

APPROVED



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

## Pullman Community Montessori

### Minutes

#### Board Meeting - Working Session

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

Thursday April 4, 2024 at 5:15 PM

##### **Location**

Room 115  
Gladish Center  
Pullman

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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.

The purpose of this working session of the board is to:

- Interview candidates who have volunteered for board service.
- Update the community on board action related to Notices of Perceived Problems # 1 and #2, and to the Notice to Revoke.
- Updating community on an upcoming opportunity to attend the WA charters conference.
- Update community on changes to board and finance committee.

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##### **Trustees Present**

A. MacPhee, B. Wolff, C. Albano, R. McDonald

##### **Trustees Absent**

A. Burton

##### **Guests Present**

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D. Porter, Michelle Bosley, Stephanie Bixby, efren ramos

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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 Apr 4, 2024 at 5:18 PM.

## II. Candidate interviews

### A. Stephanie Bixby interview

The board of trustees interview consisted of a series of questions and follow-up questions around the themes of:

- Skills and expertise
- Team work experiences
- Time and energy
- Philosophical alignment to PCM and charter schools.

### B. Michelle Bosley Interview

The board of trustees interview consisted of a series of questions and follow-up questions around the themes of:

- Skills and expertise
- Team work experiences
- Time and energy
- Philosophical alignment to PCM and charter schools.

### C. Efren Ramos Interview

The board of trustees interview consisted of a series of questions and follow-up questions around the themes of:

- Skills and expertise
- Team work experiences
- Time and energy
- Philosophical alignment to PCM and charter schools.

B. Wolff made a motion to invite Stephanie Bixby to the PCM Board of Trustees.

C. Albano seconded the motion.

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

**Roll Call**

B. Wolff Aye

A. MacPhee Aye

C. Albano Aye

A. Burton Absent

R. McDonald Aye

C. Albano made a motion to invite Michelle Bosley to the PCM Board of Trustees.

A. MacPhee seconded the motion.

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

**Roll Call**

C. Albano Aye

A. Burton Absent

R. McDonald Aye

B. Wolff Aye

A. MacPhee Aye

B. Wolff made a motion to Efren Ramos to the PCM Board of Trustees.

A. MacPhee seconded the motion.

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

**Roll Call**

C. Albano Aye

R. McDonald Aye

A. Burton Absent

B. Wolff Aye

A. MacPhee Aye

**III. Response to the Commission**

**A. Response to NPP # 1 and #2, Response to Notice to Revoke**

Board members will discussed steps already taken and planned for additional steps/action items in response to NPPs and Notice to Revoke.

For transparency, the notices from the commission and the board's responses are included below:

- [PCM NPP #1 Response.pdf](#)
- [PCM NPP #2 Response.pdf](#)
- [PCM Immediate Correction of Safety Deficiencies Response and Safety Plan.pdf](#)
- [Immediate Corrective Action Feb 2024 \(2\).pdf](#)
- [NPP Final \(1\).pdf](#)
- [Revocation Notice PCM 032224 \(1\).pdf](#)

**IV. WA Charters Conference**

**A.**

## **WA Charters Conference opportunities**

The board shared info about upcoming conference, and ways board members, families and community members can get involved.

## **V. Other Business**

### **A. Appointing new members to the finance committee**

A. MacPhee made a motion to appoint Kimberly Casper to the finance committee.

C. Albano seconded the motion.

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

#### **Roll Call**

A. Burton Absent

C. Albano Aye

R. McDonald Aye

A. MacPhee Aye

B. Wolff Aye

A. MacPhee made a motion to appoint Kaitlin Wolff to the finance committee.

C. Albano seconded the motion.

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

#### **Roll Call**

B. Wolff Abstain

R. McDonald Aye

A. Burton Absent

A. MacPhee Aye

C. Albano Aye

### **B. Selecting board members to attend various events**

board members discussed which upcoming finance committee meetings, meetings of SCC and town halls, they wanted to attend in order to share responsibilities and avoid quorum at meetings.

### **C. Accepting resignation of Ana Burton**

B. Wolff made a motion to accept Ana Burton's resignation from the board.

C. Albano seconded the motion.

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

#### **Roll Call**

B. Wolff Aye

R. McDonald Aye

A. Burton Absent

A. MacPhee Aye

C. Albano Aye

## 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 7:30 PM.

Respectfully Submitted,  
R. McDonald

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### Documents used during the meeting

- Bixby, Stephanie - Redacted Resume.pdf
- Bixby, Stephanie - Redacted Questionnaire.pdf
- Bosley, Michelle - Redacted full app.pdf
- Ramos, Efren - Board app full\_Redacted.pdf
- Conflict of Interest Disclosure filled (1).pdf
- PCM NPP #1 Response.pdf
- PCM NPP #2 Response.pdf
- PCM Immediate Correction of Safety Deficiencies Response and Safety Plan.pdf
- Immediate Corrective Action Feb 2024 (2).pdf
- NPP Final (1).pdf
- Revocation Notice PCM 032224 (1).pdf
- WA Charters Conference.pdf
- Ana's resignation letter.pdf

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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](#)