

LEADERSHIP PUBLIC SCHOOLS, INC.
Emergency Meeting of the Executive Committee
February 27, 2007 1:10-2:10 PM

Officers

Richard Cohn, At Large
 Laura Fisher, Secretary
 Mark Kushner, CEO
 Scott Pearson, Chair
 Sheryl Sandberg, Treasurer
 Judy Wade, Vice Chair
 Joanne Weiss, At Large

Location:

Sansome Partners. 1 Maritime Plaza, Ste 1400. San Francisco, CA 94111

Call-in locations:

**2601 Mission St, 9th Floor, San Francisco, CA 94110 pm; 217 San Marino Dr, San Rafael, CA 94901;
 40 Norman Way, Tiburon, CA 94920; 3757 Washington St, San Francisco, CA 94118;
 49 Stevenson St, Ste 575, San Francisco, CA 94105**

A G E N D A

ROLES

Facilitator: Scott Timekeeper: Joanne

Recorder: Dick

Process Checker: Mark

ITEM	OBJECTIVE	PROCESS / DECISION PROCESS	PERSON	CLOCK TIME	TIME
Welcome and Agenda Review	Confirm agenda and roles; Open the floor to any member of the public with issues not on the agenda	Discussion and Agreement	Facilitator Led	1:10-1:11	1 min
CLOSED SESSION and Closed Session Report Out Litigation Personnel	Discuss potential litigation Discuss personnel matters	Discussion	Facilitator-led	1:11-2:08	57 min
Report out of closed session	To report out of the closed session	Report	Facilitator-led	2:08-2:09	1 min
Process Check	To continually reflect and improve meetings	Process checker report "Plus/Delta" Chart	Process Checker and all	2:09-2:10	1 min

Next Meeting: March 6, 2007

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