

LEADERSHIP PUBLIC SCHOOLS, INC.

SPECIAL MEETING OF THE EXECUTIVE COMMITTEE

Friday, March 4, 2005

10:00 – 11:30 PST

Will take place at:

Leadership Public Schools
2601 Mission Street, 9th Floor, San Francisco, CA

Open session conference call dial-in number: 1-712-824-4500

Participant access code: 24775

A G E N D A

ROLES

Facilitator: Scott Pearson

Recorder: Doug Gneiser

Timekeeper: Richard Cohn

Process Checker: Mark Kushner

ITEM	OBJECTIVE	PROCESS / DECISION PROCESS	PERSON	CLOCK TIME	TIME ALLOWED
Closed Session	Discuss pending litigation	Mark and Jeff present. Outside counsel to join.	Facilitator Led	10:00 – 10:45	45 min
Open Session: Agenda for March, May, Summer Retreat	Get committee's views on agenda topics	Discussion	Facilitator-led	10:45- 11:05	15 min
Board Recruitment	Review candidates and process for recruitment	Scott Pearson to present Discussion	Facilitator Led	11:05 – 11:25	20 min
Process check	Improve future meetings	Process checker report out		11:25- 11:30	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