

LEADERSHIP PUBLIC SCHOOLS, INC.

Meeting of the Executive Committee

Tuesday May 1, 2007 Time 12-1:30pm

Location: Sansome Partners

1 Maritime Plaza, Ste. 1400

San Francisco, CA 94111

A G E N D A

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

ROLES **Facilitator: Scott** **Timekeeper: Mark** **Recorder: Joanne** **Process Checker: Judy**

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	12:00-12:02pm	2 min
Celebration	Team building. Focusing on the positive.	Whip (30 sec each)	Mark to Lead	12:02 – 12:04	2 min
Consent Calendar	Approve committee minutes of April 3, 2007	Vote	Facilitator-led	12:04 - 12:05	1 min
Action Item: Variable Term Waiver Request	To approve a Variable Term Waiver Request for San Jose Counselor and Richmond Counselor	Presentation and Vote	Edie to Lead	12:05 – 12:07	2 min
College Planning at Richmond	Review the steps being taken at Richmond to achieve >80% college-going graduates	Presentation followed by discussion	Marty Procaccio	12:07 - 12:20	13 min
Greenlighting	Planning school opening for Fall 08	Presentation followed by discussion	Mark to Lead	12:20 - 12:40	20 min
Enrollment	Discuss status of enrollment and efforts to grow enrollment	Presentation followed by discussion	Mark to Lead	12:40 – 1:00	20 min
Future Board Meetings	Discuss appropriate topics and board role at future meetings	Discussion	Scott to Lead	1:00 – 1:15	15 min
CLOSED SESSION	Close session will discuss personnel and litigation			1:15 – 1:29	14 min
Report out of Closed Session and Process Check	To continually reflect and improve meetings	Process checker report “Plus/Delta” Chart	Process Checker and all	1:29-1:30pm	1 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