

APPROVED



**PULLMAN  
COMMUNITY  
MONTESSORI**

**PUBLIC  
FREE  
K-9**

## Pullman Community Montessori

### Minutes

#### PCM Board Working Group Meeting

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

Tuesday November 24, 2020 at 5:30 PM

##### **Location**

All board meetings are open to the public. Meetings begin at 5:30 PM PST the fourth (4th) Tuesday of each month. Public comment is a standing agenda item at each monthly meeting. Items will be addressed by the board according to the Meeting Agenda posted prior to each meeting.

**PCM's Mission:** to prepare all students to reach their full potential for future success in high school, college, career, and life, using the rich resources of our community.

**PCM's Vision:** to serve as an instrument of change, helping to progress our education system to better meet the needs of students, families, and educators. We nurture students to be self-empowered lifelong learners, global citizens, environmental stewards, and compassionate and collaborative leaders, bringing positive changes to their communities and the world!

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##### **Trustees Present**

B. Wolff (remote), C. Hill (remote), D. Main (remote), H. Merrill (remote), J. Cassleman (remote), N. Batmunkh (remote), T. Franklin (remote), Y. Nashid (remote)

##### **Trustees Absent**

*None*

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#### **I. Opening Items**

##### **A. Record Attendance**

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

J. Cassleman called a meeting of the board of trustees of Pullman Community Montessori to order on Tuesday Nov 24, 2020 @ 5:35 PM.

**C. Approve Minutes - 11/10/20**

B. Wolff made a motion to approve the minutes from PCM Board of Trustees Meeting on 11-10-20.

C. Hill seconded the motion.

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

**D. Approve Minutes - 8/31/20**

B. Wolff made a motion to approve the minutes from Board Meeting -- Special on 08-31-20.

T. Franklin seconded the motion.

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

**E. Building our Board Muscles: SCENARIO**

THE SCENARIO - Enrollment is behind where we projected we would be. How can the board help with enrollment goals?

- Review what's been done by HoS.
- Discuss with the community engagement committee.
- Ask what processes are in place to ensure we are not surprised.
- Ensure that the board is actively engaged in being ambassadors.
- Start working with the finance committee for backup plans, serve all the grades
- Ask the HoS how can we support this effort, what should we do?
- Try to arrange in-person meetings with parents who might not know about the school (e.g. low income students, etc.).
- Meet as group with the HoS to identify targets and how we can get the message out to the demographics and gaps we have.
- Assess our social media and check where we are, who we are reaching, and who we are not reaching.
- Summary from the chair: We should address these before they become issues through good reporting by HoS (which we do receive, thanks Laylah) and be aware of the board's role in actively helping to support the HoS in meeting target enrollment.

**F. DEI and Anti-racism Commitment**

What else might we want to know more about?

Lots of really good discussions. Small picture, big picture. What training we would like as a board. What are the best practices for establishing board processes in this area? Training from our Montessori Coach, Tami, on how the Montessori model deals with DEI so the board can articulate clearly and consistently when being ambassadors.

**II. LEADER Team Update - Brief**

**A. LEADER's Team Updates**

See: <https://mypcm21.app.box.com/s/pkw9nncnubc5dqh7nn2gmr0316j7vinp>

- What goals do we have set in meeting demographic targets on serving children considered at risk? How many of the current students enrolled meet these criteria? HoS can not access this information at the current time. Will know by April.

- Bev goes to the childcare leadership meetings - targets receiving support is down across the local area (covid related). Bev suggested asking the childcare leadership if PCM (Jan) can make a presentation to them.  
**ACTION ITEM** - Laylah will make a request to Childcare Leadership Committee for PCM to present at a future meeting and ensure our information is shared with this group.
- Travis pointed out that Special Ed target may be low as kids coming in may not have been identified as needing this support.

**B. Board Assessment Results and Planning - MOVED TO NEXT MEETING**

**C. 'Board Goals' & Committee Delegation -- MOVED TO NEXT MEETING**

**D. Individual Trustee Goals**

- Personal appraisal goals.
- Complete the form and meet the requirements (detailed in the form) <https://mypcm21.app.box.com/s/70ioqbox2oq1ln7exama2eth6zr41tts>.
- **ACTION ITEM** - Laylah: Send assessment questions to new members.

B. Wolff made a motion to adopt the individual trustee goals.

N. Batmunkh seconded the motion.

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

**III. Committee Updates**

**A. LESC (Leadership Evaluation & Support Committee)**

- Had first meeting. There was training on using the tools provided by NPBS on how to evaluate and support the HoS. New member from Public Montessori of Spokane.
- At the next meeting, the committee will look in detail at the tools and identify the first areas they would like to focus on. Need to be honed to areas particularly relevant to this stage of the PCMs journey.

**B. DC (Development Committee)**

- Jan has worked with Bailey to get our donation platform established. Has the giving form set up and it has been shared with the WA Charters Assoc. They have created a page for all the charters and will be advertising this site.
- We will have a live-giving button on the site this weekend.
- Reminder that we would like a 100% giving by the board (us the giving button on our site).

**C. GC (Governance Committee)**

Currently diving into the Board Assessment result and will provide a summary in December.

**D. FC (Finance Committee)**

- Held first finance committee meeting
- Trying to wrap themselves around basic understanding of charters
- Setting the expectation for these meetings for the immediate future

- Have three very experienced people on the committee

#### **E. Review October Financials**

- See <https://mypcm21.box.com/s/84186qbe2jw3jfqgoh9octy3bu06rpu2>.
- Will not start tracking enrollment until April 2021 (after running lottery if needed).
- Received first WA charters payment.
- Also received the \$15K covid grant from WA Charters.
- Submitted the first reimbursement for PSP.
- Expenditures to date are a bit lower than target because we were later hiring our FACE and MC than expected (allowed us to help with the moving costs for our MC).
- Should be ending the year with the required cash in hand.
- Year vs Budget - all tracking well except for salaries as we were running late in hiring.
- Budget and Land Rent/Lease - Gladdish has rented our current usage at 1c per sq feet. Will go up in January when renovations start and then again in September when we are fully operational.
- Profit and loss tracking with what was in the previous sheet.

H. Merrill made a motion to approve financials for October.

N. Batmunkh seconded the motion.

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

#### **IV. Other Business**

##### **A. Reminders**

Review of need to build strong Trustee muscles, many items reviewed.

See points listed in agenda under IV. Other Business.

<https://app2.boardontrack.com/org/IVTavg/agenda/show/36963>.

#### **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 7:22 PM.

Respectfully Submitted,

N. Batmunkh

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

**Resources:** [Planning Year Board Calendar](#), [Planning Yr Financials Considerations](#), [OPMA Resources](#), [App Board Commitments & Background](#), [Contract, Seat & Committee Descriptions](#), [Org Charts](#), [Board Member Application Full Packet](#), [Prospective Board Member Questionnaire](#)