

DRAFT



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

## Pullman Community Montessori

# Minutes

### LSEC Committee Meeting

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#### Date and Time

Monday March 13, 2023 at 2:30 PM

#### Location

<https://us06web.zoom.us/j/89339543753?pwd=SjZTQjZxUzhwR1k1WIE5WHBVWGsxUT09>

Meeting ID: 893 3954 3753

Passcode: Support

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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), S. Lawson (remote), T. Franklin (remote)

#### Committee Members Absent

*None*

#### Guests Present

L. Sullivan (remote)

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## **I. Opening Items**

### **A. Record Attendance**

### **B. Call the Meeting to Order**

B. Wolff called a meeting of the Leadership Evaluation & Support Committee (LSEC) Committee of Pullman Community Montessori to order on Monday Mar 13, 2023 at 2:34 PM.

### **C. Approve minutes from January committee meeting**

J. Cassleman made a motion to approve the minutes from Leadership Support & Evaluation Committee (LSEC) on 01-23-23.

T. Franklin seconded the motion.

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

## **II. Identifying areas in need of support and ways to provide support**

### **A. HOS responds to questions raised by LSEC and presented in a letter to HOS**

#### **Student academic growth -**

- staff do a deep dive into MAP scores every trimester.
- A summary of the data will be presented to the board shortly afterwards.
- Next presentation will be at March 28th board meeting.
- Other indicators to share will be growth in social-emotional learning
- Story to tell - successful academic growth of KG this year.
- Full inclusion model - source of pride.

#### **Staff retention and support**

- biweekly coaching sessions with feedback from Jill, Montessori coach
- Planning for a mid-and end of year evaluation using Montessori playbook from National Center for Montessori in the public sector

#### **Enrollment goals**

- Needs to be highest priority, especially for prospective KG students.
- Marketing - needs to go out as soon as possible.
- Strategic plan needs to be communicated by HOS to board at each board meeting
  - # of applications, plan if target (either monthly or cumulative not met) e.g. increase marketing, google ad campaign, additional events, etc.

### **B. Gathering data**

Need to gather data to get a clear picture of the state of the school:

- HOS share data from fall and winter panorama surveys.
- Satisfaction surveys go out to families early next week, after parent-teacher conferences.
- Family intent to return surveys - end of March
- End of March - staff intent to return survey
- Volunteer feedback survey - end of March
- HOS self evaluation - to HOS early April, due end of April
- HOS evaluation - out to staff and stakeholders early May, due back by end of May
- Encourage up front feedback to be thoughtful and evidence based. Spend time on areas where your contribution will provide the most useful feedback. Make sure there is a 'not observed' option.

### III. Other Business

#### A. Any other business?

- Bev will get feedback from Laylah on proposed timeline, and adjust if necessary.
- Bev will send immediate recommendations regarding enrollment to Laylah, as Laylah had to leave the meeting right about ten minutes before the meeting ended.

### 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 3:33 PM.

Respectfully Submitted,  
B. Wolff

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### Documents used during the meeting

- Some tough questions (2).docx

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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), [Montessori Assessment Playbook Chapter 4](#)