

LEADERSHIP PUBLIC SCHOOLS, INC.
AGENDA FOR A REGULAR MEETING OF THE EXECUTIVE COMMITTEE
Tuesday, March 14, 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

Committee Members:

Officers

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

Board Members

6. Richard Cohn
7. Joanne Weiss

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
Meet Education Team	Meet education team and hear their plans	Presentation and questions	Facilitator-led	3:05-3:20	15 min
Greenlighting & School Openings ACTION ITEM: Approve opening Campbell school	Discuss Greenlighting & School Openings	Presentation & Discussion & vote	Facilitator-led	3:20 – 4:10	50 min
Elections	Elect new parent and teacher trustees	Discussion	Facilitator-led	4:10 – 4:15	5 min

ITEM	OBJECTIVE	PROCESS / DECISION PROCESS	PERSON(S)	CLOCK TIME	TIME ALLOWED
Form Committee on Trustees	Form new committee	Discussion	Facilitator-led	4:15 – 4:25	10 min
Closed Session	Discuss personnel issues		Facilitator-led	4:25 – 4:44	14 min
Report out from Closed Session				4:44 – 4:45	1 min
Approve Board Agenda	Approve agenda for next Board meeting	Discussion	Facilitator-led	4:45 – 5:55	10 min
Process Check	Improve future meetings	Process checker report out	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