

# LEADERSHIP PUBLIC SCHOOLS, INC.

## Meeting of the Executive Committee

March 6, 2007 Time 12-2pm

Location: Sansome Partners

1 Maritime Plaza, Ste. 1400

San Francisco, CA 94111

## A G E N D A

### 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

**ROLES**                      **Facilitator: Scott**                      **Timekeeper: Laura**                      **Recorder: Dick**                      **Process Checker: Judy**

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	Noon-12:02pm	2 min
Celebration	Team building. Focusing on the positive.	Whip (30 sec each)	Mark led	12:02-12:05pm	3 min
Consent Calendar	<ul style="list-style-type: none"> <li>- Approve committee minutes of February 8, 2007 and February 27, 2007</li> <li>- Resolution: Retirement Plan Trustee Replacement</li> <li>- Approve the extension of the lease at LPS Campbell</li> <li>- Approve Revolution Foods Contract</li> <li>- Authorize Prop 1D Application for LPS Hayward</li> </ul>	Vote	Facilitator-led	12:05-12:10pm	5 min
Action Item Campbell Lease Option	Discussion and Approval of the Option to Authorize the Lease for LPS Campbell	Discussion and Approval	Facilitator-led	12:10-12:15	5 min
College Planning at Richmond	Review the steps being taken at Richmond to achieve >80% college-going graduates	Presentation followed by discussion	Marty Procaccio and Danielle Richardson-Thomas	12:15-12:25pm	10min
CEO and Staff Report	Update on LPS status	Presentation and discussion	Mark, Jonathan, Edie	12:25-12:35pm	10 min

ITEM	OBJECTIVE	PROCESS / DECISION PROCESS	PERSON	CLOCK TIME	TIME
CLOSED SESSION and Closed Session Report Out  Litigation  Personnel	Discuss potential litigation  Discuss personnel matters	Discussion	Facilitator-led	12:35- 1:55pm	80 min
Report out of closed session	Report out	Presentation	Scott	1:55- 1:57pm	2 min
Process Check	To continually reflect and improve meetings	Process checker report "Plus/Delta" Chart	Process Checker and all	1:57-2pm	3 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