

**LEADERSHIP PUBLIC SCHOOLS, INC.**  
**Operations Committee Meeting**  
**3:30 to 5:30 pm**  
**Wednesday, October 11, 2006**

**Sansome Partners**  
**1 Maritime Plaza, Suite 1400**  
**San Francisco, CA 94111**

**A G E N D A**

**ROLES**      **Facilitator:**    Sandy Dean                      **Timekeeper:**            Jeff Faucette  
                  **Recorder:**        Renuta Kher                      **Process Checker:**      Judy Wade

LPS Operations Committee Members: Judy Wade (co-chair), Sandy Dean (co-chair), Jeff Faucette, Kandle Frasier, Beth Hollenberg, Renuta Kher, Scott Pearson, Mark Kushner

All LPS Board members and the public are invited to this meeting

<b>ITEM</b>	<b>OBJECTIVE</b>	<b>PROCESS / DECISION PROCESS</b>	<b>PERSON</b>	<b>DOCUMENTS</b>	<b>TIME</b>
Welcome and Agenda Planning	Confirm agenda and roles, approve minutes of prior Committee meeting	Discussion, agreement, and vote	Facilitator Led		5 min (3:30-3:35)
Check-in	Celebrate and connect	Whip: 1 minute each	Facilitator Led	None	10 min (3:35-3:45)
Operations Update	Update on operations progress and challenges (enrollment, finance, facilities, HR, technology, general ops)	Presentation and discussion	Alex	Operations Update	15 min (3:45-4:00)

ITEM	OBJECTIVE	PROCESS / DECISION PROCESS	PERSON	DOCUMENTS	TIME
Action Item: FY 2007 Budget Revisions	Review and approve proposed FY 2007 budget revisions  Discuss proposed LPS Hayward endowment	Presentation, discussion and vote	Alex	Proposed FY 2007 Budget Revisions	25 min (4:00-4:25)
Operations Committee Agenda for FY 2007	Discuss and agree upon Operations Committee agenda topics and objectives for FY 2007	Discussion	Facilitator Led	None	20 min (4:25-4:45)
Preparation for November 4 Off-site	Prepare and agree on objectives for November 4 Board offsite discussions of LPS facilities strategy and teacher compensation plans	Discussion	Alex and Edie	Facilities Strategy Background Documents  Teacher Compensation Background Documents	40 min (4:45-5:25)
Process check and adjourn	Review suggestions for improving future meetings	Process checker reports out	Process Checker	None	5 min (5:25-5:30)
Adjourn					0 min (5:30)

**FY 2007 Operations and Finance Committee Possible Meeting Dates (TBD)**

January: Thursday 11<sup>th</sup> or Friday 12<sup>th</sup>

March: Thursday 22<sup>nd</sup> or Friday 23<sup>rd</sup>

June: Thursday 14<sup>th</sup> or Friday 15<sup>th</sup>

## 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