

APPROVED



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

Pullman Community Montessori

Minutes

PCM Regular Board Meeting

Date and Time

Thursday November 30, 2023 at 11:00 AM

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

All board meetings are open to the public. Meetings begin at 11:00 AM PST and are normally the fourth (4th) Thursday 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)

Trustees Absent

A. Burton

Ex Officio Members Present

L. Sullivan

Non Voting Members Present

L. Sullivan

Guests Present

D. Porter, Elise Albano, Just Observing (remote), Cassandra Zwick (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 Nov 30, 2023 at 11:03 AM.

C. Approve Meeting Minutes: 11-14-23

D. Main made a motion to approve the minutes from Board Meeting on 11-14-23.

A. Guyton seconded the motion.

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

Roll Call

B. Wolff Aye

A. Guyton Aye

A. Burton Absent

D. Main Aye

II. Public Comment

A. Making Public Comments

Nathan Porter arrived at 11:09am (Virtually)

Kassandra Zwick arrived at 11:12am (Virtually)

III. LEADERS Team Update & Compliance Check-in

A. HOS Update

The Head of School reviewed the [PCM Board Dashboard 11-1-2023 \(V2\).xlsx](#) with the Board and answered questions about opening enrollment for the 2024-25 school year.

Elise Albano left at 11:14am

Laylah stepped out at 11:35am for an emergency

IV. Board Goals, Committee & Council Updates

A. Individual Board Member Reports

Board members briefly shared their progress towards individual goals and tasks.

B. LSEC (Leadership Support & Evaluation Committee) Report

C. DC (Development Committee) Report

D. GC (Governance Committee) Report

E. EEC (Educational Excellence Committee) Report

Bev provided a brief update on the timeline

F. FC (Finance Committee) Report

Trustees reviewed the October financials as presented and recommended by the finance committee.

A. Guyton made a motion to approve the October financials recommended and as presented by the finance committee.

D. Main seconded the motion.

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

Roll Call

A. Guyton Aye

B. Wolff Aye

D. Main Aye

A. Burton Absent

A. Guyton made a motion to approve the October financials recommended and as presented by the finance committee. The following payments as audited and certified by the auditing officer, as required by RCW 42.24.080, and those expense reimbursements claims certified, as required by RCW 42.24.090, are approved for payment. In addition, payroll payments in the amount of \$85,893.81 are also approved. General Fund Accounts Payable Total electronic payments totaling \$207,437.81 and Check numbers 1089, 1092, and 1093 totaling \$28,650.84 Non-AP Cash Disbursements Total electronic payments

totaling \$744.05 and Check numbers 1088 and 1091 totaling \$2,328.64 Payroll Total electronic payments totaling \$85,893.81 and Payroll check numbers N/A totaling \$0.

D. Main seconded the motion.

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

Roll Call

A. Guyton Aye

A. Burton Absent

D. Main Aye

B. Wolff Aye

Layah returned at 11:50am

V. Other Business

A. Policy & Procedure Updates: 2162P

B. 2024-25 Enrollment Policy & Procedures

C. Out of Endorsement Staff Additions

A. Guyton made a motion to approve resolutions 10 through 14 for out of endorsement staff.

D. Main seconded the motion.

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

Roll Call

D. Main Aye

A. Burton Absent

A. Guyton Aye

B. Wolff Aye

A. Guyton made a motion to to accept Dorrie Main as Vice Chair.

D. Main seconded the motion.

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

Roll Call

B. Wolff Aye

A. Burton Absent

A. Guyton Aye

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 12:19 PM.

Respectfully Submitted,

B. Wolff

Documents used during the meeting

- PCM Board Dashboard 11-1-2023 (V2).xlsx
 - 5. PCM Statement of Cash Flows 10.2023.pdf
 - 2. PCM Income Statement 10.2023.pdf
 - 6c. PCM AP Register 10.2023.pdf
 - 3. PCM Balance Sheet 10.2023.pdf
 - 6d. PCM Non-AP Register 10.2023.pdf
 - 4. PCM BvA 10.2023.pdf
 - 6b. PCM Payroll Report 10.2023.pdf
 - 6a. PCM Auditing Officer Approval 10.2023.pdf
 - 1. PCM Finance Dashboard 10.2023.pdf
 - 6. PCM Payroll and AP Certification 10.2023.pdf
 - RES#10 - Out of Endorsement Teaching Staff (Luby, Dominick).pdf
 - RES#11 - Out of Endorsement Teaching Staff (Jones, Arden).pdf
 - RES#12 - Out of Endorsement Teaching Staff (Stansbury, Jill).pdf
 - RES#13 - Out of Endorsement Teaching Staff (Green, Timothy).pdf
 - RES#14 - Out of Endorsement Teaching Staff (Crawford, Rogert).pdf
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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](#)