

APPROVED



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

Pullman Community Montessori

Minutes

PCM Regular Board Meeting

Date and Time

Thursday April 18, 2024 at 5:15 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 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. If you would like to make public comment please attend one of the regularly scheduled board meetings.

As this is the regular board meeting for April, time for public testimony has been scheduled for this meeting.

Trustees Present

A. MacPhee, B. Wolff, C. Albano (remote), E. Ramos, M. Bosley, R. McDonald, S. Bixby (remote)

Trustees Absent

None

Trustees who arrived after the meeting opened

E. Ramos

Guests Present

D. Porter

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 Apr 18, 2024 at 5:19 PM.

C. Approve Meeting Minutes: 03-21-2024

A. MacPhee made a motion to approve the minutes from PCM Regular Board Meeting on 03-21-24.

C. Albano seconded the motion.

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

Roll Call

A. MacPhee Aye

B. Wolff Aye

R. McDonald Aye

S. Bixby Aye

C. Albano Aye

E. Ramos Absent

M. Bosley Aye

E. Ramos arrived at 5:21 PM.

D.

Approve Meeting Minutes: 3/25/2024 Board Meeting Special

A. MacPhee made a motion to approve the minutes from Board Meeting Special on 03-25-24.

E. Ramos seconded the motion.

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

Roll Call

- C. Albano Aye
- M. Bosley Aye
- S. Bixby Aye
- R. McDonald Aye
- A. MacPhee Aye
- B. Wolff Aye
- E. Ramos Aye

E. Approve Board Meeting Working Session Minutes: 4/4/2024

A. MacPhee made a motion to approve the minutes from Board Meeting - Working Session on 04-04-24.

C. Albano seconded the motion.

On second page, capitalize Efren's name

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

Roll Call

- A. MacPhee Aye
- R. McDonald Aye
- B. Wolff Aye
- E. Ramos Aye
- C. Albano Aye
- S. Bixby Aye
- M. Bosley Aye

F. Board Updates

Candidates Efren Ramos, Stephanie Bixby and Michelle Bosley were invited to join the board of trustees after interviewing during the working session on 4/4/2024. All three candidates accepted the invitation have begun the onboarding process.

The PCM Board welcomes Efren, Stephanie and Michelle to the board and thanks them for their willingness to step up and answer the call to serve on the board.

The PCM Board of Trustees consists of seven trustees, which is in compliance with our by-laws.

The PCM Board can have up to 11 trustees, so please reach out to board@myPCM.org if you would like information on applying to join the board.

II. LEADERS Team Update & Compliance Check-in

A. Board Dashboard Update

The HOS was not available at this board meeting to provide a report. The report was provided by Trustee Robin [PCM_Board_Dashboard_04-01-2024.xlsx](#)

III. Board Goals, Committee & Council Updates

A. Individual Board Member Reports

Each trustee briefly presented on their progress towards individual goals and tasks. Additionally, trustees reported 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

Kim provided an update from the Support & Coordination Council.

To share videos or comments please email : pcmneeds@gmail.com

G. FC (Finance Committee) Report for February

A. MacPhee made a motion to Approve the February Financials.

C. Albano seconded the motion.

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

Roll Call

C. Albano Aye

E. Ramos Aye

S. Bixby Aye

B. Wolff Aye

A. MacPhee Aye

R. McDonald Aye

M. Bosley Aye

H. FC (Finance Committee) Report for March

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

A. MacPhee 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 \$73,297.67 are also approved. General Fund Accounts Payable Total electronic payments totaling \$51,526.11 and Check numbers 1106, 1107 and 1111 totaling \$17,151.63 Non-AP Cash Disbursements Total electronic payments totaling \$1,007.62 and Manual checks 1108 through 1110 totaling \$442.80 Payroll Total electronic payments totaling \$73,297.67 and Payroll check numbers N/A totaling \$0.

C. Albano seconded the motion.

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

Roll Call

S. Bixby Aye
B. Wolff Aye
C. Albano Aye
M. Bosley Aye
E. Ramos Aye
A. MacPhee Aye
R. McDonald Aye

I. 5-Yr Budget Scenario 1

A draft scenario of a financially feasible 5-year budget for K-9 with staffing adjustments was reviewed by the Trustees. The trustees carefully examined the enrollment assumptions.

J. Board Update on Response to Commission

The Trustees reviewed responses to the Commission and delegates provided updates on where they are in the process.

- Corrective Action Plan
- MTSS review (Multi- tiered systems of support)
- One IA position filled for AC
- Weekly meeting between Interim HOS and Board Chair
- Update on third party investigation
- Update on potential proposed program changes to the charter

[PCM Draft Corrective Action Plan_ Student Safety Revised RM.docx](#)
[Weekly HOS Review WE 040524.pdf](#)

IV. Other Business

A. Executive Session

The PCM Board of Trustees moved into **executive session at: for 30 minutes for the following reason:** *To review the performance of a public employee (any final actions must be taken in public).*

Entered: 7:02pm | Returned: 7:32 PM

The Board came out of executive session and requested five more minutes to conclude their discussion.

Entered: 7:34pm | Returned: 7:39pm

B. Wolff made a motion to Change investigators for our third party investigation.

C. Albano seconded the motion.

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

Roll Call

S. Bixby Aye
B. Wolff Aye
M. Bosley Aye
R. McDonald Aye
C. Albano Aye
E. Ramos Aye
A. MacPhee Aye

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 7:43 PM.

Respectfully Submitted,
R. McDonald

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](#)