

LEADERSHIP PUBLIC SCHOOLS, INC.
AGENDA FOR A REGULAR MEETING OF THE EXECUTIVE COMMITTEE
Thursday, December 15, 2005, 9:45 am - 12:00 pm

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

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

Sheryl Sandberg will join by teleconference from:
1600 Amphitheater Parkway, Mountain View, CA 94043

ROLES Facilitator: Scott Timekeeper: Joanne Recorder: Doug Process Checker: Dick

ITEM	OBJECTIVE	PROCESS / DECISION PROCESS	PERSON(S)	CLOCK TIME	TIME ALLOWED
Welcome/Agenda check			Facilitator-Led	9:45-9:46am	1 min
Check in		Whip (1 minute per member)	Facilitator-Led	9:46 – 9:50am	4 min
<u>Closed Session</u> Personnel changes	Update committee on personnel changes and seek input	Mark presents; discussion	Facilitator-led	9:55 – 10:50	55 min
<u>Open Session</u>					
<u>Consent Calendar</u> <ul style="list-style-type: none"> • Approve minor change to 401(A) retirement plan • Approve opening a brokerage account 	Vote to approve minor change in retirement plan Vote to approve opening a brokerage account	Consent item: Committee votes; anyone wishing discussion may request that it be removed from the Consent Calendar	Facilitator-led	10:50-10:55am	5 min
<u>Action Item</u> Oakland II Lease	Review two lease options and vote to give management authority to execute either.	Alex presents. Discuss, Vote	Alex to lead	10:50 – 11:15	25 min
<u>Closed Session</u> Personnel Matters: CEO and Board	Discuss CEO evaluation plan for 2005-6		Facilitator-led	11:15 – 11:50	35 min
<u>Report out of Closed Session</u>			Facilitator-led	11:50-11:55am	5 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