

APPROVED



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

# Pullman Community Montessori

## Minutes

### Governance Committee (GC) Meeting

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#### Date and Time

Monday December 6, 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

H. Schmidt (remote), J. Cassleman (remote)

#### Committee Members Absent

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L. Sullivan

### **Guests Present**

B. Anderson (remote)

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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 Dec 6, 2021 at 12:11 PM.

### **C. Approve Minutes**

J. Cassleman made a motion to approve the minutes from 11-08-2021 Governance Committee (GC) on 11-08-21.

H. Schmidt seconded the motion.

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

## **II. Updates, Reports, and Discussion Items**

### **A. Community Building**

Committee discussed their favorite places growing up.

### **B. Goals and Tasks**

Committee goals are still being finalized. GC will begin monitoring in March.

### **C. Board Effectiveness: Accountability, Meetings, and Composition**

## **III. Action Items**

### **A. Board Goals & GC Goal Setting**

J. Cassleman made a motion to Revise GC Goal #1 to be phrased as "Ensure that all committee goal are stated as SMART goals by the end of February 2022.".

H. Schmidt seconded the motion.

February was determined as a date for all committees to have their goals for 2021-22 complete so that each had 2 more meetings to finalize.

The committee needs to better understand the "inputs" of the Board on Track "Members Report" and needs to ensure the accuracy of the data it provides to complete the "recruitment goal" requested by the board.

The committee will establish a process to both verify, review, and analyze the "Members Report." It will roughly conduct these composition reviews in March, September, and December; the board will vote new members on in June.

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

## **B. Orientation Packet**

## **IV. Other Items**

### **A. New Items**

The committee discussed public awareness of the governance process, and how we might be able to better inform the public about that process, the organizational structure, what decisions are being made and how, and how the public can get involved.

The committee considered an addition to established newsletter(s), inviting families to board meetings, and introducing families to the board.

## **V. Closing Items**

### **A. Assign tasks**

John will determine how the Members Report functions (inputs, outputs, etc.).

John will ask the board what its intent was in suggesting a recruitment goal.

### **B. 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,  
J. Cassleman

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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](#)