

LEADERSHIP PUBLIC SCHOOLS, INC.
Operations and Finance Committee Meeting
3:00 to 5:00 pm
Tuesday, February 14, 2006

Leadership Public Schools Conference Room
2601 Mission Street, 9th Floor
San Francisco, CA 94110

A G E N D A

ROLES **Facilitator:** _____ **Timekeeper:** _____
Recorder: _____ **Process Checker:** _____

LPS Operations Committee Members: Judy Wade (chair), Jeff Faucette, Joanne Weiss, Sheryl Sandberg, Scott Pearson, Mark Kushner (ex officio), David Leahy

All LPS Board members and the public are invited to the open parts of this agenda

ITEM	OBJECTIVE	PROCESS / DECISION PROCESS	PERSON	DOCUMENTS	TIME
Welcome and Agenda Planning	Confirm agenda and roles, approve minutes of prior Committee meeting	Discussion, agreement, and vote	Facilitator Led	November 21, 2005 Minutes	5 min (3:00-3:05)
Check-in	Celebrate and connect	Whip: 1 minute each	Facilitator Led	None	10 min (3:05-3:15)
Operations Update	Update on operations progress and challenges (enrollment, finance, facilities, special ed, HR, technology, general ops)	Presentation and discussion	Alex	Operations Update January Financial Dashboard & Financial Statements	30 min (3:15-3:45)

ITEM	OBJECTIVE	PROCESS / DECISION PROCESS	PERSON	DOCUMENTS	TIME
Action Item: FY 2007 Budget Framework	Review and approve proposed FY 2007 budget framework and policies	Presentation, discussion and vote	Alex and Leena	Proposed FY 2007 Budget Framework	30 min (3:45-4:15)
HR Recruiting and Retention	Discuss LPS HR recruiting plans, staff survey results, and strategies to improve teacher retention	Presentation and discussion	Edie and Milan	January HR Recruiting Report LPS Recruiting Plan LPS Staff Survey Results Presentation on Retention Strategies	30 min (4:15-4:45)
Action Item: General Waiver Request	Approve General Waiver Request under NCLB	Public hearing, discussion, and vote	Edie	General Waiver Resolution	5 min (4:45-4:50)
Action Item: Approve Audit Agreement	Approve 2005-06 Audit Agreement	Discussion and vote	Alex	Proposed Audit Agreement	5 min (4:50-4:55)
Process check and adjourn	Review suggestions for improving future meetings	Process checker reports out	Process Checker	None	5 min (4:55-5:00)
Adjourn					0 min (5:00)

FY 2006 Operations and Finance Committee Meeting Schedule (please mark your calendars)

Tuesday, April 25, 3-5 pm

Tuesday, June 13, 3-5 pm

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