

**Leadership Public Schools**  
**Education and Student Life Committee Meeting**

Thursday, January 18<sup>th</sup>, 2007  
 4:00 – 5:30 pm  
 LPS College Park  
 8601 MacArthur Blvd, Bldg 100  
 Oakland, CA 94605  
 (Driving & parking directions attached)

Dial-in location(s): 2601 Mission St, 9<sup>th</sup> floor, San Francisco, CA

**Board Members**

**Officers:**

Mark Kushner, *Chair*  
 Helen Bellamy  
 Kandle Fraser  
 Heather Hiles  
 Scott Pearson  
 Xochilt Ramos  
 Deborah Stipek  
 Guadalupe Valdés

**Staff Liaison:**

Stephen Wesley

**Roles:** *Facilitator:* Mark Kushner    *Timekeeper:* Deborah Stipek    *Recorder:* Kandle Fraser    *Process Checker:* Helen Bellamy

Item	Objective	Process	Documents	Person(s)	Time	Duration
Welcome and Agenda Review	Confirm agenda and roles; Open the floor to any member of the public with issues not on the agenda	Discussion and Agreement	Agenda	Facilitator led	4:00-4:05	5 min
Update on Education Plan	<ul style="list-style-type: none"> <li>▪ Curriculum (ALS, etc)</li> <li>▪ Benchmark Assessments</li> <li>▪ Instructional Deliver Model</li> <li>▪ Professional Development</li> </ul>	<ul style="list-style-type: none"> <li>▪ Presentation</li> <li>▪ Discussion</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ed Plan Chart</li> </ul>	Stephen	4:05 – 5:10	65 min
Public Hearing	Comments from Members of the Public for Matters <i>Not</i> on Agenda	Discussion	None	Facilitator led	5:10 – 5:15	10 min
Other	Other matters?	Discussion	None	Facilitator led	5:15 - 5:25	10 min
Process Check	Obtain feedback on the meeting	Report or +/-Δ	Process Checker	Helen	5:25 – 5:30	5 min

*Next Meeting: Thursday March 15<sup>th</sup> 2007, 4-6 pm, at LPS San Jose*

# 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 each person responsible for items 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; allow for quiet pauses
  - 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