



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

Pullman Community Montessori

Governance Committee (GC) Meeting

Date and Time

Monday November 23, 2020 at 12:00 PM PST

Location

Join Zoom Meeting

<https://us02web.zoom.us/j/89805159124?pwd=Q0dSNE9CTWxsVzR0Y2RDWDJ5M25lQT09>

Meeting ID: 898-0515-9124

Password: 0073

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!

The Governance Committee is responsible for ongoing review and recommendations to enhance the quality and future viability of the Board of Trustees. The focus of the committee revolves around the following five major areas:

1. Board Role and Responsibilities
 2. Board Composition
 3. Board Knowledge
 4. Board Effectiveness
 5. Board Leadership
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Agenda

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

C. Approve Minutes

Approve minutes for Governance Committee (GC) Meeting on November 9, 2020

II. Updates, Reports, and Discussion Items

A. Intentions and Outcomes

Each member share their intentions and desired outcomes with regard to the upcoming meeting.

B. Goals and Tasks

Review current committee goals and tasks, and ascertain progress.

C. Board Self-Assessment Overview

Each committee member will present their findings and recommendations from the board assessment.

Laylah: Finance, Academic Oversight, and Development

Hans: Board Composition, Structure, and Recruitment

Henry: Meetings, and Board Goals & Accountability

John: School Leader & Evaluation, and Board Savvy Leader

Come to a consensus on findings/recommendations.

Note: The board self-assessment can be found under the "Assessments" tab. Open "[FY20-21 Initial Board Assessment](#)" and click on Overall Report to view the assessment results.

III. Action Items

A. Prepare Report: Board Self-Assessment

1. Determine recommendations for the board based on the assessment

- a. What do we recommend the board do with the information uncovered by the assessment?
2. Prepare the report on the assessment findings for the board
 - a. What does the board need to know about the assessment? What is most important? Least important?
 - b. How can we best prepare the board to navigate the assessment results on their own?
 - c. What is the most effective way to convey this information?
 - d. Do we need the board to take action? If so, what does the board need to know?

Note: for some context, here was the goal as originally stated: *Determine the board's areas of highest need and determine a course of action for addressing those focus areas.*

IV. Other Items

A. Individual Appraisals

Review the purpose of the individual appraisals.

Review form: [Individual Trustee Goals Form](#) (general thoughts)

V. Closing Items

A. Adjourn Meeting

The [Governance Committee's description and responsibilities as it relates to other committees as well as its grounding documents](#) should be revisited frequently.

Coversheet

Approve Minutes

Section: I. Opening Items
Item: C. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Governance Committee (GC) Meeting on November 9, 2020

APPROVED



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

Pullman Community Montessori

Minutes

Governance Committee (GC) Meeting

Date and Time

Monday November 9, 2020 at 12:00 PM

Location

Join Zoom Meeting

<https://us02web.zoom.us/j/83707430931?pwd=bFQrc2FvN3NrWklwRkNsSytVWlVXdz09>

Meeting ID: 837-0743-0931

Password: 8056

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Committee Members Present

H. Merrill (remote), H. Schmidt (remote), J. Cassleman (remote), L. Sullivan (remote)

Committee Members Absent

None

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

J. Cassleman called a meeting of the Governance Committee (GC) Committee of Pullman Community Montessori to order on Monday Nov 9, 2020 at 12:07 AM.

C. Approve Minutes

H. Merrill made a motion to approve the minutes from Governance Committee (GC) Meeting on 10-05-20.

J. Cassleman seconded the motion.

*Committee decided to make decisions based on consensus (without a formal vote) unless the item was urgent or deadlocked, in which case the committee would vote. John is listed as the "second" despite not actually seconding. No formal vote was cast. The committee **VOTED** unanimously to approve the motion.

II. Updates, Reports, and Discussion Items

A. Goals and Tasks

Committee reviewed and discussed the drafted goals and tasks of each committee member.

- Board composition
- Board training

B. Board Self-Assessment Overview

Laylah gave an overview of the Board on Track, "Board Self-Assessment" tool, highlighting key features and considerations.

III. Action Items

A. Board Self-Assessment

Committee determined action items for each committee member in preparation for the presentation of the board self-assessment to the board. Each committee member selected categories to review and report back to the committee on. Those category assignments are as follows:

Laylah: Finance, Academic Oversight, and Development

Hans: Board Composition, Structure, and Recruitment

Henry: Meetings, and Board Goals & Accountability

John: School Leader & Evaluation, and Board Savvy Leader

B. Board Self-Assessment

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 1:00 PM.

Respectfully Submitted,
J. Cassleman

The [Governance Committee's description and responsibilities as it relates to other committees as well as its grounding documents](#) should be revisited frequently.