



# Pullman Community Montessori

## Minutes

### Governance Committee (GC) Meeting

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#### **Date and Time**

Monday February 15, 2021 at 12:00 PM

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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!

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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#### **Committee Members Present**

B. Anderson (remote), H. Schmidt (remote), J. Cassleman (remote), L. Sullivan (remote)

#### **Committee Members Absent**

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None

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## 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 Feb 15, 2021 at 12:06 PM.

### C. Approve Minutes

J. Cassleman made a motion to approve the minutes from Governance Committee (GC) Meeting on 01-11-21.

H. Schmidt seconded the motion.

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

## II. Updates, Reports, and Discussion Items

### A. Intentions, Outcome, and Efficacy.

Laylah: Link resources to relevant tasks and goals

Laylah: Demonstrated how to maintain version control of goal documents in Board on Track

Brian: Prepared initial writeup of experience as a new committee member

### B. Goals and Tasks

John: Reminded us to consistently check the status of all committee goals before each meeting.

Hans: Initiated discussion of tracking task progress

Laylah: Governance Committee goals and tasks should be exemplar of easily-evaluated progress.

Hans: Put 'Recruitment Process' goal into format that will serve as a template.

## III. Action Items

### A. Governance Committee Tasks - Update

Brian: Created a 'first impressions' document describing experience as new committee member. Suggested creating a process for onboarding committee members distinct from board onboarding training.

Hans: Reviewed multiple, third-party documents describing board diversity goals. Will link work to tasks.

#### IV. Other Items

##### A. New Items

John: At our next meeting, we will discuss how to effectively discuss questions that come up during goal execution.

Laylah: Laylah will set up a Q&A Google doc.

#### V. 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 1:10 PM.

Respectfully Submitted,

H. Schmidt

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**Grounding Docs:** [Board Norms-We are LEADERS too-Structure and Responsibilities Overview](#), [PCM Logic Model](#), [Committee Descriptions](#), [Org Charts](#),

**Resources:** [Planning Year Board Calendar](#), [Contract](#), [Board Member Application Full Packet](#), (Committee Descriptions and duties are included), [EEMPS Rubric](#), [School-Wide Reflective Practice Inventory](#), [Bylaws](#)