

Leadership Public Schools

Education and Student Life Committee Meeting

Thursday, March 15th, 2007
4:00 – 6:00 pm

LPS CAMPBELL
1980 Hamilton Avenue, Room 12
Campbell, CA 95125
(Driving & parking directions on our website)

Board Committee Members

Mark Kushner, Chair
Helen Bellamy
Kandle Fraser
Heather Hiles
Scott Pearson
Deborah Stipek
Guadalupe Valdés

Staff Liaison:

Marty Procaccio

Dial-in location(s): 2601 Mission St, 9th floor, San Francisco, CA

Roles: *Facilitator:* Mark Kushner *Timekeeper:* Deborah Stipek *Recorder:* Kandle Fraser *Process Checker:* Helen Bellamy

Item	Objective	Process	Documents	Person(s)	Time	Duration
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	Agenda	Facilitator led	4:00-4:02	2 min
Celebration	Focus on positive; build teamwork	Whip (30 seconds each)	None	Facilitator led	4:02-4:07	5min
Consent Item	Approve minutes from meeting on January 18, 2007	Vote	Minutes	Facilitator led	4:10-4:10	3 min
Update on Education Plan	<ul style="list-style-type: none"> ▪ Curriculum (ALS, etc) ▪ Benchmark Assessments ▪ Instructional Deliver Model ▪ Professional Development 	<ul style="list-style-type: none"> ▪ Presentation ▪ Discussion 	Ed Plan Chart	Marty	4:10-5:35	85 min
Public Hearing	Comments from Members of the Public for Matters <i>Not</i> on Agenda	Discussion	None	Facilitator led	5:35-5:45	10 min
Other	Other matters?	Discussion	None	Facilitator led	5:45-5:55	10 min
Process Check	Obtain feedback on the meeting	Report or +/-Δ	Process Checker	Helen	5:55-6:00	5 min

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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 each person responsible for items 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; allow for quiet pauses
 - 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