

APPROVED



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

Pullman Community Montessori

Minutes

Finance Committee (FC)

Date and Time

Tuesday July 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, 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 Jul 20, 2021 at 5:05 PM.

C. Pleasantry

D. Approve Minutes

C. Minogue made a motion to approve the minutes from Finance Committee (FC) on 06-15-21.

A. Guyton seconded the motion.

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

II. Finance Committee (FC)

A. Review & Approve June Financials

A. Guyton made a motion to Approve June Financials.

C. Minogue seconded the motion.

Enrollment update, facility update.

Went over documents.

Some suggestions: Change column to forecast vs. actual instead of budget vs actual. Consider adding "Capital Budget" to the bottom section. Statement of cash flow viewed by month.

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

B. Annual Budget (F195)

Submitted proposed budget to OSPI & Commission.

Laylah: ready to post in newspaper. Will send reminder to board to ask questions.

C. 4 year budget review

Big overview and purpose discussion. Helps with forward thinking and planning to navigate gaps.

D. Mock June 2021 payroll and vendor payments Board approval process

Logistics discussion.

Who has to sign for sure. Matt is double checking.

FC needs to develop process for approving and recommending the to the board. Cross walk with financials (completeness check).

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 6:04 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