

**LEADERSHIP PUBLIC SCHOOLS, INC.**  
**Meeting of the Executive Committee**  
**Tuesday, December 5th, 2006 Time 12:00 - 2:00PM**  
**Locations: 2601 Mission St, 9<sup>th</sup> Floor, San Francisco, CA 94110**

<p><b>Officers</b></p> <p>Richard Cohn, At Large          Laura Fisher, Secretary          Mark Kushner, CEO          Scott Pearson, Chair          Sheryl Sandberg, Treasurer          Judy Wade, Vice Chair          Joanne Weiss, At Large</p>
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**A G E N D A**

**ROLES**                      **Facilitator: Scott**                      **Timekeeper:**                      **Recorder:**                      **Process Checker:**

ITEM	OBJECTIVE	PROCESS / DECISION PROCESS	PERSON	CLOCK TIME	TIME
Welcome and Agenda Review	Confirm agenda and roles; Open the floor to any member of the public with issues not on the agenda	Discussion and Agreement	Facilitator Led	12:00-12:02pm	2 min
Consent Calendar	Approve committee minutes of November 7th 2006 and October 3, 2006.  Approve revised Suspension and Expulsion Policy formally reaffirming previous authorization of staff committee to hear expulsion hearings	Vote	Facilitator-led	12:02 – 12:05	3 min
Action Item: Declaration of Need	To Prove Declaration of Need to file with the Credential Commission	Vote	Edie to Lead	12:05 – 12:10	5 min
Action Item: Accept Terms and Conditions	Accept the terms and conditions of the grant agreement for the State Charter School Facilities Incentive Grants Program	Vote	Alex to lead	12:10– 12:15	5 min
College Planning at Richmond	Review the steps being taken at Richmond to achieve >80% college-going graduates	Presentation followed by discussion	Mark Kushner, John Harris, and Danielle Richardson-Thomas	12:15 – 12:25	10 min
Organizational 2006-7 Objectives	Review and, if appropriate approve, vote to approve, LPS Objectives	CEO present, discuss, if appropriate, vote	Mark Kushner, Scott Pearson	12:25 – 12:45	20 min

ITEM	OBJECTIVE	PROCESS / DECISION PROCESS	PERSON	CLOCK TIME	TIME
CLOSED SESSION and Closed Session Report Out Litigation Personnel	Discuss potential litigation Discuss personnel matters	Discussion	Facilitator-led	12:45 – 1:55	70 min
Report out of closed session				1:55-1:57	2 min
Process Check	To continually reflect and improve meetings	Process checker report “Plus/Delta” Chart	Process Checker and all	1:57-2:00	3 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**