



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

## Pullman Community Montessori

### PCM Regular Board Meeting

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#### **Date and Time**

Thursday April 18, 2024 at 5:15 PM PDT

#### **Location**

PCM Board of Trustees regular 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 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. If you would like to make public comment please attend one of the regularly scheduled board meetings.

As this is the regular board meeting for April, time for public testimony has been scheduled for this meeting.

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## Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>5:15 PM</b>
<b>A.</b> Record Attendance		Robin McDonald	1 m
<b>B.</b> Call the Meeting to Order		Robin McDonald	1 m
<b>C.</b> Approve Meeting Minutes: 03-21-2024	Approve Minutes	Beverley Wolff	1 m
Please come with amendments ready to put in the chat.			
<b>D.</b> Approve Meeting Minutes: 3/25/2024 Board Meeting Special	Approve Minutes	Beverley Wolff	1 m
<b>E.</b> Approve Board Meeting Working Session Minutes: 4/4/2024	Approve Minutes	Beverley Wolff	1 m
<b>F.</b> Board Updates		Robin McDonald	5 m
<p>Candidates Efren Ramos, Stephanie Bixby and Michelle Bosley were invited to join the board of trustees after interviewing during the working session on 4/4/2024. All three candidates accepted the invitation have begun the onboarding process.</p> <p>We welcome Efren, Stephanie and Michelle to the board and thank them for their willingness to step up and answer the call to serve on the board.</p> <p>We now have a board consisting of seven trustees, which is in compliance with our by-laws.</p> <p>We can have up to 11 trustees, so please reach out to <a href="mailto:board@myPCM.org">board@myPCM.org</a> if you would like information on applying to join the board.</p>			
<b>II. Public Comment</b>			<b>5:25 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> </ul>			

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

**III. LEADERS Team Update & Compliance Check-in 5:40 PM**

Per [PCM's Charter School Contract](#) with the Commission, PCM Trustees should regularly review the [Statement of Assurances](#) to ensure we are fulfilling our obligation to the contract.

For public transparency this is a copy of the [Commission's Oversight Guidance Manual](#)

What rubrics does the Commission use for evaluation?

[Financial Performance Framework](#)

[Academic Performance Framework](#)

[Organizational Performance Framework \(expanded criterion\)](#)

[School Specific Goals \(2022-23\)](#) (1 Academic, 1 Operational)

- |           |   |     |                |      |
|-----------|---|-----|----------------|------|
| <b>A.</b> | Board Dashboard Update                        | FYI | Robin McDonald | 10 m |
|           | Please ensure you review the Board Dashboard. |     |                |      |

The HOS will not be available at this board meeting to provide a report. Any reports will be provided by Trustee Robin

**IV. Board Goals, Committee & Council Updates 5:50 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. |     |              |      |

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

	Purpose	Presenter	Time
<b>C.</b> DC (Development Committee) Report Currently inactive	FYI	NA	
<b>D.</b> GC (Governance Committee) Report Currently inactive	FYI	NA	
<b>E.</b> EEC (Educational Excellence Committee) Report Under Formation.	FYI	Beverley Wolff	1 m
<b>F.</b> SCC (Support & Coordination Council) Report	FYI	Amber Panwitz and/or Kimberley Casper	10 m

**Specialized Purpose of the SCC:** To create a community support network to ensure a two-way flow of information around needs and information between the school and families. The SCC will play a pivotal role in coordinating resources, sharing information, and streamlining advocacy for PCM.

**Rationale:** PCM is committed to a continuous family and community engagement process that spans the life of the school.

**SCC Participants:** Current PCM Families and Staff.

<b>G.</b> FC (Finance Committee) Report for February The February financials were previously presented to trustees during the March regular session. The vote was postponed until the April board meeting after the FC has approved and recommended the February financials.	Vote	Alan MacPhee	5 m
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To inform your questioning remember your resources:

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

[Board<>Staff Financial Contract](#)

<b>H.</b> FC (Finance Committee ) Report for March Trustees will review the March financials as presented and recommended by the finance committee.	Vote	Alan MacPhee	10 m
<b>I.</b> 5-Yr Budget Scenario 1 A draft scenario of a financially feasible 5-year budget for K-9 with staffing adjustments will be reviewed by the Trustees. The trustees will carefully examine the enrollment assumptions.	Discuss	Alan MacPhee	15 m



	Purpose	Presenter	Time
<b>J.</b> Board Update on Response to Commission	Discuss	Robin McDonald	20 m

The Trustees will review responses to the Commission and delegates will provide updates on where we are in the process.

- Corrective Action Plan
- MTSS review (Multi- tiered systems of support)
- One IA position filled for AC
- Weekly meeting between Interim HOS and Board Chair
- Update on third party investigation
- Update on potential proposed program changes to the charter

**V. Other Business 7:01 PM**

<b>A.</b> Executive Session	FYI	Robin McDonald	30 m
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There are eleven statutory reasons for an executive session; three do not apply to school boards. Of the eight remaining, one of the following must apply to the circumstances for a school board to exclude the public from its meeting:

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

Amendments in 2001 provided a specific definition of potential litigationThe PCM

Purpose	Presenter	Time
Board of Trustees will move into executive session pursuant to RCW 42.30.110 for <b>30 minutes</b> .		

**We will move into executive session for the following reason:** *To review the performance of a public employee (any final actions must be taken in public).*

<b>VI.</b>	<b>Closing Items</b>		<b>7:31 PM</b>
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<b>A.</b>	Adjourn Meeting	Vote	Robin McDonald	1 m
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**Grounding Docs:** [Board Norms-We are LEADERS too-Structure and Responsibilities Overview](#), [PCM Logic Model](#), [EEMPS Rubric](#), [School-Wide Reflective Practice Inventory](#), [Bylaws](#)

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

# Coversheet

## Approve Meeting Minutes: 03-21-2024

**Section:** I. Opening Items  
**Item:** C. Approve Meeting Minutes: 03-21-2024  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for PCM Regular Board Meeting on March 21, 2024

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

## Pullman Community Montessori

### Minutes

#### PCM Regular Board Meeting

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**Date and Time**

Thursday March 21, 2024 at 5:30 PM

**Location**

PCM Board of Trustees regular 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>

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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](#).

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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**

A. Burton (remote), A. MacPhee, B. Wolff (remote), C. Albano, R. McDonald

**Trustees Absent**

A. Guyton

**Guests Present**

D. Porter

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**I. Opening Items**

**A. Record Attendance**

**B. Call the Meeting to Order**

R. McDonald called a meeting of the board of trustees of Pullman Community Montessori to order on Thursday Mar 21, 2024 at 5:30 PM.

**C. Approve Meeting Minutes: 2/9/24**

A. Burton made a motion to approve the minutes from Board Meeting--Working Session on 02-09-24.

B. Wolff seconded the motion.

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

**Roll Call**

C. Albano Aye

B. Wolff Aye

R. McDonald Aye

A. Burton Aye

A. Guyton Absent

A. MacPhee Aye

**D. Approve Meeting Minutes: 2/26/24**

B. Wolff made a motion to approve the minutes from PCM Regular Board Meeting on 02-26-24.

A. Burton seconded the motion.

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

**Roll Call**

B. Wolff Aye  
A. Guyton Absent  
R. McDonald Aye  
A. Burton Aye  
A. MacPhee Aye  
C. Albano Aye

**E. Approve Special Board Meeting Minutes: 3/5/24**

B. Wolff made a motion to approve the minutes from Board Meeting--Special on 03-05-24.

A. Burton seconded the motion.

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

**Roll Call**

A. Burton Aye  
C. Albano Aye  
R. McDonald Aye  
A. Guyton Absent  
A. MacPhee Aye  
B. Wolff Aye

**F. Approve Working Board Meeting Minutes: 3/14/24**

B. Wolff made a motion to approve the minutes from 3/14/2024 with the correction of Aubree's vote in regards to changing the teacher of record for Older Elementary Board Meeting--Working Session on 03-14-24.

A. Burton seconded the motion.

Aubree Guyton's vote was recorded incorrectly in regards to changing the the teacher of record in the 3/14/2024.

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

**Roll Call**

B. Wolff Aye  
A. Guyton Absent  
A. Burton Aye  
R. McDonald Aye  
A. MacPhee Aye  
C. Albano Aye

**G. Board Position Updates**

B. Wolff made a motion to Accept the resignation of Aubree Guyton from treasurer of the board and appointing Alan McPhee as the new Treasurer of the PCM Board of Trustees.

A. Burton seconded the motion.

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

**Roll Call**

B. Wolff Aye  
A. Guyton Absent  
C. Albano Aye  
A. Burton Aye  
R. McDonald Aye  
A. MacPhee Aye

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

**A. HOS Update**

The HOS will not be available at this board meeting to provide a report. Any reports will be provided by Trustee Robin

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

**A. Individual Board Member Reports (Postponed)**

Individual board member updates will be postponed until the April meeting.

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

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

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

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

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

The purpose of the SCC is to create a community support network to ensure a two-way flow of information around needs and information between the school and families. The SCC will play a pivotal role in coordinating resources, sharing information, and streamlining advocacy for PCM.

Next Town Hall meeting Monday 3/25/2024

**G. Board Update on Response to Commission**

As part of this process and to align with the requirements of a third party investigation process, Trustees secured an interim Head of School to ensure appropriate coverage during the investigation process. The Trustees reviewed and voted on the contract with defined scope of work with the interim candidate, Jeneille Brannen.

PCM Is receiving financial assistance from WA Charters to cover the interim Head of School.

C. Albano made a motion to appoint Jeneille Brannen to become the interim head of school.

A. MacPhee seconded the motion.

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

**Roll Call**

A. MacPhee Aye

A. Burton Aye

A. Guyton Absent

B. Wolff Aye

R. McDonald Aye

C. Albano Aye

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

C. Albano made a motion to Move on to the Board Update on Response to the Commission until Matt arrives to Discuss the Financials.

A. MacPhee seconded the motion.

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

**Roll Call**

A. Guyton Absent

A. Burton Aye

R. McDonald Aye

B. Wolff Aye

C. Albano Aye

A. MacPhee Aye

Trustees reviewed the February financials as presented but did not vote. They will vote during the April board meeting after the FC has approved and recommended the financials.

**I. 5-Yr Budget Scenario 1**

Trustees revied a draft scenario of a financially feasible 5-year budget for K-9 with staffing adjustments.

The trustees will host a special meeting on Monday 3/25/2024, to vote on the number of seats for the Open Public Lottery on March 28.

**J.**



## Review of 2022-23 Annual Performance Report

The trustees will review the 2022-23 Annual Performance Report at the special meeting on Monday 3/25/2024

B. Wolff made a motion to move the approval of the annual report to a special board meeting for Monday 3/25/2024.

C. Albano seconded the motion.

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

### Roll Call

A. Burton Aye  
C. Albano Aye  
A. Guyton Absent  
B. Wolff Aye  
R. McDonald Aye  
A. MacPhee Aye

## IV. Closing Items

### A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:50 PM.

Respectfully Submitted,  
R. McDonald

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## Documents used during the meeting

- PCM Board Dashboard 03-01-2024.xlsx
- 5. PCM Statement of Cash Flows 24 02.pdf
- 3. PCM Balance Sheet 24 02.pdf
- 2. PCM Income Statement 24 02.pdf
- 6c. PCM AP Register 24 02.pdf
- 1. PCM Finance Dashboard 24 02.pdf
- 4. PCM BvA 24 02.pdf
- 4a. PCM Detailed BvA 24 02.pdf
- 6. PCM Payroll and AP Certification 24 02.pdf
- 6d. PCM Non-AP Register 24 02.pdf
- 6a. PCM Auditing Officer Approval 24 02.pdf
- 6b. PCM Payroll Report 24 02.pdf
- PCM 23-24 Budget Workbook 20240225 New Model - K-9 (fix) (1).xlsm

- PCM NPP #1 Response.pdf
- PCM NPP #2 Response.pdf
- PCM Immediate Correction of Safety Deficiencies Response and Safety Plan (2).pdf
- PCM 3.20.24 Response.pdf
- Independent Contract\_Draft\_Redacted.pdf
- SOW for Interim Administration.pdf
- PCM Annual Performance Report - 2022-23 SY.docx

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

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

# Coversheet

## Approve Meeting Minutes: 3/25/2024 Board Meeting Special

**Section:** I. Opening Items  
**Item:** D. Approve Meeting Minutes: 3/25/2024 Board Meeting Special  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Board Meeting Special on March 25, 2024

APPROVED



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**MONTESSORI** **K-9**

## Pullman Community Montessori

# Minutes

## Board Meeting Special

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### Date and Time

Monday March 25, 2024 at 4:30 PM

### Location

Room 115  
Gladish Center  
115, Olsen Street, Pullman, WA 99163

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Public comment is reserved for regular board meetings. If you would like to make public comment please attend one of the regularly scheduled board meetings.

The purpose of this special session of the board is to take care of business that was postponed from the regular board meeting session of 3/21/2024:

- Review annual report for 22 - 23 school year
- Discuss enrollment projections for 24 - 25 school year, ahead of the Open Public lottery on March 28th.

Additional business:

- Brainstorm and prioritize action items in response to the Notice to Revoke

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### Trustees Present

A. MacPhee, B. Wolff, C. Albano, R. McDonald

### Trustees Absent

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A. Burton

### Guests Present

D. Porter

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## I. Opening Items

### A. Record Attendance

### B. Call the Meeting to Order

R. McDonald called a meeting of the board of trustees of Pullman Community Montessori to order on Monday Mar 25, 2024 at 4:32 PM.

## II. Business postponed from 3/21/2024

### A. Annual Report

Trustees discussed the Annual Report.

### B. Projected enrollment for 24 - 25 school year

Trustees discussed enrollment numbers for the 2024-25 school year.

## III. Other Business

### A. Planning Session

Trustees Brainstormed and prioritized action items in response to the Notice to Revoke received on Friday 3/22/2024.

B. Wolff made a motion to move to a bi-weekly schedule for meetings of the board with the next meetings as follows: 4/4 Working meeting, 4/18 Regular Board Meeting, 5/2 Working Session and 5/16 Regular Board Meeting.

C. Albano seconded the motion.

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

#### Roll Call

B. Wolff Aye

A. MacPhee Aye

A. Burton Absent

C. Albano Aye

R. McDonald Aye

## IV. Closing Items

A.

### **Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:34 PM.

Respectfully Submitted,  
R. McDonald

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### **Documents used during the meeting**

- PCM Annual Performance Report - 2022-23 SY (005) (1).docx

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

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

# Coversheet

## Approve Board Meeting Working Session Minutes: 4/4/2024

**Section:** I. Opening Items  
**Item:** E. Approve Board Meeting Working Session Minutes: 4/4/2024  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Board Meeting - Working Session on April 4, 2024

APPROVED



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

## Pullman Community Montessori

# Minutes

## Board Meeting - Working Session

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### Date and Time

Thursday April 4, 2024 at 5:15 PM

### Location

Room 115  
Gladish Center  
Pullman

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Public comment is reserved for regular board meetings. If you would like to make public comment please attend one of the regularly scheduled board meetings.

The purpose of this working session of the board is to:

- Interview candidates who have volunteered for board service.
- Update the community on board action related to Notices of Perceived Problems # 1 and #2, and to the Notice to Revoke.
- Updating community on an upcoming opportunity to attend the WA charters conference.
- Update community on changes to board and finance committee.

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### Trustees Present

A. MacPhee, B. Wolff, C. Albano, R. McDonald

### Trustees Absent

A. Burton

### Guests Present

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D. Porter, Michelle Bosley, Stephanie Bixby, efren ramos

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## I. Opening Items

### A. Record Attendance

### B. Call the Meeting to Order

R. McDonald called a meeting of the board of trustees of Pullman Community Montessori to order on Thursday Apr 4, 2024 at 5:18 PM.

## II. Candidate interviews

### A. Stephanie Bixby interview

The board of trustees interview consisted of a series of questions and follow-up questions around the themes of:

- Skills and expertise
- Team work experiences
- Time and energy
- Philosophical alignment to PCM and charter schools.

### B. Michelle Bosley Interview

The board of trustees interview consisted of a series of questions and follow-up questions around the themes of:

- Skills and expertise
- Team work experiences
- Time and energy
- Philosophical alignment to PCM and charter schools.

### C. Efren Ramos Interview

The board of trustees interview consisted of a series of questions and follow-up questions around the themes of:

- Skills and expertise
- Team work experiences
- Time and energy
- Philosophical alignment to PCM and charter schools.

B. Wolff made a motion to invite Stephanie Bixby to the PCM Board of Trustees.

C. Albano seconded the motion.

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

**Roll Call**

- B. Wolff Aye
- C. Albano Aye
- A. Burton Absent
- R. McDonald Aye
- A. MacPhee Aye

C. Albano made a motion to invite Michelle Bosley to the PCM Board of Trustees.

A. MacPhee seconded the motion.

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

**Roll Call**

- C. Albano Aye
- B. Wolff Aye
- A. Burton Absent
- R. McDonald Aye
- A. MacPhee Aye

B. Wolff made a motion to Efren Ramos to the PCM Board of Trustees.

A. MacPhee seconded the motion.

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

**Roll Call**

- R. McDonald Aye
- B. Wolff Aye
- A. Burton Absent
- A. MacPhee Aye
- C. Albano Aye

**III. Response to the Commission**

**A. Response to NPP # 1 and #2, Response to Notice to Revoke**

Board members will discussed steps already taken and planned for additional steps/action items in response to NPPs and Notice to Revoke.

For transparency, the notices from the commission and the board's responses are included below:

- [PCM NPP #1 Response.pdf](#)
- [PCM NPP #2 Response.pdf](#)
- [PCM Immediate Correction of Safety Deficiencies Response and Safety Plan.pdf](#)
- [Immediate Corrective Action Feb 2024 \(2\).pdf](#)
- [NPP Final \(1\).pdf](#)
- [Revocation Notice PCM 032224 \(1\).pdf](#)

**IV. WA Charters Conference**

**A.**

## WA Charters Conference opportunities

The board shared info about upcoming conference, and ways board members, families and community members can get involved.

## V. Other Business

### A. Appointing new members to the finance committee

A. MacPhee made a motion to appoint Kimberly Casper to the finance committee.

C. Albano seconded the motion.

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

#### Roll Call

R. McDonald Aye

B. Wolff Aye

A. MacPhee Aye

C. Albano Aye

A. Burton Absent

A. MacPhee made a motion to appoint Kaitlin Wolff to the finance committee.

C. Albano seconded the motion.

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

#### Roll Call

A. MacPhee Aye

B. Wolff Abstain

A. Burton Absent

R. McDonald Aye

C. Albano Aye

### B. Selecting board members to attend various events

board members discussed which upcoming finance committee meetings, meetings of SCC and town halls, they wanted to attend in order to share responsibilities and avoid quorum at meetings.

### C. Accepting resignation of Ana Burton

B. Wolff made a motion to accept Ana Burton's resignation from the board.

C. Albano seconded the motion.

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

#### Roll Call

A. Burton Absent

A. MacPhee Aye

B. Wolff Aye

R. McDonald Aye

C. Albano Aye

## VI. Closing Items

### A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:30 PM.

Respectfully Submitted,  
R. McDonald

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### Documents used during the meeting

- Bixby, Stephanie - Redacted Resume.pdf
- Bixby, Stephanie - Redacted Questionnaire.pdf
- Bosley, Michelle - Redacted full app.pdf
- Ramos, Efren - Board app full\_Redacted.pdf
- Conflict of Interest Disclosure filled (1).pdf
- PCM NPP #1 Response.pdf
- PCM NPP #2 Response.pdf
- PCM Immediate Correction of Safety Deficiencies Response and Safety Plan.pdf
- Immediate Corrective Action Feb 2024 (2).pdf
- NPP Final (1).pdf
- Revocation Notice PCM 032224 (1).pdf
- WA Charters Conference.pdf
- Ana's resignation letter.pdf

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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

## Board Dashboard Update

**Section:** III. LEADERS Team Update & Compliance Check-in  
**Item:** A. Board Dashboard Update  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** PCM\_Board\_Dashboard\_04-01-2024.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\_04-01-2024.xlsx

# Coversheet

## FC (Finance Committee) Report for February

**Section:** IV. Board Goals, Committee & Council Updates  
**Item:** G. FC (Finance Committee) Report for February  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** 5.\_PCM\_Statement\_of\_Cash\_Flows\_24\_02.pdf  
3.\_PCM\_Balance\_Sheet\_24\_02.pdf  
2.\_PCM\_Income\_Statement\_24\_02.pdf  
6c.\_PCM\_AP\_Register\_24\_02.pdf  
4a.\_PCM\_Detailed\_BvA\_24\_02.pdf  
4.\_PCM\_BvA\_24\_02.pdf  
6d.\_PCM\_Non-AP\_Register\_24\_02.pdf  
6b.\_PCM\_Payroll\_Report\_24\_02.pdf  
6.\_PCM\_Payroll\_and\_AP\_Certification\_24\_02.pdf  
1.\_PCM\_Finance\_Dashboard\_24\_02.pdf

# Pullman Community Montessori

## Statement of Cash Flows

December 2023 - February 2024

	DEC 2023	JAN 2024	FEB 2024	TOTAL
<b>OPERATING ACTIVITIES</b>				
Net Revenue	2,784.99	-50,106.44	-64,408.79	\$ - 111,730.24
Adjustments to reconcile Net Revenue to Net Cash provided by operations:				\$0.00
1100 Accounts Receivable (A/R)	4,305.19	30,978.51	1,184.56	\$36,468.26
1150 Prepays & Other Assets	1,058.12	-4,629.39	1,599.78	\$ -1,971.49
1550 Accumulated Depreciation			19,012.91	\$19,012.91
2100 Accounts Payable	-40,280.37	-10,191.93	35,514.17	\$ -14,958.13
2102 Banner Bank Mastercard	0.00	0.00	0.00	\$0.00
2101 Accrued Accounts & Payroll Payable	-7,372.35	19,092.48	-18,660.07	\$ -6,939.94
2155 Retirement Payable - DRS	-1,723.03	-1,887.54	2,673.24	\$ -937.33
2156 Health Insurance Payable - SEBB	-897.00	2,679.50	3,413.00	\$5,195.50
2158 LTD Payable	-66.82	-27.04	17.37	\$ -76.49
2171 Use Tax Payable		0.00		\$0.00
<b>Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:</b>	<b>-44,976.26</b>	<b>36,014.59</b>	<b>44,754.96</b>	<b>\$35,793.29</b>
<b>Net cash provided by operating activities</b>	<b>\$ - 42,191.27</b>	<b>\$ - 14,091.85</b>	<b>\$ - 19,653.83</b>	<b>\$ -75,936.95</b>
<b>INVESTING ACTIVITIES</b>				
1510 Facilities - In Progress		-67,952.32	-1,200.00	\$ -69,152.32
<b>Net cash provided by investing activities</b>	<b>\$0.00</b>	<b>\$ - 67,952.32</b>	<b>\$ -1,200.00</b>	<b>\$ -69,152.32</b>
<b>FINANCING ACTIVITIES</b>				
2502 Loan Payable - long-term	-1,438.09	-1,445.28	-1,452.51	\$ -4,335.88
2510 Deferred Rent Liability	5,718.97	5,718.97	5,718.97	\$17,156.91
2998 Unrestricted Net Assets		3,228.37		\$3,228.37
2999 Restricted Net Assets		-3,228.37		\$ -3,228.37
<b>Net cash provided by financing activities</b>	<b>\$4,280.88</b>	<b>\$4,273.69</b>	<b>\$4,266.46</b>	<b>\$12,821.03</b>
<b>NET CASH INCREASE FOR PERIOD</b>	<b>\$ - 37,910.39</b>	<b>\$ - 77,770.48</b>	<b>\$ - 16,587.37</b>	<b>\$ - 132,268.24</b>



# Pullman Community Montessori

## Balance Sheet

As of February 29, 2024

	TOTAL		
	AS OF FEB 29, 2024	AS OF JAN 31, 2024 (PP)	CHANGE
<b>ASSETS</b>			
Current Assets			
Bank Accounts			
1000 Banner Bank x4353 - PUBLIC Checking	149,719.63	166,304.01	-16,584.38
1001 Banner Bank x4695 - PRIVATE Checking	1,766.20	1,769.20	-3.00
1005 Banner Bank x3234 - PUBLIC Savings	1,095.85	1,095.84	0.01
<b>Total Bank Accounts</b>	<b>\$152,581.68</b>	<b>\$169,169.05</b>	<b>\$ -16,587.37</b>
Accounts Receivable			
1100 Accounts Receivable (A/R)	28,150.36	29,334.92	-1,184.56
<b>Total Accounts Receivable</b>	<b>\$28,150.36</b>	<b>\$29,334.92</b>	<b>\$ -1,184.56</b>
Other Current Assets			
1150 Prepays & Other Assets	28,493.35	30,093.13	-1,599.78
<b>Total Other Current Assets</b>	<b>\$28,493.35</b>	<b>\$30,093.13</b>	<b>\$ -1,599.78</b>
<b>Total Current Assets</b>	<b>\$209,225.39</b>	<b>\$228,597.10</b>	<b>\$ -19,371.71</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	98,744.40	97,544.40	1,200.00
1550 Accumulated Depreciation	-175,694.30	-156,681.39	-19,012.91
<b>Total Fixed Assets</b>	<b>\$613,720.06</b>	<b>\$631,532.97</b>	<b>\$ -17,812.91</b>
<b>TOTAL ASSETS</b>	<b>\$822,945.45</b>	<b>\$860,130.07</b>	<b>\$ -37,184.62</b>
<b>LIABILITIES AND EQUITY</b>			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 Accounts Payable	93,499.19	57,985.02	35,514.17
<b>Total Accounts Payable</b>	<b>\$93,499.19</b>	<b>\$57,985.02</b>	<b>\$35,514.17</b>
Other Current Liabilities			
2101 Accrued Accounts & Payroll Payable	61,576.72	80,236.79	-18,660.07
2155 Retirement Payable - DRS	17,779.62	15,106.38	2,673.24
2156 Health Insurance Payable - SEBB	-34,926.50	-38,339.50	3,413.00
2158 LTD Payable	306.19	288.82	17.37
<b>Total Other Current Liabilities</b>	<b>\$44,736.03</b>	<b>\$57,292.49</b>	<b>\$ -12,556.46</b>
<b>Total Current Liabilities</b>	<b>\$138,235.22</b>	<b>\$115,277.51</b>	<b>\$22,957.71</b>

# Pullman Community Montessori

## Balance Sheet

As of February 29, 2024

	TOTAL		
	AS OF FEB 29, 2024	AS OF JAN 31, 2024 (PP)	CHANGE
<b>Long-Term Liabilities</b>			
2502 Loan Payable - long-term	782,898.36	784,350.87	-1,452.51
2510 Deferred Rent Liability	96,237.78	90,518.81	5,718.97
<b>Total Long-Term Liabilities</b>	<b>\$879,136.14</b>	<b>\$874,869.68</b>	<b>\$4,266.46</b>
<b>Total Liabilities</b>	<b>\$1,017,371.36</b>	<b>\$990,147.19</b>	<b>\$27,224.17</b>
<b>Equity</b>			
2998 Unrestricted Net Assets	-254,827.66	-254,827.66	0.00
2999 Restricted Net Assets	76,146.18	76,146.18	0.00
Net Revenue	-15,744.43	48,664.36	-64,408.79
<b>Total Equity</b>	<b>\$ -194,425.91</b>	<b>\$ -130,017.12</b>	<b>\$ -64,408.79</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$822,945.45</b>	<b>\$860,130.07</b>	<b>\$ -37,184.62</b>

# Pullman Community Montessori

## Profit and Loss

February 2024

	TOTAL			
	FEB 2024	JAN 2024 (PP)	CHANGE	SEP 2023 - FEB 2024 (YTD)
<b>Revenue</b>				
3100 Local Donations	346.63	25.00	321.63	471.63
3198 Sales - School Meals	975.00	1,117.10	-142.10	6,241.40
3199 Local Income - misc				2,587.31
3201 Interest Income (Public)	0.01	0.02	-0.01	0.11
3520 Private Foundations / Grants		72,952.32	-72,952.32	416,952.32
4000 General Apportionment	104,997.50	11,767.95	93,229.55	598,492.94
4021 Special Education - General Apportionment	1,693.82	3,381.98	-1,688.16	10,136.43
4121 Special Education - State	17,026.64	4,731.88	12,294.76	96,763.32
4155 Learning Assistance	1,215.55	1,148.02	67.53	6,550.48
4198 State - School Food Service		55.80	-55.80	261.85
4199 Transportation	16,976.57	3,243.99	13,732.58	32,051.57
5101 Title 1	2,473.00	11,113.74	-8,640.74	13,586.74
5124 Federal SPED - IDEA	10,279.51		10,279.51	10,279.51
5198 Federal - School Food Services (NSLP)		10,468.74	-10,468.74	22,776.68
5199 Federal - Misc Grants	6,146.19	26,823.88	-20,677.69	34,048.07
5200 Federal - CSP	22,757.02	23,941.58	-1,184.56	156,083.22
<b>Total Revenue</b>	<b>\$184,887.44</b>	<b>\$170,772.00</b>	<b>\$14,115.44</b>	<b>\$1,407,283.58</b>
<b>GROSS PROFIT</b>	<b>\$184,887.44</b>	<b>\$170,772.00</b>	<b>\$14,115.44</b>	<b>\$1,407,283.58</b>
<b>Expenditures</b>				
6005 Certificated - Executive Management	7,725.00	7,725.00	0.00	46,350.03
6106 Classified - Operations Staff	8,961.54	9,034.16	-72.62	50,277.90
6110 Classified - Instructional Management	6,866.68	6,472.44	394.24	40,805.84
6196 Nurses	3,397.35	3,677.23	-279.88	23,878.60
6198 Classified - Lunch Staff	5,442.55	5,791.25	-348.70	37,027.97
6199 Classified - Transportation Staff	4,294.71	4,238.88	55.83	28,677.72
6270 Certificated - Teachers - Regular	16,558.04	28,705.95	-12,147.91	136,099.33
6272 Certificated - Counselors	4,675.58	4,675.58	0.00	30,391.27
6275 Certificated - Teachers - SPED	4,927.96	4,927.96	0.00	29,567.65
6278 Certificated - Stipends	1,833.32	1,833.32	0.00	10,791.59
6371 Classified - Teachers - Substitutes	2,748.37	2,318.02	430.35	10,295.65
6373 Classified - Aides - Regular	17,679.87	17,081.76	598.11	113,940.81
6376 Classified - Aides - SPED	8,646.77	9,543.76	-896.99	52,135.42
6378 Classified - Stipends	1,666.66	3,337.77	-1,671.11	17,296.09
7051 Social Security/Medicare/FUTA	3,934.13	5,014.56	-1,080.43	26,526.95
7052 Worker's Compensation Insurance	879.17	934.67	-55.50	5,426.34
7053 State Unemployment	887.46	1,017.09	-129.63	2,880.16
7055 Retirement Contribution - DRS	9,640.72	10,848.08	-1,207.36	63,921.16
7056 Health Insurance - SEBB	22,034.50	23,671.00	-1,636.50	146,422.50
8005 Audits	1,024.80		1,024.80	1,024.80
8010 Legal	11,952.50	1,489.10	10,463.40	23,759.60

# Pullman Community Montessori

## Profit and Loss

February 2024

	TOTAL			
	FEB 2024	JAN 2024 (PP)	CHANGE	SEP 2023 - FEB 2024 (YTD)
8015 Oversight Fee (3%)	4,257.30	728.22	3,529.08	22,213.79
8035 Payroll & Accounting Services	10,000.00	10,000.00	0.00	60,000.00
8040 Special Ed Services	2,555.00	6,565.61	-4,010.61	43,631.03
8050 Contracted Services - Tech	1,623.89	3,234.01	-1,610.12	12,788.55
8053 Contracted Services - Misc	8,900.00	1,407.00	7,493.00	15,465.20
8054 Contracted Services - Afterschool	2,849.08		2,849.08	13,595.54
8055 Printing	2,641.71		2,641.71	2,641.71
8060 Dues & Memberships				620.00
8505 Board Expenses	833.33	833.33	0.00	4,999.98
8510 Classroom / Teaching Supplies & Materials	14,642.61	844.07	13,798.54	31,936.34
8515 Special Ed Supplies & Materials				1,012.76
8530 Equipment / Furniture	1,038.13		1,038.13	2,176.39
8535 Telephone / Internet	648.47	648.47	0.00	3,873.65
8540 Technology - Hardware	437.85		437.85	4,827.93
8541 Technology - Software	1,762.25	7,468.59	-5,706.34	26,228.16
8565 Office Expense	581.31	2,946.67	-2,365.36	17,002.83
8570 Staff Development	2,425.00		2,425.00	9,923.31
8575 Staff Recruitment	158.72	29.05	129.67	895.88
8580 Student Recruitment / Marketing	405.00	285.00	120.00	5,892.72
8585 School Meals / Lunch	200.00	6,459.30	-6,259.30	37,710.68
8590 Travel (Staff)				2,254.16
8595 Fundraising				524.39
8599 Transportation (student)	3,800.61	1,131.43	2,669.18	12,128.27
9005 Insurance Expense		274.83	-274.83	7,734.73
9010 Janitorial	3,253.63	3,253.63	0.00	19,459.53
9015 Building and Land Rent / Lease	18,417.27	18,417.27	0.00	110,503.62
9020 Repairs & Maintenance Bld		57.67	-57.67	210.69
9045 Interest Expense	3,074.48	3,956.71	-882.23	17,252.97
<b>Total Expenditures</b>	<b>\$230,283.32</b>	<b>\$220,878.44</b>	<b>\$9,404.88</b>	<b>\$1,385,002.19</b>
NET OPERATING REVENUE	<b>\$ -45,395.88</b>	<b>\$ -50,106.44</b>	<b>\$4,710.56</b>	<b>\$22,281.39</b>
Other Expenditures				
9050 Depreciation	19,012.91		19,012.91	38,025.82
<b>Total Other Expenditures</b>	<b>\$19,012.91</b>	<b>\$0.00</b>	<b>\$19,012.91</b>	<b>\$38,025.82</b>
NET OTHER REVENUE	<b>\$ -19,012.91</b>	<b>\$0.00</b>	<b>\$ -19,012.91</b>	<b>\$ -38,025.82</b>
<b>NET REVENUE</b>	<b>\$ -64,408.79</b>	<b>\$ -50,106.44</b>	<b>\$ -14,302.35</b>	<b>\$ -15,744.43</b>

# Pullman Community Montessori

## Bill Payment List

February 2024

DATE	NUM	VENDOR	AMOUNT	MEMO/DESCRIPTION
1000 Banner Bank x4353 - PUBLIC Checking				
02/05/2024	EFT	Dakota Academic Consulting, Inc	-1,950.00	
02/05/2024	EFT	True Measure Collaborative	-2,175.00	
02/05/2024	EFT	Joule Growth Partners	-10,000.00	
02/05/2024	EFT	Banner Bank	-4,964.22	
02/06/2024		Terry's Dairy, Inc	-553.50	Multiple invoices (details on stub)
02/06/2024		Washington State Charter Schools Association	-1,186.19	Multiple invoices
02/06/2024		First Step Internet	-180.00	Inv 1740160
02/06/2024		Lexia Learning Systems LLC	-3,228.37	Inv 7441398
02/06/2024		The Standard Insurance Company	-288.82	Inv 756494 0314 1/1
02/08/2024		Letty Rising LLC	-8,900.00	Inv N/A
02/14/2024		ParentSquare, Inc	-2,100.00	Inv SI-006923
02/05/2024	1101	Friends of Gladish	-12,698.30	
02/29/2024	EFT	WA Dept of Retirement Systems	-16,040.24	
02/01/2024	EFT	Raza Development Fund, Inc (v)	-3,340.80	
02/13/2024	EFT	Great American Insurance Group	-274.83	
02/13/2024	EFT	URM Stores Inc	-5,905.80	
02/16/2024		Whitman County Health Department	-200.00	Inv 24-147
02/29/2024	1104	Cleaning Concepts Janitorial	-3,253.63	
02/29/2024	1103	Friends of Gladish	-12,698.30	
<b>Total for 1000 Banner Bank x4353 - PUBLIC Checking</b>			<b>\$ -89,938.00</b>	

## Pullman Community Montessori Budget vs. Actuals: FY24 September 2023 - February 2024

	Total			
	Actual	Budget	over Budget	% of Budget
<b>Revenue</b>				
3100 Local Donations	471.63	25,000.00	-24,528.37	1.89%
3198 Sales - School Meals	6,241.40	21,456.00	-15,214.60	29.09%
3199 Local Income - misc	2,587.31		2,587.31	
3201 Interest Income (Public)	0.11		0.11	
3520 Private Foundations / Grants	416,952.32	255,000.00	161,952.32	163.51%
4000 General Apportionment	598,492.94	1,542,557.00	-944,064.06	38.80%
4021 Special Education - General Apportionment	10,136.43	16,325.00	-6,188.57	62.09%
4121 Special Education - State	96,763.32	241,950.00	-145,186.68	39.99%
4155 Learning Assistance	6,550.48	13,506.00	-6,955.52	48.50%
4165 Transitional Bilingual		7,043.00	-7,043.00	0.00%
4174 Highly Capable		4,052.00	-4,052.00	0.00%
4198 State - School Food Service	261.85		261.85	
4199 Transportation	32,051.57	82,769.00	-50,717.43	38.72%
4258 State Miscellaneous Revenue		0.00	0.00	
5101 Title 1	13,586.74	20,146.00	-6,559.26	67.44%
5102 Title 2		12,033.00	-12,033.00	0.00%
5124 Federal SPED - IDEA	10,279.51	18,628.00	-8,348.49	55.18%
5198 Federal - School Food Services (NSLP)	22,776.68	31,827.00	-9,050.32	71.56%
5199 Federal - Misc Grants	34,048.07	73,540.00	-39,491.93	46.30%
5200 Federal - CSP	156,083.22	381,299.00	-225,215.78	40.93%
<b>Total Revenue</b>	<b>\$ 1,407,283.58</b>	<b>\$ 2,747,131.00</b>	<b>-\$ 1,339,847.42</b>	<b>51.23%</b>
<b>Gross Profit</b>	<b>\$ 1,407,283.58</b>	<b>\$ 2,747,131.00</b>	<b>-\$ 1,339,847.42</b>	<b>51.23%</b>
<b>Expenditures</b>				
6005 Certificated - Executive Management	46,350.03	92,700.00	-46,349.97	50.00%
6106 Classified - Operations Staff	50,277.90	110,206.00	-59,928.10	45.62%
6110 Classified - Instructional Management	40,805.84	80,000.00	-39,194.16	51.01%
6196 Nurses	23,878.60	54,036.00	-30,157.40	44.19%
6198 Classified - Lunch Staff	37,027.97	71,167.00	-34,139.03	52.03%
6199 Classified - Transportation Staff	28,677.72	37,632.00	-8,954.28	76.21%
6270 Certificated - Teachers - Regular	136,099.33	355,917.00	-219,817.67	38.24%
6271 Certificated - Teachers - Substitutes		11,700.00	-11,700.00	0.00%
6272 Certificated - Counselors	30,391.27		30,391.27	
6275 Certificated - Teachers - SPED	29,567.65	59,135.00	-29,567.35	50.00%
6278 Certificated - Stipends	10,791.59	20,000.00	-9,208.41	53.96%
6370 Classified - Teachers - Regular	0.00		0.00	
6371 Classified - Teachers - Substitutes	10,295.65		10,295.65	
6372 Classified - Counselors		68,000.00	-68,000.00	0.00%
6373 Classified - Aides - Regular	113,940.81	202,280.00	-88,339.19	56.33%
6376 Classified - Aides - SPED	52,135.42	80,540.00	-28,404.58	64.73%
6378 Classified - Stipends	17,296.09		17,296.09	
7051 Social Security/Medicare/FUTA	26,526.95	58,311.00	-31,784.05	45.49%
7052 Worker's Compensation Insurance	5,426.34	10,071.00	-4,644.66	53.88%
7053 State Unemployment	2,880.16	8,927.00	-6,046.84	32.26%
7055 Retirement Contribution - DRS	63,921.16	126,767.00	-62,845.84	50.42%
7056 Health Insurance - SEBB	146,422.50	316,800.00	-170,377.50	46.22%
8005 Audits	1,024.80	37,611.00	-36,586.20	2.72%
8010 Legal	23,759.60	15,000.00	8,759.60	158.40%

8015 Oversight Fee (3%)	22,213.79	57,246.00	-35,032.21	38.80%
8035 Payroll & Accounting Services	60,000.00	123,000.00	-63,000.00	48.78%
8040 Special Ed Services	43,631.03	93,368.00	-49,736.97	46.73%
8050 Contracted Services - Tech	12,788.55	5,125.00	7,663.55	249.53%
8051 Contracted Services - Program Support / PD		4,000.00	-4,000.00	0.00%
8053 Contracted Services - Misc	15,465.20		15,465.20	
8054 Contracted Services - Afterschool	13,595.54	31,570.00	-17,974.46	43.06%
8055 Printing	2,641.71	3,570.00	-928.29	74.00%
8060 Dues & Memberships	620.00	2,180.00	-1,560.00	28.44%
8505 Board Expenses	4,999.98	1,500.00	3,499.98	333.33%
8510 Classroom / Teaching Supplies & Materials	31,936.34	23,500.00	8,436.34	135.90%
8515 Special Ed Supplies & Materials	1,012.76	5,100.00	-4,087.24	19.86%
8520 Textbooks / Workbooks		800.00	-800.00	0.00%
8530 Equipment / Furniture	2,176.39	3,750.00	-1,573.61	58.04%
8535 Telephone / Internet	3,873.65	7,834.00	-3,960.35	49.45%
8540 Technology - Hardware	4,827.93	4,175.00	652.93	115.64%
8541 Technology - Software	26,228.16	35,989.00	-9,760.84	72.88%
8545 Student Testing & Assessment		4,515.00	-4,515.00	0.00%
8550 Field Trips		10,200.00	-10,200.00	0.00%
8561 Student Activities		3,468.00	-3,468.00	0.00%
8565 Office Expense	17,002.83	10,200.00	6,802.83	166.69%
8570 Staff Development	9,923.31	11,878.00	-1,954.69	83.54%
8575 Staff Recruitment	895.88	3,570.00	-2,674.12	25.09%
8580 Student Recruitment / Marketing	5,892.72	8,160.00	-2,267.28	72.21%
8585 School Meals / Lunch	37,710.68	55,948.00	-18,237.32	67.40%
8590 Travel (Staff)	2,254.16	2,550.00	-295.84	88.40%
8595 Fundraising	524.39	612.00	-87.61	85.68%
8599 Transportation (student)	12,128.27	29,000.00	-16,871.73	41.82%
9005 Insurance Expense	7,734.73	25,092.00	-17,357.27	30.83%
9010 Janitorial	19,459.53	22,950.00	-3,490.47	84.79%
9015 Building and Land Rent / Lease	110,503.62	230,854.00	-120,350.38	47.87%
9020 Repairs & Maintenance Bld	210.69		210.69	
9045 Interest Expense	17,252.97	48,056.00	-30,803.03	35.90%
9999 Reserves / Contingency		71,034.00	-71,034.00	0.00%
<b>Total Expenditures</b>	<b>\$ 1,385,002.19</b>	<b>\$ 2,757,594.00</b>	<b>-\$ 1,372,591.81</b>	<b>50.23%</b>
<b>Net Operating Revenue</b>	<b>\$ 22,281.39</b>	<b>-\$ 10,463.00</b>	<b>\$ 32,744.39</b>	<b>-212.95%</b>
<b>Other Expenditures</b>				
9050 Depreciation	38,025.82	94,883.00	-56,857.18	40.08%
<b>Total Other Expenditures</b>	<b>\$ 38,025.82</b>	<b>\$ 94,883.00</b>	<b>-\$ 56,857.18</b>	<b>40.08%</b>
<b>Net Other Revenue</b>	<b>-\$ 38,025.82</b>	<b>-\$ 94,883.00</b>	<b>\$ 56,857.18</b>	<b>40.08%</b>
<b>Net Revenue</b>	<b>-\$ 15,744.43</b>	<b>-\$ 105,346.00</b>	<b>\$ 89,601.57</b>	<b>14.95%</b>

Monday, Mar 18, 2024 12:07:24 PM GMT-7 - Accrual Basis



**Pullman Community Montessori  
FY 23-24 Budget Status Report  
Feb-24**

	Actual	Budget	Over/(Under) Budget	% Received / Spent	Forecast	% of Forecast	Notes
<b>Revenue</b>							
Local Support	9,300	46,456	-37,156	20.02%	11,223	82.87%	Reduction in anticipated local donations Drop due to reduced expected AAFTE to 104 Total loss due to enrollment: \$400k Addition of levy equalization: \$140k May not spend full CSP grant Added \$50k WA Charters Grant
State Revenue - General	598,493	1,542,557	-944,064	38.80%	1,197,644	49.97%	
State Revenue - Special Purpose	145,764	365,645	-219,881	39.86%	432,616	33.69%	
Federal Revenue	236,774	537,473	-300,699	44.05%	545,336	43.42%	
Grants & Other Sources	416,952	255,000	161,952	163.51%	420,000	99.27%	
<b>Total Revenue</b>	<b>1,407,284</b>	<b>2,747,131</b>	<b>-1,339,847</b>	<b>51.23%</b>	<b>2,606,819</b>	<b>53.98%</b>	
<b>Gross Profit</b>	<b>1,407,284</b>	<b>2,747,131</b>	<b>-1,339,847</b>	<b>51.23%</b>			
<b>Expenditures</b>							
Salaries	627,536	1,243,310	-615,774	50.47%	1,101,385	56.98%	Overall \$140k drop in salaries and \$70k drop in benefits
Personnel Taxes & Benefits	245,177	520,876	-275,699	47.07%	450,125	54.47%	
Contracted Services	192,479	366,920	-174,441	52.46%	381,968	50.39%	Various small increases (tech support, HOS support, SPED) Increases: classroom supplies, furniture, office expense, meals Decreases: transportation, testing, field trips
School Operations	193,880	228,499	-34,619	84.85%	265,513	73.02%	
Facility Operations & Maintenance	155,162	326,952	-171,791	47.46%	336,660	46.09%	
Contingency		71,034	0	0.00%	0	100.00%	
<b>Total Expenditures</b>	<b>1,414,233</b>	<b>2,757,591</b>	<b>-1,272,324</b>	<b>51.29%</b>	<b>2,535,652</b>	<b>55.77%</b>	Fiscal Year Elapsed: 50%
<b>Net Operating Revenue</b>	<b>-6,950</b>	<b>-10,460</b>	<b>3,510</b>	<b>66.44%</b>	<b>71,167</b>	<b>-9.77%</b>	School Year Elapsed: 61%
<b>Net Revenue</b>	<b>-6,950</b>	<b>-10,460</b>	<b>3,510</b>	<b>66.44%</b>	<b>71,167</b>	<b>-9.77%</b>	
<b>Balance Sheet Expenses</b>							
Bridge Loan Principal	60,679	59,385	1,294	102.18%	61,127	99.27%	Moved to 24-25 due to construction delays
Kitchen Renovations	0	39,000	-39,000	0.00%	0	0.00%	
<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>1,474,912</b>	<b>2,855,976</b>	<b>-1,381,064</b>	<b>51.64%</b>	<b>2,596,779</b>	<b>56.80%</b>	
<b>Board Approved Expenditures</b>	<b>2,855,976</b>						



**Pullman Community Montessori**  
**Non-AP Cash Disbursements**  
 February 2024

	Date	Transaction Type	Num	Name	Memo/Description	Amount
<b>1000 Banner Bank x4353 - PUBLIC Checking</b>						
	02/05/2024	Expenditure		Transparent	ACH transparent clas transpar ACH transparent clas transparen CCD ST-Z6A9N3V7O4M2 18	-237.03
	02/12/2024	Expenditure		eFax	CCSI EFAX 6922 HOLLYWOOD BLVD 32 CCSI EFAX 6922 HOLLYWOOD BLVD 323-817-3205CA C# *8765	-18.99
	02/12/2024	Expenditure		Magic-Wrighter (e-Funds)	ACH MAGIC-WRIGHTER INVOICE ACH MAGIC-WRIGHTER INVOICE PPD XXXXXX4841	-34.95
	02/13/2024	Expenditure		Microsoft	MSFT * E0300R05H 1 Microsoft Way MSFT * E0300R05H 1 Microsoft Way MSBILL.INFOWA C# *876	-33.75
	02/22/2024	Expenditure		Verizon Wireless	ACH VERIZON WIRELESS PAYMENTS ACH VERIZON WIRELESS PAYMENTS CCD XXXXXXXX4300001 6223	-348.47
	02/26/2024	Check	1102	OSPI	Check 1102	-50.00
	02/29/2024	Expenditure		Gusto		-397.07
<b>Total for 1000 Banner Bank x4353 - PUBLIC Checking</b>						<b>-\$ 1,120.26</b>
<b>1001 Banner Bank x4695 - PRIVATE Checking</b>						
	02/01/2024	Expenditure		Banner Bank	Paper statement fee	-3.00
<b>Total for 1001 Banner Bank x4695 - PRIVATE Checking</b>						<b>-\$ 3.00</b>

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\$(1,123.26)

**Pullman Community Montessori  
Payroll Summary**

**Feb-24**



**Pay Code Totals**

Custodian / Bus Driver	4,763.71
Kitchen Staff	7,245.39
Office Administration	9,439.45
School Administration	15,008.34
Special Education Staff	6,594.62
Student Support Staff	41,251.53
Substitute Teacher	2,495.72
Teacher	23,796.67
<b>Total</b>	<b>110,595.43</b>

**Deduction Totals**

State Pension	7,676.66
State Employees Benefits Board	2,086.50
Supplemental LTD	306.19
Wage Garnishments	-
Federal Income Tax	7,082.68
Social Security	3,103.10
Medicare	1,573.35
WA CARES	641.45
WA Workers' Comp Insurance	482.71
WA Family and Medical Leave Insurance	584.60
<b>Total</b>	<b>23,537.24</b>

**Benefits Totals**

State Pension	11,036.82
State Employees Benefits Board	22,550.00
Social Security	3,103.10
Medicare	1,573.35
WA SUI	995.37
WA EAF	33.20
Health Savings Account	-
WA Workers' Comp Insurance	988.68
<b>Total</b>	<b>40,280.52</b>

<b>Direct Deposit Total</b>	<b>87,058.19</b>
<b>Manual Checks Total</b>	<b>-</b>



**Payroll Check Summary**

*Payroll Runs: 02/09/2024 and 02/23/2024*

**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 March 21,2024, the Board, by a \_\_\_\_\_ vote, approves payments totaling \$87,058.19. The payments are further identified in this document.

Total Payment by Type:  
 Payroll Direct Deposit (\$87,058.19)  
 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**

*February 2024*

**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 March 21,2024, the Board, by a \_\_\_\_\_ vote, approves payments totaling \$89,938.00. The payments are further identified in this document.

Total Payment by Type:  
 Electronic Funds Transfer (\$89,938.00)  
 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>		



**Non-AP Cash Disbursement Register**

*February 2024*

**BOARD CERTIFICATION STATEMENT**

The following payments were paid during February 2024 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 March 21, 2024, the Board, by a \_\_\_\_\_ vote, approves payments totaling \$1,123.26. The payments are further identified in this document.

**Total Payment by Type:**

Debit Card / EFT (\$1,073.26) – comprised mostly of automatic charges (Gusto – payroll provider, Verizon, Microsoft) and  
 Manual Checks (\$50) – OSPI

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 \$87,058.19 are also approved.

**General Fund  
Accounts Payable**

Total electronic payments totaling \$89,938.00 and  
Check numbers N/A and N/A totaling \$0

**Non-AP Cash Disbursements**

Total electronic payments totaling \$1,073.26 and  
Manual check 1102 totaling \$50.00

**Payroll**

Total electronic payments totaling \$87,058.19 and  
Payroll check numbers N/A totaling \$0



**Finance Dashboard**  
February 2024

	<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>	84%	100%	●	<i>Current enrollment: 107 (AAFTE: 114.67) Budget: 136 SPED: 20.4 budget, 26 actual</i>
2.	<b>Public Revenue Received as a % of overall budget</b> <i>Measures rate of receipt of public funds to date</i>	40%	48%	●	<i>Enrollment revenue loss approx \$400k</i>
3.	<b>Private Revenue Received as a % of overall budget</b> <i>Measures progress against fundraising goals</i>	76%	79%	●	<i>All expected grant payments received. Local donations (\$471) goal (\$25k) – forecast reduced materially</i>
4.	<b>Expenditures to date as a % of overall budget</b> <i>Measures actual spending against planned spending</i>	51.6%	50%	●	<i>Cuts made will help ensure payroll can be made and operations continue but cash will be tight</i>
5.	<b>Cash on Hand</b> <i>Measures operational and financial stability</i>	Current: \$152k 21 Days	\$446k 60 Days	●	<i>Not projected to meet 30 days cash. Projection: \$196k (28 days)</i>

**Additional notes for discussion:**

- **March enrollment: 89**
- **Cash:** received final \$51k grant payment from WA Charters; cash conservation measures started
- **February is end of Q2:** new forecasts and detailed BvA included
- **Material Variances – actual & approaching (\$10k & 10%):** private foundations/grants (163%, \$161k, accrual rules and additional WA Charters grant); Legal costs (158%, \$8.7k); tech support (249%, \$7.6k); classroom supplies (135%, \$8.3k); office expense (166%, \$6.8k)
  - **Overall expenses are down \$220k, mostly in staffing cuts**
- **Current fiscal year count of missing documentation: \$30k**

jg<sup>P</sup>

# Coversheet

## FC (Finance Committee ) Report for March

**Section:** IV. Board Goals, Committee & Council Updates  
**Item:** H. FC (Finance Committee ) Report for March  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:**

1. \_PCM\_Finance\_Dashboard\_24\_03.pdf
2. \_PCM\_Income\_Statement\_24\_03.pdf
3. \_PCM\_Balance\_Sheet\_24\_03.pdf
4. \_PCM\_BvA\_24\_03.pdf
- 5a. \_PCM\_Payroll\_and\_AP\_Certification\_24\_03.pdf
- 5b. \_PCM\_Payroll\_Report\_24\_03.pdf
- 5c. \_PCM\_AP\_Register\_24\_03.pdf
- 5d. \_PCM\_Non-AP\_Register\_24\_03.pdf



	<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>	81%	100%	●	<i>Current enrollment: 86 (AAFTE: 110.57) Budget: 136 SPED: 20.4 budget, 26 actual</i>
2.	<b>Public Revenue Received as a % of overall budget</b> <i>Measures rate of receipt of public funds to date</i>	51%	58%	●	<i>Enrollment revenue loss approx \$400k</i>
3.	<b>Private Revenue Received as a % of overall budget</b> <i>Measures progress against fundraising goals</i>	114%	79%	●	<i>\$30k WA Charters grant received to support legal and temp Head of School expenses;</i>
4.	<b>Expenditures to date as a % of overall budget</b> <i>Measures actual spending against planned spending</i>	68%	58%	●	<i>Cuts made will help ensure payroll can be made and operations continue but cash will be tight</i>
5.	<b>Cash on Hand</b> <i>Measures operational and financial stability</i>	Current: \$132k 18 Days	\$426k 60 Days	●	<i>Not projected to meet 30 days cash. Large April apportionment to support cash position through end of year</i>

**Additional notes for discussion:**

- **April enrollment?**
- **Cash:** personnel report issue led to smaller March apportionment payment than expected; issue rectified and April apportionment to be large (~\$400k)
  - Large grants (\$550k+) needed to continue operations in 24-25
- **Levy equalization:** to be paid in April apportionment (\$141k)
- **Material Variances – actual & approaching (\$10k & 10%):** legal (\$16k over, 210%); contracted services – misc (\$10k over, 297%, 2 temporary Head of Schools); classroom supplies (\$12k over, 160%, late invoices received not included in budget)
- **Current fiscal year count of missing documentation: \$45k**

jg<sup>P</sup>



# Pullman Community Montessori

## Profit and Loss

March 2024

	TOTAL			
	MAR 2024	FEB 2024 (PP)	CHANGE	SEP 2023 - MAR 2024 (YTD)
<b>Revenue</b>				
3100 Local Donations	1,000.00	11,596.63	-10,596.63	12,721.63
3198 Sales - School Meals	635.80	975.00	-339.20	6,877.20
3199 Local Income - misc				2,587.31
3201 Interest Income (Public)	0.02	0.01	0.01	0.13
3520 Private Foundations / Grants	51,000.00		51,000.00	467,952.32
4000 General Apportionment	22,802.21	104,997.50	-82,195.29	621,295.15
4021 Special Education - General Apportionment		1,693.82	-1,693.82	10,136.43
4121 Special Education - State		17,026.64	-17,026.64	96,763.32
4155 Learning Assistance	1,215.56	1,215.55	0.01	7,766.04
4198 State - School Food Service	99.55		99.55	361.40
4199 Transportation	5,947.72	16,976.57	-11,028.85	37,999.29
5101 Title 1	10,158.00	2,473.00	7,685.00	23,744.74
5124 Federal SPED - IDEA	1,880.43	10,279.51	-8,399.08	12,159.94
5198 Federal - School Food Services (NSLP)	6,102.93		6,102.93	28,879.61
5199 Federal - Misc Grants	5,785.98	6,146.19	-360.21	39,834.05
5200 Federal - CSP	26,927.12	22,757.02	4,170.10	183,010.34
<b>Total Revenue</b>	<b>\$133,555.32</b>	<b>\$196,137.44</b>	<b>\$ -62,582.12</b>	<b>\$1,552,088.90</b>
<b>GROSS PROFIT</b>	<b>\$133,555.32</b>	<b>\$196,137.44</b>	<b>\$ -62,582.12</b>	<b>\$1,552,088.90</b>
<b>Expenditures</b>				
6005 Certificated - Executive Management	7,725.00	7,725.00	0.00	54,075.03
6106 Classified - Operations Staff	9,246.61	8,961.54	285.07	59,524.51
6110 Classified - Instructional Management	3,827.58	6,866.68	-3,039.10	44,633.42
6196 Nurses	4,059.99	3,397.35	662.64	27,938.59
6198 Classified - Lunch Staff	4,373.80	5,442.55	-1,068.75	41,401.77
6199 Classified - Transportation Staff	4,530.08	4,294.71	235.37	33,207.80
6270 Certificated - Teachers - Regular	21,708.44	16,558.04	5,150.40	157,807.77
6272 Certificated - Counselors	4,675.58	4,675.58	0.00	35,066.85
6275 Certificated - Teachers - SPED	4,927.96	4,927.96	0.00	34,495.61
6278 Certificated - Stipends	1,833.32	1,833.32	0.00	12,624.91
6371 Classified - Teachers - Substitutes	2,529.85	2,748.37	-218.52	12,825.50
6373 Classified - Aides - Regular	13,347.43	17,679.87	-4,332.44	127,288.24
6376 Classified - Aides - SPED	4,232.16	8,646.77	-4,414.61	56,367.58
6378 Classified - Stipends	1,208.33	1,666.66	-458.33	18,504.42
7051 Social Security/Medicare/FUTA	4,017.51	3,934.13	83.38	30,544.46
7052 Worker's Compensation Insurance	762.82	879.17	-116.35	6,189.16
7053 State Unemployment	1,099.61	887.46	212.15	3,979.77
7055 Retirement Contribution - DRS	8,815.02	9,640.72	-825.70	72,736.18
7056 Health Insurance - SEBB	19,800.00	22,034.50	-2,234.50	166,222.50
8005 Audits	24,574.40	1,024.80	23,549.60	25,599.20
8010 Legal	7,880.00	11,952.50	-4,072.50	31,639.60

# Pullman Community Montessori

## Profit and Loss

March 2024

	TOTAL			
	MAR 2024	FEB 2024 (PP)	CHANGE	SEP 2023 - MAR 2024 (YTD)
8015 Oversight Fee (3%)	807.24	4,257.30	-3,450.06	23,021.03
8035 Payroll & Accounting Services	10,000.00	10,000.00	0.00	70,000.00
8040 Special Ed Services	18,870.89	2,555.00	16,315.89	62,501.92
8050 Contracted Services - Tech	1,095.18	1,623.89	-528.71	13,883.73
8053 Contracted Services - Misc		8,900.00	-8,900.00	15,465.20
8054 Contracted Services - Afterschool		2,849.08	-2,849.08	13,595.54
8055 Printing	-1,172.39	2,641.71	-3,814.10	1,469.32
8060 Dues & Memberships	450.00		450.00	1,070.00
8505 Board Expenses	833.33	833.33	0.00	5,833.31
8510 Classroom / Teaching Supplies & Materials		14,642.61	-14,642.61	31,936.34
8515 Special Ed Supplies & Materials				1,012.76
8530 Equipment / Furniture		1,038.13	-1,038.13	2,176.39
8535 Telephone / Internet	648.47	648.47	0.00	4,522.12
8540 Technology - Hardware	349.88	437.85	-87.97	5,177.81
8541 Technology - Software	3,670.32	1,762.25	1,908.07	29,898.48
8565 Office Expense	177.21	581.31	-404.10	17,180.04
8570 Staff Development		2,425.00	-2,425.00	9,923.31
8575 Staff Recruitment	744.09	158.72	585.37	1,639.97
8580 Student Recruitment / Marketing		405.00	-405.00	5,892.72
8585 School Meals / Lunch	5,078.94	8,456.61	-3,377.67	51,046.23
8590 Travel (Staff)				2,254.16
8595 Fundraising				524.39
8599 Transportation (student)	732.59	3,800.61	-3,068.02	12,860.86
9005 Insurance Expense	1,983.20	1,983.21	-0.01	11,701.14
9010 Janitorial	3,253.63	3,253.63	0.00	22,713.16
9015 Building and Land Rent / Lease	18,416.97	18,417.27	-0.30	128,920.59
9020 Repairs & Maintenance Bld				210.69
9045 Interest Expense	3,067.22	3,074.48	-7.26	20,320.19
<b>Total Expenditures</b>	<b>\$224,182.26</b>	<b>\$240,523.14</b>	<b>\$ -16,340.88</b>	<b>\$1,619,424.27</b>
NET OPERATING REVENUE	<b>\$ -90,626.94</b>	<b>\$ -44,385.70</b>	<b>\$ -46,241.24</b>	<b>\$ -67,335.37</b>
Other Expenditures				
9050 Depreciation		19,012.91	-19,012.91	38,025.82
<b>Total Other Expenditures</b>	<b>\$0.00</b>	<b>\$19,012.91</b>	<b>\$ -19,012.91</b>	<b>\$38,025.82</b>
NET OTHER REVENUE	<b>\$0.00</b>	<b>\$ -19,012.91</b>	<b>\$19,012.91</b>	<b>\$ -38,025.82</b>
<b>NET REVENUE</b>	<b>\$ -90,626.94</b>	<b>\$ -63,398.61</b>	<b>\$ -27,228.33</b>	<b>\$ -105,361.19</b>

# Pullman Community Montessori

## Balance Sheet

As of March 31, 2024

	TOTAL		
	AS OF MAR 31, 2024	AS OF FEB 29, 2024 (PP)	CHANGE
<b>ASSETS</b>			
Current Assets			
Bank Accounts			
1000 Banner Bank x4353 - PUBLIC Checking	118,430.07	149,719.63	-31,289.56
1001 Banner Bank x4695 - PRIVATE Checking	13,013.20	13,016.20	-3.00
1005 Banner Bank x3234 - PUBLIC Savings	1,095.87	1,095.85	0.02
<b>Total Bank Accounts</b>	<b>\$132,539.14</b>	<b>\$163,831.68</b>	<b>\$ -31,292.54</b>
Accounts Receivable			
1100 Accounts Receivable (A/R)	32,320.46	28,150.36	4,170.10
<b>Total Accounts Receivable</b>	<b>\$32,320.46</b>	<b>\$28,150.36</b>	<b>\$4,170.10</b>
Other Current Assets			
1150 Prepays & Other Assets	26,893.57	28,493.35	-1,599.78
<b>Total Other Current Assets</b>	<b>\$26,893.57</b>	<b>\$28,493.35</b>	<b>\$ -1,599.78</b>
<b>Total Current Assets</b>	<b>\$191,753.17</b>	<b>\$220,475.39</b>	<b>\$ -28,722.22</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	129,365.32	98,744.40	30,620.92
1550 Accumulated Depreciation	-175,694.30	-175,694.30	0.00
<b>Total Fixed Assets</b>	<b>\$644,340.98</b>	<b>\$613,720.06</b>	<b>\$30,620.92</b>
<b>TOTAL ASSETS</b>	<b>\$836,094.15</b>	<b>\$834,195.45</b>	<b>\$1,898.70</b>
<b>LIABILITIES AND EQUITY</b>			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 Accounts Payable	198,916.19	103,739.01	95,177.18
<b>Total Accounts Payable</b>	<b>\$198,916.19</b>	<b>\$103,739.01</b>	<b>\$95,177.18</b>
Other Current Liabilities			
2101 Accrued Accounts & Payroll Payable	56,194.64	61,576.72	-5,382.08
2155 Retirement Payable - DRS	14,590.70	17,779.62	-3,188.92
2156 Health Insurance Payable - SEBB	-33,174.00	-34,926.50	1,752.50
2158 LTD Payable	213.95	306.19	-92.24
<b>Total Other Current Liabilities</b>	<b>\$37,825.29</b>	<b>\$44,736.03</b>	<b>\$ -6,910.74</b>
<b>Total Current Liabilities</b>	<b>\$236,741.48</b>	<b>\$148,475.04</b>	<b>\$88,266.44</b>

# Pullman Community Montessori

## Balance Sheet

As of March 31, 2024

	TOTAL		
	AS OF MAR 31, 2024	AS OF FEB 29, 2024 (PP)	CHANGE
<b>Long-Term Liabilities</b>			
2502 Loan Payable - long-term	781,438.59	782,898.36	-1,459.77
2510 Deferred Rent Liability	101,956.75	96,237.78	5,718.97
<b>Total Long-Term Liabilities</b>	<b>\$883,395.34</b>	<b>\$879,136.14</b>	<b>\$4,259.20</b>
<b>Total Liabilities</b>	<b>\$1,120,136.82</b>	<b>\$1,027,611.18</b>	<b>\$92,525.64</b>
<b>Equity</b>			
2998 Unrestricted Net Assets	-254,827.66	-254,827.66	0.00
2999 Restricted Net Assets	76,146.18	76,146.18	0.00
Net Revenue	-105,361.19	-14,734.25	-90,626.94
<b>Total Equity</b>	<b>\$ -284,042.67</b>	<b>\$ -193,415.73</b>	<b>\$ -90,626.94</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$836,094.15</b>	<b>\$834,195.45</b>	<b>\$1,898.70</b>



**Pullman Community Montessori  
FY 23-24 Budget Status Report  
Mar-24**

	Actual	Budget (Revised)	Over/(Under) Budget	% Received / Spent	Forecast	% of Forecast	Notes
<b>Revenue</b>							
Local Support	22,186	41,786	-19,600	53.09%	11,223	197.69%	<p><b>Reduction in anticipated local donations</b> Drop due to reduced expected AAFTE to 104 Total loss due to enrollment: \$400k Addition of levy equalization: \$140k <b>May not spend full CSP grant</b> Added \$50k WA Charters Grant</p>
State Revenue - General	621,295	1,224,313	-603,018	50.75%	1,197,644	51.88%	
State Revenue - Special Purpose	153,026	295,532	-142,506	51.78%	432,616	35.37%	
Federal Revenue	287,629	568,306	-280,677	50.61%	545,336	52.74%	
Grants & Other Sources	467,952	420,000	47,952	111.42%	420,000	111.42%	
<b>Total Revenue</b>	<b>1,552,089</b>	<b>2,549,937</b>	<b>-997,848</b>	<b>60.87%</b>	<b>2,606,819</b>	<b>59.54%</b>	
<b>Gross Profit</b>	<b>1,552,089</b>	<b>2,549,937</b>	<b>-997,848</b>	<b>60.87%</b>			
<b>Expenditures</b>							
Salaries	715,762	1,065,040	-349,278	67.21%	1,101,385	64.99%	<p><b>Overall \$140k drop in salaries and \$70k drop in benefits</b></p>
Personnel Taxes & Benefits	279,672	452,925	-173,253	61.75%	450,125	62.13%	
Contracted Services	255,706	362,906	-107,200	70.46%	381,968	66.94%	<p>Various small increases (tech support, HOS support, SPED) Increases: classroom supplies, furniture, office expense, meals Decreases: transportation, testing, field trips</p>
School Operations	213,649	242,151	-28,502	88.23%	265,513	80.47%	
Facility Operations & Maintenance	183,866	341,352	-157,486	53.86%	336,660	54.61%	
Contingency		0	0	100.00%	0	100.00%	<b>Contingency 100% used</b>
<b>Total Expenditures</b>	<b>1,648,655</b>	<b>2,464,374</b>	<b>-815,719</b>	<b>66.90%</b>	<b>2,535,652</b>	<b>65.02%</b>	<p>Fiscal Year Elapsed: 58% School Year Elapsed: 72%</p>
<b>Net Operating Revenue</b>	<b>-96,566</b>	<b>85,563</b>	<b>-182,129</b>	<b>-112.86%</b>	<b>71,167</b>	<b>-135.69%</b>	
<b>Net Revenue</b>	<b>-96,566</b>	<b>85,563</b>	<b>-182,129</b>	<b>-112.86%</b>	<b>71,167</b>	<b>-135.69%</b>	
<b>Balance Sheet Expenses</b>							
Bridge Loan Principal	61,127	61,127	0	100.00%	61,127	100.00%	
Balance Sheet Expenditures	61,127	61,127	0	100.00%	61,127	100.00%	
<b>All Expenditures</b>	<b>1,709,782</b>	<b>2,525,501</b>	<b>-815,719</b>	<b>67.70%</b>	<b>2,596,779</b>	<b>65.84%</b>	
<b>Board Approved Expenditures (original)</b>	<b>2,855,976</b>						



**Payroll Check Summary**

*Payroll Runs: 03/08/2024 and 03/25/2024*

**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 April 17,2024, the Board, by a \_\_\_\_\_ vote, approves payments totaling \$73,297.67. The payments are further identified in this document.

Total Payment by Type:  
 Payroll Direct Deposit (\$73,297.67)  
 Manual Checks (\$0)

Secretary	<u>Robin McDonald</u>	Board Member	_____
Board Member	<u>Christopher Albano</u>	Board Member	_____
Board Member	<u>Alan McPhee</u>	Board Member	_____
Board Member	_____		_____

**Accounts Payable Register**

*March 2024*

**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 April 17,2024, the Board, by a \_\_\_\_\_ vote, approves payments totaling \$68,677.74. The payments are further identified in this document.

Total Payment by Type:  
 Electronic Funds Transfer (\$51,526.11)  
 Manual checks (\$17,151.63)

Secretary	<u>Robin McDonald</u>	Board Member	_____
Board Member	<u>Christopher Albano</u>	Board Member	_____
Board Member	<u>Alan McPhee</u>	Board Member	_____
Board Member	_____		_____



**Non-AP Cash Disbursement Register**

*March 2024*

**BOARD CERTIFICATION STATEMENT**

The following payments were paid during March 2024 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 April 17, 2024, the Board, by a \_\_\_\_\_ vote, approves payments totaling \$1,450.42. The payments are further identified in this document.

**Total Payment by Type:**

Debit Card / EFT (\$1,007.62) – comprised mostly of automatic charges (Gusto – payroll provider, Verizon, Microsoft) and

Manual Checks (\$442.80) – meal balance reimbursements

Secretary	<u>Beverley Wolff</u>	Board Member	_____
Board Member	<u>Christopher Albano</u>	Board Member	_____
Board Member	<u>Alan McPhee</u>	Board Member	_____
Board Member	_____		



**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 \$73,297.67 are also approved.

**General Fund  
Accounts Payable**

Total electronic payments totaling \$51,526.11 and  
Check numbers 1106, 1107 and 1111 totaling \$17,151.63

**Non-AP Cash Disbursements**

Total electronic payments totaling \$1,007.62 and  
Manual checks 1108 through 1110 totaling \$442.80

**Payroll**

Total electronic payments totaling \$73,297.67 and  
Payroll check numbers N/A totaling \$0



**Pullman Community Montessori  
Payroll Summary**

**Mar-24**



**Pay Code Totals**

Custodian / Bus Driver	4,493.48
Kitchen Staff	5,769.05
Office Administration	9,213.16
School Administration	15,008.34
Special Education Staff	6,594.62
Student Support Staff	28,858.53
Substitute Teacher	2,494.61
Teacher	20,230.64
<b>Total</b>	<b>92,662.43</b>

**Deduction Totals**

State Pension	6,200.74
State Employees Benefits Board	1,949.50
Supplemental LTD	213.95
Wage Garnishments	-
Federal Income Tax	5,599.39
Social Security	2,662.97
Medicare	1,315.37
WA CARES	537.42
WA Workers' Comp Insurance	395.60
WA Family and Medical Leave Insurance	489.82
<b>Total</b>	<b>19,364.76</b>

**Benefits Totals**

State Pension	9,323.82
State Employees Benefits Board	20,350.00
Social Security	2,662.97
Medicare	1,315.37
WA SUI	1,113.24
WA EAF	27.72
Health Savings Account	-
WA Workers' Comp Insurance	810.36
<b>Total</b>	<b>35,603.48</b>

<b>Direct Deposit Total</b>	<b><u>73,297.67</u></b>
<b>Manual Checks Total</b>	<b><u>-</u></b>

# Pullman Community Montessori

## Bill Payment List

March 2024

DATE	NUM	VENDOR	AMOUNT	MEMO/DESCRIPTION
<b>1000 Banner Bank x4353 - PUBLIC Checking</b>				
03/01/2024	EFT	Raza Development Fund, Inc (v)	-3,340.80	
03/07/2024	1106 (?)	Palouse Residential Designs	-1,200.00	
03/27/2024	EFT	Nathaniel A Porter	-25.00	
03/27/2024	EFT	Nathaniel A Porter	-25.00	
03/27/2024	EFT	Nathaniel A Porter	-25.00	
03/27/2024		Banner Bank	-1,383.35	#553237****1210
03/27/2024		Reflection Sciences	-1,800.00	#1919
03/27/2024		Amazon Capital Services, Inc	-3,018.71	#Multiple
03/28/2024		Ccooper Services	-330.00	Multiple invoices (details on stub)
03/28/2024		First Step Internet	-360.00	Multiple invoices (details on stub)
03/28/2024		Nienhuis	-536.97	Multiple invoices
03/28/2024		Yellow Barn Occupational Therapy, LLC	-2,185.00	Multiple invoices (details on stub)
03/28/2024		Eide Bailly	-4,500.00	Inv EI01644543
03/28/2024		Frost Brown Todd LLP	-227.50	Inv 210430087
03/28/2024		Galexis Technologies	-162.93	Inv 36957
03/28/2024		One Stone, Inc	-2,425.00	Inv 7193
03/28/2024		Teri Lynn Ferentz	-1,407.00	Inv 01/01/2024
03/28/2024		The Standard Insurance Company	-306.19	Inv 756494 0314 2/1
03/28/2024		Friends of Gladish	-514.36	Multiple invoices (details on stub)
03/14/2024	EFT	Great American Insurance Group	-274.83	
03/11/2024	EFT	Great American Insurance Group	-1,708.38	
03/11/2024	EFT	URM Stores Inc	-8,256.61	
03/21/2024	1107	Friends of Gladish	-12,698.00	
03/29/2024	EFT	WA Dept of Retirement Systems	-18,713.48	
03/10/2024	1111	Cleaning Concepts Janitorial	-3,253.63	
<b>Total for 1000 Banner Bank x4353 - PUBLIC Checking</b>			<b>\$ -68,677.74</b>	
Not Specified			<b>\$0.00</b>	

# Pullman Community Montessori

## Non-AP Cash Disbursements

March 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
<b>1000 Banner Bank x4353 - PUBLIC Checking</b>					
03/05/2024	Expenditure		Transparent	ACH transparent clas transpar ACH transparent clas transparen CCD ST-V5X6K7Z3H2S9 42	-195.37
03/11/2024	Expenditure		Magic-Wrighter (e-Funds)	ACH MAGIC-WRIGHTER INVOICE ACH MAGIC-WRIGHTER INVOICE PPD XXXXXXX4841	-34.95
03/11/2024	Expenditure		eFax	CCSI EFAX 6922 HOLLYWOOD BLVD 32 CCSI EFAX 6922 HOLLYWOOD BLVD 323-817-3205CA C# *8765	-18.99
03/13/2024	Expenditure		Microsoft	MSFT * E0300RDM3 1 Microsoft Way MSFT * E0300RDM3 1 Microsoft Way MSBILL.INFOVA C# *876	-35.66
03/22/2024	Expenditure		Verizon Wireless	ACH VERIZON WIRELESS PAYMENTS ACH VERIZON WIRELESS PAYMENTS CCD XXXXXXXX4300001 6223	-348.47
03/27/2024	Check	1110	Karen Metzner		-157.50
03/27/2024	Check	1108	Cassie Reimer		-143.20
03/27/2024	Check	1109	Lara & Nathan Law		-142.10
03/31/2024	Expenditure		Gusto		-371.18
<b>Total for 1000 Banner Bank x4353 - PUBLIC Checking</b>					<b>\$ -1,447.42</b>
<b>1001 Banner Bank x4695 - PRIVATE Checking</b>					
03/01/2024	Expenditure		Banner Bank	Paper statement fee	-3.00
<b>Total for 1001 Banner Bank x4695 - PRIVATE Checking</b>					<b>\$ -3.00</b>

# Coversheet

## 5-Yr Budget Scenario 1

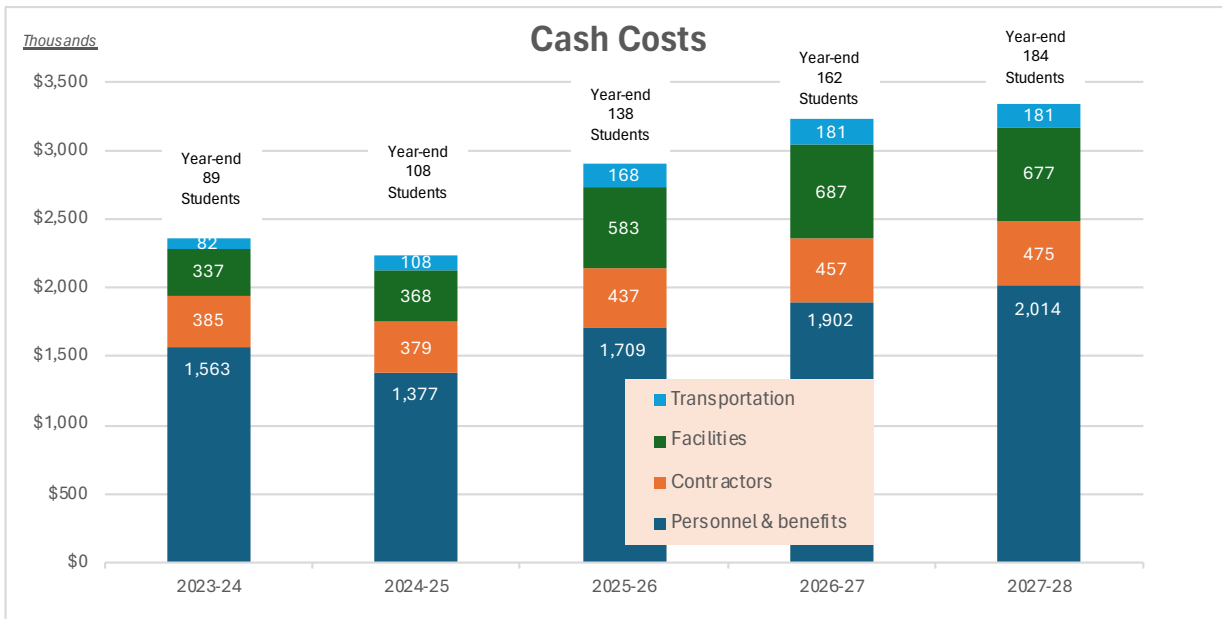
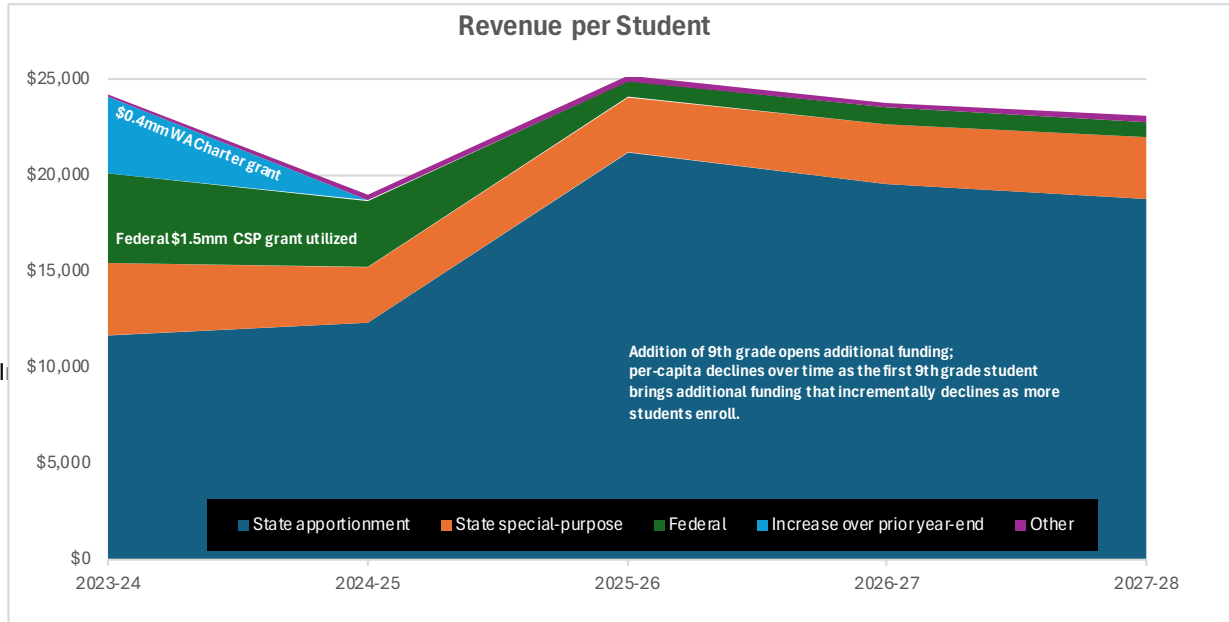
**Section:** IV. Board Goals, Committee & Council Updates  
**Item:** I. 5-Yr Budget Scenario 1  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** 5-year forecast summaries.pdf  
Proposed Curriculum Changes v1.pdf



macphee 04/15/24

Based on JGP model PCM 23-24 Budget Workbook 20240411 (New Model 108)

### Five Year Forecast: 2023-24 - 2027-28

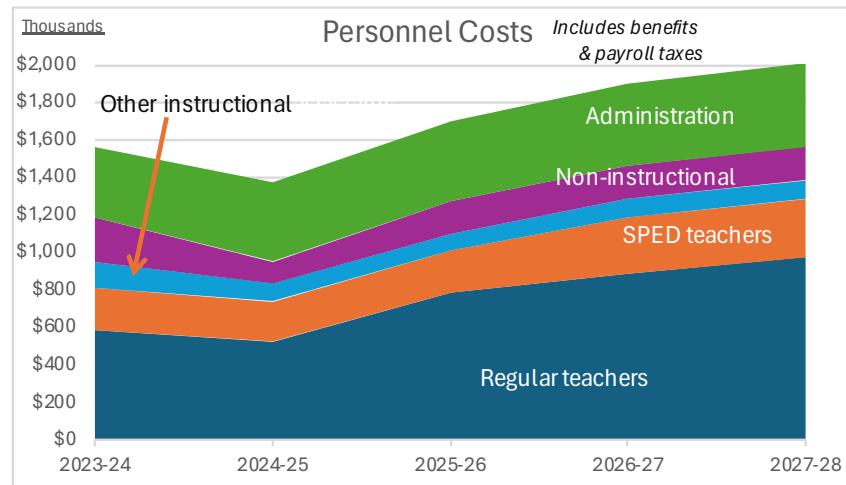
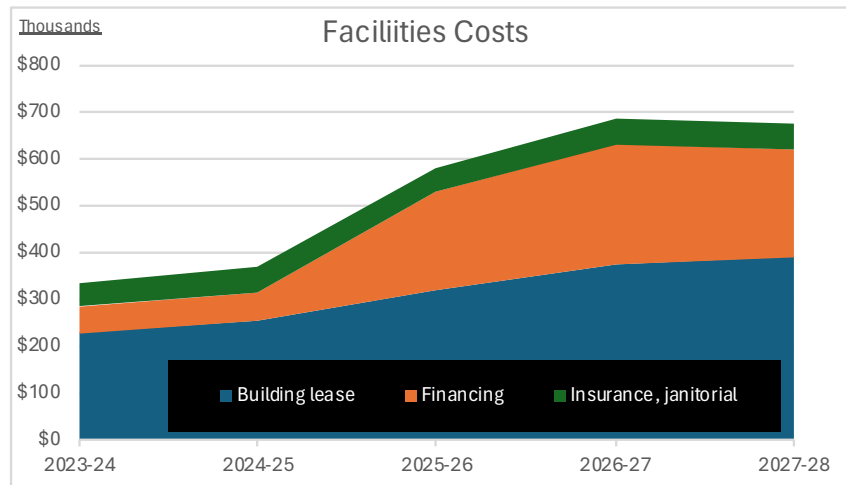
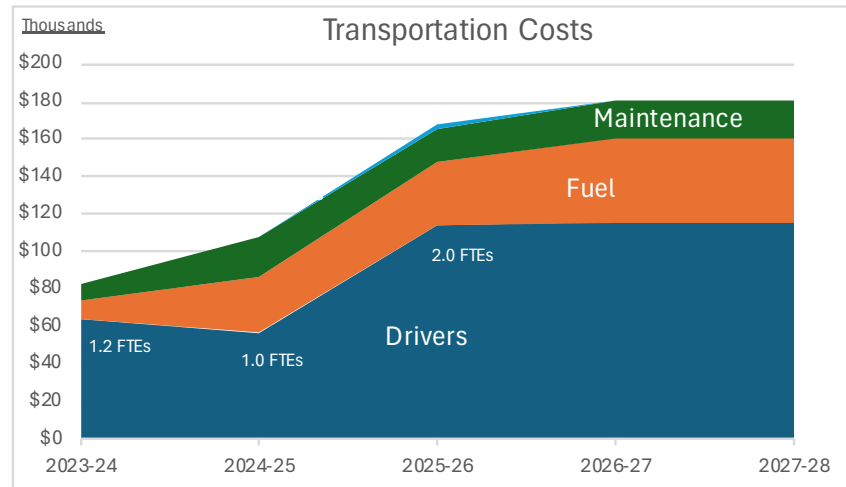
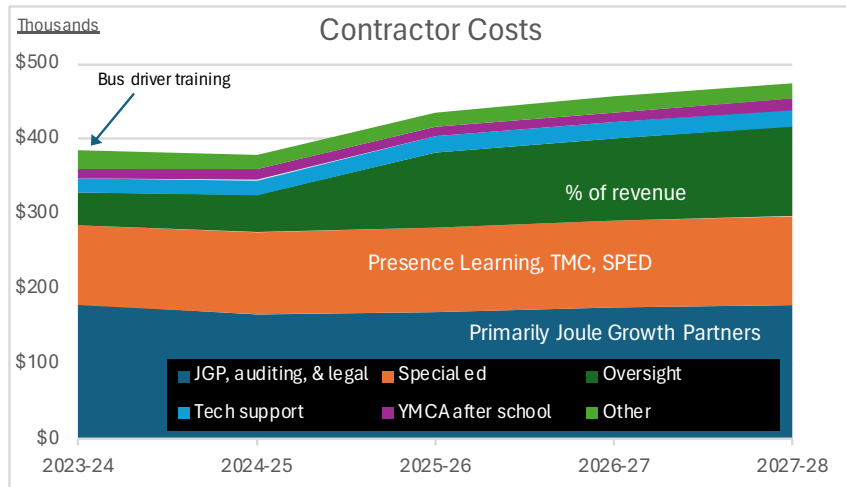




macphee 04/15/24

Based on JGP model PCM23-24 Budget Workbook 20240411 (New Model 108)

### Five Year Forecast: 2023-24 - 2027-28





macphee 04/15/24

Based on JGP model PCM23-24 Budget Workbook 20240411 (New Model 108)

## Five Year Forecast: 2023-24 - 2027-28

	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>
<b>Cash balance at year-end</b>	\$ 98,000	\$ (236,000)	\$ 35,000	\$ 406,000	\$ 988,000
Days' cash on hand at year-end	<b>14</b>	<b>(36)</b>	<b>4</b>	<b>43</b>	<b>99</b>
Cash required for 60 days' on hand	429,000	400,000	527,000	572,000	601,000
<b>Cash shortfall vs covenant</b>	<b>(331,000)</b>	<b>(636,000)</b>	<b>(492,000)</b>	<b>(166,000)</b>	<b>0</b>

<b>Enrollment</b>					
Average	104	108	138	162	184
<b>At year-end</b>	<b>89</b>	<b>108</b>	<b>138</b>	<b>162</b>	<b>184</b>
Of which is K-6	83	94	122	147	172
7-9	6	14	16	15	12
Increase over prior year-end		21%	28%	17%	14%

<b>Personnel FTEs*</b>	<b>20.5</b>	<b>16.5</b>	<b>21.0</b>	<b>23.0</b>	<b>24.0</b>
<i>Of whom are teachers &amp; assistants</i>	8.7	6.5	9.0	10.0	11.0
<i>SPED, nurse, PE, social worker</i>	5.4	4.0	5.0	6.0	6.0
<i>Administrators</i>	3.7	4.0	4.0	4.0	4.0
<i>Food service, bus drivers</i>	2.8	2.0	3.0	3.0	3.0
<i>Adults per student</i>					

<b>Per student (average)</b>					
<b>Revenue</b>	<b>24,229</b>	<b>19,032</b>	<b>25,179</b>	<b>23,777</b>	<b>23,039</b>
<i>Of which is state general purpose</i>	11,669	12,276	21,174	19,514	18,767
<i>State special purpose</i>	3,734	2,956	2,863	3,144	3,166
<i>Federal</i>	4,684	3,471	863	865	872
<i>Other</i>	4,142	330	279	253	234
<b>Cash expenses</b>	<b>24,490</b>	<b>22,507</b>	<b>23,213</b>	<b>21,488</b>	<b>19,875</b>
<i>Of which are for personnel</i>	15,015	12,752	12,382	11,737	10,942
<i>Contractors</i>	3,685	3,513	3,170	2,815	2,583
<i>Operations</i>	2,551	2,278	2,696	1,996	1,994
<i>Facilities</i>	3,240	3,409	4,224	4,242	3,680
<i>Contingency</i>	0	556	741	699	677

<b>Net cash inflows (outflows)</b>					
Net income (loss) before depreciation	\$ (27,000)	\$ (375,000)	\$ 271,000	\$ 371,000	\$ 582,000
Fiscal year timing differences	(544,000)	0	0	0	0
Net loan receipts (payments)	239,000	0	0	0	0
Rent deferral (repayment)	64,000	41,000	0	0	0
<b>Total cash inflow (outflow)</b>	<b>(\$268,000)</b>	<b>(\$334,000)</b>	<b>\$271,000</b>	<b>\$371,000</b>	<b>\$582,000</b>



## **Updates to Curriculum and Instructional Design**

### **Overview:**

The implementation of our current charter did not result in the academic achievement we expected for our students. Challenges we experienced were due to a combination of insufficient planning time for teachers to develop curriculum based on state standards and student needs, the inability to recruit and retain qualified Montessori staff to facilitate a high-fidelity Montessori model, inconsistent implementation of personalized student work plans aligned to state standards, and a lack of clarity for students in how to engage in extensive uninterrupted work blocks (especially those new to the model). This is reflected in low math and ELA student achievement outcomes from our first three years of operation. Thereby, we are requesting changes to two program terms to enable us to address these outcomes in a way that is research-backed and responsive to our students' needs. We have carefully reviewed the Curriculum and Instructional Design section of the originally approved charter application and provide relevant updates to the section below.



EDUCATION PROGRAM TERM #1:	
Approved Element	Proposed Element Change
<p><b>Developmentally appropriate age-grouped classrooms</b></p> <ul style="list-style-type: none"> <li>• Three-year blocking of ages by developmental appropriateness in accordance with international Montessori standards.</li> <li>• Classrooms feature a dual certificated teacher paired with a trained classroom assistant with paraprofessional certification.</li> <li>• Specialized services for special education students (SpEd), ELL, highly capable students (HiCap), and others will be provided in the general education classroom, with staffing support to meet the needs of all students.</li> <li>• Teachers employ an integrated, place-based, Montessori curriculum aligned with all state standards.</li> </ul>	<p><b>Developmentally appropriate age-grouped classrooms</b></p> <ul style="list-style-type: none"> <li>• Multi-age blocking of ages by developmental appropriateness</li> <li>• Classrooms feature a certificated teacher with expertise to instruct the assigned developmental grade paired with a trained classroom assistant when feasible.</li> <li>• Specialized services for special education students (SpEd), ELL, highly capable students (HiCap), and others will be provided in the general education classroom to the greatest extent possible based on student needs, with staffing support to meet the needs of all students.</li> <li>• Teachers employ an integrated, place-based, Montessori inspired curriculum aligned with all state standards.</li> </ul>
Rationale and Research Basis	Observable Indicators
<ul style="list-style-type: none"> <li>• Research shows that without the ability to properly implement the Montessori Model with fidelity, particularly in grades participating in state testing (3-8) due to the increased accountability demands of both the Montessori Model and implementation of state assessments, the quality and rigor of the academic program greatly decreases (Flemming et.al., 2023). The Montessori Model holds a rigorous demand for teacher Montessori certification and Washington State requires that teachers also hold an Elementary Education Certification. This dual certification requirement can create</li> </ul>	<ol style="list-style-type: none"> <li>1. <b>Developmentally appropriate mixed age classrooms:</b> Classroom age groupings will adhere to the developmentally appropriate groupings defined by student academic and social emotional assessment scores which will be reviewed quarterly to determine transition needs and grouping shifts. On-going professional development on data-driven decision making to inform developmentally appropriate groupings will be implemented.</li> <li>2. <b>Transitions and progression:</b> Mixed aged classrooms feature smooth transitions both throughout the day and as students progress through age groupings. Students will focus</li> </ol>

EDUCATION PROGRAM TERM #2	
Approved Element	Proposed Element Change
<p><b>Self-directed learning environment</b></p> <ul style="list-style-type: none"> <li>Morning and afternoon blocks of uninterrupted work time build focus and respects students' work.</li> <li>Students build agency over their education by taking increasing ownership in the creation of personalized work plans (PWP) that incorporate their interests, setting SMART goals, reflecting on progress, and recalibrating.</li> <li>Learner-centered classrooms, where freedom is expanded with show of responsibility, builds intrinsic motivation. Flexible work groups, where students may work alone or in teacher-devised groups, provide another avenue for building agency, displaying responsibility, practicing collaboration skills, and participating in group problem solving.</li> </ul>	<p><b>Self-directed learning environment</b></p> <ul style="list-style-type: none"> <li>Morning and afternoon blocks will consist of structured time spent on core content subjects (math and ELA).</li> <li>Students build agency over their learning through place-based, Montessori inspired projects.</li> <li>Learner-centered classrooms, where freedom is expanded with show of responsibility, builds intrinsic motivation. Flexible work groups, where students may work alone or in teacher-devised groups, provide another avenue for building agency, displaying responsibility, practicing collaboration skills, and participating in group problem solving.</li> </ul>
Rationale and Research Basis	Observable Indicators
<ul style="list-style-type: none"> <li>Math/ELA scores indicate changes are needed. We propose to adopt a high quality CCSS aligned curriculum in these areas, have more structured lessons to build skills and understanding. We intend to partner with Instruction Partners, to provide appropriate professional development for our staff. Our agreement with Instruction Partners also covers costs for adoption of high-quality instructional materials, and we would use this to purchase math and ELA curriculum. PCM would form curriculum adoption committees which would select an adoption rubric, review potential curriculum, solicit feedback</li> </ul>	<ol style="list-style-type: none"> <li><b>Core Content Blocks:</b> Core content blocks will be observable through the daily scheduling of ELA and Math at dedicated times each day.</li> <li><b>Educator implementation:</b> Educator implementation of curriculum delivery will be evidenced by participation in the following types of professional development:                         <ul style="list-style-type: none"> <li>Adopted curriculum professional development</li> <li>Data driven instructional decision making</li> <li>Ongoing formal and informal coaching.</li> </ul> </li> <li><b>Student-driven, personalized work plans:</b> Student-driven, personalized work plans will be evidenced by implementation</li> </ol>

# Coversheet

## Board Update on Response to Commission

**Section:** IV. Board Goals, Committee & Council Updates  
**Item:** J. Board Update on Response to Commission  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** PCM Draft Corrective Action Plan\_ Student Safety Revised RM.docx  
Weekly HOS Review WE 040524.pdf



### **SAFETY CORRECTIVE ACTION PLAN**

On February 29, 2024, the Commission notified Pullman Community Montessori (PCM) that it was required to take immediate correction of safety deficiencies pursuant to WAC 108-40-040(2). In addition, PCM was required to propose a safety plan to improve safety in certain areas and to prevent recurrence of the identified safety problems. PCM proved a proposed safety plan on March 7, but the plan required additional work. All corrective action must be fully implemented, and all noncompliance corrected as soon as possible.

### **Charter Contract Section 15.1 Oversight and Enforcement**

The Commission manages, supervises, and enforces the Contract. It oversees the School’s performance under the Contract and holds the School accountable to performance of its obligations as required by federal and state laws and regulations, the Performance Framework, as well as the terms of the Contract. This may include, but is not limited to, taking corrective action, development of corrective action plans, imposing sanctions, renewal, revocation, or termination of the Contract.

<b>SAFETY CORRECTIVE ACTION PLAN</b>
<p><b>Reference, Authority and Issue, including but not limited to:</b> Charter contract provisions §§ 4.1, 5.1, 5.2, 5.4, 5.11 and Applicable Law (including but not limited to WAC 108-40-040(2), RCW 28A.710.040(2)(a)).</p>
<p><b>Commission Findings Requiring Corrective Action:</b></p> <ul style="list-style-type: none"> <li>● <b>The Commission has received a pattern of complaints from current and/or former staff and parents of the school reporting:</b> <ul style="list-style-type: none"> <li>○ <b>Student elopement on multiple different days.</b></li> <li>○ <b>Unsafe student behavior that interrupts the educational and working environment, is harmful to themselves and others, and creates a physically and emotionally unsafe environment, including student(s) throwing chairs, students’ heads being pushed against the wall, and/or kicking others on multiple different days.</b></li> <li>○ <b>Severe student bullying including at least one account of a student telling another student commit suicide multiple times, at least one account of a student threatening to kill another student’s entire family, and at least two students being punched, in school and/or on the school bus.</b></li> <li>○ <b>Additional incidents of safety issues where students were either physically harmed or threatened with harm were also reported in the current/former staff and parent meetings and communications, along with concerns of a lack of responsiveness to the safety issues by the school.</b></li> </ul> </li> </ul>

- Students and staff feeling fearful for their safety at school, that there is inadequate supervision of students to keep them safe, and being afraid to go to school.

**Safety Corrective Action Plan (CAP) should include elements that address the following:**

- **A safety plan that includes the following elements:**
  - **A plan to prevent student elopement and a description of how the School will inform the Commission of student elopement incidents.**
  - **A plan to ensure and enhance student safety at the school and on the school bus.**
  - **A plan to provide staff professional development and direct support for challenging student behaviors.**
  - **A plan to obtain an independent evaluation of multi-tiered system of support practices, policies, and procedures that includes: a focus on behaviors at the school; a discipline review; universal supports; and Tiers 1, 2, and 3 supports. The evaluation should include recommendations and an implementation plan.**
  - **A plan for how the school will respond to harassment, intimidation and bullying without fear of retaliation.**
  - **A plan for the Board to ensure compliance with the safety plan.**

**SCHOOL’S PROPOSED PLAN  
(TO BE COMPLETED BY THE SCHOOL)**

**Description of Corrective Action**

- Pullman Community Montessori has created a safety plan including the following steps which are required to be implemented:
  - **Sharing with the Commission a [Safety Plan Tracker](#) to be updated daily by school staff for the remainder of the 2023-24 school year showing:**
    - Every safety incident
      - HIB, including cyberbullying, reported by staff, parents, or students
      - Any Threat Assessment initiated
      - Any incident requiring response from school security staff
      - Any incidents on school bus as reported by drivers, parents, or students
      - Any unplanned lockdowns/drills
      - Any known instances of suicidal ideation
    - Every elopement
    - Every disciplinary action
    - Daily % of students in attendance
    - Daily % of staff in attendance
    - Student withdrawals

- Any staff changes (resignations, changes to official duties)
- The data above will be shared with the full Board of Directors and discussed monthly as part of a public Board meeting.
- **Collaborating with Comprehensive School Safety Specialist at ESD 101 to obtain and implement school safety coaching and support, including:**
  - A desk review of the school's Emergency Plan, Safety Plan, and safety related policies and procedures
  - Review of the trainings staff have received with respect to safety
  - Review of the school's safety related data (PCM will provide data to ESD 101)
  - A walkthrough of the school and classrooms
  - Interviewing the school Safety Officer/Incident Commander and other staff
  - An analysis of elopement data and recommendations on strategies to reduce elopements.
  - Issuing a report from ESD 101 with findings and recommendations, including training or resources that can be offered to improve the school's implementation **to be shared with the Commission within 3 days of receipt from ESD 101, and no later than June 1<sup>st</sup>, 2024.**
  - If recommendations are made, a follow-up walkthrough will be conducted to observe implementation fidelity and effectiveness.
- **Implement an anonymous safety hotline to report safety incidents to an independent third party that must be shared with all families and staff**
  - WA Family Advocacy Board has agreed to host an email address "[PCMsafety@wafab.org](mailto:PCMsafety@wafab.org)" for the school. This has been implemented and will be in place for the duration of this Safety Corrective Action Plan.
  - Continue to advertise the anonymous safety hotline in parent communications weekly.
- **A plan to prevent student elopement and a description of how the School will inform the Commission of student elopement incidents.**
  - The school will refresh all staff on the de-escalation protocol to minimize student elopement by the end of day on April 19<sup>th</sup>
  - The school will provide professional development to staff on April 15, 2024, to review the Safety Plan and the elopement protocol with current staff.
  - The school is informing the Commission of student elopement instances via the above linked Safety Plan tracker.
- **A plan to ensure and enhance student safety at the school and on the school bus.**

- The school will have the interim head of school review and refine its [Threat Assessment Process](#) by April 12, 2024, and share the revised version with the Commission by April 19<sup>th</sup>, 2024.
  - The school will review and enforce its HIB policy and procedure and school bus behavior policy outlined in the Transportation Handbook by April 12, 2024. These are found in the Family Handbook and shared with each enrolled family.
- **A plan to provide staff professional development and direct support for challenging student behaviors.**
  - In addition to the Safety Plan review PD that occurred on April 5<sup>th</sup>, the TMC continues to provide coaching to each classroom team and the Director of Specialized Programs. Attached is the scope of TMC support the school is receiving.
  - TMC is working closely with the Director of Special Education and Interim Head of the School to identify high leverage moves to support staff in de-escalation teaching strategies and also developing plans to support students in Tier 2 and 3 related to behaviors that is in alignment with school policies and special education law.
  - The TMC engaged in a site visit on March 25, 2025, where feedback from the visit was used to develop and implement professional development about de-escalation strategies in the moment for Instructional Guides and Instructional Aides by the Interim Head of School.
  - PCM's Interim Head of School, Director of Special Education and School Counselor are working with staff to address concerns relating to effective de-escalation and addressing behaviors to reduce restraints and elopements. These methods include specific targeted professional development, classroom observations, coaching cycles, communicating with and partnering with families and following our discipline policy to apply ISS and OSS, if and when appropriate
  - The Interim Head of the School has crafted a [professional development](#) regimen covering Classroom Management and Conflict Resolution specifically related to opportunities identified during observations and began implementing this training during designated professional development time which is scheduled every Friday at 1pm beginning April 5<sup>th</sup>, 2024.
- **A plan to obtain an independent evaluation of multi-tiered system of support practices, policies, and procedures that includes: a focus on behaviors at the school; a discipline review; universal supports; and Tiers 1, 2, and 3 supports. The evaluation should include recommendations and an implementation plan.**
  - Board of Trustees is working with interim school leadership Jeneille Branen, who is a former charter public school principal, Title 1 Director, and Special Education Director. Ms. Branen has been reviewing the MTSS procedures, including Tiers 1-3 behavioral and academic interventions, as part of her interim leadership by April 26<sup>th</sup>. In addition, the Board will be contracting with Dr. Mike Dunn, Professor of Special Education and Literacy at WSU Vancouver, to conduct a desk review of the MTSS plan and remote classroom observations to evaluate the school's academic intervention. After reviewing the current processes, a plan of action will be developed to support all students to be highly engaged in a safe learning

environment. The school will share the results of this review with the Commission and the Board within 3 business days once it is shared with the school, no later than June 30th, 2024.

- **A plan for how the school will respond to harassment, intimidation and bullying without fear of retaliation.**
  - The school will review and enforce its HIB policy and procedure.
  - PCM board will contract with a third-party investigator to look into the harassment and retaliation claims that have been presented to the school. The results of this investigation will be shared with the Commission within one week of receiving the report, and no later than April 30, 2024.
- **A plan for the Board to ensure compliance with the safety plan**
  - The board reviewed the Safety Plan and approved it on March 4, 2024. The school will add a data tracker of “safety incidents” to its [monthly dashboard](#). This will include:
    - Every safety incident
    - Every elopement
    - Every disciplinary Action
    - Daily % of students in attendance
    - Daily % of staff in attendance
    - Withdrawals
    - Any staff changes (resignations, changes to official duties)
  - The board chair will meet with the Interim Head of School weekly to monitor safety concerns. These meetings will be used to discuss current opportunities and progress around student safety, utilizing the data from the previous week’s Daily Attendance and Safety Trackers. These meetings will be recorded utilizing the Interim Head [of School Weekly Review](#) and shared with the entire board for transparency and accountability.

<b>Title/Role(s) of Responsible Persons:</b> Robin McDonald, Pullman Community Montessori Board Chair Pullman Community Montessori Board	<b>Expected Date of Completion:</b> June 30, 2024
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<b>Evidence of Completion of the Safety Corrective Action:</b> ●
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<b>Description of Internal Monitoring Procedures:</b> ●
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**Safety CORRECTIVE ACTION PLAN APPROVAL SECTION**



<b>(To Be Completed By The Commission)</b>	
<p><b>Reference, Authority and Issue:</b> See page 1 of Corrective Action Plan above.</p>	<p><b>Safety Corrective Action Plan Status:</b></p>
	<p><b>Status Date:</b></p>
<p><b>Basis for Decision:</b></p>	
<p><b>Required Elements of Progress Report(s):</b> The Commission is requiring Pullman Community Montessori to submit evidence of the following to complete the Corrective Action.</p> <p><b>Corrective Action Plan Must:</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>	
<p><b>Progress Report Due Date(s):</b></p>	

# Weekly Interim HOS Review 04/15/2024

For WE 04/05/2024

1. Review Safety Tracking from previous week and discuss.
  - a. How many Nautilus calls? **4**
  - b. How many involved restraint & isolation? **2**
  - c. What factors contributed to the incident? **Transition challenges**
  - d. How many students were involved over the week? **TBD – I do not have access to these details at this time**
  - e. What staff were present? **TBD – I do not have access to these details at this time**
  - f. What was done or could've been done to prevent? **Identify triggering events during times of transition, work with staff and students to develop behaviors and identify tools to make these times more manageable. Working with Families to practice these behaviors at home, too.**
2. Enrollment & Attendance
  - a. Attendance % **87.6%**
  - b. Total Enrollment **85**
  - c. Enrollments **0**
  - d. Withdrawals **1**
3. Opportunities and Wins (discuss observations, Staff feedback, Friday PD, etc...) **In partnership with students, staff, and families, a safe space has been set up to mimic the classroom where students who are struggling with transitions and experiencing challenges at the start of the day will have a safe space to build good habits and routines that they will be able to take back with them to the classroom. We will begin utilizing this space today.**