

# LEADERSHIP PUBLIC SCHOOLS, INC.

LPS Board Committee on Trustees

Thursday March 22, 2007

9:00 – 10:30 am

Location: Leadership Public Schools, 2601 Mission Street, #900  
San Francisco, CA 94110

**Committee Chair:**

1. Laura Fisher

**Committee Members:**

1. Joan Lonergan

2. Mark Kushner

3. Scott Pearson

## A G E N D A

**ROLES**    **Facilitator:**    **Laura**                      **Timekeeper:**    **Mark**                      **Recorder:**        **Joan**                      **Process Checker:**    **Scott**

ITEM	OBJECTIVE	PROCESS / DECISION PROCESS	PERSON(s)	CLOCK TIME	TIME ALLOWED
Agenda Review and public session	Confirm Agenda	Review and confirm agenda. Any person who wished to address the committee on any item not on the agenda may do so during this time.	Facilitator	9:00 – 9:05	5 min
Celebration	Focus on positive	Mark presents a celebration item	Mark	9:05 – 9:10	5 min
Approve Minutes	Approve Minutes from prior meeting	Vote	Facilitator	9:10 – 9:15	5 min
Trustee Recruitment Update	Review roster, prioritize candidates, develop action plan	Present/Discuss	Facilitator	9:15 – 9:50	35 min
Future Meetings / Committee Goals	Agree on committee goals and objectives for future meetings	Discuss	Facilitator	9:50-10:05	15 min
Overflow	Continuation on previous agenda items	Discuss	Facilitator	10:05-10:25	20 min
Process check	Improve meetings	Report out or “Plus/Delta” Chart	Process Checker	10:25-10:30	5 min

Next Meeting: **May 31, 2007**

# 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