

LEADERSHIP PUBLIC SCHOOLS, INC.

Meeting of the Technology Committee
Friday, October 24, 2008 Time 8:30pm- 9:30pm

Location: Leadership Public Schools
2601 Mission Street
San Francisco, CA 94410

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
Recorder: Greg Garcia

Timekeeper: JR Matthews
Process Checker: Jonathan Faustine

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 and agreement.	Facilitator Led	None	8:30 – 8:35	5 min
Check-in	Celebrate and connect	Whip: 1 minute each	Facilitator Led	None	8:35 – 8:40	5 min
Vote	Vote and approve charter.	Discussion/Vote	Facilitator Led	None	8:40 – 8:50	10 min
Discussion	Review Working Group's formation and progress.	Discussion	Facilitator Led	Technology Committee Charter	8:50 – 9:00	10 min
Discussion	Approve Technology Director's job description – review candidates.	Discussion and agreement.	Facilitator Led	TBD	9:00 – 9:25	25 min

ITEM	OBJECTIVE	PROCESS / DECISION PROCESS	PERSON	DOCUMENTS	CLOCK TIME	TIME
Process check & adjourn	Review suggestions for improving future meetings	Process checker reports out	Process Checker	None	9:25- 9:30	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