



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

Pullman Community Montessori

Preparing the HOS evaluation Memo

Date and Time

Mon Sep 12, 2022 at 2:30 PM PDT

Location

<https://us04web.zoom.us/j/74515378015?pwd=fFE5NRxUDYg9M1nFDHK9YmoNxDRXJa.1>

Meeting ID: 745 1537 8015

Passcode: LSEC

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
- C. Preparing the memo for presentation to the full board

- Review survey results in Board on Track. This was customized to incorporate the HOS evaluation tool from the Montessori playbook.
- Review the draft memo that has been developed via email discussion.

D. Timeline for HOS evaluation for 2022 - 2023 school year

Timeline for completing the annual evaluation - collecting and analyzing survey data, collecting satisfaction surveys, financial review, academic achievements, writing the MEMO, presenting MEMO to HOS and full board, etc.

II. Other Business

A. Review and assign any tasks

- Assign tasks
- Set date/time for next meeting
- Agree on what tasks will be completed ahead of the next meeting.

III. Closing Items

A. Adjourn Meeting

Grounding Docs: [LESC Description & Responsibilities](#), [Norms-We are LEADERS too-Structure and Responsibilities Overview](#), [LESC Description & Responsibilities](#), [Bylaws](#) (read committees section), [HOS Position Description](#), [HOS PD & Accountability Plan](#)

Evaluation Tools: [NCMPS Executive Appraisal Instrument](#) (sup. [Annual Review Portfolio](#), [Reflective Practice Inventory](#)) [PCM Logic Model](#), [EEMPS Rubric](#), [School-Wide Reflective Practice Inventory](#)

Resources: [Why LESC?](#), [Example 12-month Calendar](#) (more for operation), [Montessori Assessment Playbook Chapter 4](#)