

APPROVED



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

## Pullman Community Montessori

### Minutes

#### PCM Board Meeting

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

Tuesday December 22, 2020 at 5:00 PM

##### **Location**

All board meetings are open to the public. Meetings begin at 5:30 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 prior to each meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/83072704713?pwd=dWxlY3Z3VHF5Wk4vc3N0SGNVa0RhQT09>

Meeting ID: 830-7270-4713

Password: 2315

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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**

C. Hill (remote), D. Main (remote), H. Merrill (remote), J. Cassleman (remote), N. Batmunkh (remote), T. Franklin (remote)

##### **Trustees Absent**

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B. Wolff, Y. Nashid

**Ex Officio Members Present**

L. Sullivan (remote)

**Non Voting Members Present**

L. Sullivan (remote)

**Guests Present**

T. O'Kinsella (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 Dec 22, 2020 at 5:06 PM.

**C. Approve Minutes - 11/24/20**

H. Merrill made a motion to approve the minutes from.

C. Hill seconded the motion.

There was an error on approving the minutes on the system. We discussed and approved the minute in the meeting.

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

**Roll Call**

B. Wolff	Absent
C. Hill	Aye
D. Main	Aye
T. Franklin	Aye
J. Cassleman	Aye
N. Batmunkh	Aye
Y. Nashid	Absent
H. Merrill	Aye

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

Scenario:

(Imagining vaccines are available to the general public by August 2021)

Despite a broadly available COVID vaccine, many individuals are not getting vaccinated and community spread is moderate but rising in the weeks leading up to the start of the school year. According to recently revised local health department and state government

recommendations, students in grades K-5 should be attending school in-person. Parents are divided on sending their students to school in-person.

As a board member, what questions do you have and what would you like to do?

Henry: What is Pullman school doing?

Travis: What is the local health guidance? Concerns about the budget: 5% cut, think K-5 will be back in Fall 2021.

Clara: Ask parents' opinions, give them info about the current situation. Making decisions late is harmful.

Laylah: We listen to experts and provide input, work as a community.

John: Idaho is pushing funds for the vaccine. Have a good communication channel.

Bring health department staff, teachers to the board meeting.

Dorrie: Have a plan in place, be ready for any situation

John: When should we start communicating on approving a plan regarding COVID?

Laylah: Budget: staff- planning year -hiring staff positions after February, working with Tami on staff questions or concerns

Plan: will plan later when there is more clear guidance about vaccine

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

Dr. Scott cannot attend today.

Cracking the Codes by World Trust Educational Services was purchased. Laylah will host a watch party. We should watch it before the January meeting and debrief on the January meeting. Members can watch the movie individually.

February 17 from 5:00 - 7:00 PM is proposed for the training date. (outside the Board meeting) March meeting doesn't work for Dr. Scott.

## **F. Welcome Tami & Jan!**

Welcomed Tami.

Everybody introduced themselves.

Tami: I am Irish (Dorrie). I am catholic (henry). I feel I have a connection with everyone. English teacher(John). Admin experience (Travis). Montessori is good for 2-year-old (Clara). International perspective (Nomin ). 26 years of teaching experience in Montessori: both public and private. Sold on Montessori for all children, sold on Montessori provides the best practice and education.

Good night, happy holidays!

## **II. Public Comment**

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

No visitors, no comments

## **III. LEADER Team Update**

### **A. November Update**

Laylah: What if people didn't make a request ahead of time to attend the board meeting, but showed up and make comments?

Travis: ask them what their concerns are, guide them through proper steps. There is no law that requires to include the discussion brought by the public in the minutes by OPMA.

John: welcome them. When a question is asked, how do we address it? Do we follow up? We usually bring it up in the next meeting after discussing it.

Henry: limit their time, ask them to summarize their concerns in writing, be careful of ranters, give them a deadline when they can share their concern

Laylah: It's best to submit their concern in paper form ahead of time.

Board:

Laylah will apply for the grant New Schools Venture Fund grant in January when it opens.

She will post the positions to hire teachers tomorrow. She will try to reach as diverse a group as possible.

We are in search of a replacement treasurer. Strong lead through Joule (another charters VP) and locally, Dyfed Avalon (Washington Trust bank). Have also reached out to WSU. Laylah had a preliminary interview with .....

Everybody should take a look at the board meeting observation form.

Jan- April Deliverables: Ahead on most deliverables or February, March, and April.

Laylah will put tasks on BoT for everybody. All board members should start F1 Personal Financial Disclosure Statement for Board Members on Public Disclosure Commission site. Best to wait until after receiving the W2.

Enrollment:

School Mint: still ahead of enrollment goal. Right now 61% of enrollment is reached which is 49 students. Our target was 55%.

Recruitment planning: Development Committee is beginning execution of REM plan - communication with early learning centers, providing businesses with materials, canvassing apartments & manufactured home parks, email to faith group leaders. Bev submitted a video and Clara shared some activity.

## **B. Board Assessment Results and Planning**

John presented the 2020 PCM Board Assessment and Recommendation.

Overall report: Emerging ( Begin to develop repeatable processes, board work connects to results for kids)

Top Board Priorities

- Establishing financial processes & understanding finance
- Effective and compliant board meetings
- Building the board/ committees

We need a treasury and at least 3 people beside Laylah on the finance committee.

Values, mission, vision: committees established goals and approve them tonight.

Finance: Establish foundational policies and documents, and nurture the board's ability to provide financial oversight.

Governance: Develop composition targets and processes to help the board and its committees operate legally, equitably, and effectively.

LESC: Create

Travis made a motion to accept the goals as presented. Dorrie seconded it. Unanimous vote. The motion has passed.

## **IV. Committee Updates**

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

Discussed how to evaluation of Laylah's leadership. Bev is drafting a form to be distributed to board members and PSM staff. We should be able to provide feedback in January. LESG will report on the evaluation in February.

Note for each committee is accessible through BoT.

**B. DC (Development Committee)**

Distributing flyers and brochures throughout Pullman.

Planning to host a watch party for a movie.

Clara: Option to check if people want to receive a thank you gift.

**C. GC (Governance Committee)**

John: Nothing more to add besides the assessment report. Feel free to send questions.

**D. FC (Finance Committee)**

Yecica appreciated the card and thoughtfulness and the flower. She thanked us all and will reach us when possible. Next meeting is in January. Hopes that new members will be in the meeting.

**V. Board Financials**

**A. Review November Financials**

Refer to the forms.

General Notes: <https://mypcm21.app.box.com/s/nqaxpp9zt4clzq119ny5bz8vfmuh5qiy>

Finance Dashboard: <https://mypcm21.app.box.com/s/8yncb367gkx4rflttyx8vpzogi5k50rm>

Balance Sheet: <https://mypcm21.app.box.com/s/5mivgjlkrp681d5s3cqda3d1uzlvlyt2>

Profit & Loss

Statement: <https://mypcm21.app.box.com/s/hl3t045qm20e35je3n2j3rmk5uynzh9s>

Budget versus

Actuals: <https://mypcm21.app.box.com/s/krfwmcqy0kh4dfaiav5j89jy9dvr493>

It's common to ask WA charters to release money earlier. We are on track with the budget.

Warrant - individual check - to be approved by the board: reviewing the expenditure.

Henry moved a motion to accept the financial, and John seconded it. Unanimous vote.

**VI. Other Business**

**A. Thank you Dr. Merrill!**

John: Thank you, Dr. Henry Miller- founding board member, the initiator. Thank you for building a legacy for Pullman. You are a lifetime educator, a starter for the revolutionary education path.

Laylah presented the tree indicating that Henry is the root of PCM. Henry appreciated and shared the story of his rose tree.

## 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 6:54 PM.

Respectfully Submitted,  
H. Merrill

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### Documents used during the meeting

- 2020\_11\_24\_board\_meeting\_minutes.pdf

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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](#)