

LEADERSHIP PUBLIC SCHOOLS, INC.

Emergency Joint Meeting of the Executive and Operations Committees

Thursday, May 29, 2008 Time 3:00-6:00 pm

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

A G E N D A

ROLES **Facilitator: Scott** **Timekeeper: Joanne** **Recorder: Jonathan** **Process Checker: Heather**

ITEM	OBJECTIVE	PROCESS	PERSON	Document	CLOCK TIME	TIME
Welcome, Agenda Review	Confirm agenda and roles	Discussion and Agreement	Facilitator Led	None	3:00-3:03pm	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	3:03 – 3:10	7 min
Financials	Review recently-completed sustainability model	Louise and Jonathan will present followed by discussion	Louise and Jonathan	Sustainability Model	3:10 – 4:30	80 min
Closed Session	Discuss personnel issues				4:30 – 5:50	80 min
Process check, report out of closed session and adjourn					5:50 – 6:00	10 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