

APPROVED



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

## Pullman Community Montessori

### Minutes

#### PCM Regular Board Meeting

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##### **Date and Time**

Thursday March 21, 2024 at 5:30 PM

##### **Location**

PCM Board of Trustees regular board meetings are held in the Gladish Community and Cultural Center room 309. 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](mailto: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](mailto:DesireeP@myPCM.org)

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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.

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**Trustees Present**

A. Burton (remote), A. MacPhee, B. Wolff (remote), C. Albano, R. McDonald

**Trustees Absent**

A. Guyton

**Guests Present**

D. Porter

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**I. Opening Items**

**A. Record Attendance**

**B. Call the Meeting to Order**

R. McDonald called a meeting of the board of trustees of Pullman Community Montessori to order on Thursday Mar 21, 2024 at 5:30 PM.

**C. Approve Meeting Minutes: 2/9/24**

A. Burton made a motion to approve the minutes from Board Meeting--Working Session on 02-09-24.

B. Wolff seconded the motion.

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

**Roll Call**

R. McDonald Aye

C. Albano Aye

A. Guyton Absent

A. MacPhee Aye

A. Burton Aye

B. Wolff Aye

**D. Approve Meeting Minutes: 2/26/24**

B. Wolff made a motion to approve the minutes from PCM Regular Board Meeting on 02-26-24.

A. Burton seconded the motion.

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

**Roll Call**

A. Guyton Absent  
A. MacPhee Aye  
A. Burton Aye  
B. Wolff Aye  
C. Albano Aye  
R. McDonald Aye

**E. Approve Special Board Meeting Minutes: 3/5/24**

B. Wolff made a motion to approve the minutes from Board Meeting--Special on 03-05-24.

A. Burton seconded the motion.

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

**Roll Call**

B. Wolff Aye  
C. Albano Aye  
A. Burton Aye  
R. McDonald Aye  
A. Guyton Absent  
A. MacPhee Aye

**F. Approve Working Board Meeting Minutes: 3/14/24**

B. Wolff made a motion to approve the minutes from 3/14/2024 with the correction of Aubree's vote in regards to changing the teacher of record for Older Elementary Board Meeting--Working Session on 03-14-24.

A. Burton seconded the motion.

Aubree Guyton's vote was recorded incorrectly in regards to changing the the teacher of record in the 3/14/2024.

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

**Roll Call**

B. Wolff Aye  
A. MacPhee Aye  
R. McDonald Aye  
C. Albano Aye  
A. Burton Aye  
A. Guyton Absent

**G. Board Position Updates**

B. Wolff made a motion to Accept the resignation of Aubree Guyton from treasurer of the board and appointing Alan McPhee as the new Treasurer of the PCM Board of Trustees.

A. Burton seconded the motion.

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

**Roll Call**

A. Burton Aye  
A. MacPhee Aye  
A. Guyton Absent  
C. Albano Aye  
B. Wolff Aye  
R. McDonald Aye

**II. LEADERS Team Update & Compliance Check-in**

**A. HOS Update**

The HOS will not be available at this board meeting to provide a report. Any reports will be provided by Trustee Robin

**III. Board Goals, Committee & Council Updates**

**A. Individual Board Member Reports (Postponed)**

Individual board member updates will be postponed until the April meeting.

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.

**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**

The purpose of the SCC is to create a community support network to ensure a two-way flow of information around needs and information between the school and families. The SCC will play a pivotal role in coordinating resources, sharing information, and streamlining advocacy for PCM.

Next Town Hall meeting Monday 3/25/2024

**G. Board Update on Response to Commission**

As part of this process and to align with the requirements of a third party investigation process, Trustees secured an interim Head of School to ensure appropriate coverage during the investigation process. The Trustees reviewed and voted on the contract with defined scope of work with the interim candidate, Jeneille Brannen.

PCM Is receiving financial assistance from WA Charters to cover the interim Head of School.

C. Albano made a motion to appoint Jeneille Brannen to become the interim head of school.

A. MacPhee seconded the motion.

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

**Roll Call**

B. Wolff Aye  
A. Burton Aye  
C. Albano Aye  
A. Guyton Absent  
R. McDonald Aye  
A. MacPhee Aye

**H. FC (Finance Committee) Report**

C. Albano made a motion to Move on to the Board Update on Response to the Commission until Matt arrives to Discuss the Financials.

A. MacPhee seconded the motion.

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

**Roll Call**

R. McDonald Aye  
A. MacPhee Aye  
B. Wolff Aye  
A. Guyton Absent  
A. Burton Aye  
C. Albano Aye

Trustees reviewed the February financials as presented but did not vote. They will vote during the April board meeting after the FC has approved and recommended the financials.

**I. 5-Yr Budget Scenario 1**

Trustees revied a draft scenario of a financially feasible 5-year budget for K-9 with staffing adjustments.

The trustees will host a special meeting on Monday 3/25/2024, to vote on the number of seats for the Open Public Lottery on March 28.

**J.**

## Review of 2022-23 Annual Performance Report

The trustees will review the 2022-23 Annual Performance Report at the special meeting on Monday 3/25/2024

B. Wolff made a motion to move the approval of the annual report to a special board meeting for Monday 3/25/2024.

C. Albano seconded the motion.

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

### Roll Call

C. Albano Aye  
A. Guyton Absent  
R. McDonald Aye  
A. MacPhee Aye  
B. Wolff Aye  
A. Burton Aye

## IV. 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 6:50 PM.

Respectfully Submitted,  
R. McDonald

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## Documents used during the meeting

- PCM Board Dashboard 03-01-2024.xlsx
- 5. PCM Statement of Cash Flows 24 02.pdf
- 3. PCM Balance Sheet 24 02.pdf
- 2. PCM Income Statement 24 02.pdf
- 6c. PCM AP Register 24 02.pdf
- 1. PCM Finance Dashboard 24 02.pdf
- 4. PCM BvA 24 02.pdf
- 4a. PCM Detailed BvA 24 02.pdf
- 6. PCM Payroll and AP Certification 24 02.pdf
- 6d. PCM Non-AP Register 24 02.pdf
- 6a. PCM Auditing Officer Approval 24 02.pdf
- 6b. PCM Payroll Report 24 02.pdf
- PCM 23-24 Budget Workbook 20240225 New Model - K-9 (fix) (1).xlsm

- PCM NPP #1 Response.pdf
- PCM NPP #2 Response.pdf
- PCM Immediate Correction of Safety Deficiencies Response and Safety Plan (2).pdf
- PCM 3.20.24 Response.pdf
- Independent Contract\_Draft\_Redacted.pdf
- SOW for Interim Administration.pdf
- PCM Annual Performance Report - 2022-23 SY.docx

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**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](#)