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

Pullman Community Montessori

Minutes

Board Meeting

Board Meeting (reschedule from Sept meeting)

Date and Time
Tuesday October 10, 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 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

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

K. Torres

Ex Officio Members Present

L. Sullivan

Non Voting Members Present

L. Sullivan

Guests Present

D. Porter

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 Oct 10, 2023 at 11:08 AM.

   C.   Approve Meeting Minutes: 8-22-23

   A. Guyton made a motion to approve the minutes from PCM Regular Board Meeting on 08-22-23.
   D. Main seconded the motion.
   The board **VOTED** to approve the motion.

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

   D.   Approve Annual Retreat Minutes (1)

   A. Guyton made a motion to approve the minutes from Annual Board Retreat on 08-25-23.
   D. Main seconded the motion.
   The board **VOTED** to approve the motion.

Roll Call

A. Guyton   Aye

D. Main   Aye

K. Torres   Absent

B. Wolff   Aye

E. Approve Annual Retreat Minutes (2)

A. Guyton made a motion to approve the minutes from Annual Board Retreat on 08-26-23.

D. Main seconded the motion.

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

Roll Call

K. Torres   Absent

A. Guyton   Aye

B. Wolff   Aye

D. Main   Aye

F. Approve Annual Retreat Minutes (3)

A. Guyton made a motion to approve the minutes from Annual Board Retreat on 08-26-23.

D. Main seconded the motion.

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

Roll Call

D. Main   Aye

K. Torres   Absent

B. Wolff   Aye

A. Guyton   Aye

G. Approve Annual Retreat Minutes (3)

A. Guyton made a motion to approve the minutes from Annual Board Retreat on 08-27-23.

D. Main seconded the motion.

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

Roll Call

B. Wolff   Aye

A. Guyton   Aye

K. Torres   Absent

D. Main   Aye

H. Confirm Cancelation of 9-26-23 Board Meeting

A. Guyton made a motion to Confirm the cancelation of the 9/26/2023 board meeting PCM Regular Board Meeting on 09-28-23.

D. Main seconded the motion.

Just not the cancelation of the 9-26-23 board meeting due to lack of quorum. This meeting was moved to 10-10-23 working meeting.
The board **VOTED** to approve the motion.

Roll Call

D. Main   Aye

B. Wolff   Aye

K. Torres   Absent

A. Guyton Aye

II. LEADERS Team Update & Compliance Check-in

A. August HOS Update

- Reviewed the Board Dashboard
- Answered board questions
- Marketing plan update

B. HOS Goals

The board reviewed and will vote on the HOS goals for 2023-24.
D. Main made a motion to I motion to approve the head of school goals.
A. Guyton seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

D. Main   Aye

K. Torres   Absent

A. Guyton Aye

B. Wolff   Aye

C. PCM 2023-24 Board Goals

A. Guyton made a motion to I motion to approve the PCM 2023-24 Board goals with the change of them being converted into SMART Goals.
D. Main seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

A. Guyton Aye

B. Wolff   Aye

K. Torres   Absent

D. Main   Aye

III. Board Goals, Committee & Council Updates

A.

SCC (Support & Coordination Council) Report

Currently inactive. Will work to revive at the start of school

B. Individual Board Member Reports

Each trustee will briefly present on their progress towards individual goals and tasks. Additionally, trustees may report observations, feedback, or questions gathered since last meeting.

---This will be postponed to the October meeting until after board and individual goals are set and there is sufficient time to report progress on goals.---

C. LSEC (Leadership Support & Evaluation Committee) Report

There is no activity to report

D. DC (Development Committee) Report

E. GC (Governance Committee) Report

F. EEC (Educational Excellence Committee) Report

G. FC (Finance Committee) Report

The finance committee has reviewed and made the recommendation for the PCM Board of Trustees to adopt the August financials as presented.
A. Guyton made a motion to to approve the August Financials as presented. 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 $56,699.70 are also approved. General Fund Accounts Payable Total electronic payments totaling $88,326.67 and Check number 1064 through TBD totaling $51,022.43 Non-AP Cash Disbursements Total electronic payments totaling $12,421.16 and Check number 1063 through 1063 totaling $2,902.19 Payroll Total electronic payments totaling $52,821.48 and Payroll check numbers 1071 through TBD totaling $3,878.22.
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

H. July Financials (Due Diligence)

The finance committee recommended the July financials be adopted by the PMC Board of Trustees as presented at the last board meeting. The statement was read into the motion but the language was not included in the actual agenda so it has been included below for the July financials to reconfirm the vote.

A. Guyton made a motion to approve the July financials as presented. 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 $50,395.10 are also approved. General Fund Accounts Payable Total electronic payments totaling $66,404.50 and Check number NA through NA totaling $0 Non-AP Cash Disbursements Total electronic payments totaling $1,963.55 and Check number NA through NA totaling $0 Payroll Total electronic payments totaling $50,395.10 and Payroll check numbers N/A through N/A totaling $0.

D. Main seconded the motion.

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

Roll Call

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

IV. Executive Session

A. Move into Executive Session 1

1155am - joined the meeting

The PCM Board of Trustees will move into executive session pursuant to RCW 42.30.110 for 5 minutes.

The Board of Trustees moved into executive session for the following reason:
*Qualifications of an
applicant for public employment or review the performance of a public employee.*

No board action was requested or taken.

B. Move into Executive Session 2

The PCM Board of Trustees will move into executive session pursuant to RCW 42.30.110 for 10 minutes.

The Board of Trustees moved into executive session for the following reason: *To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official*

capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

The Board of Trustees, returned from executive session after 10 minutes to ask for more time to discuss this topic. Another 10 minutes was added and the board recessed for an additional 10 minutes.

No board action was requested or taken.

V. 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 12:24 PM.

Respectfully Submitted,
B. Wolff

Documents used during the meeting

- PCM Board Dashboard 10-1-2023.xlsx
- HOS_AGP_2023-24-Goals__Draft_.pdf
- SY24_Board_Goals.pdf
- 5. PCM Statement of Cash Flows Aug 2023.pdf
- 4a. PCM Detailed BvA Aug 2023.pdf
- 2. PCM Income Statement Aug 2023.pdf
- 6c. PCM AP Register Aug 2023.pdf
- 3. PCM Balance Sheet Aug 2023.pdf
- 4. PCM BvA Aug 2023.pdf
- 6. PCM Payroll and AP Certification Aug 2023.pdf
- 6a. PCM Auditing Officer Approval Aug 2023.pdf
- 6d. PCM Non-AP Register Aug 2023.pdf
- 1. PCM Finance Dashboard Aug 2023.pdf
- 6b. PCM Payroll Report Aug 2023.pdf

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