

APPROVED



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

## Pullman Community Montessori

# Minutes

### Finance Committee (FC)

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#### Date and Time

Tuesday January 19, 2021 at 5:00 PM

#### Location

Join Zoom Meeting

<https://us02web.zoom.us/j/5093365909>

Meeting ID: 509 336 5909

One tap mobile

+12532158782,,5093365909# US (Tacoma)

+16699006833,,5093365909# US (San Jose)

Dial by your location

+1 253 215 8782 US (Tacoma)

+1 669 900 6833 US (San Jose)

+1 346 248 7799 US (Houston)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington D.C)

+1 312 626 6799 US (Chicago)

Meeting ID: 509 336 5909

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**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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### **Committee Members Present**

A. Guyton (remote), C. Minogue (remote), J. Cassleman (remote), L. Sullivan (remote), M. Paolini (remote)

### **Committee Members Absent**

*None*

### **Guests Present**

Bill Kiolbasa (remote)

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## **I. Opening Items**

### **A. Record Attendance**

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

L. Sullivan called a meeting of the Finance Committee Committee of Pullman Community Montessori to order on Tuesday Jan 19, 2021 at 5:08 PM.

### **C. Approve Minutes**

L. Sullivan made a motion to approve the minutes from Finance Committee (FC) on 11-17-20.

C. Minogue seconded the motion.

There was only one other committee member, Carmel, at the previous meeting. Carmel noted she did not see anything that needed to be amended.

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

## **II. Finance Committee (FC)**

### **A. Getting Orientated**

- Laylah hit high level items outlined in "What We Need to be Doing Now"
- Asked for questions comments. Group had none so moved on.

### **B. Fiduciary Training for the PCM Board**

Quick orientation to the tools/resources the FC has at their disposal for helping the Board develop a clear understanding of their fiduciary responsibilities. Laylah noted we'll start working on what introducing this the the board may look like over the next few FC meetings.

### **C. Review & Approve December Financials**

Reviewed financials. No red flags. Noted will begin voting on after Board has voted in the Financial Policies & Procedures Manual.

Question: when will be looking at the 5-year budget so we have a clear picture of achieving financial sustainability by year 5.

Answer: February or March FC meeting

Question: will be doing internal note disclosures? Carmel could offer her services here if needed.

Answer: We will revisit but not standard for Charter Schools. The Audit firm typically prepares the notes.

Question: will PCM have designated board members who are asked to review AP & Payroll and report to the Board?

Answer: Table for further discussion in the future. Some schools do this.

#### **D. Financial Policies & Procedures Manual**

Members agreed they needed more time to review to provide quality input. Set up meeting on Thursday 1/21/21 @ 5:00 PM to finalize the FPPM.

ACTION ITEM: Laylah - send out meeting invite for 1/21 meeting.

ACTION ITEM: All members - review FPPM with deepest focus on the yellow highlighted sections. Comments and suggestions on the full FPPM are welcome however.

### **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 6:10 PM.

Respectfully Submitted,  
L. Sullivan

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**Grounding Docs:** [FC Description & Responsibilities](#) , [Norms-We are LEADERS too-Structure and Responsibilities Overview](#), [Bylaws](#) (read committees section), [PCM Logic Model](#), [Org Charts](#)

**School Wide Evaluation Tools (model fidelity):** [EEMPS Rubric](#), [School-Wide Reflective Practice Inventory](#)

**Resources:** [Planning Yr Financials Considerations](#), [Example Dashboard Review](#), [Contract](#), Commission Financial Performance Framework