

LEADERSHIP PUBLIC SCHOOLS, INC.

Meeting of the Technology Committee
Thursday, August 11, 2008 Time 1:30pm- 3:00pm

Location: The Bay School of San Francisco
35 Keyes Avenue
San Francisco, CA 94129

To access this meeting via teleconference, dial 1-218-862-6100
 And enter the participant code #6950669 when prompted

Committee Members

Bruce Armstrong, Chair
 Scott Pearson
 JR Matthews
 Greg Garcia

Jonathan Faustine, Staff Liaison

A G E N D A

ROLES

Facilitator: Bruce Armstrong **Timekeeper:** JR Matthews
Recorder: TBD **Process Checker:** Scott Pearson

ITEM	OBJECTIVE	PROCESS / DECISION PROCESS	PERSON	DOCUMENTS	CLOCK TIME	TIME
Welcome, Public Comment & Agenda Planning	Confirm agenda and roles, approve minutes, to open the floor to the public	Discussion, agreement	Facilitator Led	Minutes	1:30 – 1:35	5 min
Check-in	Celebrate and connect	Whip: 1 minute each	Facilitator Led	None	1:35 – 1:40	5 min
Discussion	Agree on committee charter, scope, governance, schedule, etc	Presentation	Facilitator Led	Schedule	1:40 – 1:50	10 min
Discussion	Agree on initial goals, objectives, timeline, and responsibilities;	Presentation	Facilitator Led	None	1:50 – 2:10	20 min

ITEM	OBJECTIVE	PROCESS / DECISION PROCESS	PERSON	DOCUMENTS	CLOCK TIME	TIME
Discussion	Discussion topics: formation of a technology steering committee; hiring a technology director.	Presentation followed by discussion	Facilitator Led	None	2:10 – 2:20	10 min
Next Steps	Outline and Summarize Next Steps	Discussion, agreement	Facilitator Led	None	2:20-2:55	35 min
Process check & adjourn	Review suggestions for improving future meetings	Process checker reports out	Process Checker	None	2:55- 3:00	5 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