

APPROVED



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

Pullman Community Montessori Minutes

PCM Regular Board Meeting

Date and Time

Tuesday December 19, 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. Burton (remote), A. Guyton (remote), B. Wolff (remote)

Trustees Absent

D. Main

Guests Present

D. Porter, Italiana Hughs (remote), Just an Observer (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 Tuesday Dec 19, 2023 at 11:03 AM.

C. Approve Meeting Minutes: 11-14-23

A. Guyton made a motion to approve the minutes from PCM Regular Board Meeting on 11-30-23.

A. Burton seconded the motion.

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

Roll Call

A. Guyton Aye

A. Burton Aye

D. Main Absent

B. Wolff Aye

II. Public Comment

A. Making Public Comments

III. LEADERS Team Update & Compliance Check-in

A. HOS Update

As Head of School was absent, no verbal updates were given.

A. Guyton made a motion to Move the regularly scheduled board meetings to the third Thursday of the month, beginning at 5:15, and the regularly scheduled working meetings to the second Thursday of the month, also beginning at 5:15.

A. Burton seconded the motion.

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

Roll Call

D. Main Absent

Roll Call

- A. Burton Aye
- B. Wolff Aye
- A. Guyton Aye

IV. Board Goals, Committee & Council Updates

A. Individual Board Member Reports

B. LSEC (Leadership Support & Evaluation Committee) Report

Mid-year check-in with HOS and chair is being scheduled for early January. This will be a review of progress on goals set for this academic year.

C. DC (Development Committee) Report

D. GC (Governance Committee) Report

E. EEC (Educational Excellence Committee) Report

F. FC (Finance Committee) Report

A. Guyton made a motion to Approve the November financials as presented and recommended 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 \$90,330.24 are also approved. General Fund Accounts Payable Total electronic payments totaling \$50,384.80 and Check numbers 1095 and 1096 totaling \$17,856.50 Non-AP Cash Disbursements Total electronic payments totaling \$1,901.37 and Check numbers 1061, 1062, 1073, and 1094 totaling \$5,128.12 Payroll Total electronic payments totaling \$90,330.24 and Payroll check numbers N/A totaling \$0 RECOMMENDATION: The recommendation presented by the Treasurer on behalf of the Finance Committee represents the initial motion. Proposed motion: I second the motion to approve the October financials recommended and as presented by the finance committee.

A. Burton seconded the motion.

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

Roll Call

- D. Main Absent
- A. Burton Aye
- B. Wolff Aye
- A. Guyton Aye

V. Other Business

A.

2024-25 Enrollment Policy & Procedures

A. Guyton made a motion to Approve the 2024-25 Enrollment Policy & Procedures with minor corrections to grammar.

There was no second to the motion.

The motion did not carry.

Proposal to accept this policy and procedure was postponed until the January working meeting.

Trustees were encouraged to send any questions they have about the policy and procedures to the HOS and blind copy other trustees to avoid HOS receiving duplicate questions.

B. Policy & Procedure Updates: Harassment, Intimidation and Bullying of Students (3207/3207P)

A. Guyton made a motion to Approve the Harassment, Intimidation and Bullying of Students (3207/3207P) with minor corrections to grammar.

There was no second to the motion.

The motion did not carry.

Proposal to accept this policy and procedure was postponed until the January working meeting.

Trustees were encouraged to send any questions they have about the policy and procedures to the HOS and blind copy other trustees to avoid HOS receiving duplicate questions.

C. Policy & Procedure Updates: Nondiscrimination and Affirmative Action (5010/5010P)

A. Guyton made a motion to Approve the Nondiscrimination and Affirmative Action (5010/5010P) with minor corrections to grammar.

There was no second to the motion.

The motion did not carry.

Proposal to accept this policy and procedure was postponed until the January working meeting.

Trustees were encouraged to send any questions they have about the policy and procedures to the HOS and blind copy other trustees to avoid HOS receiving duplicate questions.

D. Policy & Procedure Updates: Highly Capable (2190/2190P)

A. Guyton made a motion to Approve the Highly Capable (2190/2190P) with minor corrections to grammar.

There was no second for the motion

The motion did not carry.

Proposal to accept this policy and procedure was postponed until the January working meeting.

Trustees were encouraged to send any questions they have about the policy and procedures to the HOS and blind copy other trustees to avoid HOS receiving duplicate questions.

E. Policy & Procedure Updates: Student Records (3231)

A. Guyton made a motion to Approve the Student Records (3231) with minor corrections to grammar.

There was no second to the motion.

The motion did not carry.

Proposal to accept this policy and procedure was postponed until the January working meeting.

Trustees were encouraged to send any questions they have about the policy and procedures to the HOS and blind copy other trustees to avoid HOS receiving duplicate questions.

F. Policy & Procedure Updates: Excused and Unexcused Absences (3122/3122P)

A. Guyton made a motion to Approve the Excused and Unexcused Absences (3122/3122P) with minor corrections to grammar.

There was no second to the motion

The motion did not carry.

Proposal to accept this policy and procedure was postponed until the January working meeting.

Trustees were encouraged to send any questions they have about the policy and procedures to the HOS and blind copy other trustees to avoid HOS receiving duplicate questions.

G. Policy & Procedure Updates: Discipline (3241/3241P)

A. Guyton made a motion to Approve the Discipline (3241/3241P) with minor corrections to grammar.

There was no second to the motion.

The motion did not carry.

Proposal to accept this policy and procedure was postponed until the January working meeting.

Trustees were encouraged to send any questions they have about the policy and procedures to the HOS and blind copy other trustees to avoid HOS receiving duplicate questions.

H. Policy & Procedure Updates: Restraint, Isolation, and Other Uses of Reasonable Force (3246P)

A. Guyton made a motion to Approve the Restraint, Isolation, and Other Uses of Reasonable Force (3246P) with minor corrections to grammar.

There was no second to the motion

The motion did not carry.

Proposal to accept this policy and procedure was postponed until the January working meeting.

Trustees were encouraged to send any questions they have about the policy and procedures to the HOS and blind copy other trustees to avoid HOS receiving duplicate questions.

I. Policy & Procedure Updates: Section 504 (2162P)

A. Guyton made a motion to Approve the Section 504 (2162P) with minor corrections to grammar.

There was no second to the motion

The motion did not carry.

Proposal to accept this policy and procedure was postponed until the January working meeting.

Trustees were encouraged to send any questions they have about the policy and procedures to the HOS and blind copy other trustees to avoid HOS receiving duplicate questions.

J. Academic Update

Postponed until January working meeting and regular January meeting.

K. Recurrent Enrollment (w/ historic data review)

Postponed until January working meeting and regular January meeting.

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 11:50 AM.

Respectfully Submitted,

B. Wolff

Documents used during the meeting

- PCM Board Dashboard 12-1-2023.xlsx
- 2. PCM Income Statement 11.2023.pdf
- 6c. PCM AP Register 11.2023.pdf
- 5. PCM Statement of Cash Flows 11.2023.pdf
- 3. PCM Balance Sheet 11.2023.pdf

- 4a. PCM Detailed BvA 10.2023.pdf
- 6d. PCM Non-AP Register 11.2023.pdf
- 4. PCM BvA 11.2023.pdf
- 6a. PCM Auditing Officer Approval 11.2023.pdf
- 6b. PCM Payroll Report 11.2023.pdf
- 6. PCM Payroll and AP Certification 11.2023.pdf
- 1. PCM Finance Dashboard 11.2023.pdf
- PCM Enrollment Policy & Procedures (2024-25).docx
- 3207P HIB procedure.docx
- 3207 HIB .docx
- 5010 Nondiscrimination and Affirmative Action.docx
- 5010P_Nondiscrimination_and_Affirmative_Action_Procedure.docx
- 2190 Highly Capable.docx
- 2190P Highly Capable Programs.docx
- 3231-Student Records.docx
- 3122 Excused and Unexcused Absences .docx
- 3122P Excused and Unexcused Absences Procedures.docx
- 3241 Student Discipline.docx
- 3241P Student Discipline Procedure.docx
- 3246P-Isolation and restraint procedure.docx
- 2162P-section 504 procedure.docx
- PCM 2023-24 Recurrent Enrollment (Draft).docx
- Multi-YR Condensed Enrollment Summary.xlsx

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](#)