



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

## **PDC F1 DISCLOSURE COMPLIANCE**

In compliance with the Washington State Charter School Commission , Public Disclosure Commission, and RCW 42.17A.710, every member of a publicly funded governing body must complete their online F1 Personal Financial Affairs Statement within 14 days of taking their oath or assuring their duties. Every member is also required to refresher this information annually as long as they serve on the Board of Trustees.

This form is a transparency feature that is expected of all public seats. You can view more [HERE on the Public Disclosure Commission site](#). The full purpose of the F-1 form shared on the Public Disclosure Commission site is "*Personal financial information is disclosed by candidates at the start of the campaign and annually by elected officials, state boards and commissions members, state agency directors, and legislative and gubernatorial professional staff. Allows the public to assess whether state officials may have conflicts of interest.* RCW 42.17A.710"

The process can be more laborious the first time through since no personal information is yet in the system. Subsequent years are faster. As a frame of reference, for new members on our board, it has taken anywhere between 45 minutes and 2 hours to complete. The process requires you have your tax return and family financials accessible. Each year the form must be renewed between February and March.

To begin filing electronically, you will need to create a login and follow the prompts through [SecureAccess Washington](#).

When you have completed the online F1 Form, please send a confirmation email to the Board Chair and Head of School.

Board Chair	John Casselman	<a href="mailto:johncasslemanPCM@gmail.com">johncasslemanPCM@gmail.com</a>
Head of School	Laylah Sullivan	<a href="mailto:lsullivan@mypcm.org">lsullivan@mypcm.org</a>

Don't hesitate to contact the Board Chair if you have questions.

Thank you for your time and attention!