

LEADERSHIP PUBLIC SCHOOLS, INC.

Development and Communications Committee Meeting

Wednesday, November 8th, 2006

12:00 – 2:00 pm PST

Will take place at:

2601 Mission Street, 9th Floor

San Francisco, CA

A G E N D A

ROLES

Facilitator: Scott

Recorder:

Timekeeper: Laura

Process Checker: Richard Cohn

Board Members:

Officers

- 1. Mark Kushner, CEO
- 2. Scott Pearson, Co-Chair
- 3. Richard Cohn, Co-Chair
- 4. Laura Fisher
- 5. Joan Lonergan

Members

- 7. Kristin Richmond Groos

ITEM	OBJECTIVE	PROCESS / DECISION PROCESS	PERSON	CLOCK TIME	TIME
Welcome and Agenda Review	Confirm agenda and roles	Discussion and Agreement	Scott	12:00-12:05am	5 min
Check-in	Celebration	Whip	All	12:05-12:10am	5 min
Action Item	Approve minutes	Vote	Scott	12:10-12:15am	5 min
Nov 16 Event	Update status	Presentation/Discussion	Judy de Freitas Scott	12:15-12:35	20 min
LPS Development Report	Update Status	Presentation/Discussion	Mark/Scott	12:35-1:35pm	70 min
LPS Communications Update	Update Status	Presentation/Discussion	Mark	1:35-1:55pm	10 min
Process Check	Improve Meetings	Report out or "Plus Delta Chart"	Richard	1:55-2:00pm	5 min

LEADERSHIP PUBLIC SCHOOLS

MEETING NORMS

1. Be considerate of others

- a. Listen to and consider the opinions of others (seek to understand before seeking to be understood)
- b. Be on time, present and engaged.
- c. Assume good intentions and check assumptions.
- d. Turn off/mute electronics

2. Be prepared

For Presenters

- a. Submit agenda items 36 hours or more in advance; include desired meeting outcome
- b. When possible, prepare a short written report on your topic distributed in advance to allow meeting to focus on discussion and action items
- c. Facilitator should check in with person responsible for meeting in advance to see if there are any special issues or concerns.

For All Attendees

- d. Read all materials in advance

3. Be responsible and action-oriented

- a. Tie up loose ends at the end of a discussion when possible
- b. Summarize to-dos in meeting minutes
- c. Do what you committed to do

4. Practice effective time management

- a. Monitor airtime
- b. Facilitator should help group manage and negotiate time issues
- c. Be flexible and accept with grace if your item gets squeezed

5. Practice the Leadership processes, roles, and protocols

6. It is ok to take care of personal needs