

**LEADERSHIP PUBLIC SCHOOLS, INC.**  
**AGENDA FOR A REGULAR MEETING OF THE EXECUTIVE COMMITTEE**  
Friday, August 19, 2005, 10:00 am – 12:00 pm

Will take place at: Leadership Public Schools, 2601 Mission Street, #900, San Francisco, CA 94110

Doug Gneiser, Board Secretary, will join by teleconference from:  
350 Vandenberg St., Peterson AFB, CO, 80920

**ROLES**      **Facilitator:**                      **Timekeeper:**                      **Recorder:**                      **Process Checker:**

<b>ITEM</b>	<b>OBJECTIVE</b>	<b>PROCESS / DECISION PROCESS</b>	<b>PERSON(S)</b>	<b>CLOCK TIME</b>	<b>TIME ALLOWED</b>
Check in		Whip (1 minute per member)	Facilitator-Led	10:00-10:05am	5 min
Closed Session	Discuss personnel issues, real estate negotiations, and potential litigation	Discussion	Facilitator-Led	10:05-10:20am	15 min
Open Session – Report out of Closed Session	Report results of Closed Session	Discussion	Facilitator-Led	10:20-10:25am	5 min
CEO Report and Discussion of Key Priorities and Challenges	Startup Update Review of Test Results CAO Status	Mark presents with Alex; committee asks questions	Mark and Alex	10:25-10:55am	30 min
Greenlighting	Status Update	Mark, Alex and others present	Alex led	10:55-11:20am	25 min
Board Survey Results and Improving Board Governance	Discuss members' views on how to improve board governance; approve board survey	Discussion	Facilitator-Led	11:20-11:35am	15 min
Board Recruiting	Strategize re new board members	Discussion	Facilitator-Led	11:35-11:45am	10 min
Agenda for Next BOD Meeting	Set agenda	Presentation by Scott and Mark	Facilitator-Led	11:45-11:55am	10 min
Process check	Improve future meetings	Process checker report out	Process checker	11:55-12:00pm	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