

APPROVED



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Pullman Community Montessori

Minutes

PCM Regular Board Meeting

Date and Time

Monday February 26, 2024 at 5:15 PM

Location

PCM Board of Trustees regular board meetings are held in the Gladish Community and Cultural Center View Room. To increase accessibility we offer a virtual option for attendance. If you have difficulty accessing the remote meeting link please call 509-336-5909. Regularly scheduled board meetings are recorded. The recording can be found at this link within 5 business days following the regular board meeting: <https://www.youtube.com/playlist?list=PLvDWzfFwzxEutv7ZnwexPXpZZO71ALWEZ>

All board meetings are open to the public. Regular board meetings begin at 5:15 PM PST and are normally the third (3rd) Thursday of each month. Working meetings, if they are conducted, are the second (2nd) Thursday of each month also at 5:15 PM. No action is taken in working meetings.

Public comment is a standing agenda item at each regular 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, D. Main (remote), R. McDonald

Trustees Absent

None

Ex Officio Members Present

L. Sullivan

Non Voting Members Present

L. Sullivan

Guests Present

Amber Panwitz, Barry Weber (remote), D. Porter

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

D. Main called a meeting of the board of trustees of Pullman Community Montessori to order on Monday Feb 26, 2024 at 5:20 PM.

C. Approve Meeting Minutes: 1-18/24

D. Main made a motion to approve the minutes from PCM Regular Board Meeting on 01-18-24.

A. Burton seconded the motion.

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

Roll Call

A. Burton Aye

R. McDonald Aye

B. Wolff Aye

A. Guyton Abstain

D. Main Aye

D. Approve Meeting Minutes: Special Meeting

A. Guyton made a motion to approve the minutes from Board Meeting--Special on 02-14-24.

R. McDonald seconded the motion.

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

Roll Call

A. Burton Abstain

A. Guyton Aye

B. Wolff Aye

D. Main Aye

R. McDonald Aye

II. Board Training

A. Roles and Responsibilities of the Charter Public School Board and Authorizer

Jessica de Barros, Executive Director of the Charter School Commission, delivered an annual PD to the Trustees of the board on the roles and responsibilities of the charter public school board and authorizer.

III. LEADERS Team Update & Compliance Check-in

A. HOS Update

The HOS briefly updated highlight high-level aspects of the Dashboard. The bulk of the conversation was reserved for the end of the meeting during the Current State and Budget Revision sessions.

[PCM Board Dashboard 02-01-2024.xlsx](#)

IV. Board Goals, Committee & Council Updates

A. Individual Board Member Reports (Postponed)

B. LSEC (Leadership Support & Evaluation Committee) Report

C. DC (Development Committee) Report

D. GC (Governance Committee) Report

E. EEC (Educational Excellence Committee) Report

F. SCC (Support & Coordination Council) Report

Amber Panwitz, the SCC chair, presented updates from the past two SCC Meetings.

[SCC 2_8 Meeting Summary & Follow up.pdf](#)

[SCC 2_22 Meeting Minutes & Follow up.pdf](#)

G. FC (Finance Committee) Report

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

H. Auditor Presentation

Barry Weber with Eide Bailly gave a presentation on PCM Financials.

I. Consider 2023-24 Revised Budget

B. Wolff made a motion to The Finance Committee has reviewed the revised 2023-24 budget and made recommendations for improvement. Recommendations were implemented by the HOS and CFO support, Joule Growth Partners. This revised budget with recommended changes was put forth to the board with the motion from the FC for the board to adopt the 2023-24 revised budget as presented.

A. Burton seconded the motion.

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

Roll Call

D. Main	Aye
A. Guyton	Aye
R. McDonald	Aye
B. Wolff	Aye
A. Burton	Aye

J. Review 5-year Budget Scenarios

The HOS and CFO support presented a variety of 5-year budget scenarios for the Board to consider.

These scenarios have not been fully vetted by the FC. The presentation presented information for consideration and fueled questions from the board.

The board was asked to consider voting on the 5-year budget scenario at the March 14th Working Board Meeting.

V. Executive Session

A. Executive Session 1

D. Main made a motion to Move the executive session up in the agenda.

R. McDonald seconded the motion.

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

Roll Call

B. Wolff Aye
A. Burton Aye
D. Main Aye
R. McDonald Aye
A. Guyton Aye

There was no action taken in the Executive Session. The board is requesting more time to review data and the results from the WA State Charter School Commission's interviews with staff and parents.

Dorrie Main immediately resigned from the Board following exiting the executive session. A. Burton made a motion to to move the Progress update and Academic Update - Follow up to the March working Meeting and or the March Regular board meeting. R. McDonald seconded the motion.

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

Roll Call

A. Guyton Aye
A. Burton Aye
D. Main Absent
R. McDonald Aye
B. Wolff Aye

B. Progress Update

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 9:17 PM.

Respectfully Submitted,
B. Wolff

Documents used during the meeting

- PCM Board Dashboard 02-01-2024.xlsx
- SCC 2_8 Meeting Summary & Follow up.pdf
- SCC 2_22 Meeting Minutes & Follow up.pdf
- 2. PCM Income Statement 01.2024.pdf
- 3. PCM Balance Sheet 01.2024.pdf
- 6c. PCM AP Register 01.2024.pdf

- 5. PCM Statement of Cash Flows 01.2024.pdf
- 6d. PCM Non-AP Register 01.2024.pdf
- 4. PCM BvA 01.2024.pdf
- 6b. PCM Payroll Report 01.2024.pdf
- 6a. PCM Auditing Officer Approval 01.2024.pdf
- 1. PCM Finance Dashboard 01.2024.pdf
- 6. PCM Payroll and AP Certification 01.2024.pdf
- PCM 23-24 Budget 20240220.xlsm
- 11824 Educational Excellence Update.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](#)