

APPROVED



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

Pullman Community Montessori

Minutes

PCM Board Meeting

Date and Time

Tuesday September 27, 2022 at 5:15 PM

Location

PCM Board of Trustees meetings are held in the Gladish Community and Cultural Center room 102. To increase accessibility we offer a virtual option for attendance. The Zoom link can be found below.

All board meetings are open to the public. Meetings begin at 5:15 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.

Join Zoom Meeting

<https://us02web.zoom.us/j/89620042723?pwd=akVHUTI3eIMxSn0xejJwUTRwdEhodz09>

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

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 your consideration. Please email to board@mypcm.org or submit in paper form to the PCM office in Gladish Community and Cultural Center STE 212. You should receive confirmation of receipt of your written statement within 48 hours of submission. If you do not receive confirmation, please email DesireeP@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), J. Cassleman, L. Bruno

Trustees Absent

A. Rahmani

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 Sep 27, 2022 at 5:18 PM.

C. Approve Meeting Minutes: Regular Meeting on 08-23-22

J. Cassleman made a motion to approve the minutes from PCM Board Meeting on 08-23-22.

A. Guyton seconded the motion.

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

D.

Approve Meeting Minutes: Board Retreat on 08-21-22

J. Cassleman made a motion to approve the minutes from Board Retreat on 08-21-22.

A. Guyton seconded the motion.

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

E. Community Building

Members shared what they were bringing to the meeting today as Trustees.

F. DEI and Anti-racism Commitment

Laylah shared update on equity training for the board and staff.

Idea to rotate Community Building with Building Board Muscles Scenarios.

II. LEADER Team Update & Compliance Check-in

A. September Update

Laylah provided an update and noted in addition to what was in the tracker PCM would be engaging in 3 audit/accountability processes this year: Consolidated Program Review (partial), Financial Audit, Food Program Audit.

B. Governance - Management 2.0 Board PD session Follow Up

III. Committee Updates

A. Individual Board Member Report

Laylah action item: will create grant and contract tracker for the board.

B. LSEC (Leadership Evaluation & Support Committee)

C. DC (Development Committee)

D. GC (Governance Committee)

E. FC (Finance Committee)

A. Guyton made a motion to approve August financials as presented.

J. Cassleman seconded the motion.

Add additional notes for items that are highlighted yellow.

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

IV. Action Items

A. Equity Plan

J. Cassleman made a motion to postpone approval of the equity plan to the 10-25-22 meeting.

A. Guyton seconded the motion.

Tighten up sections to be more aligned with the rubric.

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

B. Updated 2021-22 Policies/Procedures/Handbooks

J. Cassleman made a motion to approved policies/procedures/handbooks as presented:
• 2110 & 2110P (TBIP) Transitional Bilingual Instruction Program • 2190 & 2190P Highly Capable Program • 2162 & 2162P Section 504 • 2161 & 2161P (Special Education and Related Service Policy & Procedure) • Student and Family Handbook • 4040 & 4040P (Public Access to PCM Records) • 2108 Learning Assistance Program.

A. Guyton seconded the motion.

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

C. Board Member Resignations

J. Cassleman made a motion to accept the resignations as presented.

L. Bruno seconded the motion.

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

D. Approve Board Secretary

J. Cassleman made a motion to appoint Lauren to fill the role of board secretary.

A. Guyton seconded the motion.

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

E. Approve SY2022-23 Board of Trustees Goals

L. Bruno made a motion to approve the pruned board goals to the three presented: #1.) Board members understand the established benchmarks for assessing school financial health. #2.) Continuous and strategic recruitment of committee and board members. #3.) Committees are established and have set goals and priorities for the year.

A. Guyton seconded the motion.

Prune goals to concentrate energy and identify highest priority items.

Agreed to focus on the top 3:

#1.) Board members understand the established benchmarks for assessing school financial health.

#2.) Continuous and strategic recruitment of committee and board members.

#3.) Committees are established and have set goals and priorities for the year.

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

F.

2022-23 School Specific Goals

A. Guyton made a motion to to approve the school specific goals as presented.

L. Bruno seconded the motion.

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

G. HOS Contract

L. Bruno made a motion to approve the HOS 2022-23 contract as presented.

A. Guyton seconded the motion.

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

V. Other Business

A. Summary Report on Academic Measures for SY2021-22

Moved to move to our next meeting due to time constraints.

VI. New Business

A. HOS Offer of Employment Amendment

Moved to move to our next meeting due to time constraints.

B. PCM's Enrollment and its Impact on Long Term Financial Sustainability

Moved to move to our next meeting due to time constraints.

VII. 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 7:49 PM.

Respectfully Submitted,

J. Cassleman

Documents used during the meeting

None

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](#)