

LEADERSHIP PUBLIC SCHOOLS, INC.

Board of Trustees EDUCATION COMMITTEE Meeting

Tuesday, March 1, 2005

4:30- 6pm PST

at

Stanford University Graduate School of Education

485 Lausen Mall, Room 122A

Stanford, CA 94305

A G E N D A

ROLES

Facilitator: Mark

Timekeeper: _____

Recorder: _____

Process Checker: _____

Board Member Committee Members:

Mark Kushner, Scott Pearson, Deborah Stipek (Co-Chair), Syrena McKenzie, Anuja Master
Amanda Wyatt

Other Committee Members: John Hall (Staff Support for Committee), Brian Greenberg, Rani Goyal

CC's: Alex Terman, Milan Sevak, Alison Collins, School District Liaisons, Jason Jones, School Sites for
Posting, Other LPS Board Members and Board Notice List

Please be on time.

Bring calendars for scheduling future meetings.

| ITEM | OBJECTIVE | PROCESS / DECISION PROCESS | PERSON | CLOCK TIME | TIME ALLOWED |
|--|--|--|--|--------------|-----------------|
| Welcome and Agenda Planning | Confirm Agenda and Roles | Discussion and Agreement | Facilitator Led | 4:30-4:35pm | 5 min |
| Current LPS Assessment and Evaluation Plans | -Understand the current status of the LPS assessment and ongoing initiatives -Explain data provided to LPS, LPS Bd and schools and timing and use -Discuss how to judge performance of schools (charter as minimum, school performance benchmarks as another) -Discuss best ways to use data to improve teaching and learning -Grapple with issues of assessment at scale | Presentation with clarifying questions: 25 min Discussion: 50 min | John with Facilitator Assistance | 4:35-5:50pm | 75 min |
| Schedule Meetings for School Year | Determine meeting times | 5 min | Facilitator-Led | 5:50-5:55pm | 5 min |
| Process Check | Improve meetings | + /Delta or Report | Process Checker-Led | 5:55 -6:00pm | 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