

LEADERSHIP PUBLIC SCHOOLS, INC.

Meeting of the Finance Committee
Monday, September 22, 2008 Time 12:00pm- 2:30pm

Location: Sansome Partners
1 Maritime Plaza, Ste. 1400
San Francisco, CA 94111

To access this meeting via teleconference, dial 1-218-862-6100
And enter the participant code #6950669 when prompted

Committee Members

Sandy Dean, Co-Chair
 JR Matthews, Co-Chair
 Jeff Faucette
 Renuka Kher
 Scott Pearson, *ex officio*
 Louise Waters, *ex officio*

Jonathan Faustine, Staff Liaison
 Joyce Montgomery, Staff Liaison

A G E N D A

ROLES

Facilitator: Sandy Dean
Recorder: Renuka Kher

Timekeeper: JR Matthews
Process Checker: Jonathan Faustine

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	12:00 – 12:05	5 min
Check-in	Celebrate and connect	Whip: 1 minute each	Facilitator Led	None	12:05 – 12:10	5 min
Discussion	Discuss revisions to 2008-2008 budget and the updated Sustainability Model	Presentation	Jonathan Faustine	Budget presentation Sustainability model LPS budgets	12:10 – 2:25	135 min
Process check & adjourn	Review suggestions for improving future meetings	Process checker reports out	Process Checker	None	2:25- 2:30	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