

LEADERSHIP PUBLIC SCHOOLS, INC.
Meeting of the Ad Hoc CEO Search Committee
Wednesday November 21, 2007 Time 9:00 a.m. – 12:00 p.m.
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	9:00 - 9:05 am	5 min
CLOSED SESSION	Discuss Personnel			9:05 – 11:55 am	110 min
Report out of Closed session				11:55 - 11:57 am	2 min
Process Check	To continually reflect and improve meetings	Process checker report “Plus/Delta” Chart	Process Checker and all	11:57 – 12:00 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