



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

## Pullman Community Montessori

### PCM Regular Board Meeting

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#### **Date and Time**

Thursday May 16, 2024 at 5:30 PM PDT

#### **Location**

PCM Board of Trustees regular board meetings are held in the Gladish Community and Cultural Center room 115. 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 5:30 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 5:30 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>5:30 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: 04-18-2024	Approve Minutes	Beverley Wolff	1 m
Please come with amendments ready to put in the chat.			
<b>D.</b> Approve Meeting Minutes: 05-02-2024 Board Meeting Working Session	Approve Minutes	Beverley Wolff	1 m
<b>E.</b> Board Updates		Robin McDonald	5 m
<p>We were business of the month at the Chamber of Commerce Luncheon and had the opportunity to present our travelling museum exhibit that was created by the Adolescent Community and give a brief speech regarding who we are. We were able to make a connection with a potential new member and put ourselves out in front of the community.</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>5:39 PM</b>
<b>A.</b> Making Public Comments	FYI	Beverley Wolff	15 m
<p>Welcome! If you would like to make public comment you will be called on in the order you logged in/arrived.</p> <ul style="list-style-type: none"> <li>• We generally allow 5 minutes for presentation of personal comments/questions/concerns/grievances.</li> <li>• You may view our PCM Grievance and Conflict Resolution Policy and Procedures <a href="#">here</a>.</li> <li>• Public comment should be shared with the board in writing in advance of the board meeting for us to better address your consideration.</li> </ul>			

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

**5:54 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)

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

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**

**6:04 PM**

- |   |     |              |      |
|---|-----|--------------|------|
| <p><b>A.</b> Individual Board Member Reports</p> <p>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.</p> | FYI | All Trustees | 10 m |
| <p><b>B.</b> LSEC (Leadership Support &amp; Evaluation Committee) Report</p> <p>Currently inactive.</p>   | FYI | Bev Wolff    |      |
| <p><b>C.</b> DC (Development Committee) Report</p> <p>Currently inactive</p>  | FYI | NA           |      |
| <p><b>D.</b> GC (Governance Committee) Report</p>   | FYI | NA           |      |

	Purpose	Presenter	Time
Currently inactive			
<b>E.</b> EEC (Educational Excellence Committee) Report Under Formation.	FYI	Beverley Wolff	1 m
<b>F.</b> SCC (Support & Coordination Council) Report	FYI	Kimberley Casper	10 m
<p><b>Specialized Purpose of the SCC:</b> 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.</p> <p><b>Rationale:</b> PCM is committed to a continuous family and community engagement process that spans the life of the school.</p> <p><b>SCC Participants:</b> Current PCM Families and Staff.</p>			
<b>G.</b> FC (Finance Committee) Report for April To inform your questioning remember your resources:	Vote	Alan MacPhee	5 m
<p><a href="#">50+ Smart Questions to Ask About Your Schools Finances</a></p> <p><a href="#">Board&lt;&gt;Staff Financial Contract</a></p>			
<b>H.</b> Board Update on Response to Commission	Discuss	Robin McDonald	20 m
<p>The Trustees will review responses to the Commission and delegates will provide updates on where we are in the process.</p> <ul style="list-style-type: none"> <li>• Corrective Action Plan</li> <li>• MTSS review (Multi- tiered systems of support)</li> <li>• One IA position filled for AC</li> <li>• Weekly meeting between Interim HOS and Board Chair</li> <li>• Update on third party investigation</li> <li>• Academic Performance Framework School Feedback</li> </ul>			
<b>V. Other Business</b>			
<b>VI. Closing Items</b>			<b>6:50 PM</b>
<b>A.</b> Adjourn Meeting	Vote	Robin McDonald	1 m

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

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

# Coversheet

## Approve Meeting Minutes: 04-18-2024

**Section:** I. Opening Items  
**Item:** C. Approve Meeting Minutes: 04-18-2024  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for PCM Regular Board Meeting on April 18, 2024

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## Pullman Community Montessori

### Minutes

#### PCM Regular Board Meeting

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**Date and Time**

Thursday April 18, 2024 at 5:15 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 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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**Trustees Present**

A. MacPhee, B. Wolff, C. Albano (remote), E. Ramos, M. Bosley, R. McDonald, S. Bixby (remote)

**Trustees Absent**

*None*

**Trustees who arrived after the meeting opened**

E. Ramos

**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 Apr 18, 2024 at 5:19 PM.

**C. Approve Meeting Minutes: 03-21-2024**

A. MacPhee made a motion to approve the minutes from PCM Regular Board Meeting on 03-21-24.

C. Albano seconded the motion.

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

**Roll Call**

M. Bosley Aye

R. McDonald Aye

E. Ramos Absent

B. Wolff Aye

C. Albano Aye

S. Bixby Aye

A. MacPhee Aye

E. Ramos arrived at 5:21 PM.

**D.**



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

A. MacPhee made a motion to approve the minutes from Board Meeting Special on 03-25-24.

E. Ramos seconded the motion.

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

**Roll Call**

- B. Wolff Aye
- R. McDonald Aye
- S. Bixby Aye
- C. Albano Aye
- M. Bosley Aye
- A. MacPhee Aye
- E. Ramos Aye

**E. Approve Board Meeting Working Session Minutes: 4/4/2024**

A. MacPhee made a motion to approve the minutes from Board Meeting - Working Session on 04-04-24.

C. Albano seconded the motion.

On second page, capitalize Efren's name

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

**Roll Call**

- E. Ramos Aye
- S. Bixby Aye
- M. Bosley Aye
- C. Albano Aye
- B. Wolff Aye
- A. MacPhee Aye
- R. McDonald Aye

**F. Board Updates**

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.

The PCM Board welcomes Efren, Stephanie and Michelle to the board and thanks them for their willingness to step up and answer the call to serve on the board.

The PCM Board of Trustees consists of seven trustees, which is in compliance with our by-laws.

The PCM Board can have up to 11 trustees, so please reach out to [board@myPCM.org](mailto:board@myPCM.org) if you would like information on applying to join the board.

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

### A. Board Dashboard Update

The HOS was not available at this board meeting to provide a report. The report was provided by Trustee Robin [PCM\\_Board\\_Dashboard\\_04-01-2024.xlsx](#)

## III. Board Goals, Committee & Council Updates

### A. Individual Board Member Reports

Each trustee briefly presented on their progress towards individual goals and tasks. Additionally, trustees reported 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

Kim provided an update from the Support & Coordination Council.

To share videos or comments please email : [pcmneeds@gmail.com](mailto:pcmneeds@gmail.com)

### G. FC (Finance Committee) Report for February

A. MacPhee made a motion to Approve the February Financials.

C. Albano seconded the motion.

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

#### Roll Call

S. Bixby Aye

M. Bosley Aye

C. Albano Aye

B. Wolff Aye

R. McDonald Aye

A. MacPhee Aye

E. Ramos Aye

### H. FC (Finance Committee ) Report for March

Trustees will reviewed the March financials as presented and recommended by the finance committee.

A. MacPhee made a motion to 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.

C. Albano seconded the motion.

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

**Roll Call**

M. Bosley Aye  
A. MacPhee Aye  
S. Bixby Aye  
E. Ramos Aye  
C. Albano Aye  
B. Wolff Aye  
R. McDonald Aye

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

A draft scenario of a financially feasible 5-year budget for K-9 with staffing adjustments was reviewed by the Trustees. The trustees carefully examined the enrollment assumptions.

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

The Trustees reviewed responses to the Commission and delegates provided updates on where they 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

[PCM Draft Corrective Action Plan\\_ Student Safety Revised RM.docx](#)  
[Weekly HOS Review WE 040524.pdf](#)

**IV. Other Business**

**A. Executive Session**

The PCM Board of Trustees moved into **executive session at: for 30 minutes for the following reason:** *To review the performance of a public employee (any final actions must be taken in public).*

Entered: 7:02pm | Returned: 7:32 PM

***The Board came out of executive session and requested five more minutes to conclude their discussion.***

Entered: 7:34pm | Returned: 7:39pm

B. Wolff made a motion to Change investigators for our third party investigation.

C. Albano seconded the motion.

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

**Roll Call**

R. McDonald Aye

B. Wolff Aye

E. Ramos Aye

M. Bosley Aye

A. MacPhee Aye

C. Albano Aye

S. Bixby Aye

**V. Closing Items**

**A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:43 PM.

Respectfully Submitted,

R. McDonald

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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](#)

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# Coversheet

## Approve Meeting Minutes: 05-02-2024 Board Meeting Working Session

**Section:** I. Opening Items  
**Item:** D. Approve Meeting Minutes: 05-02-2024 Board Meeting Working Session  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Board Meeting--Working Session on May 2, 2024

DRAFT



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## Pullman Community Montessori

### Minutes

#### Board Meeting--Working Session

Board Work Session

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#### Date and Time

Thursday May 2, 2024 at 5:15 PM

#### Location

PCM Board of Trustees regular and working board meetings are held in the Gladish Community and Cultural Center room 115. To increase accessibility we offer a virtual option for attendance. If you have difficulty accessing the remote meeting link please call 509-336-5909.

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#### Trustees Present

A. MacPhee (remote), C. Albano, E. Ramos, M. Bosley, R. McDonald, S. Bixby

#### Trustees Absent

B. Wolff

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#### Trustees who arrived after the meeting opened

M. Bosley

### **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 to order on Thursday May 2, 2024 at 5:41 PM.

## **II. Board Updates and Action Items**

### **A. Board Updates**

The PCM Board of Trustees gave updates on the following:

- Governance vs Management
- Response to the Commission's Notice to Revoke
- Response to Commissions Notice of Perceived Problem Updates - hiring of an additional IA to bring us into compliance with charter term of each class having a guide and IA, Student Advisory Council formed and meeting regularly.
- Third party Investigation
- Board Dashboard - review enrollment, restraints, elopement and attendance data
- Review of weekly meeting between Interim Head of School and Board Chair report

M. Bosley arrived at 5:46 PM.

### **B. Action Items**

The board discussed and planned for the following action items:

- Academic Performance Framework
- Formation of Needed committees to work on planning for rest of this academic year and future year - budget, policy review, website, school organizational needs (e.g. classroom arrangements, calendar)
- Rotation of board members to attend SCC meetings
- Chamber luncheon
- Scheduling joint board/SCC town hall to review in more detail proposed changes to educational model

### **C.**

### **Q and A for board members**

Board members asked questions and shared information as a way to help new board members get up to speed on board business.

## **III. Closing Items**

### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:18 PM.

Respectfully Submitted,  
R. McDonald

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

- PCM Revocation Response\_4.19.2024 (1).pdf
- Weekly HOS Review WE 041924.pdf
- Weekly HOS Review WE 042624.pdf
- PCM Board Dashboard 05-01-2024.xlsx
- PullmanCommunityMontessori\_APF\_2022-23\_Draft.pdf
- APF School Feedback Form 2022-23.docx



# Coversheet

## FC (Finance Committee) Report for April

**Section:** IV. Board Goals, Committee & Council Updates  
**Item:** G. FC (Finance Committee) Report for April  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** 2024\_05\_14\_finance\_committee\_monthly\_meeting\_packet.pdf



## Pullman Community Montessori

### Finance Committee Monthly Meeting

#### Date and Time

Tuesday May 14, 2024 at 5:00 PM PDT

The Finance Committee meeting will be held via Zoom. See link in summary page or copy below and paste into a web browser:

<https://us06web.zoom.us/j/5020445948?pwd=bFFCbk1GMkE2M2ZPaWVEVGJzeEM2UT09&omn=89961485698%20%20Meeting%20ID:%20502%20044%205948%20Passcode:%20djF9wu>

***This meeting will be recorded.***

#### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>5:00 PM</b>
<b>A. Record Attendance</b>		Alan MacPhee	1 m
<b>B. Call the Meeting to Order</b>		Alan MacPhee	2 m
Grounding questions for the Finance Committee:			
<ul style="list-style-type: none"> <li>• Do we believe that our internal policies and procedures are being followed?</li> <li>• What is our current cash balance, and are we confident in PCM's ability to meet short term cash needs?</li> <li>• How are our actuals to budget performing? If there have been material variances*, what is the root cause?</li> <li>• How do our "big projects" affect financial affairs (e.g. enrollment, fundraising)?</li> </ul>			

	Purpose	Presenter	Time
*Material variance = 10% <b>and</b> \$10,000 variance from budget			
<b>C.</b>	Welcome	Alan MacPhee	5 m
	Committee members		
	Joule Growth Partners		
	Guests		
	Meeting environment		
<b>D.</b>	Approve Minutes	Alan MacPhee	2 m
	Approve Minutes		

Please review the prior meeting minutes in advance and come to the meeting with any amendments in writing that can be added to the Zoom chat. This makes recording changes quick and easy.

Approve minutes for Finance Committee Monthly Meeting on April 15, 2024

**II. Finance Committee 5:10 PM**

<b>A.</b>	Guidance	Discuss	Alan MacPhee	15 m
	A discussion of internal controls			
	A look at BoardOnTrack			
	A clarification of fundraising for PTAs, PTOs, and parent councils			
<b>B.</b>	Review April Financials	Discuss	Alan MacPhee	15 m
	If you are able, please review the school financials below prior to the meeting.			
	1. Dashboard (high level view of main metrics)			
	2. Income statement budget/actual/forecast			
	3. Balance Sheet			
	4. Payroll and AP certifications and registers			

<b>C.</b>	Preparation of 2024-25 budget and five year forecast	Discuss	Alan MacPhee	5 m
	Budget team			
	General timeline			

<b>D.</b>	Discussion	Discuss	Alan MacPhee	14 m
	Time is reserved for discussion. If not needed, we will adjourn early, although Alan will stay live until 6:00.			

	Purpose	Presenter	Time
<b>III. Closing Items</b>			<b>5:59 PM</b>
<b>A. Adjourn Meeting</b>	Discuss		1 m

# Coversheet

## Approve Minutes

**Section:** I. Opening Items  
**Item:** D. Approve Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Finance Committee Monthly Meeting on April 15, 2024

DRAFT



**PULLMAN PUBLIC  
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MONTESSORI K-9**

## Pullman Community Montessori Minutes

### Finance Committee Monthly Meeting

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#### Date and Time

Monday April 15, 2024 at 5:00 PM

#### Location

Virtual (Zoom)

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The Finance Committee meeting will be held via Zoom:

Topic: Finance Committee

Time: Apr 15, 2024 05:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

[https://us06web.zoom.us/j/5020445948?](https://us06web.zoom.us/j/5020445948?pwd=bFFCbK1GMkE2M2ZPaWVEVGJzeEM2UT09&omn=86991795460)

[pwd=bFFCbK1GMkE2M2ZPaWVEVGJzeEM2UT09&omn=86991795460](https://us06web.zoom.us/j/5020445948?pwd=bFFCbK1GMkE2M2ZPaWVEVGJzeEM2UT09&omn=86991795460)

Meeting ID: 502 044 5948

Passcode: djF9wu

***This meeting was recorded approximately ten minutes after beginning due to failure to start recording. Many thanks to Kathleen for sharing her recording.***

***Please note that recordings are provided as a courtesy, but are not required as a quorum of board members is not present.***

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#### Committee Members Present

A. MacPhee (remote), K. Casper (remote), K. Wolff (remote)

**Committee Members Absent**

*None*

**Guests Present**

B. Wolff (remote), D. Schneider (remote), K. Silberstein (remote), M. Paolini (remote)

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**I. Opening Items**

**A. Record Attendance**

**B. Guests**

Also present were Italiana of the WA Charter School Commission, and pseudonymed community members.

**C. Call the Meeting to Order**

A. MacPhee called a meeting of the Finance Committee Committee of Pullman Community Montessori to order on Monday Apr 15, 2024 at 5:04 PM.

**D. Introductions**

Alan introduced new Committee members Kim and Kaitlin, observers Dave and Bev, and Joule Growth Partners ("JGP") representatives Matt and Katie. Alan described JGP's role as strategic partners in keeping PCM's books of record, providing financial analysis, and rendering expert counsel on matters relating to governance and third parties.

**E. Approve Minutes**

K. Casper made a motion to Approve the minutes from Finance Committee (FC) Meeting on 03-19-24.

K. Wolff seconded the motion.

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

**Roll Call**

A. MacPhee Aye

K. Casper Aye

K. Wolff Aye

**II. Finance Committee (FC)**

**A. Review March Financials**

Alan reviewed March financial reports detailed in the agenda, noting expense items with material variances from budget, and described the functions of the balance sheet and

disbursement registers for approval by the Board. Matt of JGP answered various questions about financial results.

No vote was taken, as none is required of the Finance Committee.

**B. Discuss 5-year forecast**

Alan discussed a graphical summary of the 5-year forecast, noting the decrease in revenue from 2023-24 to 2024-25 as attributable to enrollment and the presence of certain grants in 2023-24 that are not currently expected to recur in 2024-25.

No vote was taken, as none is required of the Finance Committee.

**III. Closing Items**

**A. Establish recurring Finance Committee meeting times**

Alan proposed, and the committee agreed, to Finance Committee meetings occurring three working days prior to regular monthly Board meetings, so long as the date occurs later than the accounting close (which requires 9 working days). When less than three days fall between the accounting close and the Board meeting, the Finance Committee meeting will be delayed to facilitate the close.

**B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:57 PM.

Respectfully Submitted,

A. MacPhee

Following adjournment, a review of the financials was provided by Alan and Matt for the benefit of those unable to access the meeting from the beginning, and unable to access document links.

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**Documents used during the meeting**

- Resignation from PCM Board - Aubree\_Redacted.pdf
- 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

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**Grounding Docs:** [FC Description & Responsibilities](#) , [Bylaws](#) (read committees section)

# Coversheet

## Guidance

**Section:** II. Finance Committee  
**Item:** A. Guidance  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** PTO PTA Council.pdf

**From:** Bely Luu <Bely@wacharters.org>  
**Subject:** RE: Business practices  
**Date:** May 12, 2024 at 9:40:47 PM PDT  
**To:** Alan McPhee <alanm@mypcm.org>

Hi Alan,

All of these groups can fundraise, but they differ in how they operate.

**PTA** (Parent-Teacher Association): typically affiliated with the National PTA and part of a bigger network, often following the national bylaws and advocacy goals. They may have to follow fundraising guidelines set by the national PTA. Here is more information about starting a PTA in

WA: <https://www.pta.org/home/About-National-Parent-Teacher-Association/join/start-a-pta>

**PTO** (Parent-Teacher Organization): Independent organization with its own policies and priorities. It's more common for charters in Washington to start up a PTO. Some PTOs might start up their own 501c3 to do independent fundraising and other activities. Starting a nonprofit is not required unless the organization fundraises for more than \$50K per year and pays others to carry out activities of the organization. I've linked a [self-assessment guide](#) to determine if/when to register as a charity with the WA Secretary of State. Given the time constraint, the best way to fundraise is for PTO to support the school with fundraising efforts and facilitate the funds through the school's 501c3 status.

**Parent Council:** This group generally works collaboratively with the school's administration. They tend to focus on school improvement and serve as liaisons between the school and parents. They may collaborate with the PTO to bring more families to support the school.

Let me know if you'd like to chat further.

Best,  
Bely

**Bely Luu | Director of Innovative Schools | she/her**  
**Washington State Charter Schools Association (WA Charters)**

**From:** Alan McPhee <alanm@mypcm.org>  
**Sent:** Sunday, May 12, 2024 4:07 PM  
**To:** Bely Luu <Bely@wacharters.org>  
**Subject:** Re: Business practices

Hi Bely!

The parent group would like some clarification of what is a PTA vs PTO vs parent council, and what kinds of fundraising each can do. Do you have a primer or WA code citation?

With gratitude,

Alan

PCM board treasurer

# Coversheet

## Review April Financials

**Section:** II. Finance Committee  
**Item:** B. Review April Financials  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:**

1. PCM Finance Dashboard 24 04.pdf
2. PCM BvA 24 04.pdf
3. PCM Balance Sheet 24 04.pdf
4. PCM Payroll and AP Certification 24 04.pdf
- 4a. PCM Payroll Report 24 04.pdf
- 4b. PCM AP Register 24 04.pdf
- 4c. PCM Non-AP Register 24 04.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>	79%	100%	●	<i>Current enrollment: 86 (AAFTE: 107.5) Budget: 136 SPED: 20.4 budget, 26.57 actual</i>
2.	<b>Public Revenue Received as a % of overall budget</b> <i>Measures rate of receipt of public funds to date</i>	70%	67%	●	<i>Enrollment revenue loss approx \$400k Levy equalization received (63% without)</i>
3.	<b>Private Revenue Received as a % of overall budget</b> <i>Measures progress against fundraising goals</i>	129%	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>	76%	67%	●	<i>No summer 2024 purchases for SY24-25 will push spending down</i>
5.	<b>Cash on Hand</b> <i>Measures operational and financial stability</i>	Current: \$310k 44 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:**

- **May enrollment?**
- **Cash:** levy equalization received in April (\$140k) to help with closing out the fiscal year
- **Material Variances – actual & approaching (\$10k & 10%):** legal (\$32k over, 314%); 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:** \$30k





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

	Actual	Budget (Revised)	Over/(Under) Budget	% Received / Spent	Forecast	% of Forecast	Notes
<b>Revenue</b>							
<b>Local Support</b>	26,166	41,786	-15,620	62.62%	11,223	233.14%	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
<b>State Revenue - General</b>	829,350	1,224,313	-394,963	67.74%	1,197,644	69.25%	
<b>State Revenue - Special Purpose</b>	339,049	295,532	43,517	114.73%	432,616	78.37%	
<b>Federal Revenue</b>	290,513	568,306	-277,793	51.12%	545,336	53.27%	
<b>Grants &amp; Other Sources</b>	529,173	420,000	109,173	125.99%	420,000	125.99%	
<b>Total Revenue</b>	<b>2,014,251</b>	<b>2,549,937</b>	<b>-535,686</b>	<b>78.99%</b>	<b>2,606,819</b>	<b>77.27%</b>	
<b>Gross Profit</b>	<b>2,014,251</b>	<b>2,549,937</b>	<b>-535,686</b>	<b>78.99%</b>			
<b>Expenditures</b>							
<b>Salaries</b>	799,362	1,065,040	-265,678	75.05%	1,101,385	72.58%	Overall \$140k drop in salaries and \$70k drop in benefits
<b>Personnel Taxes &amp; Benefits</b>	313,474	452,925	-139,451	69.21%	450,125	69.64%	
<b>Contracted Services</b>	313,657	362,906	-49,249	86.43%	381,968	82.12%	Various small increases (tech support, HOS support, SPED) Increases: classroom supplies, furniture, office expense, meals Decreases: transportation, testing, field trips
<b>School Operations</b>	221,939	242,151	-20,212	91.65%	265,513	83.59%	
<b>Facility Operations &amp; Maintenance</b>	208,621	341,352	-132,731	61.12%	336,660	61.97%	
<b>Contingency</b>		0	0		0	100.00%	Contingency 100% used
<b>Total Expenditures</b>	<b>1,857,053</b>	<b>2,464,374</b>	<b>-607,321</b>	<b>75.36%</b>	<b>2,535,652</b>	<b>73.24%</b>	Fiscal Year Elapsed: 67%
<b>Net Operating Revenue</b>	<b>157,198</b>	<b>85,563</b>	<b>71,635</b>	<b>183.72%</b>	<b>71,167</b>	<b>220.89%</b>	School Year Elapsed: 82%
<b>Net Revenue</b>	<b>157,198</b>	<b>85,563</b>	<b>71,635</b>	<b>183.72%</b>	<b>71,167</b>	<b>220.89%</b>	
<b>Balance Sheet Expenses</b>							
<b>Bridge Loan Principal</b>	61,127	61,127	0	100.00%	61,127	100.00%	
<b>Balance Sheet Expenditures</b>	61,127	61,127	0	100.00%	61,127	100.00%	
<b>All Expenditures</b>	<b>1,918,180</b>	<b>2,525,501</b>	<b>-607,321</b>	<b>75.95%</b>	<b>2,596,779</b>	<b>73.87%</b>	
<b>Board Approved Expenditures (original)</b>	<b>2,855,976</b>						



# Pullman Community Montessori

## Balance Sheet As of April 30, 2024

	TOTAL		
	AS OF APR 30, 2024	AS OF MAR 31, 2024 (PP)	CHANGE
<b>ASSETS</b>			
Current Assets			
Bank Accounts			
1000 Banner Bank x4353 - PUBLIC Checking	296,138.55	118,430.07	177,708.48
1001 Banner Bank x4695 - PRIVATE Checking	13,010.20	13,013.20	-3.00
1005 Banner Bank x3234 - PUBLIC Savings	1,095.89	1,095.87	0.02
<b>Total Bank Accounts</b>	<b>\$310,244.64</b>	<b>\$132,539.14</b>	<b>\$177,705.50</b>
Accounts Receivable			
1100 Accounts Receivable (A/R)	5,626.48	32,320.46	-26,693.98
<b>Total Accounts Receivable</b>	<b>\$5,626.48</b>	<b>\$32,320.46</b>	<b>\$ -26,693.98</b>
Other Current Assets			
1110 Undeposited Funds	1,750.00	0.00	1,750.00
1150 Prepays & Other Assets	25,293.79	26,893.57	-1,599.78
<b>Total Other Current Assets</b>	<b>\$27,043.79</b>	<b>\$26,893.57</b>	<b>\$150.22</b>
<b>Total Current Assets</b>	<b>\$342,914.91</b>	<b>\$191,753.17</b>	<b>\$151,161.74</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	130,253.38	129,365.32	888.06
1550 Accumulated Depreciation	-175,694.30	-175,694.30	0.00
<b>Total Fixed Assets</b>	<b>\$645,229.04</b>	<b>\$644,340.98</b>	<b>\$888.06</b>
<b>TOTAL ASSETS</b>	<b>\$988,143.95</b>	<b>\$836,094.15</b>	<b>\$152,049.80</b>
<b>LIABILITIES AND EQUITY</b>			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 Accounts Payable	93,354.04	198,988.97	-105,634.93
<b>Total Accounts Payable</b>	<b>\$93,354.04</b>	<b>\$198,988.97</b>	<b>\$ -105,634.93</b>
Other Current Liabilities			
2101 Accrued Accounts & Payroll Payable	61,400.78	56,194.64	5,206.14
2155 Retirement Payable - DRS	12,294.08	14,590.70	-2,296.62
2156 Health Insurance Payable - SEBB	-33,272.00	-33,174.00	-98.00
2158 LTD Payable	149.92	213.95	-64.03
<b>Total Other Current Liabilities</b>	<b>\$40,572.78</b>	<b>\$37,825.29</b>	<b>\$2,747.49</b>
<b>Total Current Liabilities</b>	<b>\$133,926.82</b>	<b>\$236,814.26</b>	<b>\$ -102,887.44</b>



# Pullman Community Montessori

## Balance Sheet

As of April 30, 2024

	TOTAL		
	AS OF APR 30, 2024	AS OF MAR 31, 2024 (PP)	CHANGE
<b>Long-Term Liabilities</b>			
2502 Loan Payable - long-term	779,971.52	781,438.59	-1,467.07
2510 Deferred Rent Liability	104,523.80	101,956.75	2,567.05
<b>Total Long-Term Liabilities</b>	<b>\$884,495.32</b>	<b>\$883,395.34</b>	<b>\$1,099.98</b>
<b>Total Liabilities</b>	<b>\$1,018,422.14</b>	<b>\$1,120,209.60</b>	<b>\$ -101,787.46</b>
<b>Equity</b>			
2998 Unrestricted Net Assets	-274,827.66	-254,827.66	-20,000.00
2999 Restricted Net Assets	96,146.18	76,146.18	20,000.00
Net Revenue	148,403.29	-105,433.97	253,837.26
<b>Total Equity</b>	<b>\$ -30,278.19</b>	<b>\$ -284,115.45</b>	<b>\$253,837.26</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$988,143.95</b>	<b>\$836,094.15</b>	<b>\$152,049.80</b>





**Payroll Check Summary**

*Payroll Runs: 04/10/2024 and 04/25/2024*

**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 May 28,2024, the Board, by a \_\_\_\_\_ vote, approves payments totaling \$61,908.01. The payments are further identified in this document.

Total Payment by Type:  
 Payroll Direct Deposit (\$61,908.01)  
 Manual Checks (\$0)

Secretary	<u>Robin McDonald</u>	Board Member	<u>Michelle Bosley</u>
Board Member	<u>Christopher Albano</u>	Board Member	<u>Beverley Wolff</u>
Board Member	<u>Alan McPhee</u>	Board Member	<u>Stephanie Bixby</u>
Board Member	<u>Efren Ramos</u>		

**Accounts Payable Register**

*April 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 May 28,2024, the Board, by a \_\_\_\_\_ vote, approves payments totaling \$223,603.52. The payments are further identified in this document.

Total Payment by Type:  
 Electronic Funds Transfer (\$180,284.60)  
 Manual checks (\$43,318.92)

Secretary	<u>Robin McDonald</u>	Board Member	<u>Michelle Bosley</u>
Board Member	<u>Christopher Albano</u>	Board Member	<u>Beverley Wolff</u>
Board Member	<u>Alan McPhee</u>	Board Member	<u>Stephanie Bixby</u>
Board Member	<u>Efren Ramos</u>		



**Non-AP Cash Disbursement Register**

*April 2024*

**BOARD CERTIFICATION STATEMENT**

The following payments were paid during April 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 May 28,2024, the Board, by a \_\_\_\_\_ vote, approves payments totaling \$1,289.87. The payments are further identified in this document.

**Total Payment by Type:**

Debit Card / EFT (\$1,289.87) – comprised mostly of automatic charges (Gusto – payroll provider, Verizon, Microsoft) and

Manual Checks (\$0.00) – meal balance reimbursements

Secretary	<u>Robin McDonald</u>	Board Member	<u>Michelle Bosley</u>
Board Member	<u>Christopher Albano</u>	Board Member	<u>Beverley Wolff</u>
Board Member	<u>Alan McPhee</u>	Board Member	<u>Stephanie Bixby</u>
Board Member	<u>Efren Ramos</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 \$61,908.01 are also approved.

**General Fund  
Accounts Payable**

Total electronic payments totaling \$\$180,284.60 and  
Check numbers 1112 and 1113 totaling \$43,318.92

**Non-AP Cash Disbursements**

Total electronic payments totaling \$1,289.87 and  
Manual check numbers N/A totaling \$0

**Payroll**

Total electronic payments totaling \$61,908.01 and  
Payroll check numbers N/A totaling \$0

**Pullman Community Montessori  
Payroll Summary**

**Apr-24**



**Pay Code Totals**

Custodian / Bus Driver	3,458.08
Kitchen Staff	4,828.20
Office Administration	8,440.95
School Administration	8,119.24
Special Education Staff	6,594.62
Student Support Staff	22,284.88
Substitute Teacher	1,534.45
Teacher	23,715.09
<b>Total</b>	<b>78,975.51</b>

**Deduction Totals**

State Pension	5,318.01
State Employees Benefits Board	2,030.00
Supplemental LTD	149.92
Wage Garnishments	-
Federal Income Tax	4,421.80
Social Security	2,824.56
Medicare	1,115.70
WA CARES	458.05
WA Workers' Comp Insurance	331.99
WA Family and Medical Leave Insurance	417.47
<b>Total</b>	<b>17,067.50</b>

**Benefits Totals**

State Pension	7,909.94
State Employees Benefits Board	19,800.00
Social Security	2,824.56
Medicare	1,115.70
WA SUI	710.79
WA EAF	23.70
Health Savings Account	-
WA Workers' Comp Insurance	673.11
<b>Total</b>	<b>33,057.80</b>

**Direct Deposit Total** **61,908.01**

**Manual Checks Total** **-**



# Pullman Community Montessori

## Bill Payment List

April 2024

DATE	NUM	VENDOR	AMOUNT
<b>1000 Banner Bank x4353 - PUBLIC Checking</b>			
04/10/2024	EFT	Great American Insurance Group	-274.83
04/09/2024	EFT	Great American Insurance Group	-1,708.37
04/11/2024	EFT	URM Stores Inc	-5,151.72
04/01/2024	EFT	Raza Development Fund, Inc (v)	-3,340.80
04/12/2024		Katherine Jeneille Branen	-5,000.00
04/15/2024	1112	Wild Mutt Handyman Services	-30,620.92
04/19/2024	1113	Friends of Gladish	-12,698.00
04/24/2024		Katherine Jeneille Branen	-5,000.00
04/25/2024	EFT	Banner Bank	-1,761.97
04/26/2024	EFT	Joule Growth Partners	-10,000.00
04/26/2024	EFT	Joule Growth Partners	-10,000.00
04/26/2024	EFT	True Measure Collaborative	-2,175.00
04/26/2024	EFT	True Measure Collaborative	-2,175.00
04/29/2024		Galexis Technologies	-3,843.44
04/29/2024		HCA - SEBB	-45,836.00
04/29/2024		PresenceLearning, Inc	-14,890.89
04/29/2024		The Great Books Foundation	-12,102.93
04/29/2024		The Standard Insurance Company	-363.87
04/29/2024		Washington State Auditor's Office	-4,099.20
04/29/2024		Eide Bailly	-17,000.00
04/29/2024		First Step Internet	-180.00
04/29/2024		Friends of Gladish	-1,123.19
04/29/2024		Frost Brown Todd LLP	-45.50
04/29/2024		Jones Truck & Implement	-3,068.24
04/29/2024		Kutak Rock LLP	-11,725.00
04/29/2024		Yellow Barn Occupational Therapy, LLC	-1,045.00
04/29/2024		YMCA of the Palouse	-2,849.08
04/30/2024	EFT	WA Dept of Retirement Systems	-15,524.57
<b>Total for 1000 Banner Bank x4353 - PUBLIC Checking</b>			<b>\$ -223,603.52</b>



# Pullman Community Montessori

## Non-AP Cash Disbursements

April 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
<b>1000 Banner Bank x4353 - PUBLIC Checking</b>					
04/04/2024	Expenditure		Transparent	ACH Transparent Clas Transpar ACH Transparent Clas Transparen CCD ST-S8V5H0W5I3F9 18	-185.34
04/08/2024	Expenditure		Gusto		-279.20
04/10/2024	Expenditure		Magic-Wrighter (e-Funds)	ACH MAGIC-WRIGHTER INVOICE ACH MAGIC-WRIGHTER INVOICE PPD XXXXXX4841	-34.95
04/10/2024	Expenditure		eFax	CCSI EFAX 6922 HOLLYWOOD BLVD 32 CCSI EFAX 6922 HOLLYWOOD BLVD 323-817-3205CA C# *8765	-18.99
04/12/2024	Expenditure		Banner Bank	Wire Transfer Fee Prior Business Wire Transfer Fee Prior Business Day Transaction	-15.00
04/15/2024	Expenditure		Microsoft	MSFT *<E0300RRG5 MSBILL.INFOWA C MSFT *<E0300RRG5 MSBILL.INFOWA Card# *8765	-33.99
04/23/2024	Expenditure		Verizon Wireless	ACH VERIZON WIRELESS PAYMENTS ACH VERIZON WIRELESS PAYMENTS CCD XXXXXXXX4300001 6223	-348.22
04/30/2024	Expenditure		Gusto		-371.18
<b>Total for 1000 Banner Bank x4353 - PUBLIC Checking</b>					<b>\$ - 1,286.87</b>
<b>1001 Banner Bank x4695 - PRIVATE Checking</b>					
04/01/2024	Expenditure		Banner Bank	Paper statement fee	-3.00
<b>Total for 1001 Banner Bank x4695 - PRIVATE Checking</b>					<b>\$ -3.00</b>

# Coversheet

## Board Update on Response to Commission

**Section:** IV. Board Goals, Committee & Council Updates  
**Item:** H. Board Update on Response to Commission  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** APF School Feedback Form 2022-2023 PCM.pdf  
PCM\_Draft\_Corrective\_Action\_Plan\_\_Student\_Safety\_Revised\_RM.docx  
Weekly HOS Review WE 051024.pdf  
Weekly HOS Review WE 050324.pdf

SCHOOL:	Pullman Community Montessori
Measure	School Response
Measure 1. State Accountability	No response submitted.
Measure 2a. Proficiency Geographic Comparison	<p>Trying to fully implement a Montessori model in our school presented challenges we did not anticipate, especially regarding staffing but including some instructional gaps. To address these challenges, we hope to partner with the Charter School Commission to amend our educational program terms to include adopting new ELA and Math curriculums and implementing subject specific instructional blocks. If approved, these changes will be implemented for the 2024-2025 school year.</p> <p>To add additional context to PCM’s proficiency scores, a majority of the students who are drawn to our school were not thriving in the traditional public school system. Many had historically not performed well or had come to us with IEPs, our focus was on improvement and growth, which is reflected in our school specific goals and our SGPs by equity group which cannot be shared publicly due to the n size of the groups.</p> <p>While we’re proud of the growth measured by the school specific goals, we recognize the importance of setting our sights higher in the coming years and shifting our focus from improving to achieving and exceeding the current academic standards.</p>
Measure 2b. Growth Geographic Comparison	<p>The publicly visible data for our growth is not representative of our population due to privacy concerns. Due to the small size of our student body, identifying specific demographic groups could lead to identifying specific students.</p> <p>In 2022-23, only 16 students were tested that generated an SGP. SGP scores require 2 years of testing data, therefore only our 4th, 5th and 6th grade students generated a score. We have significant highlights to share for subgroups, including students with disabilities, low income and highly capable. However, due to the small group, those scores are suppressed from the public facing report card and we are restricted from sharing the scores publicly.</p>
Measure 2c. Graduation Rate Geographic Comparison	Does not apply to our school at this time.
Measure 2d. EL Progress	Not available.
Measure 2e. Regular Attendance	We recognize the impact of absenteeism on student achievement and success. Because of this, we understand that it is critical that we implement a comprehensive plan, in



	<p>partnership with our Board, to improve our overall attendance results.</p> <p>This will include partnership with parents and staff to ensure that our attendance policies are clearly communicated and adhered to. We will also utilize the attendance tracking and notification services available through our current platform, Parentsquare, to ensure our families have the most current and up to date information regarding their students' attendance and receive support and feedback regularly from their classroom guides when opportunities arise.</p> <p>We understand that attendance can serve as an early warning sign for underlying issues such as bullying, learning difficulties, and anxiety. It can also have a dramatic impact on a student's performance and engagement in school. Where regular attendance can contribute to lifelong skills such as punctuality and responsibility, frequent absences can hinder social development and lead to feelings of isolation. This is why addressing these concerns now, in our first 5 years, is so important.</p>
<p>Measure 2f. 9<sup>th</sup> Graders on Track</p>	<p>Does not apply to our school at this time.</p>
<p>Measure 2g. Dual Credit</p>	<p>Does not apply to our school at this time.</p>
<p>Measure 3a. School-Specific Goals</p>	<p>Our school philosophy centers around meeting students where they're at. For that reason, our goals focused around growth for students who perform lower based on proficiency for our school specific goals.</p> <p>We conduct MAPS testing three times per year in order to revise instructional plans and assign Tier 1 and 2 interventions to address classroom specific as well as more targeted needs within the student population.</p> <p>We are also working with Instructional Partners to develop curriculum and administer professional development for staff specifically designed for our students and their educational goals.</p>



### **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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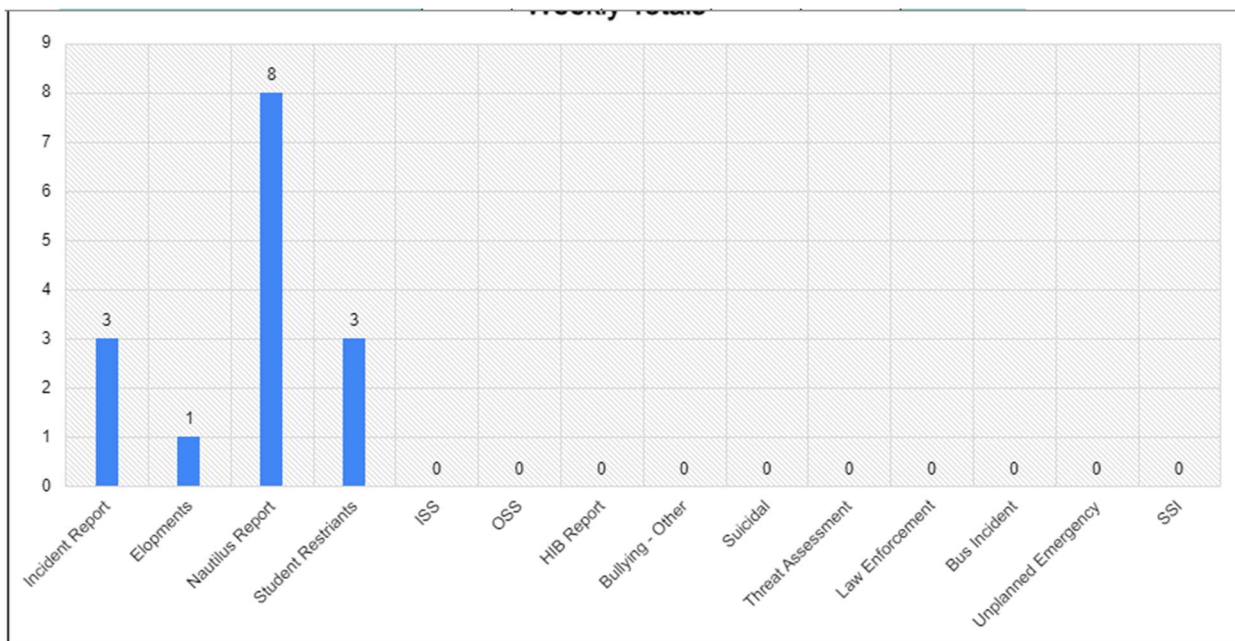
<b>Description of Internal Monitoring Procedures:</b> ●
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**Safety CORRECTIVE ACTION PLAN APPROVAL SECTION**

<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 WE 05/10

1. Review Safety Tracking from previous week and discuss.



2. Enrollment & Attendance

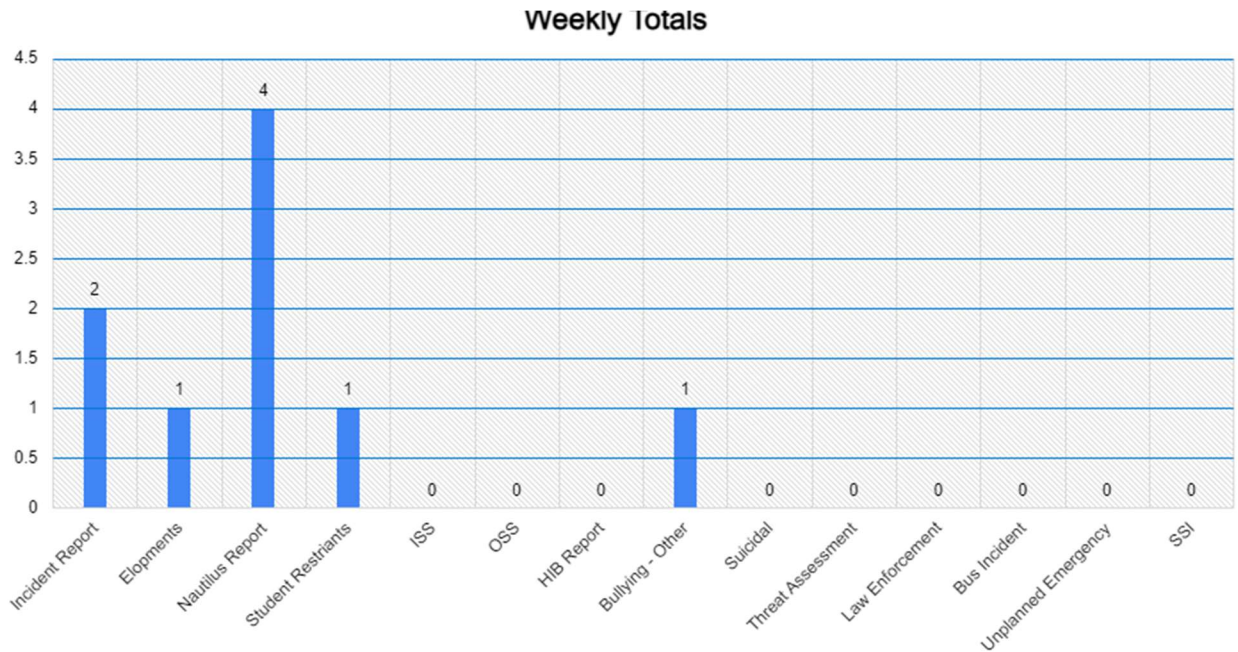
Student Attendance & Enrollment	Monday	Tuesday	Wednesday	Thursday	Friday	Total for week
	5/6/2024	5/7/2024	5/8/2024	5/9/2024	5/10/2024	
# of withdrawals	0	0	0	0	0	0
# of POTENTIAL withdrawals	0	0	0	0	0	0
# of POTENTIAL enrollments	0	0	0	0	0	0
# of enrollments	0	0	0	0	0	0
<b>Total Enrollment</b>	80	80	80	80	80	
# of students absent	8	10	9	7	8	42
<b>Daily % of students in attendance</b>	90%	88%	89%	91%	90%	90%

3. Opportunities and Wins (discuss observations, Staff feedback, Friday PD, etc...) - Maegan returned on Thursday at limited duty. Met with commission staff Friday for regular Quarterly School Review – Continue to work through new behavior concerns, have been giving specific students tasks and activities helping in the school community to improve engagement



## Weekly Interim HOS Review WE 05/03

- Review Safety Tracking from previous week and discuss.



- Enrollment & Attendance

Student Attendance & Enrollment	Monday	Tuesday	Wednesday	Thursday	Friday	Total for week
	4/29/2024	4/30/2024	5/1/2024	5/2/2024	5/3/2024	
# of withdrawals	0	0	6	0	0	6
# of POTENTIAL withdrawals	6	0	0	0	2	8
# of POTENTIAL enrollments	0	0	0	0	0	0
# of enrollments	0	0	0	0	0	0
<b>Total Enrollment</b>	86	86	86	80	80	
# of students absent	17	13	17	17	16	80
Daily % of students in attendance	80%	85%	80%	79%	80%	81%

- 

Opportunities and Wins (discuss observations, Staff feedback, Friday PD, etc...) – This week has been a challenge with Maegan on leave, the team has been focused on keeping things moving forward with our most challenging students, but have noticed an uptick of behavioral concerns with other students in the class. Will try to keep substitutes in same classes when possible to remain consistent. Continuing classroom observations and delivering feedback to instructors to better identify behaviors before they require interventions.