

APPROVED



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

Pullman Community Montessori

Minutes

PCM Regular Board Meeting

Date and Time

Thursday August 3, 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, D. Main (remote), K. Torres (remote)

Trustees Absent

None

Ex Officio Members Present

L. Sullivan

Non Voting Members Present

L. Sullivan

Guests Present

CMWTK (remote), D. Porter, E. Klein, 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 Aug 3, 2023 at 5:18 PM.

C. Approve Meeting Minutes: 7-6-23

A. Guyton made a motion to approve the minutes from PCM Regular Board Meeting on 07-06-23.

D. Main seconded the motion.

Remove Dorrie's Phone number

Spell continue correctly

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

Roll Call

K. Torres Aye

B. Wolff Aye

A. Guyton Aye

D. Main Aye

II. DEI & Antiracism Commitment

A. Update

Laylah is working to partner with LaTysa Flowers to host a refresher/re-grounding at the Board Retreat in August 2023

III. LEADERS Team Update & Compliance Check-in

A. July HOS Update

Laylah reviewed the board dashboard, staffing updates, marketing and family communication updates

[Board Dashboard](#)

B. Academic Update & Goals

Laylah provided an update on the overall performance over the school year and shared school specific goal results.

IV. Board Goals, Committee & Council Updates

A. SCC (Support & Coordination Council) Report

Currently inactive. Will work to revive at the start of school with an Interest Survey sent out to families to fill the Chair and Co-Chair of the Support & Coordination Council

B. Individual Board Member Reports

Each trustee briefly presented on their progress towards individual goals and tasks.

C. LSEC (Leadership Support & Evaluation Committee) Report

Bev in collaboration with the Laylah revisited outcomes of the safety inquiries shared in the Spring.

[Life Safety \(EOY Updated\)](#)

D. DC (Development Committee) Report

E. GC (Governance Committee) Report

F. EEC (Educational Excellence Committee) Report

G. FC (Finance Committee) Report

A. Guyton made a motion to The Board Treasurer, on behalf of the FC Committee, motions that the PCM board of trustees approve the April, May and June financials as presented.

D. Main seconded the motion.

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

Roll Call

A. Guyton Aye
D. Main 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 for April, 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.

D. Main seconded the motion.

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

Roll Call

K. Torres Aye
D. Main Aye
A. Guyton 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 for May, 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 \$71,272.34 are also approved. General Fund Accounts Payable Total electronic payments totaling \$119,128.28 and Check number 1054 through 1054 totaling \$1,788.58 Non-AP Cash Disbursements Total electronic payments totaling \$1,909.98 and Check number N/A through N/A totaling \$0 Payroll Total electronic payments totaling \$71,272.34 and Payroll check numbers N/A through N/A totaling \$0.

D. Main seconded the motion.

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

Roll Call

K. Torres Aye
A. Guyton Aye
D. Main 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 for June, 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 \$74,421.73 are also approved. General Fund Accounts Payable Total electronic payments totaling \$30,786.62 and Check number 1055 through

1060 totaling \$28,081.68 Non-AP Cash Disbursements Total electronic payments totaling \$3,604.60 and Check number TBD through TBD totaling \$150.00 Payroll Total electronic payments totaling \$74,421.73 and Payroll check numbers N/A through N/A totaling \$0.

D. Main seconded the motion.

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

Roll Call

K. Torres Aye

D. Main Aye

A. Guyton Aye

B. Wolff Aye

V. Other Business

A. Handbook Updates

A. Guyton made a motion to I motion to approve the 2023-24 Student & Family Handbook, 2023-24 Family & Community Engagement Handbook, and 2023-24 School-Family Compact with minor corrections and deleted comments.

D. Main seconded the motion.

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

Roll Call

A. Guyton Aye

B. Wolff Aye

D. Main Aye

K. Torres Aye

B. Draft 2023-24 Annual Budget Presentation (Intro)

C. HOS Contract Renewal

A. Guyton made a motion to Postpone the vote on the HOS Contract Renewal until the Working Board Meeting so that Matt can look into the impact of the budget of awarding the raise as lump or spreading it out over three years.

K. Torres seconded the motion.

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

Roll Call

B. Wolff Aye

A. Guyton Aye

K. Torres Aye

D. Main Aye

D. Board Process Tracker (Revisit)

A. Guyton made a motion to I motion to adopt the SOP for Board Processes as a living document for the PCM Board of Trustees.

D. Main seconded the motion.

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

Roll Call

D. Main Aye

K. Torres Aye

B. Wolff Aye

A. Guyton Aye

E. Annual Retreat Discussion

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 7:47 PM.

Respectfully Submitted,

B. Wolff

Baldy joined the meeting at 7:42pm

Documents used during the meeting

- 1. PCM Finance Dashboard Apr 2023.pdf
- 2. PCM Income Statement Apr 2023.pdf
- 3. PCM Balance Sheet Apr 2023.pdf
- 4. PCM BvA Apr 2023.pdf
- 5. PCM Statement of Cash Flows Apr 2023.pdf
- 6. PCM Payroll and AP Certification Apr 2023.pdf
- 6a. PCM Auditing Officer Approval Apr 2023.pdf
- 6b. PCM Payroll Report Apr 2023.pdf
- 6c. PCM AP Register Apr 2023.pdf
- 6d. PCM Non-AP Register Apr 2023.pdf
- 1. PCM Finance Dashboard May 2023.pdf
- 2. PCM Income Statement May 2023.pdf
- 3. PCM Balance Sheet May 2023.pdf
- 4. PCM BvA May 2023.pdf
- 4a. PCM Detailed BvA Apr 2023.pdf
- 5. PCM Statement of Cash Flows May 2023.pdf

- 6. PCM Payroll and AP Certification May 2023.pdf
- 6a. PCM Auditing Officer Approval May 2023.pdf
- 6b. PCM Payroll Report May 2023.pdf
- 6c. PCM AP Register May 2023.pdf
- 6d. PCM Non-AP Register May 2023.pdf
- 7. Financial Policies and Procedures Manual Updates and Changes.pdf
- 7a. Policy Update - Federal Micro-Threshold Self-Certification.pdf
- 7b. FPPM - June 2023 Updates.pdf
- 1. PCM Finance Dashboard Jun 2023.pdf
- 2. PCM Income Statement Jun 2023.pdf
- 3. PCM Balance Sheet Jun 2023.pdf
- 4. PCM BvA Jun 2023.pdf
- 5. PCM Statement of Cash Flows Jun 2023.pdf
- 6. PCM Payroll and AP Certification Jun 2023.pdf
- 6a. PCM Auditing Officer Approval Jun 2023.pdf
- 6b. PCM Payroll Report Jun 2023.pdf
- 6c. PCM AP Register Jun 2023.pdf
- 6d. PCM Non-AP Register Jun 2023.pdf
- 2023-24 School-Family Compact.docx
- 2023-24 PCM Family & Community Engagement Handbook.docx
- 2023-24 Student & Family Handbook.docx
- 7a. PCM Draft FY24 Budget Detail.pdf
- 23-24 PCM Budget Presentation.pptx
- Sullivan, Laylah - HOS 2023-24 to 2025-26 Employment Contract (Proposed).docx
- PCM Board Retreat 2023.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](#)