

APPROVED



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

## Pullman Community Montessori

# Minutes

### PCM Board Meeting

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#### **Date and Time**

Tuesday February 23, 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), D. Main (remote), J. Cassleman (remote), N. Batmunkh (remote), T. Franklin (remote)

#### **Trustees Absent**

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None

**Ex Officio Members Present**

L. Sullivan (remote)

**Non Voting Members Present**

L. Sullivan (remote)

**Guests Present**

Kara Lowe

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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 Feb 23, 2021 at 5:06 PM.

**C. Approve Minutes - 1/26/20**

C. Hill made a motion to approve the minutes from PCM Board Meeting on 01-26-21.

B. Wolff seconded the motion.

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

**Roll Call**

A. Guyton Aye

T. Franklin Aye

N. Batmunkh Aye

J. Cassleman Aye

C. Hill Aye

B. Wolff Aye

D. Main Aye

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

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

**II. LEADER Team Update**

**A. January Update**

Lottery process completed.

### III. Committee Updates

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

LESC reported out on the first evaluation cycle of the HOS.

B. Wolff made a motion to to share the Board consensus on the HOS's mid-year appraisal with PCM's commission contact.

T. Franklin seconded the motion.

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

#### B. DC (Development Committee)

#### C. GC (Governance Committee)

Committee considering how to help the process of the board

- Simplify the agenda content
- Recommend that the committees not report verbally at board meeting - report by minutes unless a motion being brought
- Send questions ahead of the board meeting, may be able to be answered without needing to be brought to a vote
- Recommend that committee questions be sent to the chair of the committee

#### D. FC (Finance Committee)

A. Guyton made a motion to The FC proposes the Board adopt this Financial Policies & Procedures Manual as the base policy for PCM.

B. Wolff seconded the motion.

Reminder to the board that the Financial Policies & Procedures Manual is a living document that will be revisited.

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

A. Guyton made a motion to approve the January financials.

T. Franklin seconded the motion.

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

### IV. Other Business

#### A. REPORT - New School Board: Onboarding Session 1

Clara, Travis and Bev attended and reported out on the Onboarding Session 1

#### B. PCM-Gladish Master Lease

B. Wolff made a motion to Motion to approve the recommendation as written by the HoS: I recommend that the PCM Board of Trustees grant me the latitude within limits to finalize the lease agreement (barring any substantive changes proposed by any party) and present to John Cassleman to sign on behalf of the PCM Board of Trustees.

A. Guyton seconded the motion.

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

**C. Construction Contracts**

D. Main made a motion to approve the recommendation as written by the HoS: I recommend that the PCM Board of Trustees grant me the latitude within limits to finalize negotiations and secure the aforementioned contractors with the condition that I stay within budget and seek final council with RAZA, WCSD, and Apex Law. .

T. Franklin seconded the motion.

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

**D. Loan**

T. Franklin made a motion to approve the recommendation as written by the HoS: I recommend that the PCM Board finalize questions around this so when RAZA presents their approved and underwritten contract I can present it and a quorum can convene and vote within as little as 2 days (this is following a review by myself and APEX and assuming what is presented is closely aligned to what is in the LOI).

N. Batmunkh seconded the motion.

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

**V. 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 6:43 PM.

Respectfully Submitted,

C. Hill

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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:** [Compliance Folder](#), [Planning Year Board Calendar](#), [Planning Yr Financials Considerations](#), [OPMA Resources](#), [App Board Commitments & Background](#), [Seat & Committee Descriptions](#), [Org Charts](#), [Board Member Application Full Packet](#), [Prospective Board Member Questionnaire](#)