

LEADERSHIP PUBLIC SCHOOLS, INC.

Meeting of the Executive Committee

Tuesday June 5, 2007 Time 12-2:00pm

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: Joanne** **Recorder: Scott** **Process Checker: Dick**

ITEM	OBJECTIVE	PROCESS	PERSON	Document	CLOCK TIME	TIME
Welcome, Agenda Review, Public Hearing	Confirm agenda and roles; Open the floor to any member of the public with issues not on the agenda	Discussion and Agreement	Facilitator Led	None	12:00-12:05pm	5 min
Celebration	Team building. Focusing on the positive.	Whip (60 sec each)	Facilitator Led	None	12:05 – 12:10	5 min
Consent Calendar	Approve committee minutes of May 1, 2007	Vote	Facilitator-led	Minutes	12:10 - 12:12	2 min
ACTION ITEM: Vote to ratify approval of Proposition 1D resolutions	Understand Prop 1D Resolutions; Ratify approval of four resolutions authorizing staff to apply for Proposition 1D funds at LPS Richmond and LPS College Park (note that these resolutions were previously approved by unanimous written consent)	Presentation by Soo Zee followed by discussion and vote	Soo Zee	Resolutions and background document	12:12 – 12:32	20 min
College Planning at Richmond Update	Review the steps being taken at Richmond to achieve >80% college-going graduates	Presentation followed by discussion	Marty Procaccio	College Report	12:32 - 12:47	15 min
Budget Review and Approval	Review and vote to approve 2007-8 LPS Budget	Presentation followed by discussion	Jonathan Faustine & Alex Terman (by phone)	Budget Presentation	12:47 - 1:32	45 min
Future Board Meetings Update	Discuss appropriate topics and board role at future meetings	Discussion	Scott to Lead	None	1:32 – 1:45	13 min
CLOSED SESSION	Discuss personnel and litigation			None	1:45 – 1:55	10 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	None	1:55-2:00pm	5 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