

APPROVED



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

Pullman Community Montessori

Minutes

PCM Board Meeting

Date and Time

Tuesday June 22, 2021 at 5:00 PM

Location

Due to impacts of COVID-19, PCM board meetings will be held virtually via the Zoom platform until further notice. Thank you for understanding and we look forward to seeing you virtually!

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/89620042723?pwd=akVHUTI3eIMxSn0xejJwUTRwdEhodz09>

Meeting ID: 896-2004-2723

Password: 6615

Dial by your location

(929) 205 6099

(301) 715 8592

(312) 626 6799

(669) 900 6833

(253) 215 8782

(346) 248 7799

If you would like to make public comment you will be called on in the order you arrived. We generally allow 5 minutes for presentation of personal comments/questions/concerns/grievances. You may view our PCM Grievance and Conflict Resolution Policy and Procedures [here](#). Public

comment 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 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. If you do not receive confirmation please email JanW@myPCM.org

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!

Trustees Present

A. Guyton (remote), B. Wolff (remote), C. Hill (remote), J. Cassleman (remote)

Trustees Absent

T. Franklin

Guests Present

Ayad Rahmani (remote)

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 Jun 22, 2021 at 5:05 PM.

C. Approve Minutes - 5/25

B. Wolff made a motion to approve the minutes from PCM Board Meeting on 05-25-21.

A. Guyton seconded the motion.

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

D. Re-approve Special Meeting Minutes - 4/12

B. Wolff made a motion to approve the minutes from Board Meeting--Special on 04-12-21.

A. Guyton seconded the motion.

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

E.

Re-approve Special Board Meeting Minutes - 4/22

B. Wolff made a motion to approve the minutes from Board Meeting--Special on 04-22-21.

A. Guyton seconded the motion.

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

F. Approve Special Meeting Minutes - 6/8

B. Wolff made a motion to approve the minutes from Board Meeting--Special on 06-08-21.

A. Guyton seconded the motion.

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

G. Prospective Candidate Interview

B. Wolff made a motion to approve offering a board trustee position to Ayad Rahmani.

A. Guyton seconded the motion.

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

H. Building our Board Muscles: SCENARIO

Board discussed the scenario presented.

I. DEI and Anti-racism Commitment

What should our next steps be?

- Learn more about restorative justice
- Revisit some of the questions that we ask of our board candidates
- Move toward making public commitments and accountability
- An equity plan will be provided in July for board review and input

II. Public Comment

A. Making Public Comments

None.

III. Committee Updates

A. LESC (Leadership Evaluation & Support Committee)

B. Wolff made a motion to renew the HoS contract for Laylah Sullivan for the 2021-22 school year.

A. Guyton seconded the motion.

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

B.

DC (Development Committee)

C. GC (Governance Committee)

D. FC (Finance Committee)

A. Guyton made a motion to approve the financials for May.

D. Main seconded the motion.

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

IV. Other Business

A. Annual School Calendar

A. Guyton made a motion to Move up the vote on the Annual School Calendar and Staff Handbook and postpone items D and E to the special meeting on 6/29.

B. Wolff seconded the motion.

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

Roll Call

J. Cassleman Aye

B. Wolff Aye

T. Franklin Absent

A. Guyton Aye

D. Main Aye

C. Hill Absent

A. Guyton made a motion to approve the school calendar as presented with one typo correction.

B. Wolff seconded the motion.

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

Roll Call

A. Guyton Aye

J. Cassleman Aye

C. Hill Absent

T. Franklin Absent

B. Wolff Aye

D. Main Aye

B. Staff Handbook

A. Guyton made a motion to approve the Staff Handbook with small edits to page 9 and page 18. Also with the assignment to Laylah to further elaborate on the current policy around maternity and paternity leave and look at expanding this benefit. Laylah will report at the 6/29/21 meeting with hoped for improvement and amendments.

B. Wolff seconded the motion.

- Correction on page 9 - Change Travis Franklin to Laylah Sullivan

- Add more details or link to the specific document on harassment procedures (not sure I captured this properly Laylah to edit?)
- Page 18 - better articulate position-specific pay
- Page 38 - unpaid leave refers to unpaid leave by PCM
- Comment on lack of specific maternity plan, can sick leave be used for maternity leave - Laylah will look into this further, suggest adding specific language about options on maternity leave. Create a unique section on maternity leave.

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

Roll Call

D. Main	Aye
A. Guyton	Aye
T. Franklin	Absent
J. Cassleman	Aye
C. Hill	Absent
B. Wolff	Aye

C. Required Board Policies - Postpone to 6/29

D. EEC (Early Entrance Kindergarten)

E. Student and Family Handbook Update

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 7:56 PM.

Respectfully Submitted,
J. Cassleman

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](#)