

APPROVED



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

Pullman Community Montessori

Minutes

PCM Regular Board Meeting

Date and Time

Thursday July 6, 2023 at 4:30 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 (remote), D. Main (remote), K. Torres (remote)

Trustees Absent

None

Trustees who arrived after the meeting opened

A. Guyton

Ex Officio Members Present

L. Sullivan (remote)

Non Voting Members Present

L. Sullivan (remote)

Guests Present

509-330-6029 (remote), D. Porter, Italiana Hughs CSC (remote), Katherine (remote), Marie M (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 Thursday Jul 6, 2023 at 4:33 PM.

C. Elect renewing seats

Kim says she is able to continue over the summer until there is someone to replace her.

A. Guyton arrived at 4:43 PM.

D. Main made a motion to Continue to have Kim Torres as the interim secretary as the PCM board of Trustees.

A. Guyton seconded the motion.

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

Roll Call

B. Wolff Aye

D. Main Aye

K. Torres Aye

A. Guyton Aye

D. Main made a motion to I Propose Bev Wolff be elected chair of the board of PCM Board of Trustees.

K. Torres seconded the motion.

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

Roll Call

D. Main Aye

K. Torres Aye

B. Wolff Aye

A. Guyton Aye

D. Approve Meeting Minutes

K. Torres made a motion to approve the minutes from PCM Regular Board Meeting on 05-24-23.

A. Guyton seconded the motion.

Minutes were approved at 5:33 pm

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

Roll Call

A. Guyton Aye

B. Wolff Aye

D. Main Aye

K. Torres Aye

E. Approve Meeting Minutes

K. Torres made a motion to approve the minutes from Board Meeting--Working Session on 06-14-23.

A. Guyton seconded the motion.

Minutes were approved at 5:33 pm

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

Roll Call

K. Torres Aye

D. Main Aye

A. Guyton Aye

B. Wolff Aye

II. LEADERS Team Update & Compliance Check-in

A. June HOS Update

The [PCM Board Dashboard 6-1-2023 \(partial\).xlsx](#) was discussed.

- Benefits of having one Kindergarten classroom of 30 students, 1 guide and 2 Instructional assistants
- Current Marketing tactics

B. Academic Update & This Years Staff Goals

- Student academic growth of the school year was discussed
- Student academic growth for our students that have attended PCM for two years

1. Will look into having a school wide growth percentage at the bottom to track
2. Look into organizing the data by age groupings (Younger elementary, older elementary etc) for parents to see progress
3. A deeper dive into Student Academic Growth will happen at the next board meeting.

III. Board Updates

A. LSEC (Leadership Support & Evaluation Committee) Report

The following documents were discussed:

- [Head of School Evaluation 2023 - draft 2.docx \(2\) \(1\).pdf](#)
- [Summary of evaluation process and report \(1\).docx](#)

A. Guyton made a motion to accept the Head of School Evaluation 2023 - draft 2 as written.

K. Torres seconded the motion.

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

Roll Call

A. Guyton Aye
B. Wolff Aye
D. Main Aye
K. Torres Aye

IV. Other Business

A.

Staff Handbook Update

K. Torres made a motion to I motion to approve the updates to the Staff Handbook for the 2023-24 School Year.

D. Main seconded the motion.

PCM 23-24 Staff Handbook Updates

The following updated have been suggested for the 2023-24 version of the staff handbook. The recommendations add clarity to areas that were unclear in the last staff handbook. It also reflects slight compensation increase.

Additions:

- **Timesheets & Holidays (page 20):** Added a responsibility for hourly employees to fill in their Holiday hours on their timesheets.
 - **Bullet point added:** under “Your responsibility is to:”
 - Fill in Holiday hours*
- **Timesheets & Holidays (page 20):** Added a section detailing which Holidays hourly employees can claim and how many hours each employee can input based on their full-time equivalent (FTE) status.
 - **Language added:** *Hourly employees are entitled to get paid for hours on Federal holidays (listed below) that fall on workdays and long-term school breaks will only get paid according to their full-time equivalent based on an 8-hour workday. For example, a 0.5 FTE employee would get paid 4 hours.
- Labor Day
- Indigenous People’s Day
- Veterans Day
- Thanksgiving Day
- Christmas Day
- New Years Day
- Martin Luther King Jr Day
- President’s Day
- Memorial Day
- Juneteenth
- July 4th
- **School breaks and hourly employees (page 20):** added language stipulating that hourly employees are not entitled to hours during long term school closures.
 - **School Breaks:**
 - During long term school breaks (spring and winter breaks), hourly employees are not entitled to any pay unless the employee is asked to come in and work during the break. If this occurs, all typical timesheet practices must be followed.

- Staffing tables will reflect a 3.5% increase to all staff. Hourly tables will reflect this 3.5% increase AND a \$1/hr increase at each level to ensure competitiveness with local districts.

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

Roll Call

A. Guyton Aye
D. Main Aye
B. Wolff Aye
K. Torres Aye

V. 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 5:59 PM.

Respectfully Submitted,
B. Wolff

Documents used during the meeting

- PCM Board Dashboard 6-1-2023 (partial).xlsx
- Head of School Evaluation 2023 - draft 2.docx (2) (1).pdf
- Summary of evaluation process and report (1).docx
- PCM Staff Handbook (23-24) 6-2023 UD.docx

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](#)