

LEADERSHIP PUBLIC SCHOOLS, INC.
Special Meeting of the Executive Committee
CLOSED SESSION

Monday, April 10, 2006
10:00 – 11:30 am PST

Will take place at:

2601 Mission Street, 9th Floor
 San Francisco, CA

40 Norman Way
 Tiburon, CA

3 Embarcadero Ctr., 7th Floor
 San Francisco, CA 94111

115 Brigham Ct.
 Colorado Springs, CO 80906

49 Stevenson St., Suite 1275
 San Francisco, CA 94105

A G E N D A

ROLES

Facilitator: Scott
Recorder:

Timekeeper:
Process Checker:

Board Members:

Officers

1. Mark Kushner, CEO
2. Scott Pearson, Chair
3. Judy Wade, Vice Chair
4. Sheryl Sandberg, Treasurer
5. Doug Gneiser, Secretary
6. Richard Cohn, At Large

Members

7. Jeffrey Faucette
8. Laura Fisher
9. Helen Bellamy (Parent Member)
10. Joan Lonergan
11. Kandle Frasier (Teacher Member)
12. Deborah Stipek
13. Guadalupe Valdés
14. Joanne Weiss
15. Xochilt Ramos-Lira (Student Member)

ITEM	OBJECTIVE	PROCESS / DECISION PROCESS	PERSON	DOCUMENTS	CLOCK TIME	TIME
Welcome and Agenda Review	Confirm agenda and roles	Discussion and Agreement	Facilitator Led	None	10:00-10:05am	5 min
Celebration	Celebration	Whip	Facilitator Led	None	10:05-10:10am	5 min
Action Item	Approve CDE revolving loan applications for Stockton & Campbell	Vote	Facilitator Led	None	10:10-10:15am	5 min
Closed Session	Discuss personnel and litigation matters	Discussion and Agreement	Facilitator-Led	None	10:15-11:20am	65 min
Report out of Closed Session			Facilitator-Led	None	10:20-10:25am	5 min
Process Check			Process-checker-led	None	10:25-10:30am	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