

APPROVED



PULLMAN PUBLIC
COMMUNITY FREE
MONTESSORI K-9

Pullman Community Montessori

Minutes

Leadership Evaluation & Support Committee (LESC)

Date and Time

Monday December 21, 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

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!

Committee Members Present

B. Wolff (remote), L. Sullivan (remote), S. Lawson (remote)

Committee Members Absent

J. Cassleman, T. Franklin

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

B. Wolff called a meeting of the Leadership Evaluation & Support Committee (LESC) Committee of Pullman Community Montessori to order on Monday Dec 21, 2020 at 2:15 PM.

C. Approve Minutes

B. Wolff made a motion to approve the minutes from Leadership Evaluation & Support Committee (LESC) on 11-16-20.

S. Lawson seconded the motion.

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

D. Establishing Community Norms for LESC Committee

Bev noted we will need to be able to communicate by email between meetings. Laylah encouraged the use of the task option in Board On Track as much as possible (keep it as centralized as possible).

ACTION ITEM: Laylah will create LOOM How To's for setting up goals and adding tasks. (anyone can, not just HOS or Committee Chairs).

II. HOS Professional Development and Accountability Plan

A. Set Priorities within NCMPS Playbook Executive Appraisal Tools for the second semester of planning year

This was postponed until next meeting.

B. Review Leadership's Self Reflection Inventory

Survey tool discussed for Board Members, Employees, and Partners. It was decided that a heavily modified Climate Survey form would be created with a specific section for employees that would be aligned to question in the Self Reflection Inventory. A likert scale was identified as the preferred answer format with a line for open response.

ACTION ITEM: Bev took note of the questions and volunteered to create the first draft of the Google Form with individual section for Staff. She will share with the LESC team by Dec 31.

ACTION ITEM: LESC team make edits to form by EOD Jan 4.

ACTION ITEM: Bev add as task for all board members and staff and distribute to partners (NCMPS, WA Charters, TSS Place Network, Joule, YMCA) by Jan 6.

ACTION ITEM: Laylah provide Bev with key partner contact info and put on their radar that feedback on the survey would be appreciated).

?Who will summarize results to be discussed at at the Jan 25th LESC meeting?

?Who will help present to the board?

?Who will begin to modify the HOS Executive Appraisal Instrument to be used with HOS at end of Jan or early Feb (needs modification to be planning year appropriate)? Results of surveys that tie into HOS Executive Appraisal Instrument should be shared with the Board at the February Board meeting.

C. Review Timeline for fulfilling upcoming requirements by the Commission for Accountability

See above

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 2:55 PM.

Respectfully Submitted,
B. Wolff

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](#)