



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

Pullman Community Montessori

Board Meeting--Working Session

Board Work Session

Date and Time

Fri Feb 9, 2024 at 5:15 PM PST

Location

PCM Board of Trustees regular and working board meetings are held in the Gladish Community and Cultural Center room 309. 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 usually the second (2nd) Thursday of each month also at 5:15 PM.

Public comment is reserved for regular board 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 please attend one of the regularly scheduled board meetings.

Agenda

	Purpose	Presenter	Time
I. Opening Items			5:15 PM

	Purpose	Presenter	Time
A. Record Attendance		Beverley Wolff	1 m
B. Call the Meeting to Order		Beverley Wolff	
II. Prospective Trustee Interviews			5:16 PM
A. Interview: Robin McDonald	Vote	Beverley Wolff	45 m
<p>The Board of Trustees will interview prospective Trustee candidate Robin McDonald. The Board will use the standard Board Candidate Evaluation Tools & Questions document to evaluate the applicant.</p>			
III. Other Business			6:01 PM
A. Update and Plan for February Meetings	Discuss	Beverley Wolff	15 m
<p>PCM Board Chair will provide an update on the PCM Families Town Hall, including plan for how board will proceed in responding to petition and town hall meeting. The February meeting plan will also be reviewed.</p> <p>Trustees should review the meeting recap prior to the meeting.</p>			
IV. Closing Items			6:16 PM
A. Adjourn Meeting	Vote	Beverley Wolff	

Coversheet

Interview: Robin McDonald

Section: II. Prospective Trustee Interviews
Item: A. Interview: Robin McDonald
Purpose: Vote
Submitted by:
Related Material: McDonald, Robin - Resume.pdf
McDonald, Robin - Conflic of Interest Form (PCM).pdf
McDonald, Robin - Questionnaire.pdf

Robin D McDonald

1825 NW Kenny Dr
 Pullman, Wa 99163
 (253) 208-0049 mcdnldrbn@yahoo.com

CompUSA, Inc.

Customer Service Manager

06/2002 – 05/2007

Responsibilities Included:

- Operating as Manager on Duty, responsible for daily operation of store, associate performance, tracking and meeting sales goals, as well as opening and closing duties while maintaining a safe and clean store environment
- Utilizing available systems to monitor sales and productivity, inventory, profit and loss, technical service repair turn around, store shrink
- Managing the front end department including front end supervisors, cashiers, and customer service representatives
- Ensuring the highest levels of customer service were delivered through the development of a strong, well knit team who was versatile, friendly, and eager to build customer relationships and support each other
- Training front end team members to perform efficiently in all systems required to assist customers including those used in commercial and retail sales
- Train and oversee front end supervisors in daily operations such as responding to credit card disputes, researching NSF checks, processing customer check requests, and performing audits to ensure compliance with company and state requirements
- Maximizing profit in front end department through continuous coaching, training in sales techniques and merchandising of the POS
- Controlling labor expenses by creating efficient weekly schedules for all store departments utilizing current sales trends and results
- Recruiting new team members through internal and external job postings as well, outreach letters, and communication with local schools and veteran associations
- Communicating important information regarding benefits, training, career opportunities, and current corporate communications with team members and assisting with enrollments
- Processing personnel changes including intra and in store transfers, rate and status changes, terminations, leaves of absence, and new team members as well as maintaining current and terminated team member files and I-9s in accordance with corporate and state requirements
- Processing and analyzing payroll, responding to current trends and results without compromising customer service, as well as auditing and filing of team member time records and incentives
- Ordering store supplies and monitoring use to control expenses
- Organizing, supervising and performing annual store inventories, working with outside inventory service to count, audit and adjust store inventory to ensure accuracy
- Researching and resolving open orders to ensure highest levels of customer service are met as well as accurate inventory results
- Processing shipping and receiving of intra store transfers in response to customers as well as store needs based on current sales trends
- Performing daily audits of merchandise returned through the front end to ensure accuracy, identify errors and prevent potential internal and external shrink

Lowe’s HIW, Inc.

Administrative Manager

05/2007 – 08/2010

Responsibilities Included:

- Responsibilities for merchandising, sales, and overall results of assigned departments, with a team of up to 4 department managers and 16 associates
- Work directly with store and HR manager to recruit, hire, train and retain a skilled team
- Analyze monthly P&L statement, researching and providing detailed explanations for any variances as well as implementing action plans when needed to ensure annual budget is achieved
- Oversee weekly inventory control program, working with department managers to ensure variances are researched and overall accuracy is achieved
- Working directly with department manager to review daily POs, adjusting based on current sales trends and customer needs, accurately receive and effectively merchandise product to maximize results
- Execute seasonal resets with department managers and develop and execute a plan to effectively price, merchandise, and sell through the previous set
- Directly responsible for success of support staff including front and back end personnel and delivery team
- Oversee SOS resale program and associate to ensure special order return items are tracked, priced, and merchandised to maximize profit and minimize loss associated with these returns
- Accurate filing of all front end, shipping, receiving, pricing and special order sales and return paperwork
- With department managers, writing and delivering associate reviews to provide team members with timely feedback on their performance and provide them with attainable goals to be successful in organization
- Accurately and efficiently scheduling all store departments to increase productivity, control expense, and adhere to local and state requirements while staying within scheduling metrics set by the company
- Developing future leadership team through daily coachings and feedback to prepare them for the next level
- Promote a sales culture within the store to increase add on sales, total services, overall customer satisfaction and employee engagement

PetSmart, Inc.

Operations Manager

08/2010 – 03/2016

Responsibilities Included:

- Accurately processing payroll, analyzing results, and addressing opportunities without compromising customer experience
- Developing leadership skills of management team with a focus on training associates to create lasting impressions with our total lifetime customers
- Maintaining store and personnel files in accordance with company, state and federal guidelines
- Ordering and tracking store supplies to control expenses and ensure that the store is properly equipped for daily operational needs
- Coordinating with district, regional, and company support team to ensure facilities are maintained to provide a clean, safe working and shopping environment
- Recruiting, hiring, training, and retaining excellent associates who are eager to provide awesome customer service
- Responding to current sales trends by adjusting staffing and merchandising to better meet the business needs
- Analyzing store P&L to identify and respond to discrepancies and opportunities in the most effective way
- Directly supervises Presentation and Petcare managers
- Reports directly to the Store Manager

PetSmart, Inc.

Store Leader

03/2016 – 03/2017

Responsibilities Included:

- Directing daily operations to ensure store is consistently staffed and merchandised to meet the needs of our pet parents
- Building and maintaining relationships with local adoption agencies to support in store adoption events
- Ensuring the highest levels of safety are maintained for all pets and people in my care
- Developing leaders and associates utilizing the COACH model to achieve desired performance results
- Reviewing monthly P&L with Operations Manager, analyzing their findings, then communicating results with the DM
- Leading weekly manager meetings to analyze and discuss current store results
- Delivering operational and sales results while upholding our core values
- Achieving operational and sales goals in service departments while maintaining highest standards of safety
- Fostering a culture of CARE for associates and pet parents
- Directly supervises Assistant Store Leader, Salon Leader and pet trainers
- Coordinate with local supported employment agencies to provide on-site work assessments and skills training
- Participate in local community events to develop strong connections with current and future pet parents
- Reports Directly to District Leader

PetSmart, Inc.

Merchandise Inventory Leader

03/2017-03/2018

Responsibilities Included:

- Responsible for overall presentation and in stock levels of the retail sales floor
- Directly supervised a team of 1-8 associates who were responsible for stocking, merchandising, building displays, performing resets, and placing promotional signage
- Performed daily and weekly Inventory tasks to ensure accurate on hand quantities
- Maintained warehouse fixtures and equipment to meet and exceed safety standards as well as enable quick restocking throughout the day as needed
- Worked with Store Leader and Assistant Store Leader to coordinate cross training and mentoring of associates in all departments to perform midday restocking and recovery duties
- Provide store and assistant managers explanations when needed for P&L review
- Assisted in all departments as needed
- Delivered exceptional levels of customer service directly as well as through development of core associates to achieve sales goals

Is That A Spider

Owner

03/2018- Present

Responsibilities Included:

- Responsible for generating additional income from home to support in home learning for preschool aged child
- Oversee daily operations of residence
- Act as dietician, providing healthy meals and snacks made from whole ingredients
- Create lesson plans and deliver daily preschool education experience
- Ensure student’s daily, weekly, and monthly goals are set and achieved in appropriate length of time for entry into next grade level
- Maintains cleanliness and organization through self set goals
- Delegates responsibilities and provides coaching and feedback to ensure tasks are completed on a timely fashion
- Creates and executes monthly budgets, ensuring expenses do not exceed income

Tattoo Machine

Tattoo Artist

10/2018- Present

Responsibilities Included:

- Maintaining current health and safety certification
- Achieving monthly sales goals
- Creating unique custom designs
- Answering phone calls and scheduling appointments
- Performing walk in services when available
- Replenishing supplies monthly while remaining within budget
- Providing clients with a safe, clean, and professional tattoo experience
- Balancing monthly sales and expenses to ensure all business and personal needs are met

References

Alan Byrnes	General Sales Manager, CompUSA	(360) 870-3522
Karey Bowen	Store Manager, Petsmart	(360) 878-0022
Tom Xanthos	Store manager, Petsmart	(360) 509-4062



Our mission is to prepare all students to reach their full potential for future success in high school, college, career, and life, using the rich resources of our community.

Conflict of Interest Disclosure & Acknowledgment

Instructions: Check “yes or no” to each question in the table below. If you answer “yes” to any of the following questions, provide an explanation at the end, labeling explanations with the number of the corresponding question. Use a separate piece of paper if necessary.

<input checked="" type="checkbox"/> I have no conflicts or potential conflicts to disclose (<i>skip to acknowledgments</i>).	NO	YES
1. Do or will you, your spouse, or any member of your immediate family, have any contractual agreements with the proposed charter school?		
2. Do you, your spouse, or any member of your immediate family have any ownership interest in any company contracting with the proposed charter school?		
3. Did or will you, your spouse, or any member of your immediate family lease or sell property to the proposed charter school?		
4. Did or will you, your spouse, or any member of your immediate family sell any supplies, materials, equipment or other personal property to the proposed charter school?		
5. Have you, your spouse, or any member of your immediate family guaranteed any loans for the proposed charter school or loaned it any money?		
6. Are or will you, your spouse, or any member of your immediate family, be employed by the proposed charter school?		
7. Did you or your spouse provide any start-up funds to the proposed charter school?		
8. Did or do you or your spouse, or other member of your immediate family, have ownership interest, directly or indirectly, in any corporation, partnership, association or other legal entity that would answer “yes” to any of the questions 1-7?		
9. Does any other board, group or corporation believe it has a right to control or have input on votes you will cast as a founding member or member of the Board of Trustees?		



Our mission is to prepare all students to reach their full potential for future success in high school, college, career, and life, using the rich resources of our community.

10. Do you currently serve as a member of the board of any public charter school?		
11. Do you currently serve as a public official?		
12. Have you, your spouse, or any member of your immediate family applied to establish or participated in the establishment of a charter school?		
13. To the best of your knowledge, are there situations not described above that may give the appearance of a conflict of interest between you and the proposed charter school, or which would make it difficult for your to discharge your duties or exercise your judgment independently on behalf of the proposed charter school?		
14. I have an additional conflict of interest not listed in the options above. <i>Please describe:</i> _____ _____ _____ _____		

If you checked YES to 1-13 provide explanation:

N/A

[Handwritten Signature] *[Handwritten Name]* 1/30/24

PCM PROSPECTIVE BOARD MEMBER QUESTIONNAIRE

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

1. What do you find appealing about PCM's **Mission** and **Vision**?

I find PCM's mission to grow the students through a collaboration with the community and its vision to better the education system not just for the students, but the families and teachers as well. As a new parent coming to Pullman, the program pillars that support the mission and vision were really what impressed me, placing the emphasis on family and community to build lifelong learners.

PCM's vision offers families more for their children than just making the grade. It aims at growing them as members and leaders of the community.

2. What skills, connections, acumen, and/or characteristics would you bring to the PCM board to further us on our pursuit to achieve our mission and vision?

I have strong leadership, operational, and organizational skills. In my past experience I have led many teams through difficult changes and helped them to come out stronger on the other side. I am also a parent and local business owner and am fully invested in strengthening our community through our children.

As an owner of the local Grocery Outlet, I have a flexible schedule as well as access to the resources Grocery Outlet has to offer such as food, drinks, toiletries, hardgoods, or other odds and ends that could contribute to meetings or fundraising events.

I have 20 years of experience working with large and small groups of people as a retail manager. I have performed this role at various levels in my past organizations with a focus on team building and development. I was often called upon to support stores in difficult situations who were either in need of help achieving operational excellence or rebuilding teams after difficult situations or in times of transition and was valued for my ability to grow and lead successful teams and deliver results.

As a manager I have had to handle many difficult situations with compassion and understanding. I believe that it is important to always assume positive intent unless shown otherwise and feel that it is important to do what is right all the time no matter what. Now that I am in Pullman and I am one of the owners of the Grocery Outlet, I have grown my marketing and networking skills

3. Can you consistently commit an average of 12 hours per month towards growing your skills and fully participating in board responsibilities (promotional events, board meeting preparation and participation, board training, and/or committee meetings)? *Yes*

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

Reference Name: Tony Azcueta

Relationship: Supervisor/Mentor

Email: _____

Phone number: (206) 351-8171

Best time and method of contact: Phone

Reference Name: Steven Docherty

Relationship: Assistant Manager

Email: sd.stevendocherty@gmail.com

Phone number: (360) 999-9518

Best time and method of contact: Phone/Email

PCM Prospective Board Member Questionnaire

2.

I have strong leadership, operational, and organizational skills. In my past experience I have led many teams through difficult changes and helped them to come out stronger on the other side. I am also a parent and local business owner and am fully invested in strengthening our community through our children.

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As a manager I have had to handle many difficult situations with compassion and understanding. I believe that it is important to always assume positive intent unless shown otherwise and feel that it is important to do what is right all the time no matter what. Now that I am in Pullman and I am one of the owners of the Grocery Outlet, I have grown my marketing and networking skills and gained a more in-depth knowledge of finances, procurement, and regulatory compliance.

My partner and I support the school at every opportunity, volunteering for field trips, posting flyers in our store, and now we are even hosting the adolescent community's interactive Palouse Prairie Exhibit starting February 13th. I have also been a parent at the school for over a year now and want to be a direct part of its success. I see the potential and realize that the school is going through growing pains right now. I have experienced those directly with the teacher turnover in lower elementary last year and older elementary this year. But I have also witnessed the awesome potential with my oldest in the adolescent community this year. She is actively engaged in local community events as well as looking at the big picture with her project aimed at immigration reform that she is hoping to take to the state capital before her time at PCM is over.

Being a part of this school is such an amazing opportunity for our family and I want to make sure that PCM is successful and can serve many families for years to come.

Coversheet

Update and Plan for February Meetings

Section: III. Other Business
Item: A. Update and Plan for February Meetings
Purpose: Discuss
Submitted by:
Related Material: Notes from PCM town Hall.pdf

Notes from PCM town Hall January 31, 2024

The following are notes and common themes captured during the town hall. The meeting stayed on time, on task, was respectful and productive.

2/6/2024

Dear Families,

Thank you to the more than 60 parents and community members who attended our Town Hall last Wednesday. We are reaching out to share an update for all families, including those who were unable to attend. This recap is a collaboration between Bev Wolff, current board chair, and two parent volunteers, Heather Hamilton and Shannon Rusca.

After welcomes, at the top of the meeting, Laylah Bewick, Head of School, Emily Klein, Director of Special Services, and Bev Wolff, current chair of the board, shared information regarding recent concerns. Here is a summary of what was shared:

Student Safety

Laylah Bewick addressed concerns raised around student safety, specifically having to do with bathroom availability, bathroom protocol, and exposed pipes.

All classrooms with the exception of the Older Elementary classroom have a bathroom inside the classroom. When students need to use the restroom en masse, they use the public restroom on the floor where their classrooms are located. A PCM staff member monitors this to ensure the bathroom is clear and that students enter and come back safely.

Older Elementary (OE grades 3-5) have a different protocol since OE does not currently have a bathroom inside the classroom. A bathroom will be put in this summer. These students use a single use bathroom with a security code located on the first floor. Current protocol for OE classroom: Students go in doubles and must sign out on the bathroom sign out sheet and take the hall pass with them. The next group can't leave until the hall pass comes back. There are cameras in the hallways that monitor all public bathroom entrances.

Hot Pipe Issue: We moved the OE class into room 102 after winter break. The fire marshal and building inspector checked the room to provide occupancy certification and the pipes did not flag as a concern. As a precaution, the furniture was arranged to limit access to these pipes. On 1/17/2024 the HOS was notified by the OE teacher that the three pipes in the classroom were hot and that a student had touched one. The child was examined with no treatment necessary. Signs were used in the classroom and the class was made aware of the hot pipes and not to touch them. Gladish was contacted immediately and requested to wrap the pipes. Pipes were wrapped by a contractor.

Special Education Services

Emily Klein shared that PCM is dedicated to ensuring all students with disabilities receive a Free and Appropriate Public Education as required by law. In that vein, PCM adheres to each of its students with disabilities' Individual Education Program (IEP) and/or Section 504 Plan. The school provides the level of support and accommodations set forth for each of its students with disabilities in accordance with such plans.

Currently there are no students with IEPs requiring a 1:1 staff-to-student ratio. As PCM is a full inclusion model, push-in-support is provided rather than students being pulled out of the classroom to receive services. Push-in support is provided by the SPED-Classroom team to ensure service minutes are met and SPED-Classroom Team collaboration takes place weekly to address needs and concerns.

Accountability and Oversight - addressing the petition

Bev Wolff, current chair of the board, acknowledged receipt of the petition signed by 30 + individuals, and shared that the petition will be addressed by the full board at an upcoming board meeting. Following school protocol of addressing performance evaluations of personnel in executive sessions, the performance of the Head of School will be assessed during an executive session of the board at our next board meeting. No action will be taken during the executive session. Returning to the regular session following the executive session, a summary of discussion will be presented and any action to be taken will be voted on during the regular session.

Bev shared that as a public school and a nonprofit board, PCM must follow strict laws regarding student privacy, personnel, and nonprofit governance. The board's work in providing oversight and accountability to PCM is in turn held to a high level of oversight by the Washington Charter School Commission, our school's authorizer. Jess Saven Barton, Director of School Quality and Accountability with the Washington Charter School Commission attended the Town Hall as an observer, and was on site at PCM the day following the Town Hall to observe and check on the safety issues mentioned above.

After the overview, summarized above, the team fielded a number of key questions regarding safety, special education, and school operations, and heard from parents.

You can read a summary of the Q and A from the Town Hall below.

Special Education/Student Behaviors

- A former PCM classroom aide spoke to the lack of staffing to adequately address student needs. They said that full inclusion should be reexamined. This aide shared that these conditions at PCM directly impacted his decision to not accept employment after their trial period.
- Multiple parents spoke of ongoing concerning behaviors that don't seem to get addressed to their satisfaction. (aggression, physical and psychological bullying).
- Emily, Director of Special Services, spoke of support in place for students and staffing in classrooms.
- The Head of School, spoke to the Child Find process and how they handle ongoing disruptive behaviors.
- One parent recounted a situation where they brought a bullying situation to the attention of the classroom teacher and were pleased with the ultimate outcome of the situation, but acknowledged if this many people have concerns it must be a prevalent issue at PCM.

Transparency/Accountability

- Multiple people expressed that their concerns previously brought before the School Board and to the Head of School were being dismissed or brushed under the rug.
- Several people used the phrase “gaslighting” to describe communications from the Head of School and the School Board, as well as to describe what was presented to the community during the Town Hall Meeting.
- Four parents presented a coordinated message and acknowledged they were speaking on behalf of 30+ families to express that the petition and this joint statement represents significant disquiet and discontent. Some of the concerns they shared include transparency/accountability of the PCM Head of School and the PCM School Board, student safety, concerns of high staff turnover (this was mentioned several other times), and school finances/viability. This group of parents proposed that we schedule a series of follow-up meetings to continue this dialogue, that needs to include an agreed upon format to facilitate open communication and understanding on both sides. The parent, Bev Wolff (board chair) and Laylah Bewick (Head of School) made personal pledges to make this happen.
- Several people also asked about parent/student voice and wondered about a parent group to help partner with the school to work on these issues.
- Laylah and Bev committed to working with this newly forming parent group. They both mentioned that they have asked parents in the past to join with little success. It seems there is now quite a bit of interest in getting this going. Amber Panwitz offered to co-chair the group with Karin Biggs. PCM SCC (Support and Coordination Council) will have their first meeting on Thursday February 8, 5:30 PM - 6:30 PM in Room 205.

School Finances/Viability

- Many parents expressed concern about losing enrollment and the school not being viable. They asked how low the enrollment would have to be before the school would close. Laylah didn't have an exact number for them on this but committed to providing this number and updated financial information by the next board meeting. She expressed that the school is financially stable through the end of this school year.
- Laylah told families that if finances warrant it adjustments to the model or other operational aspects would be considered, but they are committed to keeping the community informed and involved in the process of changes.
- The parents want more transparency about the financial situation of the school and Bev informed them that the information is always available to all via the board reports that can be accessed by the public portal on the school's website. Financials are reviewed monthly at finance meetings and board meetings, which are open to the public.

Additional Notes

- One student in the older elementary class spoke of their classroom not being fully ready for them when they moved in January 2024, safety concerns, ongoing bullying, and bathroom security, including a man entering the bathroom that students were using while they were unaccompanied by PCM staff. The student shared that she believed that security cameras are not monitored at all times and that anyone from the public can be in the building or use the bathrooms at any time.
- Safety issues came up – how do parents raise the issue and escalate the complaint if their child is hurt or bullied, building concerns, bathrooms built in OE classroom over summer.
- Founding board chair John Cassleman said he has years of letters/complaints about the leadership and school operations. He told the parents that the school finances are dire. He invited people to contact him.
- Several times the topic of staff turnover (and mid-year dismissals) came up. Post-it notes mentioned the need to hear the staff voice, and ask, “What supports do the staff need? How can we make that happen?”
- Post-it notes were provided for additional comments during the meeting. If parents wanted to receive a response, they could leave contact info, and a board member or admin would respond.
- A parent wanted to know what mechanisms are in place to support the Head of School – in post-it note
- Several parents voiced that they very much want to partner with the school leadership and want the school to remain viable and a healthy place for all. There seemed to be genuine interest in digging in to make things better. Several people mentioned that Pullman needs this school. This was echoed in post-it notes.
- Responses were also received outside of the meeting via email, as this was suggested as another way to make your voice heard. The drafters of this recap are thinking of the best way to share these responses, too, at a later date.
- Staff were applauded for all their hard work and appreciation for attending the meeting.

- Additional town hall meetings were requested for the near future, as a way to hear parents' voices and build community, towards needed changes. A date for the next town hall meeting will be sent out as soon as possible.

Apologies for getting this recap out to you a day later than expected. The work took longer than anticipated, and we erred on the side of thoughtful and thorough, rather than rushed.

Respectfully submitted,

Heather Hamilton, Shannon Rusca and Bev Wolff

Parent volunteers and board chair

This document will be included in the board packet materials for the February board meeting for discussion and next steps.