Pullman Community Montessori

Minutes

Board Meeting

Date and Time
Tuesday November 14, 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

All board meetings are open to the public. Working Meetings are normally held the second Tuesday of the month beginning at 5:15. Regular Board Meetings begin at 11:00 AM PST and are normally the fourth (4th) Thursday of each month. A list of our board meetings dates and times can be found on our website. Any changes to times, locations, days can also be found on the website.

Public comment is a standing agenda item at both the working meetings and regular meetings. 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 you 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

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

Trustees Absent
None

Ex Officio Members Present
L. Sullivan

Non Voting Members Present
L. Sullivan

Guests Present
Ana Burton, D. Porter, D. Schneider, Italiana Hughes (remote), Jay O'Neal (remote), nathan Porter (remote)

I. Opening Items

    A. Record Attendance

    B. Kim Torres is not in attendance for this meeting

    C. Call the Meeting to Order

        B. Wolff called a meeting to order on Tuesday Nov 14, 2023 at 5:15 PM.

    D. Approve Minutes Outstanding

        D. Main made a motion to approve the minutes from with the corrections Board Meeting on 10-10-23.
        A. Guyton seconded the motion.
        Working with Board on Track to correct the error
        The team **VOTED** to approve the motion.

        Roll Call
        D. Main   Aye
        B. Wolff   Aye
        A. Guyton Aye

    E. Trustee Resignation

        A. Guyton made a motion to Accept the resignation of Kim Torres.
        D. Main seconded the motion.
        The team **VOTED** to approve the motion.

        Roll Call
        A. Guyton Aye
        D. Main   Aye

Roll Call

B. Wolff   Aye

Crystal joined virtually at 5:19pm

II. Prospective Trustee Interviews

A. Interview: Ana Burton

PCM Board of Trustees interviewed prospective trustee: Ana Burton

"Just Observing" arrived virtually at 5:43pm

Ana Burton left at 5:49pm

B. Interview: Jay O'Neal

PCM Board of Trustees interviewed prospective trustee: Jay O'Neal

Jay O'Neal left the meeting at 6:08pm

D. Main made a motion to invite Ana Burton to serve on the PCM Board of Trustees.

A. Guyton seconded the motion.

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

Roll Call

A. Guyton Aye

B. Wolff   Aye

D. Main   Aye

A. Guyton made a motion to invite Jay ONeal to serve on the PCM Board of Trustees.

D. Main seconded the motion.

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

Roll Call

D. Main   Aye

A. Guyton Aye

B. Wolff   Aye

III. Public Comment

A. Opportunity for Public Comment

Two community members made public comment.

One community member experienced technical difficulties with their mic and requested to type into the chat. The board accommodated this request and moved on to the Head of School update to allow the community member enough time to type their comment into the chat. Upon the closing of the Head of School Update, the board returned to the public comment section of the meeting and read the public comment submitted in chat by this community member.

IV. LEADERS Team Update & Compliance Check-in

A. **September-October HOS Update**

The Head of School answered questions about the PCM Board Dashboard and shared updates about PCM.

V. Board Goals, Committee, & Council Updates

A. **Individual board members goals check-in**

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

B. **SCC (Support & Coordination Council) Report**

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**

Dave Schneider left at 6:55pm
A. Guyton made a motion to to approve the September financials recommended and as presented by the finance committee.
D. Main seconded the motion.
The team **VOTED** to approve the motion.

Roll Call
B. Wolff   Aye
A. Guyton Aye
D. Main   Aye

A. Guyton made a motion to 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 $84,461.28 are also approved. General Fund Accounts Payable Total electronic payments totaling $238,772.99 and Check number 1081 through 1087 totaling $10,721.67 Non-AP Cash Disbursements Total electronic payments totaling $1,551.27 and Check number 1080 and 1082 totaling $7,594.40 Payroll Total electronic payments totaling $81,943.83 and Payroll check numbers 1081 through 1082 totaling $2,517.45 The recommendation presented by the Treasurer on behalf of the Finance Committee represents the initial motion.
D. Main seconded the motion.
The team **VOTED** to approve the motion.

Roll Call

A. Guyton   Aye

B. Wolff   Aye

D. Main   Aye

VI. Other Business

A.   Tasks and old business

"Just Observing" left the meeting at 7:06pm

A. Guyton made a motion to Close and adjourn the meeting.

D. Main seconded the motion.

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

Roll Call

B. Wolff   Aye

A. Guyton   Aye

D. Main   Aye

VII. 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 7:13 PM.

Respectfully Submitted,

B. Wolff

Documents used during the meeting

- Prospective board member questionnaire (Fillable)_BURTON_Redacted.pdf

- Burton, Ana Resume _Redacted.pdf

- Prospective board member questionnaire_Redacted.pdf

- ONeal, Jay Resume_Redacted.pdf

- PCM Board Dashboard 11-1-2023.xlsx

- 6c. PCM AP Register 09.2023.pdf

- 2. PCM Income Statement 09.2023.pdf

- 3. PCM Balance Sheet 09.2023.pdf

- 5. PCM Statement of Cash Flows 09.2023.pdf

- 6d. PCM Non-AP Register 09.2023.pdf

- 4. PCM BvA 09.2023.pdf

• 6b. PCM Payroll Report 09.2023.pdf

• 6a. PCM Auditing Officer Approval 09.2023.pdf

• 1. PCM Finance Dashboard 09.2023.pdf

• 6. PCM Payroll and AP Certification 09.2023.pdf