

APPROVED



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

## Pullman Community Montessori

# Minutes

### PCM Board Working Group Meeting

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#### **Date and Time**

Tuesday August 18, 2020 at 5:30 PM

#### **Location**

All board meetings are open to the public. Meetings are held from 5:30 PM PST to 7:00 PM PST the first and third Tuesday of each month. Public comment is a standing agenda item at the first meeting of each month. Items will be addressed by the board according to the Meeting Agenda posted prior to each meeting.

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#### **Trustees Present**

B. Wolff (remote), D. Main (remote), J. Cassleman (remote), N. Batmunkh (remote), T. Franklin (remote)

#### **Trustees Absent**

H. Merrill

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

B. Wolff

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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 Aug 18, 2020 at 5:41 PM.

B. Wolff arrived.

### C. Approve Minutes

B. Wolff made a motion to Motion to postpone approving minutes until later in the meeting.

D. Main seconded the motion.

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

#### Roll Call

D. Main Aye

B. Wolff Aye

N. Batmunkh Aye

J. Cassleman Aye

T. Franklin Aye

H. Merrill Absent

B. Wolff made a motion to approve the minutes from 07-07-20 and 07-21-20 with the suggested amendments.

N. Batmunkh seconded the motion.

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

#### Roll Call

J. Cassleman Aye

B. Wolff Aye

N. Batmunkh Aye

H. Merrill Absent

D. Main Aye

T. Franklin Aye

## II. Other Business

### A. LEADERS Team Update

- Prospective treasurer meeting not yet scheduled
- Dr. Scott scheduling - suggest last board meeting in October
- Please review the charter contract
- Need to schedule meeting for the board charter signing

### B. Initial Board Service Terms

Election Cycle

- Discussion about Founding Term by seat
- Changes made to the Assistant Treasurer term length and Member D

B. Wolff made a motion to Accept the Board Service Terms as presented.

D. Main seconded the motion.

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

**Roll Call**

N. Batmunkh Aye  
T. Franklin Aye  
D. Main Aye  
J. Cassleman Aye  
H. Merrill Absent  
B. Wolff Aye

**C. Board Meeting Schedule**

- Changing the current board meeting schedule to the 2nd and 4th Tuesday of the month

B. Wolff made a motion to Change the board schedule to meet on the 2nd and 4th Tuesday of the month from the 1st and 3rd week of the month, starting August 25th.

N. Batmunkh seconded the motion.

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

**Roll Call**

D. Main Aye  
N. Batmunkh Aye  
T. Franklin Aye  
B. Wolff Aye  
H. Merrill Absent  
J. Cassleman Aye

**D. Committee Chairs & Drafts of Board Docs**

- Bev Wolff expressed interest in serving on the AEC and LESC committee
- Travis Franklin expressed interest in serving on the LESC committee
- Dorrie Main is the Chair of the Development Committee
- The Treasurer will be Chair of the Finance Committee
- John Casselman expressed interest in serving on the Governance committee
- Dorrie Main expressed interest in serving on the Finance committee
- Question - Does the BoT Chair need to be ex officio on all the committees
- Please review the committee's description and decide where you would like to serve.

**E. CSP - Certificate of Assurances**

- CSP grant - does the committee approve the Chair signing the CSP grant

T. Franklin made a motion to Have the chair sign the CSP.

D. Main seconded the motion.

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

**Roll Call**

B. Wolff Aye  
H. Merrill Absent  
T. Franklin Aye  
D. Main Aye  
J. Cassleman Aye  
N. Batmunkh Aye

**F. HOS Employment Agreement**

D. Main made a motion to Motion to strike paragraphs 4 and 5 from the HoS planning Year Offer of Employment Agreement. Add a paragraph "Should funding be obtained through a successful INVENT grant or similar grant the HoS salary will be retroactively increased to \$90K per year for the planning year".

B. Wolff seconded the motion.

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

**Roll Call**

D. Main Aye  
T. Franklin Aye  
N. Batmunkh Aye  
B. Wolff Aye  
J. Cassleman Aye  
H. Merrill Absent

**G. E-Rate Support Agreement**

T. Franklin made a motion to Contract with Dakota Academic Consulting to do the E-rate Program support.

B. Wolff seconded the motion.

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

**Roll Call**

J. Cassleman Aye  
H. Merrill Absent  
B. Wolff Aye  
T. Franklin Aye  
N. Batmunkh Aye  
D. Main Aye

**H. Planning Year budget**

- On recruitment software Mint
- Working with Pullman Marketing on optimizing advertising

T. Franklin made a motion to To approve the planning year budget along with the added line items for FACE Coordinator, School Mint, E-Rate Program, and Fund Development Data Management Systems.

B. Wolff seconded the motion.

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

**Roll Call**

J. Cassleman Aye

B. Wolff Aye

D. Main Aye

N. Batmunkh Aye

H. Merrill Absent

T. Franklin Aye

**I. Board Goals**

We need to start planning our SMART goals as a Board for this year. Start looking at the Board Calendar to see what items are coming up, look at what we need to set goals around. Reminder to differentiate governance from management. No need to approve the first iteration of our Financial Policies and Procedures Manual.

**J. Financial Policies and Procedures Manual (Potential)**

**K. HOS Employment Agreement**

**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 7:26 PM.

Respectfully Submitted,

J. Cassleman