

LEADERSHIP PUBLIC SCHOOLS, INC.

Meeting of the Executive Committee

Tuesday September 5th 2006

Time 12:00 - 2:05PM

Will take place at:
2601 Mission Street, 9th Floor

Officers

Richard Cohn, At Large
Laura Fisher, Secretary
Mark Kushner, CEO
Scott Pearson, Chair
Sheryl Sandberg, Treasurer
Judy Wade, Vice Chair
Joanne Weiss, At Large

A G E N D A

ROLES

Facilitator: Scott

Timekeeper: Joanne

Recorder: Scott Process Checker: Dick

ITEM	OBJECTIVE	PROCESS / DECISION PROCESS	PERSON	DOCUMENTS	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	Agenda	12:00-12:05pm	5 min
Consent Calendar	Approve committee minutes of May 30 and August 14, 2006 Approve resolution authorizing grant request to San Francisco Foundation	Vote	Facilitator-led	Minutes, resolution text	12:05 – 12:07	2 min
Action Item	Approve delegating Fall budget revisions to the Operations Committee	Discuss, Vote	Alex to present	None	12:07-12:10	3 min
CEO Report	Update on school openings and ed plan implementation	CEO Present followed by discussion	Mark leads		12:10 – 12:45	30 min
Board Retreat and Strategy Discussion	Discuss key strategic issues and use of retreat and board processes to address	Discussion	Facilitator-led	Key Strategic Issues Document	12:40 – 1:05	25 min

ITEM	OBJECTIVE	PROCESS / DECISION PROCESS	PERSON	DOCUMENTS	CLOCK TIME	TIME
Action Item	Approve the resolution for employing math and science teachers with a PIP or STSP credential	Discussion and vote to approve	Facilitator Led	Background Document	1:05 – 1:10	5 min
CLOSED SESSION	Address strategic issue relating to personnel	Discussion	Facilitator Led	Background Document	1:10 – 1:30	20 min
CLOSED SESSION	CEO Review and Contract	Discussion and Agreement	Facilitator-Led	Draft CEO review and contract	1:30 – 2:00	30 min
Report out of closed session			Facilitator Led	None	2:00-2:02	5 min
Process Check	To continually reflect and improve meetings	Process checker report “Plus/Delta” Chart	Process Checker and all	None	2:02-2:05pm	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