

LEADERSHIP PUBLIC SCHOOLS, INC.
AGENDA FOR A MEETING OF THE EXECUTIVE COMMITTEE
Thursday, September 11, 2008, 5:15 pm – 5:45 pm

Will take place at:

Leadership Public Schools, 2601 Mission Street, #900
 San Francisco, CA 94110

Committee Members:

Officers

1. Scott Pearson, Chair
2. Judy Wade, Vice Chair
3. Sandy Dean, Treasurer
4. Laura Fisher, Secretary

Board Members

5. Mutiu Fagbayi
6. JR Matthews
7. Joanne Weiss
8. Louise Waters

ROLES **Facilitator:** Scott Pearson **Timekeeper:** Mutiu Fagbayi **Recorder:** Laura Fisher **Process Checker:** JR Matthews

ITEM	OBJECTIVE	PROCESS / DECISION PROCESS	PERSON(s)	DOCUMENT	CLOCK TIME	TIME ALLOWED
Welcome, Agenda Review	Confirm agenda and roles	Discussion and Agreement	Facilitator-Led	None	5:15 – 5:16	1 min
Celebration	Team building	Whip (1 minute per member)	Facilitator-Led	None	5:16 – 5:21	5 min
<u>Action Item:</u> Credentialing	Approve Declarations of Need and Credential Applications	Vote to declare insufficient number of credentialed teachers for LPS positions; and Vote to authorize provisional and short term credentialing for certain teachers for 2008-2009 school year.	Facilitator-Led	Background information & Resolution	5:21 – 5:36	15 min
Process Check	Adjourn	Process checker report out	Process checker	None	5:36 – 5:40	4 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