Pullman Community Montessori

Minutes

PCM Board Meeting

(Annual Budget Meeting)

Date and Time
Tuesday August 24, 2021 at 5:00 PM

Location
PCM Board of Trustees meetings are held in the Gladish Community and Cultural Center room 100. To increase accessibility we offer a virtual option for attendance. The Zoom link can be found below. If you attend in person plese wear a mask upon entry into the building. Thank you for understanding and complying with these safety mitigation measures!

All board meetings are open to the public. Meetings begin at 5:00 PM PST the fourth (4th) Tuesday of each month. Public comment is a standing agenda item at each monthly meeting. Items will be addressed by the board according to the Meeting Agenda posted 48 hours prior to each meeting.

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Join Zoom Meeting
https://us02web.zoom.us/j/89620042723?pwd=akVHUTl3elMxSnoxejJwUTRwdEhodz09

Meeting ID: 896-2004-2723
Password: 6615

Dial by your location
   (929) 205 6099
   (301) 715 8592
   (312) 626 6799
   (669) 900 6833
   (253) 215 8782
   (346) 248 7799

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If you would like to make public comment you will be called on in the order you arrived. We generally allow 5 minutes for presentation of personal comments/questions/concerns/grievances. You may view our PCM Grievance and Conflict Resolution Policy and Procedures here. Public comment should be shared with the board in writing in advance of the board meeting for us to better address you consideration. Please email to board@mypcm.org or submit in paper form to the PCM office in Gladish Community and Cultural Center. You should receive confirmation of receipt of your written statement within 48 hours of submission. If you do not recieve confirmation please email JanW@myPCM.org

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!

Trustees Present
A. Guyton (remote), A. Rahmani, B. Wolff (remote), C. Hill, J. Cassleman

Trustees Absent
T. Franklin

Ex Officio Members Present
L. Sullivan

Non Voting Members Present
L. Sullivan

I. Opening Items

    A. Record Attendance

    B. Call the Meeting to Order

        J. Cassleman called a meeting of the board of trustees of Pullman Community Montessori to order on Tuesday Aug 24, 2021 at 5:19 PM.

    C. Approve Minutes - 7-27-21

        J. Cassleman made a motion to approve the minutes from PCM Board Meeting on 07-27-21.

C. Hill seconded the motion.

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

D. Approve Special Meeting Minutes - 7/30

J. Cassleman made a motion to approve the minutes from Board Meeting--Special on 07-30-21.

C. Hill seconded the motion.

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

E. Approve Special Meeting Minutes - 8/10

J. Cassleman made a motion to approve the minutes from Board Meeting--Special on 08-10-21.

C. Hill seconded the motion.

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

F. Approve Board Retreat Minutes- 8/21

J. Cassleman made a motion to approve the minutes from PCM Board Retreat on 08-21-21.

C. Hill seconded the motion.

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

G. DEI and Anti-racism Commitment

Laylah shared that Dr. Scott has left WA Charters.

H. Reflection on Board Retreat

John requested feedback on the retreat - positive and negative. Bev, Ayad, Clara, Aubree, John, and Laylah shared their experience of the retreat, including both what did work and where there was room for improvement. Shared desire to clarify and refine our goals.

II. Public Comment

A. Making Public Comments

No members of the public in attendance.

III. LEADER Team Update

A. July Update

- Discussion about engaging with the community and the public.
- Preparing for first day of school: Laylah shared that PCM now has full occupancy certification. Representative from WA Charters is here to support. Bus passes for

kids obtained. Food service manager is ensuring children have compliant meals. There remain 11 kindergarten spots and 2 second-grade spots to fill still. John has prepared a press release about PCM opening to go out tomorrow.

IV. Committee Updates

A. LESC (Leadership Evaluation & Support Committee)

B. DC (Development Committee)

C. GC (Governance Committee)

D. FC (Finance Committee)

A. Guyton made a motion to approve the July financials as written.
C. Hill seconded the motion.
Aubree shared Finance Committee updates.
The board **VOTED** unanimously to approve the motion.

E. Finance Committee - Annual Budget 2021-22

A. Guyton made a motion to approve the 2021-22 budget as written.
A. Rahmani seconded the motion.
Annual budget documents were circulated previously via email. Board discussed budget items/proposal, and what actions would be taken in the event of financial issues. Board also discussed ways to raise awareness of the school to encourage enrollment and retention.
The board **VOTED** unanimously to approve the motion.

V. Compliance

A. Planning Year Dashboard

Laylah will have these available for next time.

VI. Equity Pause

A. Goals Discussion

Discussion question: How are we doing as a board in moving towards more equity and inclusion practices? The group discussed ways to improve inclusion for people to attend activities or board meetings who may need additional accommodations to participate fully.

Laylah reminded the group of Ayad's idea to use an opening activity, and rotate through board members to lead, as a way to start off the monthly meeting. Ideas included sharing

a poem or article to connect and discuss. John added that Aubree had the idea to do research on successful boards and the systems that had worked for them.

VII. Other Business

A. Board Goal: Communication/Community Engagement

Board discussed and finalized the second of two goals from the Board retreat - "PCM trustees are ambassadors and advocates of PCM." How can we move that into a SMART goal?

- Suggested new language: "PCM trustees will increase awareness of PCM in the community with each member's specific actions and by leveraging each committees."

VIII. 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 7:02 PM.

Respectfully Submitted,
C. Hill

Documents used during the meeting

- 2._PCM_Balance_Sheet_July_2021.pdf
- 4._PCM_Budget_vs_Actuals_July_2021.pdf
- 3._PCM_P_L_July_2021.pdf
- 5._PCM_Statement_of_Cash_Flows_July_2021.pdf
- 4a._PCM_Forecast_vs_Actual_July_2021.pdf
- 1._PCM_Finance_Dashboard_Jul_2021.docx
- PCM_Payroll_and_AP_Certification_-_Sample_Packet.pdf
- PCM 21-22 Budget Detail.pdf
- PCM 21-22 Budget Presentation.pdf

Grounding Docs: Board Norms-We are LEADERS too-Structure and Responsibilities Overview, PCM Logic Model, EEMPS Rubric, School-Wide Reflective Practice Inventory, Bylaws

Resources: [Compliance Folder](), [Planning Year Board Calendar](), [Planning Yr Financials Considerations](), [OPMA Resources](), [App Board Commitments & Background](), [Seat & Committee Descriptions](), [Org Charts](), [Board Member Application Full Packet](), [Prospective Board Member Questionnaire]()