

LEADERSHIP PUBLIC SCHOOLS, INC.
AGENDA FOR A REGULAR MEETING OF THE EXECUTIVE COMMITTEE
Tuesday, May 9, 2006, 3:00pm – 5:00pm

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

Judy Wade will join by teleconference from
 3650 O St. NW, Washington, DC

Joanne Weiss will join by teleconference from
 49 Stevenson Street Suite 545
 San Francisco, CA

Committee Members:

Officers

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

Board Members

6. Richard Cohn
7. Joanne Weiss

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

ITEM	OBJECTIVE	PROCESS / DECISION PROCESS	PERSON(s)	CLOCK TIME	TIME ALLOWED
Welcome/Agenda check			Facilitator-Led	3:00-3:01	1 min
Check-in	Celebrate	Report on celebratory stories from the schools	Staff whip	3:01-3:10	9 min

ITEM	OBJECTIVE	PROCESS / DECISION PROCESS	PERSON(s)	CLOCK TIME	TIME ALLOWED
Update on restructuring plan	Update board on restructuring plan and engage in discussion around appropriate next steps	Mark, Alex, and Stephen present, followed by discussion	Facilitator-led	3:10 – 4:20	70 min
Update on enrollment and hiring	Update the committee on the status of enrollment and hiring and engage in discussion around these issues	Mark presents; discussion	Facilitator-led	4:20-4:35	15 minutes
Board Recruitment	Update from committee on trustees	Scott presents; discuss	Mark facilitates	4:35-4:45	10 minutes
Next meeting	Discuss agenda for next meeting	Scott presents; discuss	Mark facilitates	4:45-4:55	10 minutes
Process check				4:55 – 5:00	5 minutes

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