# Pre-opening monthly meeting FORM

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| School: PCM | Date: 3/11/21 UD for board 2/21 | Time: 1:00 PM |
| **Meeting Logistics** |
| Meeting Location: ZOOM  |
| School Attendees: Laylah Sullivan (HOS) | WACSC Staff: Kara Lowe |
| **Objective** |
| To provide pre-opening charter school with a status update regarding compliance reporting and Commission updates, and engage in a dialogue regarding general pre-opening school updates (i.e. facilities, staffing, prospective enrollment, etc.), pre-opening progress of calendar items, and school specific updates. |
| **Monthly Submission Review** |
| Items Due: (MARCH)

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| 15th School Location -- submitted on time31st Board Disclosure Forms 31st Board Membership 31st Board Resumes 31st Board Training 31st Lease/Facility Agreement 31st Proof of 501(c)(3) Status  |

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| Upcoming Items: (APRIL)

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| 15th Evidence of Uniform Accounting Systems that Comply with Generally Accepted Accounting Principles (GAAP) 15th F1 Personal Financial Disclosure Statement for Board Members 30th Charter/Nonprofit Agreements 30th Evidence of 50% Enrollment  |

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| Compliance Notes: |
| **Topics for Discussion** |
| **Hiring/Staffing Updates** |
| Notes: Lower elementary teacher in final stages (final demo next week). Will likely make offer after. (update….this candidate dropped. The move was too much at this time). Have high quality candidate app for OE….moving to phase 2 next week. Have had inquiry about standalone K but no apps yet. Number of inquiries for classroom interventionalists (but won’t open until end of March beg of April). Inquiring whether PSD has a nurse that needs a 0.22 or 0.25 appointment. No, so we’ll post and use ESD 101 services if necessary. |
| **School Facility/ Physical Plant Update** |
| Notes: We have an all-parties (RAZA, Gladish, PCM) agreed upon lease and NDA. All will be signed at closing at the end of the month. Pending items are city approval of plans (final revisions submitted 3/21 AM), and maximum price contract with sprinkler contractor an GC (in final form…presenting to contractors). All are poised to start work first part of April. Can’t sign lease until all paperwork from RAZA is in, due to legal obligation. Laylah to supply letter from Gladish with statement of assurances. Should be complete by early April. Laylah would like to set up site visit for June. But please avoid July 14th. Certificate of Occupancy will take place room by room as stated in Charter Application.  |
| **Curriculum Development** |
| Notes: NCMPS will have all cross maps updated and completed for K-5th by the July 1 deadline. Will be delivered in excel format. TSS will upload to transparent classroom in early July. NCMPS has an MOU with Transparent Classroom to set up their own portal access to sample lessons and cross maps but won’t be ready until next summer. Working with TSS to design and prep teacher scaffolding and rubrics for place-based projects. Curriculum review will be done at pre-opening site visit. |
| **Professional Development** |
| Notes:**COMPLETED**(Tami) Completed Upward Bound Training today (K-5 Leadership track) 2/11(Tami) - The Together Leader (wrapped up 2/24)(Tami) Stewards' Forum, by Public Montessori in Action  (wrapped up 2/9)             (Tami) - (Offered by Build Excel Sustain) Developing            Exemplary Operations and Systems – Feb 22, 2021, 12pm –            4pm and Feb 23, 2021, 12pm – 3pmLeverage Leadership Workshop - School Culture (spring) -- Tami will take all 2 in spring (Obs & Feedback, Data Meetings) Laylah retaking Obs & FeedbackLaylah - NCMPS Superintendent Meeting 3-4-21**ONGOING**Racial Equity Workgroup (WA Charters)--ongoing but major conflicts with schedule.TSS Project Planning WorkshopsHaring Foundation weekly meetings (PBIS & MTSS support).TSS semi-monthly meetings and monthly workshopsNCPMS semi monthly meetings*\*Teton Science Schools Place Network & National Center for Montessori in the Public Sector are model fidelity partners.***FUTURE (MC will join)**(Offered by Build Excel Sustain (party replace residency))Effective Professional Development and Live Coaching – April 26, 2021, 12pm – 4pm and April 27, 2021, 12pm – 3pm*\*\*Several of the NCMPS classes will be repeated with the MC to drive discussion and planning.*Child Study TrainingMontessori Coaches Training\*Summer PD will be done onsite not yet called out in list. |
| **Prospective Enrollment** |
| Notes: All 68 have accepted offer and we have 3 pending. Biggest areas of growth is K and few seats available in 3, 4, and 5. 1st and 2nd full….2 on waiting list for 1st and 2 on waiting list for 2nd  68 represents committed to attend but not completed enrollment. As of March 10th all enrollment packets have been made available. Using phases for completion-vaccines, residency (Aug.) 4 are in offered status (2 K, 1 3rd, 1 5th)Team is putting additional recruiting steps into action. |
| **Family and Community Engagement** |
| Notes: great volunteering efforts by families (feedback on reg forms, distribution of welcome packets). Our families are excited and are talking. Working on ‘staying connected’ calendar of interactions between now and August. LOOM is our new friend in this environment. Has been great for families for answering questions in a personal way and have them follow with a visual reference. Very helpful for an extra personal touch for families. Did a facility tour through LOOM as well. We are signed up for the Family fair in first part of April (all people that would have been set up will have bags that will be distributed on schools behalf). Will table at Walmart and Grocery outlet. Going to see if the CAC (Community Action Center) has some opportunities for us to talk or be featured now that things are opening back up. Building a list of volunteer and well and volunteer projects for families (will post on our website). |
| **Board Updates** |
| Notes: Committee are doing well and working with more confidence. Next full board DEI training w/ Dr. Scott is in April. May test racial equity group tracks for development outside of meetings. |
| **Policy Development** |
| Notes: we are following [these recs](https://mypcm21.box.com/s/xhu89k0ydndil6gba3svzxkarmtthopz) for policy development. We have approved * Enrollment Policies & Procedures,
* Financial Policies & Procedures Manual (FPPM),
* Grievance and Conflict Resolution Policy & Procedure

Slightly modified form WSSDA…..* 4220 Complaints Concerning Staff or Programs
* 5011 Sexual Harassment - Staff
* 5010 Nondiscrimination and Affirmative Action
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| **Fundraising Updates** |
| Notes: applied for $2K libraries grant (let us know in May), applied for $3K garden grant Whole foods Foundation (May too), applying for NSVF grant (due EOM, lets us know if have interview in May). Looking at applying to Salad Bar Grant (accepted year round) and Bee grant (on hold till fall 2021) as long as you can find a farmer to house hives you can be involved. Launching Donor Door campaign next week (we are business of the month with chamber and want to put it out while we are business of the month), finishing case for support. Will have teachers apply for classroom project specific funding (build into our culture) and classroom pet grant. DONOR DOOR CAMPAIGN has launched! |
| **Conditional Approval/Heightened Oversight Updates (If Applicable)**  |
| Notes: |
| **Miscellaneous**  |
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| * **Next Steps**
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| * **Kara to work with Oversight team to see if we can see if we can set up Pre-Opening walkthrough late June.**
* **Laylah to provide a letter from Gladish with a statement of assurances for Lease requirement of March 15 (Lease should be signed and completed by early April).**
* **Kara review nonprofit charter agreement and see what is expected as a deliverable.**
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