

LEADERSHIP PUBLIC SCHOOLS, INC.

Meeting of the Ad Hoc CEO Search Committee

Tuesday June 11, 2007 Time 3:00 – 5:00pm

Location: Sansome Partners

1 Maritime Plaza, Ste. 1400

San Francisco, CA 94111

A G E N D A

Members

Richard Cohn
 Laura Fisher
 Heather Hiles
 Mark Kushner
 Scott Pearson
 Sheryl Sandberg
 Deborah Stipek
 Judy Wade
 Joanne Weiss
 Sandy Dean

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	2:00 - 2:05 pm	5 min
CLOSED SESSION	Discuss Personnel			2:05 – 3:55 pm	110 min
Report out of Closed session				3:55 - 3:57 pm	2 min
Process Check	To continually reflect and improve meetings	Process checker report “Plus/Delta” Chart	Process Checker and all	3:57 – 4:00 pm	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