

LEADERSHIP PUBLIC SCHOOLS, INC.
AGENDA FOR A REGULAR MEETING OF THE EXECUTIVE COMMITTEE
Tuesday, February 14, 2006, 2:00 – 3:00 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

Committee Members:

Board Member Officers

1. Scott Pearson, Chair
2. Judy Wade, Vice Chair
3. Mark Kushner, CEO and President
4. Sheryl Sandberg, Treasurer
5. Doug Gneiser, Secretary

Board Members

6. Richard Cohn, At Large
7. Joanne Weiss, At Large

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

ITEM	OBJECTIVE	PROCESS / DECISION PROCESS	PERSON(s)	DOCUMENTS	CLOCK TIME	TIME ALLOWED
Welcome/Agenda check	Confirm agenda and roles	Discussion and agreement	Facilitator	None	2:00-2:01	1 min
Check in	Celebrate and connect	Whip (1 minute per member)	Facilitator	None	2:01-2:05	4 min
Consent Calendar	Approve charter submissions; Approve minutes of 1/10/06 Exec Comm meeting	Consent item: Committee votes; anyone wishing discussion may request that it be removed from the Consent Calendar	Facilitator	Minutes of 1/10/06 Executive Committee meeting	2:05-2:10	5 min
Discuss Oakland Growth Strategy	Approve growth strategy	Presentation, discussion, and vote	Alex	Memo on Oakland growth strategy	2:10-2:25	15 min
<u>Closed Session</u> • Legal & personnel matters	Discuss legal & personnel issues	Presentation, discussion, and vote	Facilitator	None	2:25 – 2:55	30 min
Report out of Closed Session and Process check	Improve future meetings	Board Chair report out results of closed session Process checker report out	Board Chair Process checker	None	2:55-3:00	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