

LEADERSHIP PUBLIC SCHOOLS, INC.

Meeting of the Facilities Committee

Thursday, February 14, 2008 Time 11:00 am-1:00 pm

Location: LPS Home Office

2601 Mission St, 9th Floor

San Francisco, CA 94110

To access this meeting via teleconference, dial 1-218-862-6100

And enter the participant code #6950660 when prompted

A G E N D A

ROLES

Facilitator: Scott Pearson
Recorder: Jill Schepmann

Timekeeper: Sandy Dean
Process Checker: Jonathan Faustine

Committee Members

Scott Pearson, Chair
Bob Burke
Josh Smith
Sandy Dean
Susan Harper
Charles Robitaille
Jack Selby

Soo Zee Park, Staff Liaison
Jonathan Faustine, Staff Liaison
Jill Schepmann, Staff Liaison

ITEM	OBJECTIVE	PROCESS / DECISION PROCESS	PERSON	DOCUMENTS	CLOCK TIME	TIME
Welcome, Public Comment & Agenda Planning	Confirm agenda and roles, approve minutes, to open the floor to the public	Discussion, agreement	Facilitator Led	Minutes	11:00 – 11:05	5 min
Check-in	Celebrate and connect	Whip: 1 minute each	Facilitator Led	None	11:05 – 11:10	5 min
Facilities Update	Discuss Current Situation and Seek Committee Advice, Identify Roadblocks and Pitfalls	Presentation followed by discussion	Soo Zee	Facilities Summary	11:10 – 11:35	25 min
Facility Strategy	Explore Private Site Facility Strategy and impacts to the Network	Discussion	Soo Zee	None	11:35 – 12:35	60 min
Next Steps	Outline and Summarize Next Steps	Discussion, agreement	Facilitator Led	None	12:35-12:45	10 min
Process check & adjourn	Review suggestions for improving future meetings	Process checker reports out	Process Checker	None	12:45-12:50	5 min

Next Facilities Committee Meeting

May 15, 2008

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