

LEADERSHIP PUBLIC SCHOOLS, INC.

Meeting of the Facilities Committee
Thursday, December 4, 2008 Time 1:00 pm- 3:00 pm

**Location: Hall Capital Partners,
 1 Maritime Plaza, Fifth Floor
 San Francisco, CA 94111**

**To access this meeting via teleconference, dial 1-218-844-3377
 And enter the participant code #6950669 when prompted**

Committee Members

Henrik Jones, Chair
 Scott Pearson
 Josh Smith
 Jack Selby
 Susan Harper

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

A G E N D A

ROLES

Facilitator: Henrik Jones
Recorder: Jill Schepmann

Timekeeper: Soo Zee Park
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	1:00 – 1:05	5 min
Check-in	Celebrate and connect	Popcorn: 1 minute each	Facilitator Led	None	1:05– 1:10	5 min
LPS San Jose & Hayward	Facilities Update	Presentation	Soo Zee	None	1:10– 1:15	5 min
LPS College Park	Oakland Facility Options for 2009-10	Presentation followed by discussion	Soo Zee	OUSD Map Oakland Site Summary	1:15 – 1:35	20 min

ITEM	OBJECTIVE	PROCESS / DECISION PROCESS	PERSON	DOCUMENTS	CLOCK TIME	TIME
LPS Richmond	Nystrom Update	Presentation	Soo Zee	None	1:35 – 1:40	5 min
LPS Richmond	Richmond Facility Options for 2009-10	Presentation followed by discussion	Soo Zee	Facilities Summary	1:40 – 2:00	20 min
LPS Richmond	Prop 1D Facilities Financing <ul style="list-style-type: none"> Debt Service Capacity Development Strategy 	Presentation followed by discussion	Joyce and Soo Zee	Facilities Summary Debt Service Worksheet	2:00 – 2:20	20 min
LPS Facilities	Facilities Strategies <ul style="list-style-type: none"> Lease Back Strategy Historic Tax Credits 	Presentation followed by discussion	Soo Zee	None	2:20- 2:50	30 min
Next Steps	Outline and Summarize Next Steps	Discussion, agreement	Facilitator Led	None	2:50-2:55	5 min
Process check & adjourn	Review suggestions for improving future meetings	Process checker reports out	Process Checker	None	2:55- 3:00	5 min

Next Facilities Committee Meeting

February 10 , 2009 1:00- 3:00

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