

APPROVED



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

## Pullman Community Montessori

# Minutes

### Finance Committee Monthly Meeting

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#### Date and Time

Tuesday November 21, 2023 at 5:00 PM

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#### Committee Members Present

A. Guyton (remote), E. Jochim

#### Committee Members Absent

*None*

#### Committee Members who arrived after the meeting opened

E. Jochim

#### Guests Present

Curious Minds Want to Know, L. Sullivan (remote), M. Paolini (remote)

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### I. Opening Items

#### A. Record Attendance

#### B. Call the Meeting to Order

A. Guyton called a meeting of the Finance Committee Committee of Pullman Community Montessori to order on Tuesday Nov 21, 2023 at 5:04 PM.

E. Jochim arrived at 5:04 PM.

#### C. Approve Minutes

A. Guyton made a motion to approve the minutes from Finance Committee Monthly Meeting on 10-19-23.

E. Jochim seconded the motion.

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

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

### **A. Approve September Financials**

There was an error in the title. The FC reviewed the OCTOBER financials.

The HOS reviewed what is being done with enrollment and potential grant funding.

A. Guyton made a motion to approve and recommend the October financials after the two unknown vendors have been emailed to the FC.

E. Jochim seconded the motion.

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

### **B. Discuss Enrollment Implications**

Working with Gates-WA Charters marketing expert, doing text push with Darcelina.

## **III. Goals**

### **A. Scenario and Board Financial Literacy Support**

Plan reground session for January (buckets, fiduciary responsibility, etc)...Aubree or Matt deliver.

Commission does their Fiduciary Responsibility session in February.

## **IV. 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 5:46 PM.

Respectfully Submitted,

A. Guyton

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## **Documents used during the meeting**

- 1. PCM Finance Dashboard 10.2023.pdf
- 2. PCM Income Statement 10.2023.pdf
- 3. PCM Balance Sheet 10.2023.pdf

- 4. PCM BvA 10.2023.pdf
  - 5. PCM Statement of Cash Flows 10.2023.pdf
  - 6. PCM Payroll and AP Certification 10.2023.pdf
  - 6a. PCM Auditing Officer Approval 10.2023.pdf
  - 6b. PCM Payroll Report 10.2023.pdf
  - 6c. PCM AP Register 10.2023.pdf
  - 6d. PCM Non-AP Register 10.2023.pdf
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**Grounding Docs:** [FC Description & Responsibilities](#) , [Norms-We are LEADERS too-Structure and Responsibilities Overview](#), [Bylaws](#) (read committees section), [PCM Logic Model](#), [Org Charts](#)

**School Wide Evaluation Tools (model fidelity):** [EEMPS Rubric](#), [School-Wide Reflective Practice Inventory](#)

**Resources:** [Planning Yr Financials Considerations](#), [Example Dashboard Review](#), [Contract](#),  
Commission Financial Performance Framework