

LEADERSHIP PUBLIC SCHOOLS, INC.

Board of Trustees Education Committee Meeting

Friday January 7, 2005

Noon- 1:30pm PST

[BEFORE LPS BOARD MEETING AT 2PM]

at

Leadership Public Schools

2601 Mission Street, 9th Floor

San Francisco, CA 94110

and Via Conference Call If Needed

Please contact Vanessa at 415-561-3397 Ext 0 for info if want to call in

A G E N D A

ROLES

Facilitator: Mark

Timekeeper: _____

Recorder: _____

Process Checker: _____

COMMITTEE MEMBERS:

Mark Kushner, Scott Pearson, Deborah Stipek (Co-Chair), Larry Mullin, Anuja Master

CC: John Hall (Staff Support for Committee), Brian Greenberg, Rani Goyal, Alex Terman,
Milan Sevak, Alison Collins, and Vanessa Marquez and School Sites for Posting

ITEM	OBJECTIVE	PROCESS / DECISION PROCESS	PERSON	CLOCK TIME	TIME ALLOWED
Welcome and Agenda Planning	Confirm Agenda and Roles	Discussion and Agreement	Facilitator Led	Noon-12:05	5 min
Curriculum Development	-Understand the current status of the curriculum and ongoing initiatives -Grapple with issues of curriculum at scale	Presentation and Discussion	John with Facilitator Assistance	12:05pm- 12:25pm	20 min
Assessment	-Explore the long-term assessment plan -Gain an understanding of the role of interim benchmark assessments	Presentation and Discussion	Milan with Facilitator Assistance	12:25pm- 1:10pm	45 min
Academic Support	-Introduce current program challenges for future discussion	Presentation (discussion in future)	Alison with Facilitator Assistance	1:10pm-1:25pm	15 min
Process Check	Improve meetings	+ /Delta or Report	Process Checker-Led	1:25pm -1:30pm	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