

LEADERSHIP PUBLIC SCHOOLS, INC.
AGENDA FOR A REGULAR MEETING OF THE EXECUTIVE COMMITTEE
Tuesday, January 10, 2006, 3:00pm – 5:00pm

Will take place at:

Leadership Public Schools, 2601 Mission Street, #900
San Francisco, CA 94110

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

Sheryl Sandberg will join by teleconference from:
1600 Amphitheater Parkway, Mountain View, CA 94043

Committee Members:

Board Member Officers

1. Scott Pearson, Chair
2. Judy Wade, Vice Chair
3. Mark Kushner, CEO and President
4. Sheryl Sandberg, Treasurer
5. Doug Gneiser, Secretary

Board Members

6. Richard Cohn, At Large
7. Joanne Weiss, At Large

ROLES Facilitator: Scott Timekeeper: Recorder: Process Checker:

ITEM	OBJECTIVE	PROCESS / DECISION PROCESS	PERSON(s)	CLOCK TIME	TIME ALLOWED
Welcome/Agenda check			Facilitator-Led	3:00-3:01	1 min
Check in		Whip (1 minute per member)	Facilitator-Led	3:01-3:05	4 min
<u>Consent Calendar</u>		Consent item: Committee votes; anyone wishing discussion may request that it be removed from the Consent Calendar	Facilitator-led	3:05-3:10	5 min
<u>Action Item</u> • 42 nd Street authorization		Alex presents. Discuss, Vote	Alex to lead	3:10-3:30	20 min
CEO Presentation		CEO Presentation Update on admin changes (Wesley)	Mark and Stephen to lead	3:30-4:15	45 min

ITEM	OBJECTIVE	PROCESS / DECISION PROCESS	PERSON(s)	CLOCK TIME	TIME ALLOWED
Discuss Board Agenda			Facilitator-led	4:15-4:20	5 min
<u>Closed Session</u> <ul style="list-style-type: none"> • Personnel 		CEO Bonus Criteria	Judy	4:20 – 4:55	35 min
Report out of Closed Session and Process check	Improve future meetings	Board Chair Closed Session Report Out Process checker Report Out	Board Chair if needed Process checker	4:55-5:00	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