Pullman Community Montessori

PCM Board of Trustees Meeting

Date and Time

Tuesday November 10, 2020 at 5:30 PM PST

Location

Due to impacts of COVID-19, PCM board meetings will be held virtually via the Zoom platform until further notices. Thank you for understanding and we look forward to seeing you virtually!

PCM's Mission: to prepare all students to reach their full potential for future success in high school, college, career, and life, using the rich resources of our community.

PCM's Vision: to serve as an instrument of change, helping to progress our education system to better meet the needs of students, families, and educators. We nurture students to be self-empowered lifelong learners, global citizens, environmental stewards, and compassionate and collaborative leaders, bringing positive changes to their communities and the world!

Agenda

I.   **Opening Items**

    A.   Record Attendance

    B.   Call the Meeting to Order

       Quick Reminders:

          • Key norms to review
          • Group effort (report agenda issues to Laylah, review OPMA requirement regularly)
          • Come prepared

           • Share our key posts (FB and Twitter) if you have social media accounts

Can we all agree to: Set 3 personal Trustee goals driven by the Board Assessment Self Reflection -- Share with Board Chair by (When?), set follow-ups (When?) -- *HW: notify Laylah within 3 days of this meeting if you can't access your personal appraisal results.*

C.   Approve Minutes - 10/27/20

Please thoroughly review minutes and have any amendments typed and ready to put in the chat.

D.   Approve Minutes - 10/21/20

Please thoroughly review minutes and have any amendments typed and ready to put in the chat.

E.   Approve Minutes 10/13/20

Please thoroughly review minutes and have any amendments typed and ready to put in the chat.

II.   LEADER Team Update - Brief

A.   LEADER's Team Updates

Please review the [LEADERS Team Update](#). Additional updates will be provided at the next board meeting on 10/24/20. Please come with questions ready if you have any.

B.   FACE Coordinator Intro

Round-robin of introductions to get familiarized and welcome Jan Williams, PCM's new FACE (Family and Community Engagement) Coordinator.

III.   Future meeting schedule adjustment

With committees newly formed, we'd like to discuss a potential modification from semi-monthly to monthly Board meetings to ensure that Trustees have adequate time to put into committee setup and growth.

A.   Cadence

A suggestion would be to drop the 1st meeting of the month and keep the 2nd meeting of the month as our regular meeting (hold the 1st meeting time in case we have a special meeting, decide to drop or hold at the 2nd meeting of the month).

IV.   Other Business

A.   Prospective Trustee Interview (Tentative) -- Trustee D

Please review Clara Hill's application materials.

Please also have the PCM Board Candidate Evaluation Tools & Questions printed out/pulled up and ready to go.

B.   Committee Meetings Review

1. Review PCM Bylaws sections that relates to committees (linked into footer)
2. Review Board Member Application Full Packet, page 7-11 (linked into footer)

Review the following docs:

- What Are The Roles And Responsibilities Of Staff With Respect To The Board Of Trustees?
- How Important Is Committee Work Between Meetings? (remember this year is different)
- How Often Should Committees Meet?
- Sample Standard Operating Policy For Board Committees (what would you change?)

Questions to consider for discussion:

- Do these recommendations align with our bylaws and what we've laid out in our charter?
- How are members selected?
- Who chairs committees?
- What reporting responsibilities do committees have?
- Do committees make decisions?
- Are committee meetings public?
- When should committee agendas be posted?
- When should committee minutes be posted?

Don't panic if you don't know all the answers! There are some details we have have not solidified as a group and will begin to do so during this discussion.

V.   Closing Items

A.   Adjourn Meeting

Grounding Docs: Board Norms-We are LEADERS too-Structure and Responsibilities Overview, PCM Logic Model, EEMPS Rubric, School-Wide Reflective Practice Inventory, Bylaws

Resources: [Planning Year Board Calendar](#), [Planning Yr Financials Considerations](#), [OPMA Resources](#), [App Board Commitments & Background](#), [Contract](#), [Seat & Committee Descriptions](#), [Org Charts](#), [Board Member Application Full Packet](#), [Prospective Board Member Questionnaire](#)