

LEADERSHIP PUBLIC SCHOOLS, INC.
Operations Committee Meeting
Monday, September 24, 2007
3:00 to 5:00 pm
Call in Number: 1-218-862-6100 Participant #6950669

Offices of Sansome Partners
One Maritime Plaza, Suite 1400
San Francisco, CA 94111

A G E N D A

ROLES

Facilitator: Sandy Dean
Recorder: Renuka Kher

Timekeeper: Jonathan Faustine
Process Checker: Scott Pearson

Board Members

Officers:

Sandy Dean, Committee Co-Chair
Judy Wade, Committee Co-Chair
Scott Pearson, Board Chair

Members:

Jeff Faucette
Kandle Fraser
Henrik Jones
JR Matthews
Mark Kushner
Renuka Kher
Alex Terman

Staff Liaison:

Jonathan Faustine

Staff:

Soo Zee Park
Joyce Montgomery

ITEM	OBJECTIVE	PROCESS / DECISION PROCESS	PERSON	DOCUMENTS	CLOCK TIME	TIME
Welcome & Agenda Planning	Confirm agenda and roles, to open the floor to the public	Discussion, agreement	Facilitator Led	None	3:00-3:05	5 min
Check-in	Celebrate and connect	Whip: 1 minute each	Facilitator Led	None	3:05-3:15	10 min
Update and Discussion	Review FY 07 Financial Results and Liquidity needs	Discussion	Facilitator Led	FY 07 Income Statement FY 07 Balance Sheet FY 07 Fund Analysis FY 07 P&Ls	3:15-4:45	90 min
Update and Discussion	Review and approve the FY 08 Operating Budget	Discussion & Vote	Facilitator Led	FY Final Budget Resolution to Accept FY 08 Budget	4:45-4:55	10 min
Process check & adjourn	Review suggestions for improving future meetings	Process checker reports out	Process Checker	None	4:55-5:00	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

6. It is ok to take care of personal needs