

APPROVED



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

## Pullman Community Montessori

### Minutes

#### PCM Regular Board Meeting

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

Tuesday August 22, 2023 at 5:15 PM

##### **Location**

PCM Board of Trustees meetings are held in the Gladish Community and Cultural Center room 100A. To increase accessibility we offer a virtual option for attendance. If you have difficulty accessing the remote meeting link please email [board@myPCM.org](mailto: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](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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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.

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##### **Trustees Present**

A. Guyton (remote), B. Wolff, D. Main

**Trustees Absent**

K. Torres

**Ex Officio Members Present**

L. Sullivan

**Non Voting Members Present**

L. Sullivan

**Guests Present**

Curious minds who want to know (remote), D. Porter, Katie (remote), M. Paolini, nathaniel porter (remote)

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**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 Tuesday Aug 22, 2023 at 5:16 PM.

**C. Approve Meeting Minutes: 8-3-23**

D. Main made a motion to approve the minutes from PCM Regular Board Meeting on 08-03-23.

A. Guyton seconded the motion.

[Minutes for PCM Regular Board Meeting on August 3, 2023](#)

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

**Roll Call**

K. Torres Absent

B. Wolff Aye

A. Guyton Aye

D. Main Aye

**D. Approve Meeting Minutes: 8-15-23**

D. Main made a motion to approve the minutes from Board Meeting--Special on 08-15-23.

A. Guyton seconded the motion.

[Minutes for Board Meeting--Special on August 15, 2023](#)

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

#### **Roll Call**

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

## **II. Annual Budget Review and Proposed Adoption**

### **A. 2023-24 Annual Budget Presentation**

The Board of Trustees reviewed and asked questions about the 2023-24 Annual Budget and opened it up for public comment. The 2023-24 annual budget draft was first presented at the 8-3-2023 board meeting. This budget has also been reviewed over the last two finance committee meetings.

#### **Related Material:**

[7. PCM FY24 Budget Presentation.pdf](#)

[7a. PCM FY24 Budget Detail.pdf](#)

[7b. PCM Budget Adoption Resolution FY24.pdf](#)

The Head of School clarified that the \$300K loan from WA Charters is a:

- Low Interest Loan not a grant
- Interest only until year 6 when repayment begins with the strong foundation of the 9th grade program

D. Main made a motion to I motion that the PCM Board of Trustees approve the 2023-24 Annual Budget as presented.

A. Guyton seconded the motion.

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

#### **Roll Call**

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

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

### **A. August HOS Update**

The Head of School Discussed the PCM Board Dashboard for August

#### **Related Material:**

[PCM Board Dashboard 8-1-2023 .xlsx](#)

Matt left at 6:31pm

## **B. HOS Goals**

D. Main made a motion to I propose to move the review of the Head of Schools Goals to the Board Retreat.

A. Guyton seconded the motion.

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

### **Roll Call**

D. Main Aye

K. Torres Absent

B. Wolff Aye

A. Guyton Aye

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

### **A. SCC (Support & Coordination Council) Report**

### **B. Individual Board Member Reports**

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

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

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

### **F. EEC (Educational Excellence Committee) Report**

### **G. FC (Finance Committee) Report**

#### **Related Material:**

[2. PCM Income Statement Jul 2023.pdf](#)

[3. PCM Balance Sheet Jul 2023.pdf](#)

[5. PCM Statement of Cash Flows Jul 2023.pdf](#)

[6c. PCM AP Register Jul 2023.pdf](#)

[4. PCM BvA Jul 2023.pdf](#)

[6d. PCM Non-AP Register Jul 2023.pdf](#)

[6b. PCM Payroll Report Jul 2023.pdf](#)

[6a. PCM Auditing Officer Approval Jul 2023.pdf](#)

[1. PCM Finance Dashboard Jul 2023.pdf](#)

[6. PCM Payroll and AP Certification Jul 2023.pdf](#)

A. Guyton made a motion to The FC approved the July 2023 financials and puts for the recommendation that the PCM Board of Trustees approve the July 2023 financials as presented.

D. Main seconded the motion.

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

**Roll Call**

B. Wolff Aye

K. Torres Absent

A. Guyton Aye

D. Main Aye

**V. Other Business**

**A. Transportation Handbook**

A. Guyton made a motion to I motion that the PCM Board of Trustees adopt the Proposed 2023-24 School Specific Goals as presented with slight adjustments.

D. Main seconded the motion.

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

**Roll Call**

A. Guyton Aye

K. Torres Absent

B. Wolff Aye

D. Main Aye

The board reviewed the Transportation Handbook as presented by school staff.

**Related Material:**

[2023-24 PCM Transportation Handbook.pdf](#)

**B. School Specific Goals (Draft)**

*Each charter school must annually propose a minimum of two school specific goals to the Commission for review and feedback. One school specific goal is academic while the other is operational.*

After a feedback and refinement process these goals are established and incorporated into the annual performance evaluation of the school.

**Related Material:**

[PCM 23-24 SSG DRAFT.docx](#)

Katie Left at 7:24pm

Curious Minds who want to know Left at 7:28pm

D. Main made a motion to I motion that the PCM Board of Trustees adopt the 2023-24 Transportation Handbook as presented with minor adjustments.

A. Guyton seconded the motion.

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

**Roll Call**

B. Wolff Aye

A. Guyton Aye

K. Torres Absent

D. Main 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 7:29 PM.

Respectfully Submitted,

B. Wolff

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**Documents used during the meeting**

- 7. PCM FY24 Budget Presentation.pdf
- 7a. PCM FY24 Budget Detail.pdf
- 7b. PCM Budget Adoption Resolution FY24.pdf
- PCM Board Dashboard 8-1-2023 .xlsx
- 2. PCM Income Statement Jul 2023.pdf
- 3. PCM Balance Sheet Jul 2023.pdf
- 5. PCM Statement of Cash Flows Jul 2023.pdf
- 6c. PCM AP Register Jul 2023.pdf
- 4. PCM BvA Jul 2023.pdf
- 6d. PCM Non-AP Register Jul 2023.pdf
- 6b. PCM Payroll Report Jul 2023.pdf
- 6a. PCM Auditing Officer Approval Jul 2023.pdf
- 1. PCM Finance Dashboard Jul 2023.pdf
- 6. PCM Payroll and AP Certification Jul 2023.pdf
- 2023-24 PCM Transportation Handbook.pdf

- PCM 23-24 SSG DRAFT.docx

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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:** Key Resources BOX Folder, [OPMA Resources](#), [App Board Commitments & Background](#), [Committee Descriptions](#), [Org Charts](#), [Board Member Application Full Packet](#), [Prospective Board Member Questionnaire](#)