

LEADERSHIP PUBLIC SCHOOLS, INC.

Meeting of the Executive Committee
Thursday November 15, 2007 Time 12-2:00pm

This meeting will be held at 2601 Mission St., 9th Floor, (SF, CA) & via conference call.
 Dial-in locations: LPS Richmond, 157 9th Street, Room 207 (Richmond, CA);
 LPS San Jose, 188 Cunningham Ave. Rm. LPS 23 (San Jose, CA)
 To dial in, call: 1-218-862-6100, then enter participant code: 6950669

Officers

Richard Cohn, At Large
 Laura Fisher, Secretary
 Mark Kushner, CEO
 Scott Pearson, Chair
 Sandy Dean, Treasurer
 Judy Wade, Vice Chair
 Joanne Weiss, At Large
 Heather Hiles, At Large

A G E N D A

ROLES **Facilitator: Scott** **Timekeeper:** **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	12:00-12:03pm	3 min
Celebration	Team building. Focusing on the positive.	Whip (60 sec each); Board member schools visit celebrations if any plus staff	Facilitator Led	None	12:03 – 12:08	5 min
Consent Calendar	Approve committee minutes of September 19, 2007	Vote	Facilitator-led	Minutes Resolution	12:08 - 12:10	2 min
Action Item: Open Enrollment Cutoff Date	Vote to approve resolution concerning Open Enrollment Cutoff Date	Discussion & Vote	Jonathan	Resolution	12:10-12:15	5 min.
Action Item: Temporary Credentialing	Vote to authorize temporary credentialing for certain teachers for the 2007-2008 school year	Vote	Facilitator	Resolution	12:15-12:20	5 min.
Public Hearing	LPS San Jose Union Contract Proposal Initial Sunshining	Presentation & Proposal Public hearing, No discussion	Mark and Jonathan;	Proposal	12:20-12:25	5 min

ITEM	OBJECTIVE	PROCESS	PERSON	Document	CLOCK TIME	TIME
Public Hearing	LPS Richmond Union Initial Proposal Second Hearing	Testimony, if any (2 minutes per person) Public hearing	Mark and Joanthan;	None	12:25-12:30	5 min
CEO Report / Dashboard Review	Review dashboard – Discussion around Mark's top strategic priorities	Discussion	Mark	Dashboard	12:30 – 12:50	20-min.
Requested budget revisions	Consider and vote on requests for more funds for enrollment and development	Presentation followed by discussion and vote	Mark	Budget proposals	12:50 – 1:10	20 min
Board Meeting followup	Discuss next steps and issues from BOD strategy discussion	Discussion	Scott and Mark	None	1:10 – 1:30	20 min
Closed Session CEO Search and other personnel issues	Review status of CEO search	Discussion	Scott	None	1:30 – 1:50	20 min
Process check, report out of closed session and adjourn					1:50 – 1:55	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