

APPROVED



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

## Pullman Community Montessori

### Minutes

#### PCM Board Meeting

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##### **Date and Time**

Tuesday February 28, 2023 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=akVHUTI3elMxSnoxeljWUTRwdEhodz09>

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 your consideration. Please email to [board@mypcm.org](mailto: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](mailto:DesireeP@myPCM.org)

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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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#### **Trustees Present**

A. Guyton (remote), A. Rahmani, B. Wolff, J. Cassleman

#### **Trustees Absent**

K. Torres

#### **Ex Officio Members Present**

L. Sullivan

#### **Non Voting Members Present**

L. Sullivan

#### **Guests Present**

Alicia Baker (remote), Barry Weber (remote), D. Porter, DJ White, E. Klein (remote), Elise Albano (remote), Greg Kelley (remote), Italiana Hughes (remote), Jacob Fox (remote), Jill Stansbury (remote), K. Kendrick (remote), Katherine Jackson, Laura McCormick, Nathaniel Porter (remote)

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### **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 Feb 28, 2023 at 5:20 PM.

#### **C.**

### **Approve Meeting Minutes from 1-24-23 Board Meeting**

J. Cassleman made a motion to approve the minutes from 1-24-2023 with noted change to correct Kim's attendance. PCM Board Meeting on 01-24-23.

A. Guyton seconded the motion.

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

### **D. Approve Meeting Minutes from 2-14-23 Working Meeting**

J. Cassleman made a motion to approve the minutes from 2-14-2023 Board Meeting--Working Session on 02-14-23.

A. Guyton seconded the motion.

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

### **E. Community Building**

Community Building thoughts - from now on, if someone signs up, we will do it, if not we will forego it.

Ayad led the community building session.

### **F. DEI and Anti-racism Commitment**

Laylah S provided an update on the status of TIE IN and LJIST. TIE IN is canceled for the 2022-23 school year because the organization could not get enough schools to participate. LJIST has been scheduled for both the staff and board.

## **II. Public Comment**

### **A. Making Public Comments**

Laura McCormick & Katherine Jackson provided public comment.

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

### **A. Annual Audit - Summary Presentation**

Barry Weber, CPA, from Eide Bailly presented the results and recommendations from PCM's year 1 audit.

PCM's audit was clear. PCM appears to run with tight financial controls.

Barry & Jacob left @ 6:29 after the presentation

### **B. January**

Laylah - Presenting the PCM Board Dashboard 2-1-2023

#### Additional Updates:

- Have finalized playground equipment agreement with Gladish which will allow me to reach out to the potential playground funder.
- Gladish has been receptive to preliminary conversations around making a final adjustment to growth within the building.
- Jill and I are working on building out a policy and procedure as well as a page on the website to address parent questions about access to curriculum and supplemental materials. This is taking longer than expected with other competing priorities and as we are being thoughtful 1.) to ensure we clarify the legal parameters around this, 2.) to ensure we design a plan that works within the parameter for families, staff, and is scalable, 3.) to ensure it reflects our unique program as Montessori has a curriculum. This is a national conversation amongst public Montessori's so National Center for Montessori in the Public Sector is helping with this a bit. We intend to have a draft to present at the March board meeting.
- PCM has received 3 Public Records Request to date. We have complied with the first one and are in process of complying with the second and third requests. This process will be completed by the end of March.
- We have completed our Year 1 audit as was presented.
- Some data was gained from WA Charters related to staff retention for first year charter programs opening during COVID:

School 1: ~3-4 teachers have transitioned, and ops leader transitioned from opening year

School 2: full leadership team and operations team turnover, and ~ 2 teachers transitioned from opening year

School 3: ~2-3 teachers/IAs have transitioned from opening year

Our financial WISM (review of SPED), partial Consolidated Program Review (Title 1 and Civil Rights), and Food Service Program Audit will conclude in April. We are midway through the process.

#### **C. Academic Performance Update**

This was postponed to the working meeting on March 14.

### **IV. Board Goals, Committee & Council Updates**

#### **A. SCC (Support and Coordination Council) - Report**

Elise Albano - Co-Chair - Present

Dorrie Main - Co-Chair - Absent

- Cultural Fair went well
- Positive feedback from families
- Planning a March Event > Game night TBD

## **B. Individual Board Member Report**

John

- invited Paul to join the board committee
- directing attention to fundraising
- 2nd month of recruitment efforts

Bev

- Working on HOS review with committee members

Ayad

- April 23rd Fundraiser event is his focus.

Aubree

- Financials
- Working with John for getting out in the community
- recruit more committee members & board members
- Obtain more training

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

Bev

- Drafted a letter for the HOS included LESC letter for HOS.docx
- Postponing the meeting until after tonight's board meeting

## **D. DC (Development Committee)**

## **E. GC (Governance Committee)**

## **F. FC (Finance Committee)**

Aubree -

Related Materials:

- 3. PCM Balance Sheet Jan 2023.pdf
- 5. PCM Statement of Cash Flows Jan 2023.pdf

- 4. PCM BvA Jan 2023.pdf
- 2. PCM Income Statement Jan 2023.pdf
- 6c. PCM AP Register Jan 2023.pdf
- 6. PCM Payroll and AP Certification Jan 2023.pdf
- 6a. PCM Auditing Officer Approval Jan 2023.pdf
- 6b. PCM Payroll Report Jan 2023.pdf
- 22-23 Salary Schedule Comparison (PCM, Pullman, Colfax).xlsx
- Management Rep Letter 2.21.23.pdf
- DRAFT Financials 2.2.23.pdf
- 6d. PCM Non-AP Register Jan 2023.pdf
- PCM 21-22 Audit Presentation.pptx
- 1. PCM Finance Dashboard Jan 2023.pdf
- A. Guyton made a motion to Approve the January financials as recommended by the FC.
- A. Rahmani seconded the motion.
- The board **VOTED** unanimously to approve the motion.

## **V. Action Items**

### **A. Update to 2022-23 School Specific Academic Goal**

- A. Guyton made a motion to approve the updates to the 2022-23 academic school specific goals as presented by school management.
- A. Rahmani seconded the motion.
- The board **VOTED** unanimously to approve the motion.

### **B. Update to Student & Staff Handbook (CPR action)**

- B. Wolff made a motion to approve the required and noted changes to the Student & Family Handbook and Staff Handbook as presented.
- A. Guyton seconded the motion.
- The board **VOTED** unanimously to approve the motion.

### **C. Update/Add Policies or Procedures**

- B. Wolff made a motion to approve the procedure for policy 5010 and 5011 as presented and adopt the policy and procedure 3424 as presented.
- A. Rahmani seconded the motion.
- The board **VOTED** unanimously to approve the motion.

### **D. Consent Agenda - Formalizing Agreement**

- All agreed to move forward to using a consent agenda.

Laylah - will reach out to board on track about technical aspects for using the BoardOnTrack Platform.

## **VI. New Business**

#### **A. PCM's Growth and Enrollment Scenarios: Next Steps**

The HOS presented an update on enrollment.

The HOS presented budget scenarios based on conservative enrollment projections. Additionally, the HOS reviewed the examination of other growth configurations for PCM. Upon completion of the presentation the HOS recommended a plan for this year and a path to financial sustainability in year 5.

This LOOM presentation can be viewed here:

<https://www.loom.com/share/ed70a62d11394eb8ab3113e16aa1e759>

This is a link to the presentation itself:

[https://www.canva.com/design/DAFYVI4bRuI/L2y\\_r7Jner8BiNdEa6Xh9Q/view?utm\\_content=DAFYVI4bRuI&utm\\_campaign=designshare&utm\\_medium=link&utm\\_source=publishsharelink](https://www.canva.com/design/DAFYVI4bRuI/L2y_r7Jner8BiNdEa6Xh9Q/view?utm_content=DAFYVI4bRuI&utm_campaign=designshare&utm_medium=link&utm_source=publishsharelink)

The board will continue to discuss at the working meeting on 2/14/2023

#### **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 8:21 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](#)