

APPROVED



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

## Pullman Community Montessori

### Minutes

#### Leadership Evaluation & Support Committee (LESC)

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**Date and Time**

Monday November 16, 2020 at 2:00 PM

**Location**

Please join remotely via ZOOM

<https://us02web.zoom.us/j/86409898643?pwd=cmJldCtZdkd5RlFnMytITnNEMjhwQT09>

Meeting ID: 864-0989-8643

Password: 5366

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**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!

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**Committee Members Present**

B. Wolff (remote), J. Cassleman (remote), L. Sullivan (remote), S. Lawson (remote), T. Franklin (remote)

**Committee Members Absent**

*None*

**Guests Present**

S. Webb (remote)

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## I. Opening Items

### A. Record Attendance

### B. Call the Meeting to Order

L. Sullivan called a meeting of the Leadership Evaluation & Support Committee (LESC) Committee of Pullman Community Montessori to order on Monday Nov 16, 2020 at 2:06 PM.

### C. Approve Minutes

No minutes to approve as this is our first meeting.

## II. How to use NCMPS Executive Appraisal Tools

### A. Committee Member HW (prior to meeting)

Round of introductions.

### B. Presentation by Seth Webb

Seth provided background then training. See resources accessible in the [Appraisal tools shared by Seth](#) listed in the Committee Member HW linked in the Agenda. Meeting recording can be provided upon request.

#### High level summary & take-away:

- The Executive Reflective Practice Inventory is where to start (will help to build goals). Goals created by Executive should include personal growth goals and broader system related goals to develop the school.
- Recommends meet monthly.
- Have a group wide discussion to establish working agreement and norms. Most successful groups have prioritized candor, held regular meetings, and set strong agreements for purpose and tenor of meetings up front.
  - Make a time for
    - Reporting,
    - Review of the tools (constantly come back to this as a grounding point),
    - Executive sharing of needs/concerns (celebrations & challenges)
    - Team coaching and feedback/support ideas.
- When establishing working agreement consider:
  - How will the members of the group communicate (only 'live', combo of 'live' and email)?
  - How will meetings start (consider how will always ground to mission vision and tools being used)?

- Always have 3 tools handy at each meeting: Annual Review Portfolio, Executive Appraisal Instrument, EEMPS Rubric. (*Laylah side note: always referring to HOS PD and Accountability plan would be useful for Commission reporting...I will reference this in my updates*).
- How will these tools be modified for this planning year (acknowledging January will look different from April/May when we actually have parents and students registered)?
- Who will LESC request be surveyed for feedback in January versus April/May? How might the surveys distributed by PCM management look over the planning year (January versus April/May)? This feedback should provide insight into stakeholders thoughts about school and Executive performance for how it relates to them. (*Laylah side note: January - stakeholders, advisory groups, board, committees, PCM staff; April-May - same but swap advisory groups with PCM families (unless advisory groups still apply and are different than PCM families. Recommend short google surveys or short surveys set through another platform that is user friendly)*).
- How will meetings end (action items?, who takes minutes in BoT?, commitments to prep work.)?

Recommended that Laylah pass survey responsibilities off to dedicated group as school grows (this is called out as the Community Advisory Council in our app).

Laylah Action Item: send around appraisal webinar link, playbook intro section, and follow-up email to group this week.

### III. 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 3:00 PM.

Respectfully Submitted,  
L. Sullivan

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**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),