# Pullman Community Montessori

## Minutes

### PCM Board Meeting

**Date and Time**
Tuesday October 25, 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.

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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 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), A. Rahmani, J. Cassleman, L. Bruno

**Trustees Absent**
*None*

**Trustees who arrived after the meeting opened**
L. Bruno

**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 Oct 25, 2022 at 5:21 PM.

    **C.  Approve Meeting Minutes: Regular Meeting on 09-27-22**

        J. Cassleman made a motion to approve the minutes from PCM Board Meeting on 09-27-22.

A. Guyton seconded the motion.
The board **VOTED** unanimously to approve the motion.

### D. Approve Meeting Minutes: Working Meeting on 09-13-22

J. Cassleman made a motion to approve the minutes from Board Meeting--Working Session on 09-13-22.
A. Guyton seconded the motion.
The board **VOTED** unanimously to approve the motion.

### E. Community Building

Share what excites them about PCM and what they want to share this year.

### F. DEI and Anti-racism Commitment

L. Bruno arrived at 5:38 PM.
Board engaged in an activity related to Chapters 3 & 4 in This Book is Anti-Racist.

## II. Public Comment

### A. Making Public Comments

No one was present for public comment and no comments arrived in the board email.

## III. LEADER Team Update & Compliance Check-in

### A. October Update

Laylah provided an update of the PCM Tracker and provided an overview regarding enrollment numbers of students across grade levels, showed the compliance tracker, and mentioned conditional certifications for staff.
Laylah presented the contracts tracker and the board discussed the contracts that are pending and/or renewed.

### B. Annual Performance Report

The board discussed and asked questions about the annual performance report that was shared.
Laylah answered questions of the board focused on the topics of:

- interventions/child-study
- state standardized testing (SBAC) - how the Montessori model can be accurately captured alongside the tests scores

The board briefly discussed future directions and goals of a subcommittee (academic excellence) and how these areas may align.

## IV. Board Goals & Committee Updates

### A. Monitoring Progress: Board Goals 2022-23

The board reviewed the 3 goals and will continuously check-in on these goals at each monthly meeting.

- The board reviewed/discussed "how" we will meet the goals and demonstrate growth.
- Laylah suggested a planning meeting (2nd monthly meeting) to focus just on goal progress
  - 2nd Tuesday of the month (working meetings) and provide e-mail feedback/input if you cannot make it
  - A. Guyton suggested bringing laptops/computers for collaborative work

J. Cassleman made a motion to have working meetings on the 2nd Tuesday (5:15pm) of the next four months.
A. Rahmani seconded the motion.
The board **VOTED** unanimously to approve the motion.

### B. Individual Board Member Report

Each board member reported out on their individual goals and tasks.

- John shared his 2 goals focused on outreach and engagement
- Lauren shared 2 goals focus on enhanced knowledge and education around the intersectionality of special education and Montessori education
- Ayad shared goals and his progress towards goals focused on community outreach & engagement including a fundraising event and recruitment
- Aubree shared her goals about continuous DEI work, focusing on learning about the Montessori model deeper and observing Montessori in action.

Laylah action item- link Google Doc. for board shared goals document

### C. LSEC (Leadership Evaluation & Support Committee)

The board discussed the School Leader Evaluation with emphasis on reflection, growth, and celebration. Reports from the committee included highlights and celebrations about Laylah's resilience and commitment to PCM. Opportunities included a focus on (a) community building and (b) effectively utilizing people effectively and to further delegate work. Laylah shared more about these areas and what her personal goals/focus were. Laylah emphasized the importance of data for reflective practice and asked for further feedback/valuable data.

    **D. DC (Development Committee)**

    **E. GC (Governance Committee)**

    **F. FC (Finance Committee)**

A. Guyton made a motion to approve the September financials as presented.
J. Cassleman seconded the motion.
The board **VOTED** unanimously to approve the motion.

## V. Action Items

    **A. Equity Plan**

Will discuss/review at November meeting

    **B. Updated 2021-22 Policies/Procedures/Handbooks**

A. Rahmani made a motion to Approve the Enrollment Policy & Procedures (2023 - 2024), Food Service Policy, and Wellness Policy as presented.
A. Guyton seconded the motion.
The board **VOTED** unanimously to approve the motion.

    **C. Conditional Certification**

A. Guyton made a motion to Approve the conditional certifications for 3 staff members/guides at PCM.
L. Bruno seconded the motion.
Board members acknowledge and are aware that the following staff are out of endorsement:

- Demond Roberts
- David Schneider
- Laure McCormick

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

## VI. Other Business

    **A. Summary Report on Academic Measures for SY2021-22**

Previously discussed in meeting on 10/25/22.

## VII. New Business

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

J. Cassleman made a motion to Postpone the discussion of Strategic Planning & Long Term Sustainability to November.

A. Rahmani seconded the motion.

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

## 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 7:44 PM.

Respectfully Submitted,

J. Cassleman

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**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](#)