

APPROVED



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

Pullman Community Montessori Minutes

Finance Committee (FC)

Date and Time

Tuesday November 16, 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 Nov 16, 2021 at 5:09 PM.

C. Pleasantry

skipped until next meeting

D. Approve Minutes

A. Guyton made a motion to approve the minutes from Finance Committee (FC) on 07-20-21.

C. Minogue seconded the motion.

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

E. Approve Minutes

A. Guyton made a motion to approve the minutes from Finance Committee (FC) on 08-17-21.

C. Minogue seconded the motion.

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

F. Approve Minutes

A. Guyton made a motion to approve the minutes from Finance Committee (FC) on 10-19-21.

C. Minogue seconded the motion.

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

II. Finance Committee (FC)

A. Auditing Officer Recommendation

C. Minogue made a motion to recommend the board appoint Aubree as Auditing Officer.

L. Sullivan seconded the motion.

Role of the auditing officer: Check expenses if they are properly authorized. Checks invoices on some to make sure following proper authorization and internal protocols.

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

B. Approve September Financials

A. Guyton made a motion to recommend the board approve the September financials.

C. Minogue seconded the motion.

Reviewed questions from last meeting with none unresolved.

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

C. Review & Approve October Financials

C. Minogue made a motion to recommend the board approve the October financials and October AP and Payroll Certification.

A. Guyton seconded the motion.

Found few heading errors Matt will update. Month over month also needs to be reprinted for Sept-Oct-Nov.

All other questions resolved.

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

D. Finance Committee Goals

- Review auditor options and provide rec for an auditor year 1 (Due Jan 31, 2022)
- Meet or exceed the commission financial framework monthly
- Hold one mock audit prior July 2022
- Provide board training on key financial documents 3x this year

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 6:08 PM.

Respectfully Submitted,
A. Guyton

Documents used during the meeting

None

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