



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

## Pullman Community Montessori

### PCM Regular Board Meeting

---

#### Date and Time

Thursday June 20, 2024 at 5:15 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)

---

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 June, time for public testimony has been scheduled for this meeting.

---

**Agenda**

	Purpose	Presenter	Time
--	---------	-----------	------

**I. Opening Items 5:15 PM**

<b>A.</b>	Record Attendance	Robin McDonald	1 m
-----------	-------------------	----------------	-----

<b>B.</b>	Call the Meeting to Order	Robin McDonald	1 m
-----------	---------------------------	----------------	-----

<b>C.</b>	Finance Update	Katie Silberstein	15 m
-----------	----------------	-------------------	------

Katie Silberstein from JGP will provide an update on current finances.

<b>D.</b>	Approve Meeting Minutes: 05-16-2024	Approve Minutes	Beverley Wolff	1 m
-----------	-------------------------------------	-----------------	----------------	-----

Please come with amendments ready to put in the chat.

<b>E.</b>	Approve Meeting Minutes 05-30-2024	Approve Minutes		5 m
-----------	------------------------------------	-----------------	--	-----

<b>F.</b>	Approve Meeting Minutes: 06-03-2024 Board Meeting Working Session	Approve Minutes	Beverley Wolff	1 m
-----------	---	-----------------	----------------	-----

<b>G.</b>	Approve Meeting Minutes 06-04-2024	Approve Minutes		5 m
-----------	------------------------------------	-----------------	--	-----

<b>H.</b>	Approve Meeting Minutes 06-13-2024	Approve Minutes		5 m
-----------	------------------------------------	-----------------	--	-----

**II. Public Comment 5:49 PM**

<b>A.</b>	Making Public Comments	FYI	Beverley Wolff	15 m
-----------	------------------------	-----	----------------	------

Welcome! If you would like to make public comment you will be called on in the order you logged in/arrived.

- 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](#).

	Purpose	Presenter	Time
	<ul style="list-style-type: none"> <li>• Public comment should be shared with the board in writing in advance of the board meeting for us to better address your consideration.</li> <li>• Please email to <a href="mailto:board@mypcm.org">board@mypcm.org</a> or submit in paper form to the PCM office in Gladish Community and Cultural Center.</li> <li>• You should receive confirmation of receipt of your written statement within 48 hours of submission.</li> </ul>		
<b>III. Closure Team Update &amp; Compliance Check-in</b>			<b>6:04 PM</b>
<p>Per <a href="#">PCM's Charter School Contract</a> with the Commission, PCM Trustees should regularly review the <a href="#">Statement of Assurances</a> to ensure we are fulfilling our obligation to the contract.</p> <p>For public transparency this is a copy of the <a href="#">Commission's Oversight Guidance Manual</a></p> <p>As we are now in the process of closing the school and dissolving the 501(c)3 entity as part of the Charter Contract revocation process, this space will be utilized to discuss our progress related to this process..</p> <p>For public transparency this is a copy of the Commission's <a href="#">Closing Guidance Handbook</a>.</p>			
<b>A. Closure Update</b>	FYI	Robin McDonald	15 m
<ul style="list-style-type: none"> <li>• Closure Timeline <ul style="list-style-type: none"> <li>◦ Support Students Family and Staff</li> <li>◦ Manage Contracts</li> <li>◦ Manage Assets</li> </ul> </li> <li>• Dissolution Resolution</li> <li>• <a href="#">DES Process</a></li> <li>• Ongoing PRR responsiveness</li> </ul>			
<b>IV. Other Business</b>			
<b>V. Closing Items</b>			<b>6:19 PM</b>
<b>A. Adjourn Meeting</b>	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

## Finance Update

<b>Section:</b>	I. Opening Items
<b>Item:</b>	C. Finance Update
<b>Purpose:</b>	FYI
<b>Submitted by:</b>	
<b>Related Material:</b>	4a. PCM Detailed BvA 24 05.pdf 4. PCM BvA 24 05.pdf 3. PCM Balance Sheet 24 05.pdf 2. PCM Income Statement 24 05.pdf 5b. PCM AP Register 24 05.pdf 5c. PCM Non-AP Register 24 05.pdf 5a. PCM Payroll Report 24 05.pdf 5. PCM Payroll and AP Certification 24 05.pdf 1. PCM Finance Dashboard 24 05.pdf

# Pullman Community Montessori

## Budget vs. Actuals: Revised Budget

September 2023 - May 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Revenue</b>				
3100 Local Donations	17,087.48	25,000.00	-7,912.52	68.35 %
3198 Sales - School Meals	7,171.80	16,786.00	-9,614.20	42.72 %
3199 Local Income - misc	2,587.31		2,587.31	
3201 Interest Income (Public)	0.17		0.17	
3520 Private Foundations / Grants	529,173.25	420,000.00	109,173.25	125.99 %
4000 General Apportionment	873,238.26	1,224,313.00	-351,074.74	71.32 %
4021 Special Education - General Apportionment	13,918.86	22,295.00	-8,376.14	62.43 %
4121 Special Education - State	134,266.83	189,597.00	-55,330.17	70.82 %
4155 Learning Assistance	9,656.90	14,337.00	-4,680.10	67.36 %
4165 Transitional Bilingual		1,327.00	-1,327.00	
4174 Highly Capable		3,221.00	-3,221.00	
4198 State - School Food Service	428.80		428.80	
4199 Transportation	47,251.29	64,755.00	-17,503.71	72.97 %
4258 State Miscellaneous Revenue	141,150.00	0.00	141,150.00	
5101 Title 1	24,603.99	20,146.00	4,457.99	122.13 %
5102 Title 2	4,573.00	12,033.00	-7,460.00	38.00 %
5124 Federal SPED - IDEA	15,926.93	18,628.00	-2,701.07	85.50 %
5198 Federal - School Food Services (NSLP)	33,929.61	38,304.00	-4,374.39	88.58 %
5199 Federal - Misc Grants	52,752.79	97,896.00	-45,143.21	53.89 %
5200 Federal - CSP	266,089.56	381,299.00	-115,209.44	69.79 %
<b>Total Revenue</b>	<b>\$2,173,806.83</b>	<b>\$2,549,937.00</b>	<b>\$ -376,130.17</b>	<b>85.25 %</b>
<b>GROSS PROFIT</b>	<b>\$2,173,806.83</b>	<b>\$2,549,937.00</b>	<b>\$ -376,130.17</b>	<b>85.25 %</b>
<b>Expenditures</b>				
6005 Certificated - Executive Management	69,525.03	87,700.00	-18,174.97	79.28 %
6106 Classified - Operations Staff	77,014.41	110,206.00	-33,191.59	69.88 %
6110 Classified - Instructional Management	44,633.42	56,810.00	-12,176.58	78.57 %
6196 Nurses	35,292.97	40,300.00	-5,007.03	87.58 %
6198 Classified - Lunch Staff	49,392.92	59,644.00	-10,251.08	82.81 %
6199 Classified - Transportation Staff	41,569.40	45,661.00	-4,091.60	91.04 %
6270 Certificated - Teachers - Regular	210,069.56	266,549.18	-56,479.62	78.81 %
6271 Certificated - Teachers - Substitutes		0.00	0.00	
6272 Certificated - Counselors	44,418.01		44,418.01	
6275 Certificated - Teachers - SPED	44,351.53	59,135.00	-14,783.47	75.00 %
6278 Certificated - Stipends	16,291.55	20,000.00	-3,708.45	81.46 %
6370 Classified - Teachers - Regular	0.00		0.00	
6371 Classified - Teachers - Substitutes	15,970.09	11,700.00	4,270.09	136.50 %
6372 Classified - Counselors		56,107.00	-56,107.00	
6373 Classified - Aides - Regular	154,409.47	178,215.00	-23,805.53	86.64 %
6376 Classified - Aides - SPED	69,367.43	73,013.00	-3,645.57	95.01 %
6378 Classified - Stipends	20,504.42		20,504.42	
7051 Social Security/Medicare/FUTA	39,160.45	48,870.81	-9,710.36	80.13 %
7052 Worker's Compensation Insurance	7,731.89	8,627.00	-895.11	89.62 %

# Pullman Community Montessori

## Budget vs. Actuals: Revised Budget

September 2023 - May 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
7053 State Unemployment	5,625.36	9,585.00	-3,959.64	58.69 %
7055 Retirement Contribution - DRS	90,168.21	108,642.00	-18,473.79	83.00 %
7056 Health Insurance - SEBB	209,122.50	277,200.00	-68,077.50	75.44 %
8005 Audits	25,599.20	37,611.00	-12,011.80	68.06 %
8010 Legal	53,492.10	15,000.00	38,492.10	356.61 %
8015 Oversight Fee (3%)	32,243.91	45,595.00	-13,351.09	70.72 %
8035 Payroll & Accounting Services	90,938.88	120,000.00	-29,061.12	75.78 %
8040 Special Ed Services	85,086.76	103,500.00	-18,413.24	82.21 %
8050 Contracted Services - Tech	13,883.73	10,000.00	3,883.73	138.84 %
8051 Contracted Services - Program Support / PD		8,000.00	-8,000.00	
8053 Contracted Services - Misc	40,465.20	5,200.00	35,265.20	778.18 %
8054 Contracted Services - Afterschool	15,483.02	18,000.00	-2,516.98	86.02 %
8055 Printing	1,547.84	3,570.00	-2,022.16	43.36 %
8060 Dues & Memberships	1,070.00	2,032.00	-962.00	52.66 %
8505 Board Expenses	7,499.97	10,000.00	-2,500.03	75.00 %
8510 Classroom / Teaching Supplies & Materials	32,122.63	20,000.00	12,122.63	160.61 %
8515 Special Ed Supplies & Materials	1,012.76	3,550.00	-2,537.24	28.53 %
8520 Textbooks / Workbooks		0.00	0.00	
8530 Equipment / Furniture	2,548.65	30,369.00	-27,820.35	8.39 %
8535 Telephone / Internet	5,824.55	7,834.00	-2,009.45	74.35 %
8540 Technology - Hardware	5,177.81	4,175.00	1,002.81	124.02 %
8541 Technology - Software	38,437.65	33,621.00	4,816.65	114.33 %
8545 Student Testing & Assessment		4,515.00	-4,515.00	
8550 Field Trips		1,500.00	-1,500.00	
8561 Student Activities		2,713.00	-2,713.00	
8565 Office Expense	17,479.88	10,200.00	7,279.88	171.37 %
8570 Staff Development	9,923.31	9,000.00	923.31	110.26 %
8575 Staff Recruitment	1,709.97	1,000.00	709.97	171.00 %
8580 Student Recruitment / Marketing	5,892.72	8,160.00	-2,267.28	72.21 %
8585 School Meals / Lunch	60,786.68	68,500.00	-7,713.32	88.74 %
8590 Travel (Staff)	2,254.16	2,300.00	-45.84	98.01 %
8595 Fundraising	524.39	612.00	-87.61	85.68 %
8599 Transportation (student)	13,999.74	18,500.00	-4,500.26	75.67 %
9005 Insurance Expense	15,667.54	25,092.00	-9,424.46	62.44 %
9010 Janitorial	29,387.28	30,600.00	-1,212.72	96.04 %
9015 Building and Land Rent / Lease	165,755.43	227,104.00	-61,348.57	72.99 %
9020 Repairs & Maintenance Bld	234.95		234.95	
9045 Interest Expense	25,246.51	58,556.00	-33,309.49	43.12 %
9999 Reserves / Contingency		0.00	0.00	
<b>Total Expenditures</b>	<b>\$2,045,915.84</b>	<b>\$2,464,373.99</b>	<b>\$ -418,458.15</b>	<b>83.02 %</b>
<b>NET OPERATING REVENUE</b>	<b>\$127,890.99</b>	<b>\$85,563.01</b>	<b>\$42,327.98</b>	<b>149.47 %</b>
Other Expenditures				
9050 Depreciation	57,038.73	71,162.28	-14,123.55	80.15 %

# Pullman Community Montessori

## Budget vs. Actuals: Revised Budget

September 2023 - May 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Total Other Expenditures</b>	<b>\$57,038.73</b>	<b>\$71,162.28</b>	<b>\$ -14,123.55</b>	<b>80.15 %</b>
NET OTHER REVENUE	\$ -57,038.73	\$ -71,162.28	\$14,123.55	80.15 %
NET REVENUE	\$70,852.26	\$14,400.73	\$56,451.53	492.00 %





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

	Actual	Budget (Revised)	Over/(Under) Budget	% Received / Spent	Forecast	% of Forecast	Notes
<b>Revenue</b>							
<b>Local Support</b>	26,847	41,786	-14,939	64.25%	11,223	239.21%	Reduction in anticipated local donations Drop due to reduced expected AAFTE to 105
<b>State Revenue - General</b>	873,238	1,224,313	-351,075	71.32%	1,197,644	72.91%	Total loss due to enrollment: \$400k
<b>State Revenue - Special Purpose</b>	346,673	295,532	51,141	117.30%	432,616	80.13%	Addition of levy equalization: \$140k
<b>Federal Revenue</b>	397,876	568,306	-170,430	70.01%	545,336	72.96%	May not spend full CSP grant
<b>Grants &amp; Other Sources</b>	529,173	420,000	109,173	125.99%	420,000	125.99%	Added \$50k WA Charters Grant
<b>Total Revenue</b>	<b>2,173,807</b>	<b>2,549,937</b>	<b>-376,130</b>	<b>85.25%</b>	<b>2,606,819</b>	<b>83.39%</b>	
<b>Gross Profit</b>	<b>2,173,807</b>	<b>2,549,937</b>	<b>-376,130</b>	<b>85.25%</b>			
<b>Expenditures</b>							
<b>Salaries</b>	892,810	1,065,040	-172,230	83.83%	1,101,385	81.06%	Overall \$140k drop in salaries and \$70k drop in benefits
<b>Personnel Taxes &amp; Benefits</b>	351,808	452,925	-101,116	77.67%	450,125	78.16%	
<b>Contracted Services</b>	357,193	362,906	-5,713	98.43%	381,968	93.51%	Various small increases (tech support, HOS support, SPED)
<b>School Operations</b>	207,813	242,151	-34,338	85.82%	265,513	78.27%	Increases: classroom supplies, furniture, office expense, meals
<b>Facility Operations &amp; Maintenance</b>	236,292	341,352	-105,060	69.22%	336,660	70.19%	Decreases: transportation, testing, field trips
<b>Contingency</b>		0	0		0	100.00%	Contingency 100% used
<b>Total Expenditures</b>	<b>2,045,916</b>	<b>2,464,374</b>	<b>-418,458</b>	<b>83.02%</b>	<b>2,535,652</b>	<b>80.69%</b>	Fiscal Year Elapsed: 75%
<b>Net Operating Revenue</b>	<b>127,891</b>	<b>85,563</b>	<b>42,328</b>	<b>149.47%</b>	<b>71,167</b>	<b>179.70%</b>	School Year Elapsed: 94%
<b>Net Revenue</b>	<b>127,891</b>	<b>85,563</b>	<b>42,328</b>	<b>149.47%</b>	<b>71,167</b>	<b>179.70%</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>2,107,043</b>	<b>2,525,501</b>	<b>-418,458</b>	<b>83.43%</b>	<b>2,596,779</b>	<b>81.14%</b>	
<b>Board Approved Expenditures (original)</b>	<b>2,855,976</b>						



# Pullman Community Montessori

## Balance Sheet

As of May 31, 2024

	TOTAL		
	AS OF MAY 31, 2024	AS OF APR 30, 2024 (PP)	CHANGE
<b>ASSETS</b>			
Current Assets			
Bank Accounts			
1000 Banner Bank x4353 - PUBLIC Checking	230,702.87	296,138.55	-65,435.68
1001 Banner Bank x4695 - PRIVATE Checking	13,007.20	13,010.20	-3.00
1005 Banner Bank x3234 - PUBLIC Savings	1,095.91	1,095.89	0.02
<b>Total Bank Accounts</b>	<b>\$244,805.98</b>	<b>\$310,244.64</b>	<b>\$ -65,438.66</b>
Accounts Receivable			
1100 Accounts Receivable (A/R)	88,472.56	51,008.98	37,463.58
<b>Total Accounts Receivable</b>	<b>\$88,472.56</b>	<b>\$51,008.98</b>	<b>\$37,463.58</b>
Other Current Assets			
1110 Undeposited Funds	111.75	1,859.85	-1,748.10
1150 Prepaids & Other Assets	29,412.98	31,012.76	-1,599.78
<b>Total Other Current Assets</b>	<b>\$29,524.73</b>	<b>\$32,872.61</b>	<b>\$ -3,347.88</b>
<b>Total Current Assets</b>	<b>\$362,803.27</b>	<b>\$394,126.23</b>	<b>\$ -31,322.96</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	135,023.58	130,301.29	4,722.29
1550 Accumulated Depreciation	-194,707.21	-175,694.30	-19,012.91
<b>Total Fixed Assets</b>	<b>\$630,986.33</b>	<b>\$645,276.95</b>	<b>\$ -14,290.62</b>
<b>TOTAL ASSETS</b>	<b>\$993,789.60</b>	<b>\$1,039,403.18</b>	<b>\$ -45,613.58</b>
<b>LIABILITIES AND EQUITY</b>			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 Accounts Payable	161,618.36	94,900.90	66,717.46
<b>Total Accounts Payable</b>	<b>\$161,618.36</b>	<b>\$94,900.90</b>	<b>\$66,717.46</b>
Other Current Liabilities			
2101 Accrued Accounts & Payroll Payable	66,141.17	61,400.78	4,740.39
2155 Retirement Payable - DRS	13,968.11	12,294.08	1,674.03
2156 Health Insurance Payable - SEBB	-37,885.50	-33,272.00	-4,613.50
2158 LTD Payable	171.49	149.92	21.57
2171 Use Tax Payable	4,722.29	0.00	4,722.29
<b>Total Other Current Liabilities</b>	<b>\$47,117.56</b>	<b>\$40,572.78</b>	<b>\$6,544.78</b>
<b>Total Current Liabilities</b>	<b>\$208,735.92</b>	<b>\$135,473.68</b>	<b>\$73,262.24</b>



# Pullman Community Montessori

## Balance Sheet As of May 31, 2024

	AS OF MAY 31, 2024	TOTAL	
		AS OF APR 30, 2024 (PP)	CHANGE
Long-Term Liabilities			
2502 Loan Payable - long-term	778,497.12	779,971.52	-1,474.40
2510 Deferred Rent Liability	114,385.78	110,242.77	4,143.01
<b>Total Long-Term Liabilities</b>	<b>\$892,882.90</b>	<b>\$890,214.29</b>	<b>\$2,668.61</b>
<b>Total Liabilities</b>	<b>\$1,101,618.82</b>	<b>\$1,025,687.97</b>	<b>\$75,930.85</b>
Equity			
2998 Unrestricted Net Assets	-259,827.66	-274,827.66	15,000.00
2999 Restricted Net Assets	81,146.18	96,146.18	-15,000.00
Net Revenue	70,852.26	192,396.69	-121,544.43
<b>Total Equity</b>	<b>\$ -107,829.22</b>	<b>\$13,715.21</b>	<b>\$ -121,544.43</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$993,789.60</b>	<b>\$1,039,403.18</b>	<b>\$ -45,613.58</b>



# Pullman Community Montessori

## Profit and Loss

May 2024

	TOTAL			
	MAY 2024	APR 2024 (PP)	CHANGE	SEP 2023 - MAY 2024 (YTD)
Revenue				
3100 Local Donations	481.00	3,824.10	-3,343.10	17,087.48
3198 Sales - School Meals	90.00	204.60	-114.60	7,171.80
3199 Local Income - misc				2,587.31
3201 Interest Income (Public)	0.02	0.02	0.00	0.17
3520 Private Foundations / Grants		61,220.93	-61,220.93	529,173.25
4000 General Apportionment	43,888.65	208,054.46	-164,165.81	873,238.26
4021 Special Education - General Apportionment	751.47	3,030.96	-2,279.49	13,918.86
4121 Special Education - State	2,861.79	34,641.72	-31,779.93	134,266.83
4155 Learning Assistance	675.31	1,215.55	-540.24	9,656.90
4198 State - School Food Service	30.45	36.95	-6.50	428.80
4199 Transportation	3,304.29	5,947.71	-2,643.42	47,251.29
4258 State Miscellaneous Revenue		141,150.00	-141,150.00	141,150.00
5101 Title 1	859.25		859.25	24,603.99
5102 Title 2	4,573.00		4,573.00	4,573.00
5124 Federal SPED - IDEA	3,766.99		3,766.99	15,926.93
5198 Federal - School Food Services (NSLP)	2,285.68	2,764.32	-478.64	33,929.61
5199 Federal - Misc Grants	12,798.74	120.00	12,678.74	52,752.79
5200 Federal - CSP	37,696.72	45,382.50	-7,685.78	266,089.56
<b>Total Revenue</b>	<b>\$114,063.36</b>	<b>\$507,593.82</b>	<b>\$ -393,530.46</b>	<b>\$2,173,806.83</b>
GROSS PROFIT	<b>\$114,063.36</b>	<b>\$507,593.82</b>	<b>\$ -393,530.46</b>	<b>\$2,173,806.83</b>
Expenditures				
6005 Certificated - Executive Management	7,725.00	7,725.00	0.00	69,525.03
6106 Classified - Operations Staff	8,849.26	8,640.64	208.62	77,014.41
6110 Classified - Instructional Management		0.00	0.00	44,633.42
6196 Nurses	3,590.93	3,763.45	-172.52	35,292.97
6198 Classified - Lunch Staff	4,067.78	3,923.37	144.41	49,392.92
6199 Classified - Transportation Staff	4,716.80	3,644.80	1,072.00	41,569.40
6270 Certificated - Teachers - Regular	26,102.68	26,159.11	-56.43	210,069.56
6272 Certificated - Counselors	4,675.58	4,675.58	0.00	44,418.01
6275 Certificated - Teachers - SPED	4,927.96	4,927.96	0.00	44,351.53
6278 Certificated - Stipends	1,833.32	1,833.32	0.00	16,291.55
6371 Classified - Teachers - Substitutes	1,843.13	1,301.46	541.67	15,970.09
6373 Classified - Aides - Regular	15,994.86	11,126.37	4,868.49	154,409.47
6376 Classified - Aides - SPED	8,120.92	4,878.93	3,241.99	69,367.43
6378 Classified - Stipends	1,000.00	1,000.00	0.00	20,504.42
7051 Social Security/Medicare/FUTA	4,540.31	4,075.68	464.63	39,160.45
7052 Worker's Compensation Insurance	816.51	726.22	90.29	7,731.89
7053 State Unemployment	869.08	776.51	92.57	5,625.36
7055 Retirement Contribution - DRS	9,008.35	8,423.68	584.67	90,168.21



# Pullman Community Montessori

## Profit and Loss

May 2024

	TOTAL			
	MAY 2024	APR 2024 (PP)	CHANGE	SEP 2023 - MAY 2024 (YTD)
7056 Health Insurance - SEBB	23,100.00	19,800.00	3,300.00	209,122.50
8005 Audits				25,599.20
8010 Legal	5,950.00	15,577.50	-9,627.50	53,492.10
8015 Oversight Fee (3%)	1,544.44	7,678.44	-6,134.00	32,243.91
8035 Payroll & Accounting Services	10,013.88	10,925.00	-911.12	90,938.88
8040 Special Ed Services	8,814.99	13,769.85	-4,954.86	85,086.76
8050 Contracted Services - Tech				13,883.73
8053 Contracted Services - Misc	15,000.00	10,000.00	5,000.00	40,465.20
8054 Contracted Services - Afterschool	1,887.48		1,887.48	15,483.02
8055 Printing		78.52	-78.52	1,547.84
8060 Dues & Memberships				1,070.00
8505 Board Expenses	833.33	833.33	0.00	7,499.97
8510 Classroom / Teaching Supplies & Materials	168.07	18.22	149.85	32,122.63
8515 Special Ed Supplies & Materials				1,012.76
8530 Equipment / Furniture	372.26		372.26	2,548.65
8535 Telephone / Internet	654.21	648.22	5.99	5,824.55
8540 Technology - Hardware				5,177.81
8541 Technology - Software	7,128.27	1,410.90	5,717.37	38,437.65
8565 Office Expense	159.83	159.41	0.42	17,479.88
8570 Staff Development				9,923.31
8575 Staff Recruitment	70.00		70.00	1,709.97
8580 Student Recruitment / Marketing				5,892.72
8585 School Meals / Lunch	5,709.34	3,958.33	1,751.01	60,786.68
8590 Travel (Staff)				2,254.16
8595 Fundraising				524.39
8599 Transportation (student)	818.95	300.53	518.42	13,999.74
9005 Insurance Expense	1,983.20	1,983.20	0.00	15,667.54
9010 Janitorial	3,420.49	3,253.63	166.86	29,387.28
9015 Building and Land Rent / Lease	18,417.27	18,417.57	-0.30	165,755.43
9020 Repairs & Maintenance Bld		24.26	-24.26	234.95
9045 Interest Expense	1,866.40	3,059.92	-1,193.52	25,246.51
<b>Total Expenditures</b>	<b>\$216,594.88</b>	<b>\$209,498.91</b>	<b>\$7,095.97</b>	<b>\$2,045,915.84</b>
<b>NET OPERATING REVENUE</b>	<b>\$ -102,531.52</b>	<b>\$298,094.91</b>	<b>\$ -400,626.43</b>	<b>\$127,890.99</b>
Other Expenditures				
9050 Depreciation	19,012.91		19,012.91	57,038.73
<b>Total Other Expenditures</b>	<b>\$19,012.91</b>	<b>\$0.00</b>	<b>\$19,012.91</b>	<b>\$57,038.73</b>
<b>NET OTHER REVENUE</b>	<b>\$ -19,012.91</b>	<b>\$0.00</b>	<b>\$ -19,012.91</b>	<b>\$ -57,038.73</b>
<b>NET REVENUE</b>	<b>\$ -121,544.43</b>	<b>\$298,094.91</b>	<b>\$ -419,639.34</b>	<b>\$70,852.26</b>

# Pullman Community Montessori

## Bill Payment List

May 2024

DATE	NUM	VENDOR	AMOUNT
1000 Banner Bank x4353 - PUBLIC Checking			
05/02/2024		Cleaning Concepts Janitorial	-3,253.63
05/01/2024	EFT	Raza Development Fund, Inc (v)	-3,340.80
05/10/2024	EFT	URM Stores Inc	-3,958.33
05/08/2024		Katherine Jeneille Branen	-5,000.00
05/16/2024		Friends of Gladish	-17,505.30
05/08/2024	EFT	Great American Insurance Group	-1,708.37
05/14/2024	EFT	Great American Insurance Group	-274.83
05/24/2024		Katherine Jeneille Branen	-5,000.00
05/31/2024	EFT	WA Dept of Retirement Systems	-13,227.98
<b>Total for 1000 Banner Bank x4353 - PUBLIC Checking</b>			<b>\$ -53,269.24</b>



# Pullman Community Montessori

## Transaction Detail by Account

May 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
1000 Banner Bank x4353 - PUBLIC Checking					
05/03/2024	Expenditure		Transparent	ACH Transparent Clas Transpar ACH Transparent Clas Transparen CCD ST-S6A6A0I3R3C7 42	-179.62
05/10/2024	Expenditure		Magic-Wrighter (e-Funds)	ACH MAGIC-WRIGHTER INVOICE ACH MAGIC-WRIGHTER INVOICE PPD XXXXXX4841	-34.95
05/10/2024	Expenditure		eFax	CCSI EFAX 6922 HOLLYWOOD BLVD 32 CCSI EFAX 6922 HOLLYWOOD BLVD 323-817-3205CA C# *8765	-18.99
05/13/2024	Expenditure		Microsoft	MSFT * E0300S564 1 Microsoft Way MSFT * E0300S564 1 Microsoft Way MSBILL.INFOWA C# *876	-33.99
05/22/2024	Expenditure		Verizon Wireless	ACH VERIZON WIRELESS PAYMENTS ACH VERIZON WIRELESS PAYMENTS CCD XXXXXXXX4300001 6223	-354.21
05/31/2024	Expenditure		Gusto		-410.02
<b>Total for 1000 Banner Bank x4353 - PUBLIC Checking</b>					<b>\$ - 1,031.78</b>
1001 Banner Bank x4695 - PRIVATE Checking					
05/01/2024	Expenditure		Banner Bank	Paper statement fee	-3.00
<b>Total for 1001 Banner Bank x4695 - PRIVATE Checking</b>					<b>\$ -3.00</b>

## Pullman Community Montessori Payroll Summary

May-24



### Pay Code Totals

Custodian / Bus Driver	4,502.40
Kitchen Staff	5,043.94
Office Administration	8,811.04
School Administration	7,725.00
Special Education Staff	6,594.62
Student Support Staff	31,248.25
Substitute Teacher	3,610.63
Teacher	22,678.75
<b>Total</b>	<b>90,214.63</b>

### Deduction Totals

State Pension	6,039.16
State Employees Benefits Board	2,125.50
Supplemental LTD	171.49
Wage Garnishments	-
Federal Income Tax	4,630.35
Social Security	3,018.37
Medicare	1,277.31
WA CARES	523.28
WA Workers' Comp Insurance	397.57
WA Family and Medical Leave Insurance	476.87
<b>Total</b>	<b>18,659.90</b>

### Benefits Totals

State Pension	8,862.85
State Employees Benefits Board	22,000.00
Social Security	3,018.37
Medicare	1,277.31
WA SUI	811.95
WA EAF	27.05
Health Savings Account	-
WA Workers' Comp Insurance	805.90
<b>Total</b>	<b>36,803.43</b>

**Direct Deposit Total** **71,554.73**

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





### Payroll Check Summary

*Payroll Runs: 05/10/2024, 5/10/2024 off-cycle, and 05/24/2024*

#### 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 June 20,2024, the Board, by a \_\_\_\_\_ vote, approves payments totaling \$71,554.73. The payments are further identified in this document.

Total Payment by Type:

Payroll Direct Deposit (\$71,554.73)

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

*May 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 June 20,2024, the Board, by a \_\_\_\_\_ vote, approves payments totaling \$53,269.24. The payments are further identified in this document.

Total Payment by Type:

Electronic Funds Transfer (\$53,269.24)

Manual checks (\$0.00)

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

*May 2024*

### BOARD CERTIFICATION STATEMENT

The following payments were paid during May 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 June 20, 2024, the Board, by a \_\_\_\_\_ vote, approves payments totaling \$1,033.78. The payments are further identified in this document.

#### Total Payment by Type:

Debit Card / EFT (\$1,033.78) – 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 \$71,554.73 are also approved.

#### **General Fund Accounts Payable**

Total electronic payments totaling \$53,269.24 and  
Check numbers N/A totaling \$0

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

Total electronic payments totaling \$1,033.78 and  
Manual check numbers N/A totaling \$0

#### **Payroll**

Total electronic payments totaling \$71,554.73 and  
Payroll check numbers N/A totaling \$0



## Finance Dashboard May 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>	77%	100%	●	<i>Current enrollment: 86 (AAFTE: 105.1) Budget: 136 SPED: 20.4 budget, 26.13 actual</i>
2.	<b>Public Revenue Received as a % of overall budget</b> <i>Measures rate of receipt of public funds to date</i>	77%	72%	●	<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%	100%	●	<i>All expected private grant payments have been received</i>
4.	<b>Expenditures to date as a % of overall budget</b> <i>Measures actual spending against planned spending</i>	83%	72%	●	<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: \$244k 34 Days	\$426k 60 Days	●	<i>Not projected to meet 30 days cash.</i>

### Additional notes for discussion:

- **Material Variances – actual & approaching (\$10k & 10%):** legal (\$38k over, 357%); contracted services – misc (\$35k over, 778%, 2 temporary Head of Schools); classroom supplies (\$12k over, 160%, late invoices received not included in budget); Class – Stipends (\$21k, no budget)
- **Current fiscal year count of missing documentation:** \$32k

jg<sup>P</sup>

# Coversheet

## Approve Meeting Minutes: 05-16-2024

<b>Section:</b>	I. Opening Items
<b>Item:</b>	D. Approve Meeting Minutes: 05-16-2024
<b>Purpose:</b>	Approve Minutes
<b>Submitted by:</b>	
<b>Related Material:</b>	Minutes for PCM Regular Board Meeting on May 16, 2024

**DRAFT**

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

## Pullman Community Montessori

### Minutes

#### PCM Regular Board Meeting

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

Thursday May 16, 2024 at 5:30 PM

##### **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)

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.

---

#### **Trustees Present**

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

#### **Trustees Absent**

*None*

#### **Guests Present**

D. Porter

---

### **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 May 16, 2024 at 5:33 PM.

#### **C. Approve Meeting Minutes: 04-18-2024**

B. Wolff made a motion to approve the minutes from PCM Regular Board Meeting on 04-18-24.

C. Albano seconded the motion.

with the correction of correcting the approval notes of the march financials

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

#### **Roll Call**

B. Wolff      Aye

E. Ramos     Aye

R. McDonald Aye

C. Albano    Aye

S. Bixby      Aye

A. MacPhee   Aye

M. Bosley     Aye

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

A. MacPhee made a motion to approve the minutes from Board Meeting--Working Session on 05-02-24.

C. Albano seconded the motion.

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

**Roll Call**

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

**E. Board Updates**

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

**A. Individual Board Member Reports**

**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**

B. Wolff made a motion to move the Finance Committee Report until after the Board Update on Response to Commission.

C. Albano seconded the motion.

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

**Roll Call**

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

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

C. Albano made a motion to return the charter to the WA state Charter School Commission.

E. Ramos seconded the motion.

The motion did not carry.



**Roll Call**

B. Wolff No  
A. MacPhee No  
R. McDonald No  
C. Albano No  
S. Bixby No  
E. Ramos No  
M. Bosley No

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

B. Wolff made a motion to vote on the april financials at the next board meeting.

C. Albano seconded the motion.

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

**Roll Call**

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

**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 6:57 PM.

Respectfully Submitted,

R. McDonald

C. Albano made a motion to adjourn the meeting.

B. Wolff seconded the motion.

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

**Roll Call**

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

---

### Documents used during the meeting

- 2024\_05\_14\_finance\_committee\_monthly\_meeting\_packet.pdf
- 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

---

**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 05-30-2024

<b>Section:</b>	I. Opening Items
<b>Item:</b>	E. Approve Meeting Minutes 05-30-2024
<b>Purpose:</b>	Approve Minutes
<b>Submitted by:</b>	
<b>Related Material:</b>	2024_05_30_board_meeting_minutes.pdf

DRAFT



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

## Pullman Community Montessori

### Minutes

#### Board Meeting - Special

---

##### Date and Time

Thursday May 30, 2024 at 5:15 PM

##### Location

Pullman Community Montessori (PCM) is inviting you to a scheduled Zoom meeting.

Topic: Board Meeting--Working Session

Time: This is a recurring meeting Meet anytime

Join Zoom Meeting

Pullman Community Montessori (PCM) is inviting you to a scheduled Zoom meeting.

Topic: Board Meeting--Working Session

Time: This is a recurring meeting Meet anytime

Join Zoom Meeting

<https://us02web.zoom.us/j/89413142372?pwd=NW51akFkK1BEVFNzZ2ZLYmVtWDRpQT09>

Meeting ID: 894 1314 2372

Passcode: 982978

---

One tap mobile

+16699006833,,89413142372#,,,,\*982978# US (San Jose)

+17193594580,,89413142372#,,,,\*982978# US

---

Dial by your location

• +1 669 900 6833 US (San Jose)

• +1 719 359 4580 US

• +1 253 205 0468 US

• +1 253 215 8782 US (Tacoma)

• +1 346 248 7799 US (Houston)

• +1 669 444 9171 US

• +1 564 217 2000 US

• +1 646 931 3860 US

- +1 689 278 1000 US
- +1 929 205 6099 US (New York)
- +1 301 715 8592 US (Washington DC)
- +1 305 224 1968 US
- +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)
- +1 360 209 5623 US
- +1 386 347 5053 US
- +1 507 473 4847 US

Meeting ID: 894 1314 2372

Passcode: 982978

Find your local number: <https://us02web.zoom.us/j/84401234567>

Meeting ID: 894 1314 2372

Passcode: 982978

— — —

## One tap mobile

+16699006833,,89413142372#,,,,\*982978# US (San Jose)

+17193594580,,89413142372#,,,,\*982978# US

— — —

## Dial by your location

- +1 669 900 6833 US (San Jose)
- +1 719 359 4580 US
- +1 253 205 0468 US
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 669 444 9171 US
- +1 564 217 2000 US
- +1 646 931 3860 US
- +1 689 278 1000 US
- +1 929 205 6099 US (New York)
- +1 301 715 8592 US (Washington DC)
- +1 305 224 1968 US
- +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)
- +1 360 209 5623 US
- +1 386 347 5053 US
- +1 507 473 4847 US

Meeting ID: 894 1314 2372

Passcode: 982978

Find your local number: <https://us02web.zoom.us/j/84401234567>

## 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.

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.

Public comment is reserved for regular board meetings. Public comment is a standing agenda item at each regular monthly meeting. Items will be addressed by the board according to the Meeting Agenda posted 48 hours prior to each meeting. If you would like to make public comment please attend one of the regularly scheduled board meetings.

---

#### **Trustees Present**

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

#### **Trustees Absent**

*None*

#### **Guests Present**

D. Porter

---

### **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 May 30, 2024 at 5:21 PM.

### **II. Special Meeting - Collaborative Board Working Session**

#### **A. SCC Updates**

The SCC Updated the Board of Trustees on the following:

- WA Charters Conference Updates
- Community Repair and Restore
- Parent/Community Comments to Commission

- Grant Writing/Fundraising

## B. End of Year Planning Committee

The board of trustees heard from the SCC about the need of a planning committee

- End of Year Event
- Need to Plan, Prepare, and Execute
- Funding/Fundraising

## C. Board Vote on Planning Committee for End of Year Event

C. Albano made a motion to postpone the vote on the planning committee.

M. Bosley seconded the motion.

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

### Roll Call

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

---

**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: 06-03-2024 Board Meeting Working Session

<b>Section:</b>	I. Opening Items
<b>Item:</b>	F. Approve Meeting Minutes: 06-03-2024 Board Meeting Working Session
<b>Purpose:</b>	Approve Minutes
<b>Submitted by:</b>	
<b>Related Material:</b>	Minutes for Board Meeting - Special on June 3, 2024



DRAFT



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

## Pullman Community Montessori

### Minutes

#### Board Meeting - Special

Executive Session

---

#### Date and Time

Monday June 3, 2024 at 5:15 PM

#### Location

Join Zoom Meeting

<https://us02web.zoom.us/j/86035566631?pwd=M0xTY3ZIUGRjYmhQU2VIQXNhYXZPUT09>

Meeting ID: 860-3556-6631

Password: 098590

Dial by your location

- (929) 205 6099 (New York)
  - (301) 715 8592 (Washington DC)
  - (305) 224 1968
  - (309) 205 3325
  - (312) 626 6799 (Chicago)
  - (646) 931 3860
  - (669) 900 6833 (San Jose)
  - (689) 278 1000
  - (719) 359 4580
  - (253) 205 0468
  - (253) 215 8782 (Tacoma)
  - (346) 248 7799 (Houston)
  - (360) 209 5623
  - (386) 347 5053
  - (507) 473 4847
  - (564) 217 2000
  - (669) 444 9171
-

## **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.

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.

Public comment is reserved for regular board meetings. Public comment is a standing agenda item at each regular monthly meeting. Items will be addressed by the board according to the Meeting Agenda posted 48 hours prior to each meeting. If you would like to make public comment please attend one of the regularly scheduled board meetings.

---

## **Trustees Present**

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

## **Trustees Absent**

*None*

## **Trustees who arrived after the meeting opened**

E. Ramos

## **Guests Present**

D. Porter

---

## **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 Jun 3, 2024 at 5:19 PM.

## **II. Special Meeting**

### **A. Public Comment**

E. Ramos arrived at 5:27 PM.

### III. Executive Session

#### A. Executive Session 1

The PCM Board of Trustees moved into executive session **for the following reason:** *to discuss with legal counsel, of enforcement actions, litigation or potential litigation, if public discussion might result in an adverse legal or financial consequence pursuant to RCW 42.30.110* for:

**40 minutes** and returned **at 6:45 pm**

They needed an additional 15 minutes and returned at 7pm

They needed an additional 5 minutes and returned at 7:05pm

**NO action was taken in the executive session**

C. Albano made a motion to accept the commission's decision to revoke the charter.

M. Bosley seconded the motion.

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

#### Roll Call

E. Ramos Aye

C. Albano Aye

S. Bixby Aye

R. McDonald Aye

A. MacPhee Aye

B. Wolff Aye

M. Bosley 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 7:21 PM.

Respectfully Submitted,

R. McDonald

---

### Documents used during the meeting

- Pullman Community Montessori Mail - Fwd\_ PCM Next Steps.pdf
- Pullman Community Montessori Mail - Fwd\_ Next steps.pdf
- Pullman Community Montessori Mail - Fwd\_ Notice of Revocation.pdf
- Pullman Community Montessori Mail - Fwd\_ A vote in favor for Montessori.pdf
- Hello Board Members.pdf
- Feedback from a community member.pdf
- Question for the board.pdf
- Pullman Community Montessori Mail - Appeal.pdf
- Dear Board Members.pdf
- Dear Board .pdf

---

**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 06-04-2024

<b>Section:</b>	I. Opening Items
<b>Item:</b>	G. Approve Meeting Minutes 06-04-2024
<b>Purpose:</b>	Approve Minutes
<b>Submitted by:</b>	
<b>Related Material:</b>	Minutes for Special Meeting on June 4, 2024

DRAFT



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

## Pullman Community Montessori

### Minutes

#### Special Meeting

---

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

Tuesday June 4, 2024 at 7:35 PM

##### **Location**

Remote Via Zoom

Join Zoom Meeting

<https://us02web.zoom.us/j/86035566631?pwd=M0xTY3ZIUGRjYmhQU2VIQXNhYXZPUT09>

Meeting ID: 860-3556-6631

Password: 098590

Dial by your location

- (929) 205 6099 (New York)
  - (301) 715 8592 (Washington DC)
  - (305) 224 1968
  - (309) 205 3325
  - (312) 626 6799 (Chicago)
  - (646) 931 3860
  - (669) 900 6833 (San Jose)
  - (689) 278 1000
  - (719) 359 4580
  - (253) 205 0468
  - (253) 215 8782 (Tacoma)
  - (346) 248 7799 (Houston)
  - (360) 209 5623
  - (386) 347 5053
  - (507) 473 4847
  - (564) 217 2000
  - (669) 444 9171
-

### Trustees Present

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

### Trustees Absent

None

### Guests Present

D. Porter, michelle

---

## I. Opening Items

### A. Record Attendance

### B. Call the Meeting to Order

R. McDonald called a meeting to order on Tuesday Jun 4, 2024 at 7:38 PM.

## II. Commission Response

### A. Commission Response to Revoke

C. Albano made a motion to accept the Commission's decision to revoke PCM's Charter.

A. MacPhee seconded the motion.

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

#### Roll Call

R. McDonald Aye

C. Albano Aye

M. Bosley Aye

E. Ramos Aye

B. Wolff Aye

A. MacPhee Aye

S. Bixby Aye

## 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 7:54 PM.

Respectfully Submitted,

R. McDonald

---

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

- A board member's response.pdf



# Coversheet

## Approve Meeting Minutes 06-13-2024

<b>Section:</b>	I. Opening Items
<b>Item:</b>	H. Approve Meeting Minutes 06-13-2024
<b>Purpose:</b>	Approve Minutes
<b>Submitted by:</b>	
<b>Related Material:</b>	Minutes for Board Meeting--Working Session on June 13, 2024

DRAFT



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

## Pullman Community Montessori

### Minutes

#### Board Meeting--Working Session

Board Work Session

---

#### Date and Time

Thursday June 13, 2024 at 5:30 PM

#### Location

Note: the meeting will be delayed to approximately 5:30.

#### Join Zoom Meeting

<https://us02web.zoom.us/j/86035566631?pwd=M0xTY3ZIUGRjYmhQU2VIQXNhYXZPUT09>

Meeting ID: 860-3556-6631

Password: 098590

#### Dial by your location

- (929) 205 6099 (New York)
  - (301) 715 8592 (Washington DC)
  - (305) 224 1968
  - (309) 205 3325
  - (312) 626 6799 (Chicago)
  - (646) 931 3860
  - (669) 900 6833 (San Jose)
  - (689) 278 1000
  - (719) 359 4580
  - (253) 205 0468
  - (253) 215 8782 (Tacoma)
  - (346) 248 7799 (Houston)
  - (360) 209 5623
  - (386) 347 5053
-

(507) 473 4847

(564) 217 2000

(669) 444 9171 PCM Board of Trustees regular and working board meetings are held in the Gladish Community and Cultural Center room 100a. To increase accessibility we offer a virtual option for attendance. If you have difficulty accessing the remote meeting link please call 509-336-5909.

---

### **Trustees Present**

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

### **Trustees Absent**

E. Ramos

### **Trustees who arrived after the meeting opened**

C. Albano, S. Bixby

### **Guests Present**

D. Porter

---

## **I. Opening Items**

### **A. Record Attendance**

### **B. Call the Meeting to Order**

R. McDonald called a meeting to order on Thursday Jun 13, 2024 at 5:26 PM.

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

### **A. Dissolution**

The board of trustees Reviewed Dissolution Document and discuss

[Dissolution Overview.docx](#)

S. Bixby arrived at 5:29 PM.

C. Albano arrived at 5:29 PM.

### **B. Finance Committee**

Provided updates and information to the board regarding the finance committee and banking

C. Albano made a motion to add Robin McDonald and Alan MacPhee as signatories on the school's Banner bank account.

B. Wolff seconded the motion.

This would replace John Cassleman, Laylah Bewick and Dorrie Main  
The team **VOTED** to approve the motion.

**Roll Call**

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

**C. Closing/Transition Team**

Trustees Discussed what they know now about closure and collected questions to take back to Commission Staff at next Transition Team meeting

**TEAM**

- \*Dr Ayanna Gore - technical assistance
- \*Scott Canfield - Commission point of contact
- \*Robin McDonald- Board and Parent point of contact
- \*Alan McPhee- Finances
- \*Desiree Porter - School ops/administration

[Closure Plan PDF \(List Only\).pdf](#)

**D. Disposition of 501(c)3**

Trustees discussed on the next steps of the dissolution  
C. Albano made a motion to dissolve the 501 (C)3 corporation effective August 31, 2024.  
A. MacPhee seconded the motion.  
The team **VOTED** to approve the motion.

**Roll Call**

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

**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 6:00 PM.

Respectfully Submitted,  
R. McDonald

# Coversheet

## Closure Update

<b>Section:</b>	III. Closure Team Update & Compliance Check-in
<b>Item:</b>	A. Closure Update
<b>Purpose:</b>	FYI
<b>Submitted by:</b>	
<b>Related Material:</b>	DES Surplus Info.pdf Closure Checklist Current Items.pdf PRR policy draft.pdf 20240617 - Dissolution Resolution (draft v. 4) (clean) - PCM.pdf PRR policy draft.pdf



Robin McDonald &lt;robinm@mypcm.org&gt;

---

## New Customer - Pullman Community Montessori

---

**DES Surplus Request** <surplusrequest@des.wa.gov>

Thu, Jun 13, 2024 at 12:20 PM

To: Desiree Porter &lt;desireep@mypcm.org&gt;, DES Surplus Request &lt;surplusrequest@des.wa.gov&gt;

Cc: Katherine Silberstein &lt;katie.silberstein@joulegrowth.com&gt;, "Jess Saven Barton (CSC)" &lt;jess.savenbarton@k12.wa.us&gt;, "robinm@mypcm.org" &lt;robinm@mypcm.org&gt;, "Scott Canfield (CSC)" &lt;scott.canfield@k12.wa.us&gt;, Bill Kiolbasa &lt;bill.kiolbasa@joulegrowth.com&gt;

Hello Desiree,

Thank you for your interest in our surplus program. Our website is available at [Surplus Operations](#) where you will find useful information about our business and surplus processes.

Our program is separated into two parts. Each part has its own paperwork process that needs to be completed to utilize our service.

1. Surplussing (processing your inventory through us, requires an IAA see attached)
2. Purchasing (requires an application)

Please reply to this e-mail if you are interested in purchasing opportunities. You will receive an application packet that once completed can be returned to our purchasing eligibility department.

We are equipped to handle a wide range of **good quality** surplus items including but not limited to: vehicles, furniture, lab equipment, tools, industrial machines and more. On average, 75% of the dollars we collect are returned to the owning agencies. Upon request, we provide free transportation for vehicles and heavy equipment. There is a fee if service is requested to transport your standard items such as furniture, tools, electronics, etc.

The auction platform GOVDEALS.com is used as our sales venue. Our team will work with you to establish whether the auction takes place from your location or ours. We'll create all auctions, handle the payments and paperwork required. Surplus Operations retains the first \$500 or 9% whichever is greater of any single transaction.

There are contracts in place for recycle or disposal services for you to use. You can find these useful tips at [What can we Surplus](#).

To access our surplussing service, please complete and return the attached PRE-IAA form which will provide our Contracts Unit the needed information to complete the agreement. Once created, it will be e-mailed to you for review and signature. When the signature process is completed, a signed copy will be sent for your records.

**Here are the steps to sign up to surplus items with our program:**

1. Fill out the Pre-~~Inner~~ Agency Agreement (IAA) form
2. Email the completed form to [surplusrequest@des.wa.gov](mailto:surplusrequest@des.wa.gov)
3. Our Contracts Unit will prepare the contract and send to your delegate for review and signature.
4. When returned our assistant director will sign. Once the signature process is completed a copy will be sent to your delegate for your files.
5. Once implemented [surplusrequest@des.wa.gov](mailto:surplusrequest@des.wa.gov) we will be contacting you to provide a login, password, and additional instructions for the Surplus Request Management System (SRMS).

Our webpage is available at [Surplus FAQs](#) to help answer any questions. Any remaining questions may be forwarded to [surplusrequest@des.wa.gov](mailto:surplusrequest@des.wa.gov).

Thank you,

Christopher Neloms

Program Specialist, Surplus Operations, DES

7511 New Markest Street SW, Olympia WA, 98504 (MS:41030)

**[www.des.wa.gov](http://www.des.wa.gov)**

**[@Twitter](#) [@Facebook](#) [@LinkedIn](#)**

**Customer parking lot at:**

[711 Tumwater BLVD SW, Tumwater, WA 98501](#)

**Physical Address:**

[7511 New Market St SW, Tumwater, WA 98501](#)

**[www.govdeals.com/wasurplus](http://www.govdeals.com/wasurplus)**

---

**From:** Desiree Porter <[desireep@mypcm.org](mailto:desireep@mypcm.org)>

**Sent:** Tuesday, June 11, 2024 2:08 PM

**To:** DES Surplus Request <[surplusrequest@des.wa.gov](mailto:surplusrequest@des.wa.gov)>

**Cc:** Katherine Silberstein <[katie.silberstein@joulegrowth.com](mailto:katie.silberstein@joulegrowth.com)>; Jess Saven Barton (CSC) <[jess.savenbarton@k12.wa.us](mailto:jess.savenbarton@k12.wa.us)>; robinm@mypcm.org; Scott Canfield (CSC) <[scott.canfield@k12.wa.us](mailto:scott.canfield@k12.wa.us)>; Bill Kiolbasa



<[bill.kiolbasa@joulegrowth.com](mailto:bill.kiolbasa@joulegrowth.com)>

**Subject:** New Customer - Pullman Community Montessori

External Email

[Quoted text hidden]



**PRE-IAA.docx**

41K

**PCM CLOSURE WORKPLAN**

Tasks
<b>Support students, families and staff</b>
Send communications to newly enrolled families
Commission staff and lead administrator will hold a parent closure meeting (pg. 6)
Commission staff and lead administrator will meet with charter school faculty and staff (pg. 7)
Support students until all have enrolled in another school until end of school year
Support students through the summer on an as needs basis
Re-visit whether additional calls are needed to identify school families selected - high need students in Excel tracker mostly need follow-up as soon as we know where they are going (typically SPED students)
Track record requests
Confirm employee PTO payout for 12 month employees (for all employees!)
Update website- remove enroll now button, determine what closure info and student resources to add
Share upcoming parent meetings with Commission
<b>Manage contracts</b>
Determine termination dates and restrictions around all other IT contracts
Determine termination dates and restrictions around all other contracts
Notify commercial lenders and bond holders (pg. 7)
Notify vendors and charitable partners of the school's closure and project date of closure
Create a list of all contractors with contracts in effect, and notify the contractors of the school's closure and cessation of operations (pg. 7)
Terminate/modify contracts as needed
Cancel Printer / Copier Leases
Cancel Pitney Bowes postage meter
Notify part-time nurse of closures, needs and adjust scope if needed
Janitorial Contract
Ensure contractors remove any contractor property from the school prior to final day of school operation (pg. 8)
Retain records of past contracts as proof of full payment (pg. 8)
Notify an education service provider of termination of education program by the school's board (pg. 8)
<b>Manage assets</b>
Research requirements: for R&E and private Gates grants for fixed assets
Research requirements: for state funding
Research requirements: Find the list of assets purchased using smaller grants
Ensure plan is in place to collect assets (e.g. laptops) from departing employees
Determine funding source: for fixed assets above \$300
Determine funding source: identify fixed assets below \$300 that were purchased by private funding
Inventory: furniture and equipment
Inventory: tech
Inventory: classroom specific curriculum (including art and science assets)
Transfer: add fair market value to assets that will be sold
Transfer: Make a plan to sell, transfer to other charter schools, dispose, leave for future tenant or return all fixed assets
Move: Execute on plan for fixed assets
Draft full asset list with associated source of funds
Update utilities
Submit a complete inventory / asset list to the State Auditor's office. The complete list would include historical purchases/donations of assets for your schools, using both private and public funds. The list should clearly identify if purchased with public or private, grants, or donation. The asset list should also include total cost of item ( item + taxes + ancillary costs) and date of disposal. The list would include pretty much everything (non-consumable) valued at \$300 and up. Inventory tracking would be according to your WA charter contract



# PULLMAN COMMUNITY MONTESSORI

## PUBLIC RECORDS REQUEST [POLICY](#) AND PROCEDURES

Pullman Community Montessori (“PCM”) is a public local agency in Washington State and is subject to the [Washington Public Records Act](#), which addresses access to public records while preventing excessive interference with other essential functions of PCM. As such, PCM’s public records include any writing that is prepared, owned, used, or retained, and which contains information that relates to the conduct of government, or the performance of any governmental or proprietary function.

PCM is required to respond to public records requests pursuant to [chapter 42.56 RCW](#). PCM is not required to respond to questions, do research, or provide information that is not an identifiable public record, nor to opine on the intent of the parties contemporaneously involved with [identifiable public records](#).

In March 2024, the former Head of School, who served as Public Records Officer (“PRO”), was placed on administrative leave. The Board Chair assumed the role of Public Records Officer in an *ad hoc* capacity, pending the return or replacement of the Head of School.

On May 31, 2024, the Washington Charter School Commission voted to revoke PCM’s charter, precipitating closure of the school after its 2023-24 fiscal year. As a result, staffing has been substantially reduced, adversely affecting the availability of personnel to fulfill public records requests (“PRRs”) without undue burden on the school’s other remaining business activities. Furthermore, the school is insolvent, leaving scant resource for outsourcing of PRR fulfillment, including legal review.

In consequence, while PCM will fulfill PRRs pursuant to the Public Records Act, such requests will enter a queue whose scheduling will depend on the nature, volume, and availability of the requested records, as well as the complexity of the request. See following section *Categories of Requests*.

### **Definitions**

“Public record” includes any writing containing information relating to the conduct of PCM or any function owned, used, or retained by PCM.

“Writing” means handwritten, typed, printed, photocopied, and every other means of recording any form of communication including, but not limited to, letters, words, images, video recordings, and similar documents subject to, and limited by, [RCW 42.56.010\(4\)](#).

“Identifiable record” means an identifiable record extant at the time of the PRR and that PCM staff or contractors can locate after a reasonable search.

“Exempt records” that are exempted from disclosure by federal or state law. In the event that an otherwise permissible record contains exempted information, the identified record may be redacted.

### **Responsibility**

PCM’s PRO is the volunteer Chair of the Board in lieu of now-defunct paid management staff. The PRO will accept, record, tabulate, and monitor PRRs and will request searches for identifiable records from PCM staff or contractors. Within 5 business days of receiving a PRR, the PRO will acknowledge receipt of the request and provide a reasonable and attainable estimate for fulfillment of the request, or will deny exempt portions of the request, or will request clarification

from the requestor. In the event the PRO is unable to respond within 5 business days, they may designate the Treasurer of the Board as temporary PRO.

Searches for identifiable records related to PCM financial accounting will be conducted by existing PCM contractors. Contractors will conduct searches within PCM's instance of *Quickbooks* and directly-related document repositories, and will provide identifiable records to the PRO in accordance with the following section *Categorization of Requests*.

Searches for documents located at PCM's office (such as physical written matter) or directly managed by PCM staff (such as e-mail) will be conducted by PCM's sole remaining staff member, without adversely affecting PCM's other ongoing activities related to compliance and wind-down. Identifiable records will be provided to requestors in accordance with the following section *Categorization of Requests*.

Due to its fiscal status and wind-down, PCM is unable to procure and compensate additional resources for fulfillment of PRRs.

### **Categorization of Requests**

Requests will be categorized as either "immediate" or "complex."

Immediate PRRs are those which refer to documents that are immediately available, of a common nature, and do not involve the interest of another person. Responsive documents will be provided by an employee or contractor to the PRO no sooner than one week after acknowledgement of the request to the requestor, and no later than one month following acknowledgement. Examples include invoices from specific vendors, and e-mails with specific senders and/or receivers within specific, short time frames.

Complex PRRs are those which are of an expansive or all-inclusive nature, or those with limited available methods for searching records, or with potentially high numbers of records implicated, or which involve the rights of third parties, those with need for legal review, those with need for clarification, require time needed for review of exemptions, and other such relevant circumstances. Complex PRRs will be prioritized in the order received, with expected fulfillment times dependent on available resources. Examples of complex PRRs include all vendor invoices related to a particular activity, and e-mails with broad keyword searches or multiple senders/receivers.

When PCM receives a request of which portions are unclear or do not refer to specific identifiable records, PCM will request clarification. If the requestor is unable or unwilling to help narrow the scope of requested records in order to expedite PCM's response and/or reduce the volume of potentially responsive documents, PCM will deny those portions of the request, but will fulfill portions that are clear.

While [regulatory guidelines](#) allow for assessment of monetary compensation for fulfillment of PRRs, PCM does not currently levy such charges. If incremental resources are required for searches, reviews, and responses, however, PCM may determine appropriate charges and require payment in advance of providing responsive records.

### **Preservation of Public Records**

Physical records located in PCM's Pullman offices will be retained therein only so long as PCM's lease remains in effect, currently anticipated to endure through mid- to late-July 2024. Prior to loss of leased office space, PCM anticipates shipment of physical records to the Washington State Charter Commission, and release of online credentials necessary for searches of virtual records such as e-mail.

Virtual records located in PCM's instance of Quickbooks and directly-related accounting document repositories will be retained by PCM's contractor so long as PCM's 501(c)3 organization endures. Upon its dissolution, PCM anticipates making virtual records available to the Washington State Charter Commission for storage in its IT infrastructure.

***This policy will remain in force until it is superseded, or repealed, or the 501(c)3 organization is dissolved.***

**RESOLUTIONS OF THE BOARD OF DIRECTORS OF  
PULLMAN COMMUNITY MONTESSORI**

The Board of Directors (“**Board**”) of Pullman Montessori, a Washington nonprofit corporation (the “**Corporation**”), hereby resolves as follows:

**1. Approval of Dissolution and Proposed Plan of Dissolution**

WHEREAS, the Board believes it to be in the Corporation’s and the community’s best interest to cease its operations, be dissolved, its affairs wound-up, and its remaining assets distributed and has voted to begin such process at its meeting on June 13, 2024.

WHEREAS, the Board has reviewed its assets and affairs and believes the Plan of Distribution attached as Exhibit A is the most efficient means to distribute and transfer its assets.

WHEREAS, the Board has compiled a list of the assets, attached as Exhibit B, that are expected to be distributed in accordance with the Plan of Distribution.

WHEREAS, the Board has hired Bill Kiolbasa at Joule Growth Partners as a special agent to assist with the dissolution of the Corporation and desires for him to exercise limited authority on the Corporation’s behalf as directed by the above listed Directors and officers, including the distribution of remaining assets and making payments to creditors.

RESOLVED, the Corporation shall cease its operations, be dissolved, and its affairs wound-up.

RESOLVED, the Board hereby approves the Plan of Distribution, as described in Exhibit A, in accordance with its Articles of Incorporation and for the Corporation’s remaining assets, if any, to be distributed.

RESOLVED, the officers of the Corporation are hereby authorized to prepare and file the Articles of Dissolution; file the appropriate filings with state and federal authorities; provide notification to the Corporation’s creditors; and provide notification and submission to government officials required by RCW 24.03A.908.

RESOLVED, Bill Kiolbasa shall perform consulting services for the Corporation for purposes of dissolution and shall be able to exercise limited authority on the Corporation’s behalf as directed by the above listed officers, including the distribution of remaining assets and making payments to creditors.

**2. General Authority**

RESOLVED FURTHER, that the Corporation’s officers are authorized and empowered, in the name and on behalf of the Corporation, to take any other action reasonably necessary to achieve the foregoing resolutions, including actions to execute, certify, file, and record such additional agreements, documents, and instruments as may be or become reasonably necessary or convenient to carry out and put into effect the purposes of the foregoing resolutions.

*[Certification Page to Follow]*

## **CERTIFICATE**

The undersigned hereby certifies they are the Secretary of PCM, a corporation organized and existing under the laws of the State of Washington, that the foregoing is a true and correct copy of the resolutions duly approved by the affirmative vote of the majority of the Directors on the Board of Directors at a meeting of the Board of Directors for PCM held on June 13, 2024, at which meeting a quorum was at all times present and acting and that the resolutions are in full force and effect.

Dated \_\_\_\_\_.

\_\_\_\_\_  
Beverly Wolff, Secretary

## **EXHIBIT A**

### **Pullman Community Montessori Plan of Distribution**

In accordance with its Articles of Incorporation, Pullman Community Montessori (the “**Corporation**”) plans to distribute all of its remaining net assets one or more organizations or entities exempt from taxation pursuant 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or to the federal government, or to a state or local government, for a public purpose.



**EXHIBIT B**  
**Inventory of Remaining Assets**

- Cash remaining in Corporation's bank accounts estimated to be \$0 after closing costs and settling with creditors.
- Estimated \$150,000 in fixed assets that will be in process of disbursement with the State of Washington.



# PULLMAN COMMUNITY MONTESSORI

## PUBLIC RECORDS REQUEST [POLICY](#) AND PROCEDURES

Pullman Community Montessori (“PCM”) is a public local agency in Washington State and is subject to the [Washington Public Records Act](#), which addresses access to public records while preventing excessive interference with other essential functions of PCM. As such, PCM’s public records include any writing that is prepared, owned, used, or retained, and which contains information that relates to the conduct of government, or the performance of any governmental or proprietary function.

PCM is required to respond to public records requests pursuant to [chapter 42.56 RCW](#). PCM is not required to respond to questions, do research, or provide information that is not an identifiable public record, nor to opine on the intent of the parties contemporaneously involved with [identifiable public records](#).

In March 2024, the former Head of School, who served as Public Records Officer (“PRO”), was placed on administrative leave. The Board Chair assumed the role of Public Records Officer in an *ad hoc* capacity, pending the return or replacement of the Head of School.

On May 31, 2024, the Washington Charter School Commission voted to revoke PCM’s charter, precipitating closure of the school after its 2023-24 fiscal year. As a result, staffing has been substantially reduced, adversely affecting the availability of personnel to fulfill public records requests (“PRRs”) without undue burden on the school’s other remaining business activities. Furthermore, the school is insolvent, leaving scant resource for outsourcing of PRR fulfillment, including legal review.

In consequence, while PCM will fulfill PRRs pursuant to the Public Records Act, such requests will enter a queue whose scheduling will depend on the nature, volume, and availability of the requested records, as well as the complexity of the request. See following section *Categories of Requests*.

### **Definitions**

“Public record” includes any writing containing information relating to the conduct of PCM or any function owned, used, or retained by PCM.

“Writing” means handwritten, typed, printed, photocopied, and every other means of recording any form of communication including, but not limited to, letters, words, images, video recordings, and similar documents subject to, and limited by, [RCW 42.56.010\(4\)](#).

“Identifiable record” means an identifiable record extant at the time of the PRR and that PCM staff or contractors can locate after a reasonable search.

“Exempt records” that are exempted from disclosure by federal or state law. In the event that an otherwise permissible record contains exempted information, the identified record may be redacted.

### **Responsibility**

PCM’s PRO is the volunteer Chair of the Board in lieu of now-absent paid management staff. The PRO will accept, record, tabulate, and monitor PRRs and will request searches for identifiable records from PCM staff or contractors. Within 5 business days of receiving a PRR, the PRO will acknowledge receipt of the request and provide a reasonable estimate for fulfillment of the request, or will deny exempt portions of the request, or will request clarification from the requestor. In

the event the PRO is unable to respond within 5 business days, they may designate the Treasurer of the Board as temporary PRO.

Searches for identifiable records related to PCM financial accounting will be conducted by existing PCM contractors. Contractors will conduct searches within PCM's instance of *Quickbooks* and directly-related document repositories, and will provide identifiable records to the PRO in accordance with the following section *Categorization of Requests*.

Searches for documents located at PCM's office (such as physical written matter) or directly managed by PCM staff (such as e-mail) will be conducted by PCM's sole remaining staff member, without adversely affecting PCM's other ongoing activities related to compliance and wind-down. Identifiable records will be provided to requestors in accordance with the following section *Categorization of Requests*.

Due to its fiscal status and wind-down, PCM is unable to procure and compensate additional resources for fulfillment of PRRs.

### **Categorization of Requests**

Requests will be categorized as either "immediate" or "complex."

Immediate PRRs are those which refer to documents that are immediately available, of a common nature. Responsive documents will be provided by an employee or contractor to the PRO no sooner than one week after acknowledgement of the request to the requestor, and no later than one month following acknowledgement. Examples include invoices from specific vendors, and e-mails with specific senders and/or receivers within specific, short time frames.

Complex PRRs are those which are of an expansive or all-inclusive nature, or those with limited available methods for searching records, or with potentially high numbers of records implicated, or which involve the rights of third parties, those with need for legal review, those with need for clarification, require time needed for review of exemptions, and other such relevant circumstances. Complex PRRs will be prioritized in the order received, with expected fulfillment times dependent on available resources. Examples of complex PRRs include all vendor invoices related to a particular activity, and e-mails with broad keyword searches or multiple senders/receivers.

When PCM receives a request of which portions are unclear or do not refer to specific identifiable records, PCM will request clarification. If the requestor is unable or unwilling to help narrow the scope of requested records in order to expedite PCM's response and/or reduce the volume of potentially responsive documents, PCM will deny those portions of the request, but will fulfill portions that are clear.

While [regulatory guidelines](#) allow for assessment of monetary compensation for fulfillment of PRRs, PCM does not currently levy such charges. If incremental resources are required for searches, reviews, and responses, however, PCM may determine appropriate charges and require payment in advance of providing responsive records.

### **Preservation of Public Records**

Physical records located in PCM's Pullman offices will be retained therein only so long as PCM's lease remains in effect, currently anticipated to endure through mid- to late-July 2024. Prior to loss of leased office space, PCM anticipates shipment of physical records to the Washington State Charter Commission, and release of online credentials necessary for searches of virtual records such as e-mail.

Virtual records located in PCM's instance of Quickbooks and directly-related accounting document repositories will be retained by PCM's contractor so long as PCM's 501(c)3 organization endures. Upon its dissolution, PCM anticipates making virtual records available to the Washington State Charter Commission for storage in its IT infrastructure.

***This policy will remain in force until it is superseded, or repealed, or the 501(c)3 organization is dissolved.***