

Leadership Public Schools
Board Education Committee Meeting

Thursday, December 15th, 2005

Item	Objective	Process	Person(s)	Time	Duration
Check-In	Connect, celebrate	- Pairs	Deborah	4:30 – 4:35	5 min.
Standards-Based System	- Reflect on overarching goal - Provide feedback to Ed. Team on process and outcomes - Introduce Working Group	- Presentation - Discussion	All	4:35 – 5:25	50 min.
Leadership Advisory	- Analyze Data - Introduce Working Group	- Reflection - Discussion	Lauren	5:25 – 5:45	20 min.
Next Steps & Looking Ahead	- Synthesize take-aways - Consider future agendas	- Discussion	John	5:45 – 5:55	10 min.
Process Check	- Obtain feedback on the day	- Report or +/- Δ	Mark	5:55 – 6:00	5 min.

Facilitator: Joanne

Timekeeper: Guadalupe

Recorder: Scott

Process Checker: Mark

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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