

**LEADERSHIP PUBLIC SCHOOLS, INC.**  
**AGENDA FOR A REGULAR MEETING OF THE EXECUTIVE COMMITTEE**  
**Wednesday, June 15, 2005, 3:00 pm – 5:31pm**

Will take place at: McKinsey & Company, 555 California St., 47<sup>th</sup> Floor, San Francisco, CA  
 (To gain security access to the meeting room, persons wishing to attend should arrange in advance **no later than Monday, June 13, 2005** with Katherine Ronberg at 415-695-0669)

Doug Gneiser, Board Secretary, will join by teleconference from:  
 350 Vandenberg St., Peterson AFB, CO, 80920

**Open Session Conference Call Number is: 712.824.4500**  
**Participant Access Code: 73849**

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

ITEM	OBJECTIVE	PROCESS / DECISION PROCESS	PERSON(S)	CLOCK TIME	TIME ALLOWED
Open Session	Welcome/ Roll Call		Facilitator- Led	3:00- 3:01pm	1 min
Closed Session	CEO Review Planning	Discussion	Facilitator- Led	3:01 – 3:25pm	24 min
Report out from Closed Session				3:25- 3:26pm	1 min
Welcome / Agenda	Review and confirm agenda.		Facilitator Led	3:26- 3:31pm	5 min
Check in		Whip (1 minute per member)	Facilitator- Led	3:31 3:36pm	5 min
CEO Report	Action Item: Approve School Openings	Mark presents with Alex; committee asks questions	Mark and Alex	3:36- 4:36pm	60 min
New Board Members and Committee Assignments	Update on new board members and discussion re assignments	Scott and Mark Present	Facilitator- Led	4:36- 4:56pm	20 min
Board Governance	Discuss members' views on how to improve board governance; approve board survey	Discussion	Facilitator- Led	4:56 – 5:16pm	20 min
July Board Agenda	Plan agenda	Discussion	Facilitator- Led	5:16 – 5:26pm	10 min
Process check	Improve future meetings	Process checker report out	Process checker	5:26- 5:31pm	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