

LEADERSHIP PUBLIC SCHOOLS, INC.

Meeting of the Executive Committee
Wednesday January 16, 2008 Time 1:00-2:30 pm

This meeting will be held at Sansome Partners, 1 Maritime Plaza, 15th Floor, SF, CA, 94111

Officers
 Mark Kushner, CEO
 Scott Pearson, Chair
 Sandy Dean, Treasurer
 Laura Fisher, Secretary
 Richard Cohn, At Large
 Heather Hiles, At Large
 Judy Wade, Vice Chair
 Joanne Weiss, At Large

A G E N D A

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

ITEM	OBJECTIVE	PROCESS	PERSON	Document	CLOCK TIME	TIME
Welcome, Agenda Review	Confirm agenda and roles	Discussion and Agreement	Facilitator Led	None	1:00-1:03pm	3 min
Celebration	Team building. Focusing on the positive.	Whip (60 sec each); Board member schools visit celebrations if any plus staff	Facilitator Led	None	1:03 – 1:08	5 min
Consent Calendar	Approve committee minutes of November 15, 2007	Vote	Facilitator-led	Minutes Resolution	1:08 -1:10	2 min
Closed Session	Discuss Personnel Issues	Discussion	Scott	None	1:10 – 2:25	75 min
Process check, report out of closed session and adjourn					2:25 – 2:30	5 min

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