

# LEADERSHIP PUBLIC SCHOOLS, INC.

Meeting of the Facilities Committee  
Friday, May 11, 2007 Time 9:30-11:00 am

Location: LPS Home Office  
 2601 Mission St, 9th Floor  
 San Francisco, CA 94110

## A G E N D A

<p><b>Committee Members</b></p> <p>Bob Burke                  Sandy Dean                  Susan Harper                  Scott Pearson                  Josh Smith                  Alex Terman</p>
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**ROLES**                      **Facilitator:** Jonathan      **Time Keeper:**      **Soo Zee**  
    **Recorder:** Alex                      **Process Checker:** Mark

ITEM	OBJECTIVE	PROCESS / DECISION PROCESS	PERSON	CLOCK TIME	TIME
Welcome & Introductions Agenda Review	Confirm agenda and roles; Open the floor to any member of the public with issues not on the agenda	Discussion and Agreement	Scott	9:30 - 9:35	5 min
Celebration	Team building. Focusing on the positive.	Whip (30 sec each)	Jonathan	9:35 – 9:40	5 min
Committee Goal Setting	Establish Scope and focus of this committee. Determine governance, including selecting a chair	Discussion and Agreement	Scott	9:40 - 9:55	15 min
Facilities Strategies	To review the LPS Facilities Strategy from the LPS Board Retreat on November 2006	Presentation	Scott	9:55 – 10:05	10 min
Prop 39 Overview	Overview Prop 39 & Prop 1D	Presentation	Soo Zee	10:05 – 10:15	10 min
Facilities Status	To review the current status of the facilities for the school years 06-07 and 07-08	Presentation	Soo Zee	10:15- 10:25	10 min
Challenges & Opportunities	To review the challenges and opportunities for the school years 07-08 and 08-09	Presentation	Soo Zee	10:25 – 10:35	10 min
Membership	To review the scope of the committee and identify roles & individual we may need.	Presentation	Scott	10:35 – 10:45	15 min
Scheduling	To schedule the next meeting of the LPS Facilities Committee	Presentation	Jonathan	10:45 – 10:55	10 min
Process Check	To continually reflect and improve meetings	Process checker report “Plus/Delta” Chart	Process Checker and all	10:55 – 11:00	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