

APPROVED



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

Pullman Community Montessori

Minutes

Leadership Evaluation & Support Committee (LESC)

Date and Time

Monday March 15, 2021 at 2:00 PM

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), T. Franklin (remote)

Committee Members Absent

J. Cassleman, S. Lawson

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 Mar 15, 2021 at 2:14 PM.

C.

Approve Minutes 2-22-2021

T. Franklin made a motion to approve the minutes from Leadership Evaluation & Support Committee (LESC) on 02-22-21.

B. Wolff seconded the motion.

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

II. HOS Professional Development and Accountability Plan

A. Building the Annual Portfolio

1. Committee will review Chapter 4 of the Montessori Assessment Playbook
2. Main tools to be used - Executive Appraisal Instrument and the HOS Annual Review Portfolio

B. Establishing Timeline for completion of the Annual Review of HOS

1. Laylah and the board will do a mid-year and end of year evaluation process
2. Mid-year - December
3. End of year - April/May
 1. Survey to be sent to board members and staff around April 12th. People need to complete the survey by the end of April. This allows the LESC to review data collected prior to meeting with Laylah.
 2. Laylah mentioned that it might make more sense to have staff complete something similar to the Monday feedback given to each other, each week. Seems a bit close to the last eval to ask staff to complete again.
 3. No need to survey partners of PCM again at this point (don't want to burn them out)
4. Results to be discussed with Laylah in the 3rd week of May, and then shared with full board at the May board meeting

C. PD-HOS Accountability Plan Update

1. Executive Appraisal Instrument - No need to redo at this point. LESC will get together and share updates on progress monitoring.
2. Laylah will connect with commission staff to make sure the assumptions around the head of school accountability are still correct (timeline, what's being measured, etc.)

D. Determining priorities for support of the HOS

- Laylah currently working with the variety of stakeholders of PCM. Working through the deliverables list for each, and making sure those are taken care of.
- WA Charters supplied Laylah with an extensive checklist for residencies to make sure all of the relevant experiences are accounted for going into the fall.

- Laylah will have a few calls to action for the board for support on enrollment, staff recruitment and fundraising.
- Laylah will look into posting open positions on job boards for WA universities.

III. Other Business

A. Review and assign any tasks

- Bev to send out job posting to her network
- Laylah will look into setting up an account on Handshake to post jobs to local universities

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 2:59 PM.

Respectfully Submitted,
T. Franklin

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](#)