

# LEADERSHIP PUBLIC SCHOOLS, INC.

Meeting of the Executive Committee

February 8, 2006 Time 12-2pm

**Location: Sansome Partners**

**1 Maritime Plaza, Ste 400**

**San Francisco, CA 94111**

**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: Dick**                      **Recorder: Judy**                      **Process Checker: Joanne**

ITEM	OBJECTIVE	PROCESS / DECISION PROCESS	PERSON	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	12:00-12:02	2 min
Celebration	Team building. Focusing on the positive.	Whip (30 sec each)	Mark led	12:02-12:05	3 min
Consent Calendar	Approve committee minutes of January 9, 2007.	Vote	Facilitator-led	12:05-12:06	1 min
Action Item: Temporary Credentialing	Vote to authorize temporary credentialing/waivers for certain teachers	Vote	Edie to Lead	12:06-12:07	1 min
College Planning at Richmond	Review the steps being taken at Richmond to achieve >80% college-going graduates	Presentation followed by discussion	Marty Procaccio and Danielle Richardson-Thomas	12:07-12:17	10 min
Greenlighting	Start planning school opening for Fall 08 (See Greenlighting report)	Presentation followed by discussion	Mark	12:17-12:32	15 min
CEO Report	Update on LPS status	Presentation and discussion	Mark (no written report)	12:32-12:47	15 min
CLOSED SESSION and Closed Session Report Out Litigation Personnel	Discuss potential litigation Discuss personnel matters	Discussion	Facilitator-led	12:47-1:56	69 min

<b>ITEM</b>	<b>OBJECTIVE</b>	<b>PROCESS / DECISION PROCESS</b>	<b>PERSON</b>	<b>CLOCK TIME</b>	<b>TIME</b>
Report out of closed session	Report out	Presentation	Scott	1:56-1:57	1 min
Process Check	To continually reflect and improve meetings	Process checker report "Plus/Delta" Chart	Process Checker and all	1:57-2:00	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