

LEADERSHIP PUBLIC SCHOOLS, INC.

Meeting of the Executive Committee
Tuesday September 19, 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
 Heather Hiles, At Large
 Mark Kushner, CEO
 Scott Pearson, Chair
 Sandy Dean, Treasurer
 Judy Wade, Vice Chair
 Joanne Weiss, At Large

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

ITEM	OBJECTIVE	PROCESS / DECISION PROCESS	DOCUMENT	PERSON	CLOCK TIME	TIME
Welcome; Public Session; 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	12:00-12:05pm	5 min
Celebration	Team building. Focusing on the positive.	Whip (60 sec each)		Mark to Lead	12:05 – 12:10	5 min
Consent Calendar - credentialing - minutes approval	Authorize provisional and short tem credentialing for certain teachers for 2007-2008 school year Approve minutes	Present, Discuss, Vote	Minutes from previous two meetings; memo and resolution on temporary credentials	Facilitator-led	12:10 - 12:15	5 min
Richmond Union Contract Proposal Sunshining	Formally receive opening contract proposal from the LPS Richmond union representative	Mark describe process, vote to formally receive proposal	Union contract proposal	Mark and Jonathan to lead	12:15 – 12:20	5 min
LPS Budget	Review Budget, vote to approve. If there are any serious issues or questions, vote to delegate approval authority to Operations Committee meeting of September 24, 2007	Brief presentation and discussion, then vote	Summary budget presentation	Mark to lead	12:20 – 12:35	15 min
Dashboard Data Review / CEO report	Review periodic data. Have conversation around: further revisions, if any, to dashboard; key outliers; CEO's priority areas where he is looking for committee guidance	Presentation followed by discussion	Data Materials	Mark to lead	12:35 – 1:10	35 min

ITEM	OBJECTIVE	PROCESS / DECISION PROCESS	DOCUMENT	PERSON	CLOCK TIME	TIME
Upcoming board meetings	Discuss topics for our three remaining board meetings; decide whether to defer a retreat	Presentation followed by discussion	1-page strategy document from July board meeting	Mark and Scott to Lead	1:10 – 1:25	15 min
Facilities Discussion	High level preview of evolving facilities discussion to be further fleshed out at Oct. 2 facilities committee	Presentation followed by discussion	Facilities 1-pager	Scott to lead	1:25 – 1:40	15 min
CLOSED SESSION	Close session will discuss personnel				1:40– 1:55	15 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	1:55- 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