

APPROVED



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

Pullman Community Montessori

Minutes

PCM Regular Board Meeting

Date and Time

Thursday January 18, 2024 at 5:15 PM

Location

PCM Board of Trustees regular board 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 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), B. Wolff (remote), D. Main (remote)

Trustees Absent

A. Guyton

Ex Officio Members Present

L. Sullivan

Non Voting Members Present

L. Sullivan

Guests Present

D. Porter, Just an Observer (remote), Letty Rising, Marie M (remote), Nathaniel Porter (remote), Tim Sullivan (remote), Troy Sprenke (remote), italiana Hughs (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 Jan 18, 2024 at 5:19 PM.

C. Approve Meeting Minutes: 11-14-23

D. Main made a motion to approve the minutes from PCM Regular Board Meeting on 12-19-23.

A. Burton seconded the motion.

Just an Observer joined the meeting at 5:20pm

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

Roll Call

B. Wolff Aye

D. Main Abstain

A. Guyton Absent

A. Burton Aye

II. Public Comment

A. Making Public Comments

There were no public comments

III. LEADERS Team Update & Compliance Check-in

A. HOS Update

Laylah provided the Head of School update on the following:

- [PCM Board Dashboard 01-01-2024.xlsx](#)
- Community Outreach/Marketing
- Celebrations
 - Adolescent Community (6th & 7th graders) created 4 of the Flood Boards in downtown Pullman

Nathan Porter left the board meeting at 5:37pm & returned at 5:38pm (they are having connection issues on their side.)

Troy Sprenke left the board meeting at 5:20pm

IV. Board Goals, Committee & Council Updates

A. Individual Board Member Reports

Each board member gave updates about what they have been working on since the last board meeting.

Tim Sullivan left the meeting at 5:44pm

B. LSEC (Leadership Support & Evaluation Committee) Report

C. DC (Development Committee) Report

Beverly Wolff has been working with former PCM Board Member Ayad Rahmani in setting up an event at the Black Cypress.

D. GC (Governance Committee) Report

E. EEC (Educational Excellence Committee) Report

- First meeting will be held on Jan 24, 2024
 - Committee Members are the following

- Jill Stansbury (PCM's Montessori Coach and Director of Academics)
- Emily Klein (PCM's Special Education Director)
- Laylah Bewick (PCM's Head of School)
- Beverly Wolff (PCM Board Chair)

F. FC (Finance Committee) Report

Laylah presented the Finance Committee Report on behalf of Matt, with Joule Growth Partners.

B. Wolff made a motion to The PCM Board of Trustees will review and vote on the December financials that have been reviewed in detail 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 \$82,668.38 are also approved. General Fund Accounts Payable Total electronic payments totaling \$149,017.47 and Check numbers 1097 and 1098 totaling \$15,951.93 Non-AP Cash Disbursements Total electronic payments totaling \$1,213.81 and Manual checks totaling \$0 Payroll Total electronic payments totaling \$82,668.38 and Payroll check numbers 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 Absent
A. Burton Aye

V. Other Business

A. 2024-25 Enrollment Policy & Procedures

D. Main made a motion to accept the PCM Enrollment Policy & Procedures (2024-25) as presented.

A. Burton seconded the motion.

[PCM Enrollment Policy & Procedures \(2024-25\).pdf](#)

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

Roll Call

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

B.

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

D. Main made a motion to to approve updated 3207 and 3207P as presented.

A. Burton seconded the motion.

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

Roll Call

A. Burton Aye

D. Main Aye

B. Wolff Aye

A. Guyton Absent

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

A. Burton made a motion to approve updated 5010 and 5010P as presented.

D. Main seconded the motion.

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

Roll Call

A. Guyton Absent

B. Wolff Aye

A. Burton Aye

D. Main Aye

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

D. Main made a motion to approve updated 2190 and 2190P as presented.

A. Burton seconded the motion.

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

Roll Call

A. Guyton Absent

A. Burton Aye

B. Wolff Aye

D. Main Aye

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

A. Burton made a motion to approve updated 3231 as presented.

D. Main seconded the motion.

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

Roll Call

D. Main Aye

A. Guyton Absent

B. Wolff Aye

A. Burton Aye

F.

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

D. Main made a motion to approve updated 3122 and 3122P as presented.

A. Burton seconded the motion.

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

Roll Call

B. Wolff Aye

D. Main Aye

A. Burton Aye

A. Guyton Absent

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

A. Burton made a motion to approve updated 3241 and 3241P as presented.

D. Main seconded the motion.

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

Roll Call

A. Guyton Absent

B. Wolff Aye

A. Burton Aye

D. Main Aye

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

D. Main made a motion to approve updated 3246 and 3246P as presented.

A. Burton seconded the motion.

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

Roll Call

A. Guyton Absent

D. Main Aye

A. Burton Aye

B. Wolff Aye

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

A. Burton made a motion to approve updated 2162P as presented.

D. Main seconded the motion.

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

Roll Call

A. Burton Aye

A. Guyton Absent

B. Wolff Aye

D. Main Aye

J. Recurrent Enrollment (w/ historic data review)

D. Main made a motion to move the Recurrent Enrollment (w/ historic data review) up in the agenda to after the Policy And Procedures votes.

A. Burton seconded the motion.

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

Roll Call

B. Wolff Aye

A. Burton Aye

A. Guyton Absent

D. Main Aye

The board reviewed the condensed enrollment summary to set the 2023-24 recurrent enrollment goal.

PCM's recurrent enrollment was 76% for the 2022-23 SY (20% up from our first year of operation and 4% below our desired target for the year).

Related Documents:

- [PCM 2023-24 Recurrent Enrollment Draft.pdf](#)
- [Multi-YR Condensed Enrollment Summary.xlsx](#)

A. Burton made a motion to accept the recurrent enrollment form as presented.

D. Main seconded the motion.

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

Roll Call

B. Wolff Aye

A. Guyton Absent

D. Main Aye

A. Burton Aye

K. Academic Update

- Laylah regrounded Trustees in what the Tier I and Tier II curriculum is and what assessments are used to measure growth.
- This lead Trustees into an update on how PCM is performing to date.
- This academic update will be broken up between this meeting and the February 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 7:18 PM.

Respectfully Submitted,

B. Wolff

Documents used during the meeting

- PCM Board Dashboard 01-01-2024.xlsx
- 1. PCM Finance Dashboard 12.2023.pdf
- 2. PCM Income Statement 12.2023.pdf
- 3. PCM Balance Sheet 12.2023.pdf
- 4. PCM BvA 12.2023.pdf
- 5. PCM Statement of Cash Flows 12.2023.pdf
- 6. PCM Payroll and AP Certification 12.2023.pdf
- 6a. PCM Auditing Officer Approval 12.2023.pdf
- 6b. PCM Payroll Report 12.2023.pdf
- 6c. PCM AP Register 12.2023.pdf
- 6d. PCM Non-AP Register 12.2023.pdf
- PCM Enrollment Policy & Procedures (2024-25).pdf
- PCM 2023-24 Recurrent Enrollment Draft.pdf
- 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](#)