

LEADERSHIP PUBLIC SCHOOLS, INC.

Board of Trustees
Development Committee Meeting
December 14, 2005

4:15 – 6:00 pm

2601 Mission Street, 9th Floor San Francisco

A G E N D A

ROLES

Facilitator: Mark Kushner
Recorder: Rayna Goldman

Timekeeper: Laura Fisher
Process Checker: Joan Lonergan

ITEM	OBJECTIVE	PROCESS / DECISION PROCESS	PERSON	ALLOTTED TIME	CLOCK TIME
Agenda Review	Confirm agenda		Facilitator	1 min	4:00-4:01
Check-in	Reflections on Atherton event	Whip	All	9 min (40 sec each)	4:01-4:10
Review outstanding fundraising needs and approaches: Home office, new schools, enrichment.	Present status and plans. Solicit committee guidance	Presentation/ Discussion	Scott Present	55 min	4:10-5:05
LPS Development Plan	Discuss draft LPS development plan. Solicit committee members' input.	Presentation/ Discussion	Pres: Scott	35 min	5:05 – 5:40
LPS Communications Plan	Presentation on progress towards LPS communications plan	Presentation	Dick	15 min	5:40-5:55
Process Check	Improve meetings	Report out or "Plus Delta Chart"	Process Checker	5 min	5:55 – 6:00

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