

APPROVED



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

Pullman Community Montessori

Minutes

Finance Committee (FC)

Date and Time

Tuesday January 18, 2022 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), M. Paolini (remote)

Committee Members Absent

C. Minogue, J. Cassleman

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

L. Sullivan called a meeting of the Finance Committee Committee of Pullman Community Montessori to order on Tuesday Jan 18, 2022 at 5:12 PM.

C. Pleasantry

D. Approve Minutes

A. Guyton made a motion to approve the minutes from Finance Committee (FC) on 11-16-21.

L. Sullivan seconded the motion.

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

A. Guyton made a motion to Motion to Approve 11-16-21 minutes as presented.

L. Sullivan seconded the motion.

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

E. Approve Minutes

A. Guyton made a motion to approve the minutes from Finance Committee (FC) on 12-21-21.

L. Sullivan seconded the motion.

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

II. Finance Committee (FC)

A. Review & Approve December Financials

Have asked OSPI to true of enrollment numbers to adjust apportionment (rather than wait until next fall as they do for 1st year charters schools).

Action Item: By end of the week send out draft of budget to FC members so they can thoroughly review prior to next FC meeting.

Building rent question on 4a: An asset (leasehold improvement) was miscoded into rent (~\$6K). So the 64K shown in 4a will drop by that amount. We are on track.

A. Guyton made a motion to recommend the board approve the December financials as presented by the FC.

L. Sullivan seconded the motion.

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

B. Determine Next Steps for Auditor

Laylah - Get 3 informal quotes for Auditors before March.

C. Create a plan for Board Training

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 6:11 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