

APPROVED



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

## Pullman Community Montessori

### Minutes

#### PCM Board Meeting

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

Tuesday January 26, 2021 at 5:00 PM

##### **Location**

All board meetings are open to the public. Meetings begin at 5:00 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 48 hours prior to each meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/81114151249?pwd=amNWYWJKTVhuVVdQMmJyU3hrR3ZJZz09>

Meeting ID: 811-1415-1249

Password: 1156

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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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##### **Trustees Present**

A. Guyton (remote), B. Wolff (remote), C. Hill (remote), J. Cassleman (remote), N. Batmunkh (remote), T. Franklin (remote)

##### **Trustees Absent**

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D. Main

**Ex Officio Members Present**

L. Sullivan (remote)

**Non Voting Members Present**

L. Sullivan (remote)

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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 Jan 26, 2021 at 5:09 PM.

**C. Approve Minutes - 12/22/20**

N. Batmunkh made a motion to approve the minutes from PCM Board Meeting on 12-22-20.

C. Hill seconded the motion.

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

**D. Approve Minutes - 1/7/2021**

B. Wolff made a motion to approve the minutes from Board Meeting--Special on 01-07-21.

N. Batmunkh seconded the motion.

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

**E. Approve Minutes - 1/12/2021**

C. Hill made a motion to approve the minutes from Board Meeting--Special on 01-12-21.

B. Wolff seconded the motion.

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

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

Scenario:

A friend of a board member is invited to a board meeting to present information on a computer software program that he wants the school to buy. The parent association decides that parents should be involved in decisions about the school's curriculum; the association chairperson catches a board member in the supermarket and complains. The next week, a group of parents comes to a board meeting to raise this issue.

Engaging in conversation at a supermarket is not recommended. Parents should come through a proper channel (electronic communication method is preferred) to address issues to board members.

## **G. DEI and Anti-racism Commitment**

Welcomed Aubree Guyton.

Everybody watched the "Cracking the Code" suggested by Dr. John Scott prior to today's meeting.

1. What surfaced for you?
2. What questions or concerns arose for you?
3. As a governance member of PCM, how will you use this information?

Everybody answered three questions based on their own experiences and reflections after watching the movie. All agreed that racism cannot be tolerated at PCM and we should do our best to prevent this kind of issues from happening.

## **II. Public Comment**

### **A. Making Public Comments**

If you would like to make public comment you will be called on in the order you logged in/arrived. We generally allow 5 minutes for presentation of personal comments/questions/concerns/grievances. These should be shared with the board in writing in advance of the board meeting for us to better address your consideration. Please email to [board@mypcm.org](mailto:board@mypcm.org) or submit in paper form to the PCM office in Gladish Community and Cultural Center. You should receive confirmation of receipt of your written statement within 48 hours of submission.

## **III. LEADER Team Update**

### **A. November Update**

Extending the deadline for staff application due to a high number of applicants. We published jobs nationally including AMS.

Enrollment: 69 students

Budget question: title school fund - not clear at this point.

Members should make 2 videos to reach the public.

Compliance updates- make sure to keep track of updates on BoT.

File F1 Personal Financial Disclosure ASAP by March 15. Laylah will figure out how to fill out the form. We are good with enrollment as grades go, spread out as we would like. Laylah will make a presentation on Montessori in Kindergarten.

#### **IV. Committee Updates**

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

We collected surveys from board members and partners. 13 people responded. We focused on higher numbers. Bev will make a draft for the executive evaluation instrument. In the next meeting, there will be a report on this survey.

##### **B. DC (Development Committee)**

- Distributing materials
- Donor door project
- Applying for grants

##### **C. GC (Governance Committee)**

We listed the goals and every committee is focusing on their goals.

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

The FC proposes the Board adopt this **Financial Policies & Procedures Manual** (CSP Grant and Pre-Opening Requirement.)

There will be a special meeting on voting on the Loan and Master lease agreement. Laylah will let know the date later for the special meeting seven days in advance.

Members should go over the document within those 7 days and let Laylah know if there is any question.

#### **V. Board Financials**

##### **A. Review December Financials**

No changes from the last meeting.

Two things need to be done:

1. Approve financials as presented
2. We approve the budget for the planning year

Bev made a motion to accept financials as presented.

Nomin seconded it. Motion passed.

Nomin made a motion to approve the updated current budget for the planning year.

Bev seconded it. Motion passed.

## VI. Other Business

### A. Other Policies

B. Wolff made a motion to approve the policies as listed in the agenda with an amendment to use consistent language in the policies and consistent electronic communication response. In house - modeled after SIA's and WSSDA model policy and procedures Grievance and Conflict Resolution Policy & Procedure (Pre-Opening Requirement) Slightly modified from WSSDA model policies 4220 Complaints Concerning Staff or Programs 5011 Sexual Harassment 5010 Nondiscrimination and Affirmative Action .

N. Batmunkh seconded the motion.

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

B. Wolff made a motion to accept the proposal to expand the work with Joule for year 1. Year 1 - Full services from Joule A. CFP Support B. Accounting Support The cost from Joule is commensurate with ESD (\$9000). .

C. Hill seconded the motion.

<https://mypcm21.app.box.com/s/05cqd7ff00fbvqbqibzfy1f82e6r9xk>

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

J. Cassleman made a motion to to accept the non-binding agreement to ask Amanda from RAZA to draft a formal agreement for a facility renovation and put down a \$2,500 deposit to show the good faith that PCM is truly interested in a loan with RAZA.

N. Batmunkh seconded the motion.

<https://mypcm21.app.box.com/s/05cqd7ff00fbvqbqibzfy1f82e6r9xk>

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

## VII. 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 7:31 PM.

Respectfully Submitted,

N. Batmunkh

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## Documents used during the meeting

*None*

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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](#)