

# LEADERSHIP PUBLIC SCHOOLS, INC.

Board of Trustees  
Development Committee Meeting  
Friday, April 29, 2005

2:00 – 3:30pm

2601 Mission Street, 9<sup>th</sup> Floor San Francisco

## A G E N D A

**ROLES**

**Facilitator:** Mark Kushner  
**Recorder:** Michael Hayes

**Timekeeper:** Scott Pearson  
**Process Checker:** Richard Cohen

ITEM	OBJECTIVE	PROCESS / DECISION PROCESS	PERSON	ALLOTTED TIME	CLOCK TIME
Agenda agreement	Confirm agenda		Facilitator	2 min	2:00-2:02
Check-in	What motivates your charitable giving?	Prompt: Is it the tax benefit? A family tradition? An interest in a cause?	All	3 min (45 sec each)	2:02-2:-05
<u>Discussion Items:</u> 1. Development Overview	To update committee on current overview of LPS fundraising activities.	Presentation/ Discussion	Pres: Mark	10 min	2:05-2:15
2. Fundraising Roll-up Report	To review and discuss new report tool for tracking fundraising progress. Talk about new ideas	Presentation/ Discussion	Pres: Michael  Facilitator: Mark	35 min	2:15-2:50
3. Next steps	Discussion of both near and long term development activities (immediate priorities, new committee members, fundraising by region and/or theme)	Presentation/ Discussion	Pres: Michael Facilitator: Mark	30 min	2:50-3:25
4. Process Check	Improve meetings	Report out or "Plus Delta Chart"	Process Checker	5 min	3:25-3:30

# 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