

APPROVED



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

Pullman Community Montessori Minutes

Finance Committee (FC)

Date and Time

Tuesday December 21, 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), L. Sullivan (remote)

Committee Members Absent

C. Minogue, J. Cassleman, M. Paolini

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 Dec 21, 2021 at 5:07 PM.

C. Pleasantry

D. Approve Minutes

Put off until next month when Carmel can review.

II. Finance Committee (FC)

A. Review & Approve November Financials

- Dashboard: 'Missing' verbiage is misleading, ask Matt to update to 'in process'.
- FY 21-22 Budget Status Report: we will get a more detailed breakout each quarter but this document allows a quick overview of the major buckets and how we are progressing. The detailed breakout will be presented at the January FC meeting. Idea: maybe on these big overview update we can get a key included so we know what the main categories are within each big bucket.
- Auditing Officer Certification and Approval: update to read "October AP register totaling:" and change the total to reflect AP (6c.) \$56,846.08 (number got flipped with Payroll summary).
- AP: Why do some vendors show up twice (ex Joule)? In some instances the previous months payment was processed with the next months.

A. Guyton made a motion to recommended the PCM Board of Trustees approve the November financials following the small revisions noted above.

L. Sullivan seconded the motion.

It was agreed that a follow-up email would be sent to Carmel to ensure she does not have any major questions or concerns.

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

B. Review Finance Committee Goals

Share with committee members over email.

C. Create a plan for Board Training

Make plan at next meeting based on board HW (read 2 reading that will rec to board members, lay out plans on how to introduce to board).

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 5:54 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