

APPROVED



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

## Pullman Community Montessori

# Minutes

### Finance Committee (FC)

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#### **Date and Time**

Tuesday October 19, 2021 at 5:00 PM

#### **Location**

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

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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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#### **Committee Members Present**

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

#### **Committee Members Absent**

J. Cassleman

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### **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 Oct 19, 2021 at 5:05 PM.

**C. Pleasantry**

**D. Approve Minutes**

A. Guyton made a motion to approve the minutes from Finance Committee (FC) on 09-21-21.

L. Sullivan seconded the motion.

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

**II. Finance Committee (FC)**

**A. Review & Approve September Financials**

September financials were reviewed but in their draft form. The FC chair will present the information to the Board but no vote will be recommended at the October board meeting. Matt is working on updating the September financials fully before the October board meeting and will share with the FC. We are waiting for final documents on construction loan and a few other items. Carmel also recommended taking a second look at the payroll tax alignment to confirm they are correct.

August AP was reviewed. The FC reviewed the signature page and associated supporting documents. The FC agreed, that before voting on the August AP, to look into assigning an Auditing Officer in order to be in full alignment. It was recommended Matt consider assuming this role. This will be investigated by JPG. The FC chair will present the information to the Board but no vote will be recommended at the October board meeting.

**B. 21-22 enrollmentupdate**

There have been no changes to enrollment.

**C. Finance Committee Goals**

The FC agreed to ask for an extension on FC Goal setting.

**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 6:36 PM.

Respectfully Submitted,

A. Guyton

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**Documents used during the meeting**

*None*

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**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