

APPROVED



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

Pullman Community Montessori Minutes

Finance Committee (FC)

Date and Time

Tuesday April 20, 2021 at 5:00 PM

Location

Keeping safety as our top priority, until further notice, all committee meeting will be conducted virtually over Zoom.

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!

Committee Members Present

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

Committee Members Absent

J. Cassleman

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

A. Guyton called a meeting of the Finance Committee Committee of Pullman Community Montessori to order on Tuesday Apr 20, 2021 at 5:02 PM.

C. Approve Minutes

A. Guyton made a motion to approve the minutes from Finance Committee (FC) on 03-16-21.

C. Minogue seconded the motion.

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

II. Finance Committee (FC)

A. Review & Approve March Financials

A. Guyton made a motion to to approve March Financials.

C. Minogue seconded the motion.

Where did 'extra' revenue come from? -- WA Charters grant funding was released early (no new funding just timing).

How will high SPED population affect our budget? Laylah is gathering information on needs, conferencing with WA Charters, TMC, and Matt and will report at next meeting.

Will any SPED needs require specialized transportation? Laylah will follow-up at our next meeting.

Carmel advise we start soon on looking at a more detailed presentation of some of the financials.

Action Item: Matt-Aubree-Laylah meet and talk about month-over-month and moth-to-month for fiscal year presentation.

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

Action Item: Matt-Aubree-Laylah meet and talk about month-over-month and moth-to-month for fiscal year presentation.

B. Continued Review of 5-Yr Forecasts

We tabled this for next meeting to make time to decide on the scope and sequence of the committees work.

C. Begin Scope and Sequence of Future FC Meetings

The team refined the scope and sequence for future work. Discussed when the best time to introduce the warrent process would be (late summer). PCM must undergo a SAO and private audit.

Action Items:

Laylah - email Kara Lowe about Annual budget due date (their calendar says July 10 RCW says Aug 31).

Laylah - check with WA Charters on when auditor should be secured.

Laylah - re-share potential board training materials with Aubree

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 6:01 PM.

Respectfully Submitted,

A. Guyton

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