  
**Item:** C. Approve Meeting Minutes: 11-14-23  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for PCM Regular Board Meeting on December 19, 2023

APPROVED



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

## Pullman Community Montessori

### Minutes

#### PCM Regular Board Meeting

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##### **Date and Time**

Tuesday December 19, 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](mailto:board@myPCM.org)

All board meetings are open to the public. Meetings begin at 11:00 AM PST and are normally the fourth (4th) Thursday of each month. Public comment is a standing agenda item at each monthly meeting. Items will be addressed by the board according to the Meeting Agenda posted 48 hours prior to each meeting.

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

You may view our PCM Grievance and Conflict Resolution Policy and Procedures [here](#). Public comment should be shared with the board in writing in advance of the board meeting for us to better address your consideration. Please email to [board@mypcm.org](mailto:board@mypcm.org) or submit in paper form to the PCM office in Gladish Community and Cultural Center STE 212. You should receive confirmation of receipt of your written statement within 48 hours of submission. If you do not receive confirmation, please email [DesireeP@myPCM.org](mailto:DesireeP@myPCM.org)

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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.

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##### **Trustees Present**

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A. Burton (remote), A. Guyton (remote), B. Wolff (remote)

**Trustees Absent**

D. Main

**Guests Present**

D. Porter, Italiana Hughs (remote), Just an Observer (remote), Nathan Porter (remote)

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**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 Dec 19, 2023 at 11:03 AM.

**C. Approve Meeting Minutes: 11-14-23**

A. Guyton made a motion to approve the minutes from PCM Regular Board Meeting on 11-30-23.

A. Burton seconded the motion.

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

**Roll Call**

B. Wolff Aye

A. Guyton Aye

A. Burton Aye

D. Main Absent

**II. Public Comment**

**A. Making Public Comments**

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

**A. HOS Update**

As Head of School was absent, no verbal updates were given.

A. Guyton made a motion to Move the regularly scheduled board meetings to the third Thursday of the month, beginning at 5:15, and the regularly scheduled working meetings to the second Thursday of the month, also beginning at 5:15.

A. Burton seconded the motion.

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

**Roll Call**

D. Main Absent



**Roll Call**

- A. Guyton Aye
- A. Burton Aye
- B. Wolff Aye

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

**A. Individual Board Member Reports**

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

Mid-year check-in with HOS and chair is being scheduled for early January. This will be a review of progress on goals set for this academic year.

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

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

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

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

A. Guyton made a motion to Approve the November financials as presented 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 \$90,330.24 are also approved. General Fund Accounts Payable Total electronic payments totaling \$50,384.80 and Check numbers 1095 and 1096 totaling \$17,856.50 Non-AP Cash Disbursements Total electronic payments totaling \$1,901.37 and Check numbers 1061, 1062, 1073, and 1094 totaling \$5,128.12 Payroll Total electronic payments totaling \$90,330.24 and Payroll check numbers N/A totaling \$0 RECOMMENDATION: The recommendation presented by the Treasurer on behalf of the Finance Committee represents the initial motion. Proposed motion: I second the motion to approve the October financials recommended and as presented by the finance committee.

A. Burton seconded the motion.

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

**Roll Call**

- B. Wolff Aye
- A. Burton Aye
- A. Guyton Aye
- D. Main Absent

**V. Other Business**

**A.**

**2024-25 Enrollment Policy & Procedures**

A. Guyton made a motion to Approve the 2024-25 Enrollment Policy & Procedures with minor corrections to grammar.

There was no second to the motion.

The motion did not carry.

Proposal to accept this policy and procedure was postponed until the January working meeting.

Trustees were encouraged to send any questions they have about the policy and procedures to the HOS and blind copy other trustees to avoid HOS receiving duplicate questions.

**B. Policy & Procedure Updates: Harassment, Intimidation and Bullying of Students (3207/3207P)**

A. Guyton made a motion to Approve the Harassment, Intimidation and Bullying of Students (3207/3207P) with minor corrections to grammar.

There was no second to the motion.

The motion did not carry.

Proposal to accept this policy and procedure was postponed until the January working meeting.

Trustees were encouraged to send any questions they have about the policy and procedures to the HOS and blind copy other trustees to avoid HOS receiving duplicate questions.

**C. Policy & Procedure Updates: Nondiscrimination and Affirmative Action (5010/5010P)**

A. Guyton made a motion to Approve the Nondiscrimination and Affirmative Action (5010/5010P) with minor corrections to grammar.

There was no second to the motion.

The motion did not carry.

Proposal to accept this policy and procedure was postponed until the January working meeting.

Trustees were encouraged to send any questions they have about the policy and procedures to the HOS and blind copy other trustees to avoid HOS receiving duplicate questions.

**D. Policy & Procedure Updates: Highly Capable (2190/2190P)**

A. Guyton made a motion to Approve the Highly Capable (2190/2190P) with minor corrections to grammar.

There was no second for the motion

The motion did not carry.

Proposal to accept this policy and procedure was postponed until the January working meeting.

Trustees were encouraged to send any questions they have about the policy and procedures to the HOS and blind copy other trustees to avoid HOS receiving duplicate questions.

**E. Policy & Procedure Updates: Student Records (3231)**

A. Guyton made a motion to Approve the Student Records (3231) with minor corrections to grammar.

There was no second to the motion.

The motion did not carry.

Proposal to accept this policy and procedure was postponed until the January working meeting.

Trustees were encouraged to send any questions they have about the policy and procedures to the HOS and blind copy other trustees to avoid HOS receiving duplicate questions.

**F. Policy & Procedure Updates: Excused and Unexcused Absences (3122/3122P)**

A. Guyton made a motion to Approve the Excused and Unexcused Absences (3122/3122P) with minor corrections to grammar.

There was no second to the motion

The motion did not carry.

Proposal to accept this policy and procedure was postponed until the January working meeting.

Trustees were encouraged to send any questions they have about the policy and procedures to the HOS and blind copy other trustees to avoid HOS receiving duplicate questions.

**G. Policy & Procedure Updates: Discipline (3241/3241P)**

A. Guyton made a motion to Approve the Discipline (3241/3241P) with minor corrections to grammar.

There was no second to the motion.

The motion did not carry.

Proposal to accept this policy and procedure was postponed until the January working meeting.

Trustees were encouraged to send any questions they have about the policy and procedures to the HOS and blind copy other trustees to avoid HOS receiving duplicate questions.

**H. Policy & Procedure Updates: Restraint, Isolation, and Other Uses of Reasonable Force (3246P)**

A. Guyton made a motion to Approve the Restraint, Isolation, and Other Uses of Reasonable Force (3246P) with minor corrections to grammar.

There was no second to the motion

The motion did not carry.

Proposal to accept this policy and procedure was postponed until the January working meeting.

Trustees were encouraged to send any questions they have about the policy and procedures to the HOS and blind copy other trustees to avoid HOS receiving duplicate questions.

**I. Policy & Procedure Updates: Section 504 (2162P)**

A. Guyton made a motion to Approve the Section 504 (2162P) with minor corrections to grammar.

There was no second to the motion

The motion did not carry.

Proposal to accept this policy and procedure was postponed until the January working meeting.

Trustees were encouraged to send any questions they have about the policy and procedures to the HOS and blind copy other trustees to avoid HOS receiving duplicate questions.

**J. Academic Update**

Postponed until January working meeting and regular January meeting.

**K. Recurrent Enrollment (w/ historic data review)**

Postponed until January working meeting and regular January 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 11:50 AM.

Respectfully Submitted,

B. Wolff

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**Documents used during the meeting**

- PCM Board Dashboard 12-1-2023.xlsx
- 2. PCM Income Statement 11.2023.pdf
- 6c. PCM AP Register 11.2023.pdf
- 5. PCM Statement of Cash Flows 11.2023.pdf
- 3. PCM Balance Sheet 11.2023.pdf

- 4a. PCM Detailed BvA 10.2023.pdf
- 6d. PCM Non-AP Register 11.2023.pdf
- 4. PCM BvA 11.2023.pdf
- 6a. PCM Auditing Officer Approval 11.2023.pdf
- 6b. PCM Payroll Report 11.2023.pdf
- 6. PCM Payroll and AP Certification 11.2023.pdf
- 1. PCM Finance Dashboard 11.2023.pdf
- PCM Enrollment Policy & Procedures (2024-25).docx
- 3207P HIB procedure.docx
- 3207 HIB .docx
- 5010 Nondiscrimination and Affirmative Action.docx
- 5010P\_Nondiscrimination\_and\_Affirmative\_Action\_Procedure.docx
- 2190 Highly Capable.docx
- 2190P Highly Capable Programs.docx
- 3231-Student Records.docx
- 3122 Excused and Unexcused Absences .docx
- 3122P Excused and Unexcused Absences Procedures.docx
- 3241 Student Discipline.docx
- 3241P Student Discipline Procedure.docx
- 3246P-Isolation and restraint procedure.docx
- 2162P-section 504 procedure.docx
- PCM 2023-24 Recurrent Enrollment (Draft).docx
- Multi-YR Condensed Enrollment Summary.xlsx

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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

## HOS Update

**Section:** III. LEADERS Team Update & Compliance Check-in  
**Item:** A. HOS Update  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** PCM Board Dashboard 01-01-2024.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 01-01-2024.xlsx

# Coversheet

## FC (Finance Committee) Report

**Section:** IV. Board Goals, Committee & Council Updates  
**Item:** F. FC (Finance Committee) Report  
**Purpose:** Vote  
**Submitted by:** Matt Paolini  
**Related Material:**  
1. PCM Finance Dashboard 12.2023.pdf  
2. PCM Income Statement 12.2023.pdf  
3. PCM Balance Sheet 12.2023.pdf  
4. PCM BvA 12.2023.pdf  
5. PCM Statement of Cash Flows 12.2023.pdf  
6. PCM Payroll and AP Certification 12.2023.pdf  
6a. PCM Auditing Officer Approval 12.2023.pdf  
6b. PCM Payroll Report 12.2023.pdf  
6c. PCM AP Register 12.2023.pdf  
6d. PCM Non-AP Register 12.2023.pdf

### BACKGROUND:

The PCM Board of Trustees will review and vote on the December 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 \$82,668.38 are also approved.

### **General Fund Accounts Payable**

Total electronic payments totaling \$149,017.47 and  
Check numbers 1097 and 1098 totaling \$15,951.93

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

Total electronic payments totaling \$1,213.81 and  
Manual checks totaling \$0

### **Payroll**

Total electronic payments totaling \$82,668.38 and  
Payroll check numbers N/A totaling \$0

### RECOMMENDATION:



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

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



**Finance Dashboard**  
December 2023

	<b>Metric</b> <i>Description</i>	<b>Result</b>	<b>Goal</b>	<b>Status</b>	<b>Notes</b>
1.	<b>Current Student Recruitment Count</b> <i>Enrollment is the school's primary revenue driver</i>	86%	100%	●	<i>Current enrollment: 113 (AAFTE: 117) Budget: 136 SPED: 20.4 budget, 31 actual</i>
2.	<b>Public Revenue Received as a % of overall budget</b> <i>Measures rate of receipt of public funds to date</i>	29%	31%	●	<i>Enrollment revenue loss will hit in Jan; TBIP application not completed</i>
3.	<b>Private Revenue Received as a % of overall budget</b> <i>Measures progress against fundraising goals</i>	76%	78%	●	<i>All expected grant payments received. Local donations (\$100) goal (\$25k)</i>
4.	<b>Expenditures to date as a % of overall budget</b> <i>Measures actual spending against planned spending</i>	36%	33%	●	<i>Reasonable due to beginning of year purchases; need cuts or add't revenue due to enrollment loss</i>
5.	<b>Cash on Hand</b> <i>Measures operational and financial stability</i>	Current: \$243k	\$446k	●	<i>Not projected to meet 30 days cash. Projection: \$125k (30 days: \$222k)</i>

**Additional notes for discussion:**

- **Cash:** updated forecasts show cash conservation measures needed starting in January; additional revenue or cuts needed to get through year
- **Enrollment:** January enrollment?
- **January State fund reconciliation:** January State payment will be approximately \$72k lower; expected payment ~\$200k (~\$130k after deduction)
- **Raza & audits:** all requests currently met
- **Material Variances (\$10k & 10%):** private foundations/grants (161%, \$156k, accrual rules and additional WA Charters grant);
- Current fiscal year count of missing documentation: \$23k

jg<sup>P</sup>

# Pullman Community Montessori

## Profit and Loss

December 2023

	TOTAL			
	DEC 2023	NOV 2023 (PP)	CHANGE	SEP - DEC, 2023 (YTD)
<b>Revenue</b>				
3100 Local Donations	25.00	25.00	0.00	100.00
3198 Sales - School Meals	447.50	1,595.20	-1,147.70	4,149.30
3199 Local Income - misc				2,587.31
3201 Interest Income (Public)	0.02	0.02	0.00	0.08
3520 Private Foundations / Grants		40,000.00	-40,000.00	344,000.00
4000 General Apportionment	138,830.08	77,127.82	61,702.26	481,727.49
4021 Special Education - General Apportionment	1,469.21	816.23	652.98	5,060.63
4121 Special Education - State	21,781.78	12,096.14	9,685.64	75,004.80
4155 Learning Assistance	1,215.56	2,971.35	-1,755.79	4,186.91
4198 State - School Food Service	45.95	76.35	-30.40	206.05
4199 Transportation	3,434.81	1,908.22	1,526.59	11,831.01
5198 Federal - School Food Services (NSLP)	3,064.97	4,661.35	-1,596.38	12,307.94
5199 Federal - Misc Grants	718.00	120.00	598.00	1,078.00
5200 Federal - CSP	55,045.12	19,225.28	35,819.84	109,509.65
<b>Total Revenue</b>	<b>\$226,078.00</b>	<b>\$160,622.96</b>	<b>\$65,455.04</b>	<b>\$1,051,749.17</b>
<b>GROSS PROFIT</b>	<b>\$226,078.00</b>	<b>\$160,622.96</b>	<b>\$65,455.04</b>	<b>\$1,051,749.17</b>
<b>Expenditures</b>				
6005 Certificated - Executive Management	7,725.00	7,725.00	0.00	30,900.03
6106 Classified - Operations Staff	8,530.14	9,146.88	-616.74	32,282.20
6110 Classified - Instructional Management	6,866.68	6,866.68	0.00	27,466.72
6196 Nurses	3,567.00	3,554.65	12.35	16,804.02
6198 Classified - Lunch Staff	6,086.28	6,403.80	-317.52	25,794.17
6199 Classified - Transportation Staff	5,383.43	3,966.40	1,417.03	20,144.13
6270 Certificated - Teachers - Regular	21,172.41	24,101.31	-2,928.90	90,835.34
6272 Certificated - Counselors	4,675.58	7,013.37	-2,337.79	21,040.11
6275 Certificated - Teachers - SPED	4,927.96	4,927.96	0.00	19,711.73
6278 Certificated - Stipends	1,833.32	1,833.32	0.00	7,124.95
6370 Classified - Teachers - Regular		-2,143.39	2,143.39	0.00
6371 Classified - Teachers - Substitutes	1,313.34	1,411.66	-98.32	5,229.26
6373 Classified - Aides - Regular	16,793.23	17,339.98	-546.75	79,179.18
6376 Classified - Aides - SPED	7,025.67	10,129.61	-3,103.94	33,944.89
6378 Classified - Stipends	1,916.66	3,250.00	-1,333.34	12,291.66
7051 Social Security/Medicare/FUTA	4,258.80	4,369.21	-110.41	17,578.26
7052 Worker's Compensation Insurance	860.14	887.79	-27.65	3,612.50
7053 State Unemployment	222.68	201.66	21.02	975.61
7055 Retirement Contribution - DRS	9,985.01	10,818.86	-833.85	43,432.36
7056 Health Insurance - SEBB	24,750.00	23,100.00	1,650.00	100,717.00
8010 Legal	1,189.00	2,472.00	-1,283.00	10,318.00
8015 Oversight Fee (3%)	5,001.94	2,847.59	2,154.35	17,228.27
8035 Payroll & Accounting Services	10,000.00	10,000.00	0.00	40,000.00

# Pullman Community Montessori

## Profit and Loss

December 2023

	TOTAL			
	DEC 2023	NOV 2023 (PP)	CHANGE	SEP - DEC, 2023 (YTD)
8040 Special Ed Services	10,921.91	11,120.21	-198.30	34,510.42
8050 Contracted Services - Tech	1,586.13	1,661.66	-75.53	7,930.65
8053 Contracted Services - Misc		0.00	0.00	5,158.20
8054 Contracted Services - Afterschool	5,019.22		5,019.22	10,746.46
8060 Dues & Memberships				620.00
8505 Board Expenses	833.33	833.33	0.00	3,333.32
8510 Classroom / Teaching Supplies & Materials	1,440.78	250.00	1,190.78	16,449.66
8515 Special Ed Supplies & Materials				1,012.76
8530 Equipment / Furniture	134.85		134.85	1,138.26
8535 Telephone / Internet	648.38	648.38	0.00	2,576.71
8540 Technology - Hardware	733.06	1,380.64	-647.58	4,390.08
8541 Technology - Software	5,931.72	1,722.88	4,208.84	16,997.32
8565 Office Expense	5,941.62	1,108.50	4,833.12	13,474.85
8570 Staff Development	38.84	1,790.00	-1,751.16	7,498.31
8575 Staff Recruitment				708.11
8580 Student Recruitment / Marketing	4,667.72	195.00	4,472.72	5,202.72
8585 School Meals / Lunch	4,191.76	7,990.30	-3,798.54	31,051.38
8590 Travel (Staff)	-84.78	1,930.11	-2,014.89	2,254.16
8595 Fundraising		524.39	-524.39	524.39
8599 Transportation (student)	713.30	520.16	193.14	7,196.23
9005 Insurance Expense	1,747.27	2,218.05	-470.78	7,459.90
9010 Janitorial	3,947.43	3,253.63	693.80	12,952.27
9015 Building and Land Rent / Lease	18,417.27	18,417.27	0.00	73,669.08
9020 Repairs & Maintenance Bld	40.00	40.00	0.00	153.02
9045 Interest Expense	2,213.90	3,096.05	-882.15	10,270.63
<b>Total Expenditures</b>	<b>\$223,167.98</b>	<b>\$218,924.90</b>	<b>\$4,243.08</b>	<b>\$933,889.28</b>
NET OPERATING REVENUE	<b>\$2,910.02</b>	<b>\$ -58,301.94</b>	<b>\$61,211.96</b>	<b>\$117,859.89</b>
Other Expenditures				
9050 Depreciation		19,012.91	-19,012.91	19,012.91
<b>Total Other Expenditures</b>	<b>\$0.00</b>	<b>\$19,012.91</b>	<b>\$ -19,012.91</b>	<b>\$19,012.91</b>
NET OTHER REVENUE	<b>\$0.00</b>	<b>\$ -19,012.91</b>	<b>\$19,012.91</b>	<b>\$ -19,012.91</b>
NET REVENUE	<b>\$2,910.02</b>	<b>\$ -77,314.85</b>	<b>\$80,224.87</b>	<b>\$98,846.98</b>

# Pullman Community Montessori

## Balance Sheet

As of December 31, 2023

	TOTAL		
	AS OF DEC 31, 2023	AS OF NOV 30, 2023 (PP)	CHANGE
<b>ASSETS</b>			
Current Assets			
Bank Accounts			
1000 Banner Bank x4353 - PUBLIC Checking	240,491.46	281,978.92	-41,487.46
1001 Banner Bank x4695 - PRIVATE Checking	1,772.20	1,775.20	-3.00
1005 Banner Bank x3234 - PUBLIC Savings	1,095.82	1,095.80	0.02
<b>Total Bank Accounts</b>	<b>\$243,359.48</b>	<b>\$284,849.92</b>	<b>\$ -41,490.44</b>
Accounts Receivable			
1100 Accounts Receivable (A/R)	60,438.46	64,618.62	-4,180.16
<b>Total Accounts Receivable</b>	<b>\$60,438.46</b>	<b>\$64,618.62</b>	<b>\$ -4,180.16</b>
Other Current Assets			
1150 Prepays & Other Assets	25,463.74	26,521.86	-1,058.12
<b>Total Other Current Assets</b>	<b>\$25,463.74</b>	<b>\$26,521.86</b>	<b>\$ -1,058.12</b>
<b>Total Current Assets</b>	<b>\$329,261.68</b>	<b>\$375,990.40</b>	<b>\$ -46,728.72</b>
Fixed Assets			
1501 Fixed Assets-Capitalized Equipment	52,450.78	52,450.78	0.00
1503 Fixed Assets-Leasehold Improvements	540,149.69	540,149.69	0.00
1504 Fixed Assets-Furniture, Fixtures & Other	98,069.49	98,069.49	0.00
1510 Facilities - In Progress	29,592.08	29,592.08	0.00
1550 Accumulated Depreciation	-156,681.39	-156,681.39	0.00
<b>Total Fixed Assets</b>	<b>\$563,580.65</b>	<b>\$563,580.65</b>	<b>\$0.00</b>
<b>TOTAL ASSETS</b>	<b>\$892,842.33</b>	<b>\$939,571.05</b>	<b>\$ -46,728.72</b>
<b>LIABILITIES AND EQUITY</b>			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 Accounts Payable	64,596.90	108,457.32	-43,860.42
<b>Total Accounts Payable</b>	<b>\$64,596.90</b>	<b>\$108,457.32</b>	<b>\$ -43,860.42</b>
Other Current Liabilities			
2101 Accrued Accounts & Payroll Payable	61,144.31	68,516.66	-7,372.35
2155 Retirement Payable - DRS	16,993.92	18,716.95	-1,723.03
2156 Health Insurance Payable - SEBB	-41,019.00	-40,122.00	-897.00
2158 LTD Payable	315.86	382.68	-66.82
<b>Total Other Current Liabilities</b>	<b>\$37,435.09</b>	<b>\$47,494.29</b>	<b>\$ -10,059.20</b>
<b>Total Current Liabilities</b>	<b>\$102,031.99</b>	<b>\$155,951.61</b>	<b>\$ -53,919.62</b>

# Pullman Community Montessori

## Balance Sheet

As of December 31, 2023

	TOTAL		
	AS OF DEC 31, 2023	AS OF NOV 30, 2023 (PP)	CHANGE
<b>Long-Term Liabilities</b>			
2502 Loan Payable - long-term	785,845.00	787,283.09	-1,438.09
2510 Deferred Rent Liability	84,799.84	79,080.87	5,718.97
<b>Total Long-Term Liabilities</b>	<b>\$870,644.84</b>	<b>\$866,363.96</b>	<b>\$4,280.88</b>
<b>Total Liabilities</b>	<b>\$972,676.83</b>	<b>\$1,022,315.57</b>	<b>\$ -49,638.74</b>
<b>Equity</b>			
2998 Unrestricted Net Assets	-260,482.34	-260,482.34	0.00
2999 Restricted Net Assets	81,800.86	81,800.86	0.00
Net Revenue	98,846.98	95,936.96	2,910.02
<b>Total Equity</b>	<b>\$ -79,834.50</b>	<b>\$ -82,744.52</b>	<b>\$2,910.02</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$892,842.33</b>	<b>\$939,571.05</b>	<b>\$ -46,728.72</b>



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

	Actual	Budget	Over/(Under) Budget	% Received / Spent	Forecast	% of Forecast	Notes
<b>Revenue</b>							
Local Support	6,837	46,456	-39,619	14.72%	42,828	15.96%	
State Revenue - General	481,727	1,542,557	-1,060,830	31.23%	1,307,198	36.85%	
State Revenue - Special Purpose	96,289	365,645	-269,356	26.33%	312,873	30.78%	Total loss due to enrollment: \$228k
Federal Revenue	122,896	537,473	-414,577	22.87%	570,682	21.53%	
Grants & Other Sources	344,000	255,000	89,000	134.90%	420,000	81.90%	Added \$50k WA Charters Grant
<b>Total Revenue</b>	<b>1,051,749</b>	<b>2,747,131</b>	<b>-1,695,382</b>	<b>38.29%</b>	<b>2,653,580</b>	<b>39.64%</b>	
<b>Gross Profit</b>	<b>1,051,749</b>	<b>2,747,131</b>	<b>-1,695,382</b>	<b>38.29%</b>			
<b>Expenditures</b>							
Salaries	422,748	1,243,310	-820,562	34.00%	1,182,838	35.74%	Overall \$60k drop in salaries and \$24k drop in benefits
Personnel Taxes & Benefits	166,316	520,876	-354,560	31.93%	498,668	33.35%	
Contracted Services	125,892	366,920	-241,028	34.31%	379,613	33.16%	Various small increases (tech support, credentialing, SPED)
School Operations	143,659	228,499	-84,840	62.87%	247,285	58.09%	School meals increase \$24k, transpo down \$11k
Facility Operations & Maintenance	104,505	326,952	-222,448	31.96%	345,102	30.28%	
Contingency		71,034	0	0.00%	0	100.00%	Contingency 100% used
<b>Total Expenditures</b>	<b>963,120</b>	<b>2,757,591</b>	<b>-1,723,437</b>	<b>34.93%</b>	<b>2,653,506</b>	<b>36.30%</b>	Fiscal Year Elapsed: 33%
<b>Net Operating Revenue</b>	<b>88,629</b>	<b>-10,460</b>	<b>99,089</b>	<b>-847.31%</b>	<b>74</b>	<b>119114.49%</b>	
<b>Net Revenue</b>	<b>88,629</b>	<b>-10,460</b>	<b>99,089</b>	<b>-847.31%</b>	<b>74</b>	<b>119114.49%</b>	
<b>Balance Sheet Expenses</b>							
Bridge Loan Principal	60,679	59,385	1,294	102.18%	61,127	99.27%	
Kitchen Renovations	0	39,000	-39,000	0.00%	0	0.00%	Moved to 24-25 due to construction delays
<b>Balance Sheet Expenditures</b>	<b>60,679</b>	<b>98,385</b>	<b>-37,706</b>	<b>61.68%</b>	<b>61,127</b>	<b>99.27%</b>	
<b>All Expenditures</b>	<b>1,023,799</b>	<b>2,855,976</b>	<b>-1,832,177</b>	<b>35.85%</b>	<b>2,714,633</b>	<b>37.71%</b>	
<b>Board Approved Expenditures</b>	<b>2,855,976</b>						

# Pullman Community Montessori

## Statement of Cash Flows

October - December, 2023

	OCT 2023	NOV 2023	DEC 2023	TOTAL
<b>OPERATING ACTIVITIES</b>				
Net Revenue	-68,400.63	-77,314.85	2,910.02	\$ - 142,805.46
Adjustments to reconcile Net Revenue to Net Cash provided by operations:				\$0.00
1100 Accounts Receivable (A/R)	27,880.32	-35,828.92	4,180.16	\$ -3,768.44
1150 Prepays & Other Assets	1,058.12	1,058.12	1,058.12	\$3,174.36
1550 Accumulated Depreciation		19,012.91		\$19,012.91
2100 Accounts Payable	-69,621.96	37,315.69	-43,860.42	\$ -76,166.69
2102 Banner Bank Mastercard	0.00	0.00	0.00	\$0.00
2101 Accrued Accounts & Payroll Payable	-1,906.93	-16,108.75	-7,372.35	\$ -25,388.03
2155 Retirement Payable - DRS	643.93	967.49	-1,723.03	\$ -111.61
2156 Health Insurance Payable - SEBB	-5,003.00	3,224.50	-897.00	\$ -2,675.50
2158 LTD Payable	64.24	24.31	-66.82	\$21.73
<b>Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:</b>	<b>-46,885.28</b>	<b>9,665.35</b>	<b>-48,681.34</b>	<b>\$ -85,901.27</b>
<b>Net cash provided by operating activities</b>	<b>\$ - 115,285.91</b>	<b>\$ - 67,649.50</b>	<b>\$ - 45,771.32</b>	<b>\$ - 228,706.73</b>
<b>INVESTING ACTIVITIES</b>				
1504 Fixed Assets-Furniture, Fixtures & Other	-29,231.07			\$ -29,231.07
<b>Net cash provided by investing activities</b>	<b>\$ -29,231.07</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$ -29,231.07</b>
<b>FINANCING ACTIVITIES</b>				
2502 Loan Payable - long-term	298,625.03	-1,430.94	-1,438.09	\$295,756.00
2510 Deferred Rent Liability	5,718.97	5,718.97	5,718.97	\$17,156.91
2998 Unrestricted Net Assets		-50,000.00		\$ -50,000.00
2999 Restricted Net Assets		50,000.00		\$50,000.00
<b>Net cash provided by financing activities</b>	<b>\$304,344.00</b>	<b>\$4,288.03</b>	<b>\$4,280.88</b>	<b>\$312,912.91</b>
<b>NET CASH INCREASE FOR PERIOD</b>	<b>\$159,827.02</b>	<b>\$ - 63,361.47</b>	<b>\$ - 41,490.44</b>	<b>\$54,975.11</b>





**Payroll Check Summary**

*Payroll Runs: 12/08/2023 and 12/22/2023*

**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 January 18, 2024, the Board, by a \_\_\_\_\_ vote, approves payments totaling \$X. The payments are further identified in this document.

Total Payment by Type:  
 Payroll Direct Deposit (\$82,668.38)  
 Manual Checks (\$0)

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

**Accounts Payable Register**

*December 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 January 18, 2024, the Board, by a \_\_\_\_\_ vote, approves payments totaling \$164,969.40. The payments are further identified in this document.

Total Payment by Type:  
 Electronic Funds Transfer (\$149,017.47)  
 Manual checks (\$15,951.93)

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



**Non-AP Cash Disbursement Register**

*December 2023*

**BOARD CERTIFICATION STATEMENT**

The following payments were paid during December 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 January 18, 2024, the Board, by a \_\_\_\_\_ vote, approves payments totaling \$1,213.81. The payments are further identified in this document.

**Total Payment by Type:**

Debit Card / EFT (\$1,213.81) – comprised mostly of automatic charges (Gusto – payroll provider, Verizon, Microsoft) and  
 Manual Checks (\$0)

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



**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 \$82,668.38 are also approved.

**General Fund  
Accounts Payable**

Total electronic payments totaling \$149,017.47 and  
Check numbers 1097 and 1098 totaling \$15,951.93

**Non-AP Cash Disbursements**

Total electronic payments totaling \$1,213.81 and  
Manual checks totaling \$0

**Payroll**

Total electronic payments totaling \$82,668.38 and  
Payroll check numbers N/A totaling \$0

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

December AP register totaling: \$164,969.40

Pay dates within 12/01/23 – 12/31/23

Board Date 01/18/24

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

\_\_\_\_\_  
Date

**Pullman Community Montessori  
Payroll Summary**

**Dec-23**



**Pay Code Totals**

Custodian / Bus Driver	4,874.49
Kitchen Staff	7,215.36
Office Administration	8,628.72
School Administration	15,008.34
Special Education Staff	6,594.62
Student Support Staff	35,956.42
Substitute Teacher	2,014.53
Teacher	24,084.41
<b>Total</b>	<b>104,376.89</b>

**Deduction Totals**

State Pension	7,334.62
State Employees Benefits Board	1,809.00
Supplemental LTD	315.86
Wage Garnishments	-
Federal Income Tax	6,151.46
Social Security	2,968.83
Medicare	1,487.23
WA CARES	605.36
WA Workers' Comp Insurance	428.57
WA Family and Medical Leave Insurance	607.58
<b>Total</b>	<b>21,708.51</b>

**Benefits Totals**

State Pension	10,613.78
State Employees Benefits Board	24,750.00
Social Security	2,968.83
Medicare	1,487.23
WA SUI	173.14
WA EAF	21.66
Health Savings Account	375.00
WA Workers' Comp Insurance	874.20
<b>Total</b>	<b>41,263.84</b>

<b>Direct Deposit Total</b>	<b>82,668.38</b>
<b>Manual Checks Total</b>	<b>-</b>

# Pullman Community Montessori

## Bill Payment List

December 2023

DATE	NUM	VENDOR	AMOUNT	MEMO/DESCRIPTION
1000		Banner Bank x4353 - PUBLIC Checking		
12/01/2023		Wellfleet Group, LLC	-470.76	Inv H000914
12/01/2023		Friends of Gladish	-179.32	Multiple invoices (details on stub)
12/01/2023		Frost Brown Todd LLP	-1,848.00	Multiple invoices
12/01/2023		Galexis Technologies	-3,740.11	Multiple invoices (details on stub)
12/01/2023		Kutak Rock LLP	-1,275.00	Multiple invoices
12/01/2023		PresenceLearning, Inc	-11,067.22	Multiple invoices
12/01/2023		Terry's Dairy, Inc	-439.30	Multiple invoices (details on stub)
12/01/2023		Washington State Charter Schools Association	-1,186.19	Multiple invoices
12/01/2023		WSIPC	-1,174.80	Multiple invoices (details on stub)
12/01/2023		YMCA of the Palouse	-5,727.24	Multiple invoices (details on stub)
12/01/2023		Ccooper Services	-145.00	Inv 5779
12/01/2023		Clark Communications	-1,486.81	Inv 48556
12/01/2023		Cleaning Concepts Janitorial	-3,253.63	Inv 0001100
12/01/2023		Dakota Academic Consulting, Inc	-2,950.00	Inv 4/5/23
12/01/2023		First Step Internet	-180.00	Inv 1730540
12/01/2023		Learning Without Tears	-2,837.48	Inv INV176985
12/01/2023		Pullman Chamber and Visitor Center	-150.00	Inv 14351
12/01/2023		The Standard Insurance Company	-358.37	Inv 756494 0314 10/1
12/01/2023		Yellow Barn Occupational Therapy, LLC	-855.00	Inv 10/2 - 10/30
12/04/2023	EFT	Raza Development Fund, Inc (v)	-3,340.80	
12/08/2023	EFT	Great American Insurance Group	-1,472.45	
12/14/2023	EFT	Amazon Capital Services, Inc	-1,302.33	
12/14/2023	EFT	Banner Bank	-3,858.97	
12/14/2023	EFT	Joule Growth Partners	-10,000.00	
12/14/2023	EFT	Nathaniel A Porter	-25.00	
12/14/2023	EFT	True Measure Collaborative	-1,791.67	
12/15/2023		Galexis Technologies	-1,559.46	Multiple invoices (details on stub)
12/15/2023		Terry's Dairy, Inc	-731.80	Multiple invoices (details on stub)
12/15/2023		Ccooper Services	-145.00	Inv 5807
12/15/2023		Friends of Gladish	-250.00	Inv 000006
12/15/2023		HCA - SEBB	-24,506.00	Acct 600Y12 - Inv 600Y12 11.16.23-- bill.com Check Number: 211140104
12/15/2023		The Standard Insurance Company	-382.68	Inv 756494 0314 11/1
12/15/2023		Washington State Charter Schools Association	-311.19	Inv 31326
12/15/2023		Meteor Education, LLC	-29,231.07	Multiple invoices (details on stub)-- bill.com Check Number: 211128498
12/27/2023	1098	Cleaning Concepts Janitorial	-3,253.63	
12/20/2023	1097	Friends of Gladish	-12,698.30	
12/15/2023	EFT	WA Dept of Retirement Systems	-19,671.43	
12/13/2023	EFT	Great American Insurance Group	-274.84	
12/12/2023	EFT	URM Stores Inc	-7,258.50	

# Pullman Community Montessori

## Bill Payment List

December 2023

DATE	NUM	VENDOR	AMOUNT	MEMO/DESCRIPTION
12/31/2023	EFT	URM Stores Inc	-3,580.05	
<b>Total for 1000 Banner Bank x4353 - PUBLIC Checking</b>			<b>\$ -</b>	
			<b>164,969.40</b>	

**Pullman Community Montessori**  
**Non-AP Cash Disbursements**  
 December 2023

	Date	Transaction Type	Num	Name	Memo/Description	Amount
<b>1000 Banner Bank x4353 - PUBLIC Checking</b>						
	12/01/2023	Expenditure		Facebook (v)	FACEBK 55XC6UFLA 1601 Willow Roa FACEBK 55XC6UFLA 1601 Willow Road Menlo ParkCA C# *876	-120.00
	12/05/2023	Expenditure		Transparent	ACH transparent clas transpar ACH transparent clas transparen CCD ST-B3P3K4V0V4N4 18	-239.33
	12/11/2023	Expenditure		Magic-Wrighter (e-Funds)	ACH MAGIC-WRIGHTER INVOICE ACH MAGIC-WRIGHTER INVOICE PPD XXXXXX4841	-34.95
	12/11/2023	Expenditure		eFax	J2 EFAX SERVICE 6922 HOLLYWOOD J2 EFAX SERVICE 6922 HOLLYWOOD BLVD 323-817-3205CA C#	-18.99
	12/13/2023	Expenditure		Microsoft	MSFT * E0300Q87I 1 Microsoft Way MSFT * E0300Q87I 1 Microsoft Way MSBILL.INFOWA C# *876	-29.14
	12/14/2023	Expenditure		eFax	J2 EFAX SERVICE 6922 HOLLYWOOD J2 EFAX SERVICE 6922 HOLLYWOOD BLVD 323-817-3205CA C#	-10.00
	12/22/2023	Expenditure		Verizon Wireless	ACH VERIZON WIRELESS PAYMENTS ACH VERIZON WIRELESS PAYMENTS CCD	-348.38
	12/31/2023	Expenditure		Gusto	XXXXXXXX4300001 6223	-410.02
<b>Total for 1000 Banner Bank x4353 - PUBLIC Checking</b>						<b>-\$ 1,210.81</b>
<b>1001 Banner Bank x4695 - PRIVATE Checking</b>						
	12/01/2023	Expenditure		Banner Bank	Paper statement fee	-3.00
<b>Total for 1001 Banner Bank x4695 - PRIVATE Checking</b>						<b>-\$ 3.00</b>



# Coversheet

## 2024-25 Enrollment Policy & Procedures

**Section:** V. Other Business  
**Item:** A. 2024-25 Enrollment Policy & Procedures  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** PCM Enrollment Policy & Procedures (2024-25).pdf



**PULLMAN  
COMMUNITY  
MONTESSORI**

**PUBLIC  
FREE  
K-9**

## **ENROLLMENT POLICY AND PROCEDURES**

### **(20243-254)**

Pullman Community Montessori (PCM) is a public school (tuition-free, not for profit, open enrollment) accessible to all students. Pursuant to Washington State law, PCM may not limit admission on any basis other than age, grade level, or enrollment capacity in a grade level and must enroll all students who apply within these parameters. If capacity within a grade level is insufficient to enroll all students who apply, enrollment will be determined by lottery as described later in this document.

PCM's model is personalized to students' needs and prepares them—through rigorous academics, a robust social-emotional program, and career and life skill development—to ensure every student has the opportunity, skills, and mindset to be successful in college, career, and life. We rely on a data-driven, developmental, place-based Montessori program to achieve this goal and retain students love of learning. We are deeply committed to guiding students to be self-empowered lifelong learners, global citizens, environmental stewards, and compassionate and collaborative leaders, bringing positive changes to their communities and the world!

PCM actively engages families from Pullman and surrounding communities to consider our program. All PCM staff work diligently to ensure that all students have equal opportunity to apply to and be enrolled at PCM. We encourage families to read and understand our PCM Community Handbook and schedule a school tour before enrolling to ensure families fully understand the choice they are making to partner with the school.

### **ENROLLMENT PROCEDURES**

#### **Receipt and processing of enrollment forms**

Families may submit enrollment forms via our online enrollment platform Transparent Classroom. A link to this program is on the homepage of our website and is also available on the enrollment tab along the top of the page. Families will be required to establish a Transparent Classroom account and will use this platform for all other enrollment processes.

Families who do not have internet access, or the ability to complete the application process on their own, are encouraged to call the main office of the school and PCM staff will assist them with setting up an account online and getting their student registered. Paper copies of the application form have been translated into the top three languages (Arabic, Mandarin, Spanish) represented in our community and will be distributed during community events,

enrollment fairs, and are available in the main office for families who need/prefer them. Please contact the main office if translation to another language is preferred.

If a receipt of enrollment confirmation is not received within 24 hours, families should contact the main office.

PCM will provide ample time and opportunity to families to elect to enroll in PCM. The only admissions protocol is that families wishing to attend PCM must follow enrollment procedures and deadlines for submitting forms and materials.

PCM’s enrollment window will open from November 1, 2022 through March 30, 2023. The table below outlines critical deadlines for the enrollment and lottery process.

Summary of Key Enrollment and Lottery Dates	
Event	Deadline
Enrollment application made public	<del>November-December</del> 1, 2023 <del>2</del>
Enrollment application due	March <del>27</del> <sup>9</sup> , 2023 <del>4</del> , 4:00 PM
Public lottery (if needed)	March <del>28</del> <sup>30</sup> , 2024 <del>3</del> <i>Gladish Community and Cultural Center View Room, 5:00 PM</i>
School notifies admitted students by	<del>April 1, 2023</del> March <del>29</del> <sup>29</sup> , 2024, 4:00 PM
Intent to Enroll form due	April <del>11</del> <sup>13</sup> , 2023 <del>4</del> , 4:00 PM
1 <sup>st</sup> Part of Registration packet due	May 6, 2024 <del>3</del> , 4:00 PM
<b>Conversion to <i>Rolling Enrollment</i> if waitlist is empty AND space is available within a given grade level.</b>	

**Lottery**

**Should there be more applicants than seats available within a given grade band**, PCM will hold a public admissions lottery on March ~~30~~<sup>28</sup>, 2024~~3~~ in accordance with Washington State law. In this situation, new enrollment in PCM will be determined by lottery. Families are not required to attend but the process is open to the entire public. For transparency purposes, PCM will secure a neutral, non-affiliated observer to oversee the random lottery process for PCM admission.

**As required by Washington State law, the school will give an enrollment preference to siblings of already enrolled students** (detail provided in the Enrollment Preferences section). After the lottery is complete, all parents will be notified of the results by 4:00 PM ~~March~~<sup>April</sup> ~~29~~<sup>1</sup>, 2023~~4~~.

**After parents have been notified their student has a seat in the school, they will have until 4:00 PM on April ~~13~~<sup>11</sup>, 2023~~4~~ to submit an Intent to Enroll form.** Between ~~April 1<sup>st</sup>~~<sup>March 29<sup>th</sup></sup> to April ~~13~~<sup>11</sup><sup>th</sup>, PCM will attempt to verify personally with each parent, by phone or at home, if they intend to accept a seat at the school and encourage them to submit their Intent to Enroll form by the deadline. If PCM is unsuccessful in contacting the family for verification, the family

will then give up the seat and be placed on the waitlist. If there are still seats available after the Intent to Enroll Form deadline, PCM will begin accepting students on the waitlist. After all seats have been assigned, the waitlist will be utilized for the remaining students who have registered in the event that a seat should open up. In all cases, PCM will adhere to any and all schedules and requirements pursuant to Washington State law concerning the recruitment and enrollment of students.

Families who've submitted an Intent to Enroll form will receive an e-mail with instructions on what Registration Packet materials are due by May 6, 2024 and how to create a Skyward account with PCM. Registration Packet materials are submitted through Skyward. If materials are needed in a language other than English, families can inform the main office and materials will be translated to the desired language.

The first set of registration paperwork is due May 6, 2023 by 4:00 PM. Between April 11<sup>th</sup> and May 6<sup>th</sup>, PCM will attempt to verify submission of all Registration Packet material, by phone or at home, and encourage parents to submit their materials by the deadline. If PCM is unsuccessful in contacting the family and does not receive the Registration Packet materials by the deadline, the family will then give up the seat and be placed on the waitlist.

If there are still seats available after April 11<sup>th</sup>, PCM will begin accepting students on the waitlist. After all seats have been assigned, the waitlist will be utilized for the remaining students who complete an enrollment request in the event that a seat should open up. In all cases, PCM will adhere to any and all schedules and requirements pursuant to Washington State law concerning the recruitment and enrollment of students.

**If capacity is not reached by the Application deadline on March 29<sup>th</sup>, students will be enrolled to the school on a rolling basis.** If and when the number of students surpasses the number of seats, students that submit an application after capacity is reached will be added to a waitlist in the order that the school receives their application.

**PCM does not discriminate in any programs or activities** on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained guide dog or service animal. PCM's "Discrimination/Harassment Policy" complies with the requirements of Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Individuals with Disabilities Education Act of 1990, and other applicable federal and state laws.

### Enrollment Preferences

**Guiding principles behind PCM's opt-in enrollment preferences.** PCM's Board of Trustees and staff are committed to equal access regardless of a student's race, socio-economic status, or level of academic skill. We believe all students should be enculturated in an environment of high expectations and prepared through rigorous, whole-child education. Our recruitment efforts and

the following lottery preferences help support our commitment to ensure our student population reflects the racial, ethnic, and socioeconomic demographic makeup of our local schools and that at-risk student populations receive ample opportunity to attend PCM. All preferences are subject to authorizer approval.

As allowed by Washington State law, PCM will grant the following enrollment preferences as approved by its authorizer (the Washington State Charter School Commission) and any other guiding bodies.

### **1. Siblings of currently enrolled students (ALL public schools hold this preference)**

- These students will receive an absolute preference and will automatically be offered a spot in the school if space is available in the grade level. If space is not available, the program will randomize all siblings in the same grade level and generate a sibling waitlist for the next available seat.
- Siblings who are newly attending PCM together will only generate a preference after one of the siblings is selected during the lottery process of that school year.
- Siblings of students who have graduated from PCM, or left the school, will not be granted a "legacy" preference, or a preference for having a sibling who has previously attended.

#### **Sibling Definition:**

A sibling is defined at PCM, in regard to enrollment, as two or more individuals having one or both legal parents/guardians in common. Students who are being fostered by a family will not be granted the sibling preference until legal guardianship has been awarded to the family. Due to its impact in our lottery, families may be asked to verify a sibling relationship between two individuals. If it is later found that no relationship exists, the students involved would be moved to the bottom of our waitlist and their seats would be offered to the next students on the waitlist. If a family refuses to submit documentation to allow us to verify, the preference will be withheld until such documentation is presented to the school.

Students who do not qualify for the sibling definition will all be placed in a lottery for enrollment for the remaining available seats in each grade level. Some students will receive a preference in the lottery if they meet one of the criteria mentioned below. All applicants who do not qualify for a preference on the list below will have their names entered once in the lottery. **For a point of clarification, the list below are preferences and DO NOT guarantee enrollment at PCM, the preferences simply increase the likelihood of a student being selected in the general lottery if one is required.**

### **2. Students of PCM staff**

- Children (in legal custody) of contracted full-time staff members will be given an 8:1 preference in the lottery. This decision was made by PCM's Board of Trustees to show good faith in our program and to reduce the logistical challenges of staff members

with children trying to match schedules of schools with different lengths of day and school year. In addition, it aligns to our goal of having staff representative of the anticipated student population.

### 3. Students from economically disadvantaged families

- Economically disadvantaged family will be defined, for this purpose, as families who qualify for federal free or reduced-price meals. Students fitting this description by the deadline will be given a 5:1 preference in the lottery.
  - To be considered, this status needs to be indicated on the application materials submitted by the Application Submission deadline. Status will be confirmed via a completed and approved Meal Application form submitted in the summer prior to the beginning of the school year.

All preferences will be based on information provided to PCM on the original enrollment application. Any family that omits information that would have qualified them for a preference prior to the lottery running will be subject to the general lottery and will not receive that preference after the enrollment window closes. Any family found to have submitted false information in order to gain a preference in the lottery will lose their spot and opportunity for enrollment during the upcoming school year. All applicants who do not qualify for a preference will have their name entered once in the lottery for consideration.

## LOTTERY PROCESS

The Lottery will be governed by the following rules:

- I. All students who fit the criteria, as established by Washington State law, who applied during the open enrollment window, and who do not qualify for the sibling definition, are placed in the lottery for either available seats or to be on a waitlist if no seats are currently available.
- II. Preferences will be determined based on information received in the student's application to the school.
- III. The Head of School at PCM will run the lottery and will generate enrollment lists. A representative from our Board of Trustees and a neutral, non-affiliated observer, will be present to observe the lottery to ensure accuracy and fairness.
- IV. After the available slots are filled, the school's enrollment platform will develop waitlists with the remaining students in each grade level.
- V. If, following the lottery, it is identified that families have submitted false information to gain an advantage in the lottery, or admission to PCM outside of the aforementioned age/grade guidelines, that student will be removed from PCM and their application will no longer be valid for the school year. The family may reapply in a subsequent year.

## Notification and Acceptance

Families will be notified of the official results following the lottery through the account they set up in Transparent Classroom and/or a phone call.

Families will have eight (8) days following the lottery notification to accept their offer for enrollment by submitting an Intent to Enroll form (April 13<sup>th</sup> by 4:00 PM). During the days leading up to this deadline, PCM will attempt to verify personally with each family via Transparent Classroom and phone whether they are accepting the offer and enrolling their child at our school. If we are unsuccessful in contacting the family for verification during that 8-day window, we will then offer that student's seat to the next student on the waitlist ~~at~~ by 4:00 PM on April 14<sup>th</sup>.

### Waitlist

After all seats have been assigned, a waitlist will be established for the remaining students who have registered in the event that a seat should open up. Once the lottery is complete, PCM will no longer accept applications on a rolling basis. The only exception to this would be if a grade level was not full, we didn't have students on a waitlist for that grade, and we decided to reopen the window.

### MOVEMENT ON THE WAITLIST

The waitlist for each respective grade level will be created immediately following the lottery process for all applicants who did not receive a spot at PCM during the lottery. When spots become available in a grade level, the first waitlisted student will be called and offered the spot. This family will have until 4:00 PM on the third (3<sup>rd</sup>) day following the offer to accept the spot before it is offered to the next student on the list. **Waitlists for PCM will not carry over from school year to school year. If a family is on the waitlist from a previous school year, they will need to reapply for the following school year.**

### WITHDRAWAL AND RE-ENROLLMENT

If a student formally withdraws from PCM at any point following registration, they can only be readmitted by resubmitting an application during an open-enrollment period. Such student(s) will be placed at the bottom of the waitlist upon expressing a desire to re-register.

### STUDENT WITHDRAWAL AND TRANSFERS

**Withdrawal:** If a parent wishes to withdraw or transfer a student from the school, it is the parent's responsibility to notify the Head of School. In some cases, the Head of School may want to meet with the student's parents as well. In addition, the student must follow the returning student policy if they wish to return to the school. Students will not receive official transcripts until all school materials are returned and any fees are paid. PCM will offer to conduct exit interviews with families to collect feedback and data about withdrawal reasons.

**Transfer:** The school will NOT restrict the ability of parents/guardians to exit a particular school, apply for admission at any other school, enroll at another school, or maintain a waitlist slot at another school.

## HOMELESS STUDENTS

The McKinney-Vento Homeless Assistance Act for Homeless Children and Youth entitles all homeless school-aged children to the same free and appropriate public education that is provided to non-homeless students. A homeless student is defined as a person between the ages of two and eighteen who lacks a fixed, regular, and adequate nighttime residence and may:

- Live in an emergency or transitional shelter; abandoned building, parked car, or other facility not designed as a regular sleeping accommodation for human beings.
- Live “double-up” with another family, due to loss of housing stemming from financial problems (e.g., loss of job, eviction or natural disaster).
- Live in a hotel or motel.
- Live in a trailer park or campsite with their family
- Have been abandoned at a hospital.
- Be awaiting foster placement in limited circumstances.
- Reside in a home for school-aged, unwed mothers or mothers-to-be if there are no other available living accommodations.
- Be a migratory or abandoned, runaway, or throwaway youth that qualifies as homeless because they are living in circumstances described above.

The law requires the immediate enrollment of homeless students. PCM will not delay or prevent the enrollment of a student due to the lack of school or immunization records. It is the responsibility of the new school to request all necessary documents from the previous school and refer parents to all programs and services for which the student is eligible.

## GRADE PLACEMENT UPON ENROLLMENT

Montessori groups students into developmentally appropriate age groupings as follows:

Developmentally Appropriate Age Groupings		
Age grouping	Grade	Typical Age
<b>Stand-Alone Kindergarten</b>	K	5-6 years old
<b>Lower-Younger Elementary</b>	1 <sup>st</sup> – 3 <sup>rd</sup>	6-9 years old
<b>Upper-Older Elementary</b>	4 <sup>th</sup> – 6 <sup>th</sup>	9-12 years old
<b>Adolescent Community Program</b>	7 <sup>th</sup> – 9 <sup>th</sup>	12-15 years old

PCM uses evaluations combined with age to determine grade designation. PCM conducts academic diagnostics on all students who are enrolling for the first time. Following these assessments, students age will be considered. These metrics will help to ensure the student is placed in the appropriate age grouping and assigned the appropriate grade designation. This information is never used to screen a student's fit for the PCM program, only to identify the appropriate grade designation for the student.

## Kindergarten:



Students wishing to enter the lottery for kindergarten **must turn five (5) years old on or before August 31<sup>st</sup>**. If a student is accepted during the lottery and it is discovered during the enrollment process that the student's birthday does not meet this requirement, that student will lose their spot and will need to reapply for the following school year.

Students who have already successfully completed kindergarten at a different school may be allowed or asked to repeat kindergarten at PCM based on their observed level of readiness during the first three (3) weeks of school.

Some districts offer the opportunity for four-year-olds to 'prove their ability' to enroll in kindergarten early through testing. We do not participate in this practice at PCM.

### Grade Skipping:

Students will not be allowed to skip a grade between their previous school and attending PCM. For example, if a student completes 4<sup>th</sup> grade at their previous school and applies for 6<sup>th</sup> grade at PCM, PCM staff would instead enroll that student in 5<sup>th</sup> grade, if room is available in that grade level.

### Age Range Guidance: What grade level to apply to

Students may not be more than one year older than a typical student in a grade level. For example, a student typically turns the age of 12 at some point during ~~his/her~~their 6<sup>th</sup> grade year. PCM would accept an application for a 6<sup>th</sup> grader turning 13 during the school year, but not 14, regardless of the circumstances. -This student would be asked to apply to 7<sup>th</sup> grade instead.

## STATEMENT OF NONDISCRIMINATION

PCM shall not discriminate in any programs or activities or against any student, employee, or any other person on the basis of age, sex, race, creed, belief system/religion, color, marital-partnership status, status as a victim of domestic violence, national origin, alienage or citizenship status, veteran or military status, sexual orientation, gender expression, gender identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal, and provides equal access to the Boy Scouts and other designated youth groups. Furthermore, PCM shall not discriminate on any other ground that would be unlawful if done by any other public school. PCM shall take all steps necessary to ensure that discrimination does not occur, as required by state and federal civil rights, and anti-discrimination laws.

For any questions, concerns, or to report violations, please contact one of the following coordinators:

- Title IX/Sex Equity Officer & HIB Compliance Coordinator/Officer - ~~Laylah Sullivan~~  
- [LSullivan@myPCM.org](mailto:LSullivan@myPCM.org) Jared Kuhn – [JaredK@mypcm.org](mailto:JaredK@mypcm.org)
- Gender Inclusive School Coordinator - Laylah ~~Sullivan-Bewick~~  
- [LSullivan@myPCM.org](mailto:LSullivan@myPCM.org) [LaylahB@myPCM.org](mailto:LaylahB@myPCM.org)
- Civil Rights Compliance Coordinator - Jill Stansbury - [JillS@myPCM.org](mailto:JillS@myPCM.org)
- Section 504 & IEP Program Manager - Emily Klein - [EmilyK@myPCM.org](mailto:EmilyK@myPCM.org)

- Homeless/McKinney Vento Liaison - ~~Desiree Porter~~Michael Mol-Fuller  
- ~~DesireeP@myPCM.org~~MichaelM@myPCM.org
- State Assessment Coordinator - -Laylah ~~Sullivan~~Bewick  
- ~~Lsullivan@myPCM.org~~LaylahB@myPCM.org

# Coversheet

## Policy & Procedure Updates: Harassment, Intimidation and Bullying of Students (3207/3207P)

**Section:** V. Other Business  
**Item:** B. Policy & Procedure Updates: Harassment, Intimidation and Bullying of Students (3207/3207P)  
**Purpose:** Vote  
**Submitted by:** Laylah Sullivan

### BACKGROUND:

The PCM Board of Trustees previously approved the following WSSDA model Policies and Procedures. WSSDA has recommended updates to the policies and/or procedures. WSSDA has updated the following model policies and/ procedures in 2023:

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

For Consideration: This month Trustees will consider and vote on updates to Harassment, Intimidation and Bullying of Students (3207/3207P).

Description of Changes: The HIB model policy and procedure underwent significant changes as the result of HB 1207 – Preventing and Responding to Harassment, Intimidation, and Bullying in

Schools. Revisions include changes to definitions as well as updates to the investigations and reporting processes.

List of updated policies and procedures:

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

RECOMMENDATION:

**Proposed Motion:** I motion to approve updated 5010 and 5010P as presented.

# Coversheet

## Policy & Procedure Updates: Nondiscrimination and Affirmative Action (5010/5010P)

**Section:** V. Other Business  
**Item:** C. Policy & Procedure Updates: Nondiscrimination and Affirmative Action (5010/5010P)  
**Purpose:** Vote  
**Submitted by:** Laylah Sullivan

### BACKGROUND:

The PCM Board of Trustees previously approved the following WSSDA model Policies and Procedures. WSSDA has recommended updates to the policies and/or procedures. WSSDA has updated the following model policies and/ procedures in 2023:

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

For Consideration: This month Trustees will consider and vote on updates to Nondiscrimination and Affirmative Action (5010/5010P).

Description of Changes: This model policy and procedure underwent significant changes also as a result of HB 1207. Revisions include changes to definitions as well as updates to the investigations and reporting processes.

List of updated policies and procedures:

<https://docs.google.com/spreadsheets/d/1Lwa8hyHu2FLwI0MYDA2uvRcNQwz4rwccD7PQRgTV15A/edit?usp=sharing>

RECOMMENDATION:

Proposed Motion: I motion to approve updated 5010 and5010P as presented.

# Coversheet

## Policy & Procedure Updates: Highly Capable (2190/2190P)

**Section:** V. Other Business  
**Item:** D. Policy & Procedure Updates: Highly Capable (2190/2190P)  
**Purpose:** Vote  
**Submitted by:** Laylah Sullivan

### BACKGROUND:

The PCM Board of Trustees previously approved the following WSSDA model Policies and Procedures. WSSDA has recommended updates to the policies and/or procedures. WSSDA has updated the following model policies and/ procedures in 2023:

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

For Consideration: This month Trustees will consider and vote on updates to Highly Capable (2190/2190P).

Description of Changes: Overall update

List of updated policies and procedures:

<https://docs.google.com/spreadsheets/d/1Lwa8hyHu2FLwI0MYDA2uvRcNQwz4rwcD7PQRgTV15A/edit?>

usp=sharing

RECOMMENDATION:

**Proposed Motion:** I motion to approve updated 2190 and 2190P as presented.



# Coversheet

## Policy & Procedure Updates: Student Records (3231)

**Section:** V. Other Business  
**Item:** E. Policy & Procedure Updates: Student Records (3231)  
**Purpose:** Vote  
**Submitted by:** Laylah Sullivan

### BACKGROUND:

The PCM Board of Trustees previously approved the following WSSDA model Policies and Procedures. WSSDA has recommended updates to the policies and/or procedures. WSSDA has updated the following model policies and/ procedures in 2023:

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

For Consideration: This month Trustees will consider and vote on updates to Student Records (3231) (Policy only).

Description of Changes: This model policy was revised to align with SB 5127 – Student Personal Information – Public Records Act Exemption

List of updated policies and procedures:

<https://docs.google.com/spreadsheets/d/1Lwa8hyHu2FLwI0MYDA2uvRcNQwz4rwccD7PQRgTV15A/edit?usp=sharing>

RECOMMENDATION:

**Proposed Motion:** I motion to approve updated 3231.

# Coversheet

## Policy & Procedure Updates: Excused and Unexcused Absences (3122/3122P)

**Section:** V. Other Business  
**Item:** F. Policy & Procedure Updates: Excused and Unexcused Absences  
(3122/3122P)  
**Purpose:** Vote  
**Submitted by:** Laylah Sullivan

### BACKGROUND:

The PCM Board of Trustees previously approved the following WSSDA model Policies and Procedures. WSSDA has recommended updates to the policies and/or procedures. WSSDA has updated the following model policies and/ procedures in 2023:

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

For Consideration: This month Trustees will consider and vote on updates to Excused and Unexcused Absences (3122/3122P).

Description of Changes: This model policy and procedure was revised to align with HB 1207 but changes are non-substantive. Revisions could be adopted through consent agenda.

List of updated policies and procedures:

<https://docs.google.com/spreadsheets/d/1Lwa8hyHu2FLwI0MYDA2uvRcNQwz4rwccD7PQRgTV15A/edit?usp=sharing>

RECOMMENDATION:

**Proposed Motion:** I motion to approve updated 3122 and 3122P as presented.

# Coversheet

## Policy & Procedure Updates: Discipline (3241/3241P)

**Section:** V. Other Business  
**Item:** G. Policy & Procedure Updates: Discipline (3241/3241P)  
**Purpose:** Vote  
**Submitted by:** Laylah Sullivan

### BACKGROUND:

The PCM Board of Trustees previously approved the following WSSDA model Policies and Procedures. WSSDA has recommended updates to the policies and/or procedures. WSSDA has updated the following model policies and/ procedures in 2023:

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

For Consideration: This month Trustees will consider and vote on updates to Excused and Unexcused Absences (3122/3122P).

Description of Changes: This model policy and procedure was revised to align with HB 1207 but changes are non-substantive. Revisions could be adopted through consent agenda.

List of updated policies and procedures:

<https://docs.google.com/spreadsheets/d/1Lwa8hyHu2FLwI0MYDA2uvRcNQwz4rwccD7PQRgTV15A/edit?usp=sharing>

RECOMMENDATION:

**Proposed Motion:** I motion to approve updated 3241 and 3241P as presented.

# Coversheet

## Policy & Procedure Updates: Restraint, Isolation, and Other Uses of Reasonable Force (3246P)

**Section:** V. Other Business  
**Item:** H. Policy & Procedure Updates: Restraint, Isolation, and Other Uses of Reasonable Force (3246P)  
**Purpose:** Vote  
**Submitted by:** Laylah Sullivan

### BACKGROUND:

The PCM Board of Trustees previously approved the following WSSDA model Policies and Procedures. WSSDA has recommended updates to the policies and/or procedures. WSSDA has updated the following model policies and/ procedures in 2023:

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

For Consideration: This month Trustees will consider and vote on updates to Restraint, Isolation, and Other Uses of Reasonable Force (3246P).

Description of Changes: This model procedure was revised to align with SB 5315 – Special Education – Nonpublic Agencies.

List of updated policies and procedures:

<https://docs.google.com/spreadsheets/d/1Lwa8hyHu2FLwI0MYDA2uvRcNQwz4rwccD7PQRgTV15A/edit?usp=sharing>

RECOMMENDATION:

**Proposed Motion:** I motion to approve updated 3207P as presented.



# Coversheet

## Policy & Procedure Updates: Section 504 (2162P)

**Section:** V. Other Business  
**Item:** I. Policy & Procedure Updates: Section 504 (2162P)  
**Purpose:** Vote  
**Submitted by:** Laylah Sullivan

### BACKGROUND:

The PCM Board of Trustees previously approved the following WSSDA model Policies and Procedures. WSSDA has recommended updates to the policies and/or procedures. WSSDA has updated the following model policies and/ procedures in 2023:

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

For Consideration: This month Trustees will consider and vote on updates to Section 504 (2162P).

Description of Changes: The section 504 model policy was revised to align with HB 1207 but are non-substantive. Revisions could be adopted through the consent agenda.

List of updated policies and procedures:

<https://docs.google.com/spreadsheets/d/1Lwa8hyHu2FLwI0MYDA2uvRcNQwz4rwcD7PQRgTV15A/edit?>

usp=sharing

RECOMMENDATION:

**Proposed Motion:** I motion to approve updated 2162P as presented.

# Coversheet

## Recurrent Enrollment (w/ historic data review)

**Section:** V. Other Business  
**Item:** K. Recurrent Enrollment (w/ historic data review)  
**Purpose:** Vote  
**Submitted by:** Laylah Sullivan  
**Related Material:** PCM 2023-24 Recurrent Enrollment Draft.pdf  
Multi-YR Condensed Enrollment Summary.xlsx


### BACKGROUND:

The board will review the condensed enrollment summary to set the 2023-24 recurrent enrollment goal.

PCM's recurrent enrollment was 76% for the 2022-23 SY (20% up from our first year of operation and 4% below our desired target for the year).

### RECOMMENDATION:

**Proposed Motion:** I motion to accept the recurrent enrollment form as presented.

 <p style="margin: 0;">WASHINGTON STATE <i>Charter School Commission</i> <small>STUDENTS • INNOVATION • TRANSPARENCY</small></p>	<p>P.O. Box 40996 Olympia WA 98504-0996 Phone: (360) 725-5511 Email: <a href="mailto:charterschoolinfo@k12.wa.us">charterschoolinfo@k12.wa.us</a></p>
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## RECURRENT ENROLLMENT

### CSC-SY-A24

(14.1 Performance Framework)

Overview: The Charter School Act (28A.710.170 (2)(e)) and the Organizational Performance Framework requires schools and authorizers to develop indicators, measures and metrics related to year-to-year recurrent enrollment. The Commission defines recurrent enrollment as the number of students continuing to be enrolled in the school from one year to the next expressed as a percentage of the total number of students eligible to continue their enrollment at the school. The Commission will send charter schools their recurrent enrollment numbers for the prior school year (based on October 10<sup>th</sup> enrollment) on or before November 15<sup>th</sup>. The charter school must then set a goal for recurrent enrollment for the current year that is ambitious yet realistic. A strong goal is not generally lower than actual recurrent enrollment for the previous year.

Current School Year	Prior Year Recurrent Enrollment from Commission	Target Recurrent Enrollment
PCM – 2023-24	76%	85%

Rationale for the charter school’s target recurrent enrollment rate: Our recurrent enrollment target is based on our growth in this metric since we opened during COVID along with the satisfaction of families who we have recruited. We would like the number to be higher but as our school is still in a rapid growth phase this introduces more change and families who want to try something new which means we have a constantly evolving population subset. Additionally, our program is still growing which means the launching of new initiatives and programs which does introduce a trouble-shooting phase. This may not be desirable to some families looking for a longer-established program, not one they have to growth with and navigate fine-tuning with. As our school stabilizes growth wise, we expect to maintain a 90% recurrent enrollment rate.

School Leader: \_\_\_\_\_  
Name
Signature

Date: \_\_\_\_\_

Or Board Chair: \_\_\_\_\_  
Name
Signature

Date: \_\_\_\_\_

Commission Representative: \_\_\_\_\_  
Name Signature

Date: \_\_\_\_\_

## 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](#):

Multi-YR Condensed Enrollment Summary.xlsx