

LEADERSHIP PUBLIC SCHOOLS, INC.
Development and Communications Committee Meeting

Wednesday, September 5 2007
12:00-2:00 pm

Will take place at:
2601 Mission Street, 9th Floor
San Francisco, CA

A G E N D A

ROLES

Facilitator: Laura Fisher
Recorder: Scott Pearson

Timekeeper: JR Matthews
Process Checker: Heather Hiles

Board Members:

Officers

Richard Cohn, Co-chair
Heather Hiles, Co-chair

Members

Laura Fisher
Henrik Jones
Mark Kushner, CEO
JR Matthews
Scott Pearson
Jack Selby

Staff Liaison

Ann Reidy

ITEM	OBJECTIVE	PROCESS / DECISION PROCESS	PERSON	CLOCK TIME	TIME
Welcome and Agenda Review	Confirm agenda and roles	Discussion and Agreement	Laura	12:00-12:05am	5 min
Check-in	Celebration	Whip	All	12:05-12:10am	5 min
LPS Development Report	Update on development activities & progress.	Presentation	Ann	12:10-12:25 am	15 min
LPS Major Donor List	Review top prospects for 2007-08	Discussion	All	12:25-1:05pm	40 min
LPS Annual Fund Letter & Fall Event	Establish Timeline and responsibilities	Presentation/Discussion	Ann	1:05-1:25	20 min
LPS Communications Objectives	Review of communications efforts to date and future needs	Presentation / Discussion	Dick	1:25-1:55pm	30min
Process Check	Improve Meetings	Report out or "Plus Delta Chart"	Heather	1:55-2:00pm	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