

APPROVED



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

Pullman Community Montessori

Minutes

PCM Regular Board Meeting

Date and Time

Wednesday May 24, 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. If you have difficulty accessing the remote meeting link please email board@myPCM.org

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.

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

Public comment is reserved for regular board meetings which are held the 4th Tuesday of each month. If you would like to make public comment please attend one of the regularly scheduled board meetings.

Trustees Present

A. Guyton (remote), B. Wolff, K. Torres

Trustees Absent

None

Guests Present

D. Porter, E. Klein (remote), Heather Hamilton (remote), J. Stansbury, Just Observing (remote), Katherine Jackson (remote), nathan porter (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

B. Wolff called a meeting of the board of trustees of Pullman Community Montessori to order on Wednesday May 24, 2023 at 5:16 PM.

C. Approve Meeting Minutes

K. Torres made a motion to approve the minutes from PCM Regular Board Meeting on 03-28-23.

A. Guyton seconded the motion.

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

Roll Call

B. Wolff Aye

A. Guyton Aye

K. Torres Aye

D. Approve Meeting Minutes

K. Torres made a motion to approve the minutes from Board Meeting--Working Session on 04-11-23.

A. Guyton seconded the motion.

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

Roll Call

B. Wolff Aye

A. Guyton Aye

K. Torres Aye

E. Approve Meeting Minutes

A. Guyton made a motion to approve the minutes from Board Meeting--Working Session on 05-09-23.

K. Torres seconded the motion.

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

Roll Call

A. Guyton Aye

K. Torres Aye

B. Wolff Aye

F. Approve Meeting Minutes

A. Guyton made a motion to approve the minutes from PCM Regular Board Meeting on 04-25-23.

K. Torres seconded the motion.

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

Roll Call

K. Torres Aye

A. Guyton Aye

B. Wolff Aye

G. Board Seat Adjustment

Bev Wolff read a letter from the board that noted:

- The Chair seat has been left by John
- The Secretary Seat has been left by Ayad
- Goals of the PCM Board moving forward
- How to volunteer for board service

A. Guyton made a motion to Accept the resignation of John & Ayad.

K. Torres seconded the motion.

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

Roll Call

B. Wolff Aye

A. Guyton Aye

K. Torres Aye

Bev - There needs to be a correction on the agenda for tonight's board meeting. The treasurer roll was written twice.

To clarify, the roles are as follows:

1. Kim will be filling the Interim Secretary roll
2. Aubree will remain the Treasurer role

II. Public Comment

A. Making Public Comments

There was no public comment

III. Trustee Candidate Interviews

A. Prospective Trustee Interview(s)

Heather Hamilton

- is interested in serving on the board, but is observing this evening and will not be interviewed

Dorrie Main

- Each board member took a moment to introduce themselves to Dorrie Main
- Dorrie Introduced herself to the board
- The board asked Dorrie questions from their list of interview questions

< Dorrie left at 1752> so that the board could discuss her application, responses and vote to add or not add her to the board.

K. Torres made a motion to accept dorrie's application and add her as a board member.

A. Guyton seconded the motion.

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

Roll Call

B. Wolff Aye

A. Guyton Aye

K. Torres Aye

IV. LEADERS Team Update & Compliance Check-in

A. April - May HOS Update

Jill gave the May HOS update in place of Laylah who is out supporting the Older Elementary Open house.

- PCM Board Dashboard was reviewed

- Weekly Kindergarten Open Houses from 6/5/2023 - 7/31/2023

QUESTIONS

Kim > would like to know if we post on social media about our events or through Transparent Classroom.

B. Academic Update (Preview - full next month)

Jill gave the Academic update in place of Laylah who is out supporting the Older Elementary Open house.

- preliminarily academic update (all student testing should be complete this week)
<https://mypcm21.box.com/s/uw1gxdj3pu7afm1c38idd1ym5oh2k1ii>

QUESTIONS

Kim > would like to know if our student's MAP growth is comparable to the other school district in our area.

C. DEI & Antiracism Commitment Update

Bev > DEI training will be rescheduled to August as we will not have enough board members to make the meeting

> Feedback was given by Aubree - she . Bev & Kim has the same thought.

FEEDBACK

Aubree > would like to have the board watch the training at home and then spend time in the board meeting in discussion about it

- Bev & Kim have the same thoughts and feelings as Aubree on this matter

V. Board Goals, Committee & Council Updates

A. SCC (Support & Coordination Council) Report

B. Individual Board Member Reports

Each trustee reports on their individual tasks:

Aubree - Goal was to obtain observation time in June, but will need to reschedule in the Fall. Testing, and flights are not syncing

Kim - goals were related to onboarding and reading minutes - continuing to offer support based on her knowledge. (No updates to report)

Bev - Observe in all of the classrooms - still need to observe in younger elementary

- The classrooms were normalized
- It was a joy to see them learning
- Enjoyed observing the Older Elementary students collaborating and brainstorming for the 3 Forks River & Arts Festival. Then seeing it come to fruition last weekend.

C. LSEC (Leadership Support & Evaluation Committee) Report

Bev - Laylah completed her self evaluation and reflection. The HOS evaluation has been sent out to 25 people through Board on Track.

- board
- all staff
- key partners that interact with Laylah

1/3 of the 25 people have completed the survey - deadline of 6/2/2023

The board has set the goal to discuss the results at the end of June.

D. DC (Development Committee) Report

E. GC (Governance Committee) Report

F. EEC (Educational Excellence Committee) Report

G. FC (Finance Committee) Report

Aubree - Walked through the PCM Finance Dashboard

A. Guyton made a motion to approve the minutes from as presented Finance Committee (FC) on 04-18-23.

K. Torres seconded the motion.

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

Roll Call

A. Guyton Aye

K. Torres Aye

B. Wolff Aye

A. Guyton made a motion to The, Board Treasurer, on behalf of the FC Committee motions the board approve the following payments as audited and certified by the PCM auditing officer, as required by RCW 42.24.080, and those expense reimbursements claims certified, as required by RCW 42.24.090. In addition, payroll payments in the

amount of \$68,143.86 are also approved. General Fund Accounts Payable Total electronic payments totaling \$110,052.58 and Check number 1051 through 1052 totaling \$10,915.54 Non-AP Cash Disbursements Total electronic payments totaling \$1,344.27 and Check number N/A through N/A totaling \$0 Payroll Total electronic payments totaling \$68,143.86 and Payroll check numbers N/A through N/A totaling \$0.

K. Torres seconded the motion.

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

Roll Call

K. Torres Aye

A. Guyton Aye

B. Wolff Aye

VI. 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 6:42 PM.

Respectfully Submitted,

B. Wolff

Documents used during the meeting

- Message from the board.pdf
- 1. PCM Finance Dashboard Apr 2023.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: Key Resources BOX Folder, [OPMA Resources](#), [App Board Commitments & Background](#), [Committee Descriptions](#), [Org Charts](#), [Board Member Application Full Packet](#), [Prospective Board Member Questionnaire](#)