

APPROVED



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

# Pullman Community Montessori

## Minutes

### Finance Committee (FC)

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#### **Date and Time**

Tuesday June 21, 2022 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

#### **Committee Members Absent**

J. Cassleman, M. Paolini

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### **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 Jun 21, 2022 at 5:11 PM.

**C. Pleasantry**

What is the origin of your name?

**D. Approve Minutes**

A. Guyton made a motion to approve the minutes from Finance Committee (FC) on 03-15-22.

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 04-19-22.

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 05-17-22.

C. Minogue seconded the motion.

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

**II. Finance Committee (FC)**

**A. Review & Approve May Financials**

Dashboard note: Accrued interest expense was expected but was put in the budget in a way that we need to express it as an 'unexpected' expense. This will look different in this coming years budget as we start repayment.

Look at categories that are under or over and reassess for next year. Some are lower because of time of year (still time to spend before fiscal year ends).

Take deeper look into field trips and students recruitment and marketing.

Remove Clara's name.

A. Guyton made a motion to recommend the board approve the April financials as presented.

C. Minogue seconded the motion.

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

**B. Review 5-7 year plan updates**

Laylah reviewed status on enrollment and hiring.

**C. Auditor selection update**

Reached out to 4, 1 from PCM.

Eid Bailey cut off accepting clients but will take PCM. Have experience with charter schools. Waiting on estimate.

For mock audit Carmel will share questionnaires with HOS.

**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 6:20 PM.

Respectfully Submitted,  
A. Guyton

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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