

# LEADERSHIP PUBLIC SCHOOLS, INC.

## Board of Trustees Meeting

May 3, 2005

4:00pm – 6:30pm PST

Will take place at:

**LPS Home Office**  
**2601 Mission Street (at 22<sup>nd</sup> St.), Suite 900**  
**San Francisco, CA**  
415-695-0669

Jeffrey Faucette, Board Member, will call in from:  
325 S. Orange Ave.. Orlando, FL

Doug Gneiser, Board Secretary, will call in from:  
115 Bigham Ct., Colorado Springs, CO

Syrena McKenzie, Teacher Member, will call in from:  
LPS Richmond, 715 Chanslor Ave., Richmond, CA

Sheryl Sandberg, Board Member, will call in from:  
291 Polhemus Ave., Atherton, CA

Conference call dial-in number: 712-824-4500  
Participant Access Code: 37280

## A G E N D A

### ROLES

**Facilitator:**  
**Recorder:**

**Timekeeper:**  
**Process Checker:**

ITEM	OBJECTIVE	PROCESS / DECISION PROCESS	PERSON	DOCUMENTS	CLOCK TIME	TIME
Welcome and Agenda Planning, Introductions of New Staff	Confirm agenda and roles; meet new staff	Discussion and Agreement	Facilitator Led	None	4:00- 4:10pm	10 min

### Board Members:

#### *Officers*

Mark Kushner, CEO  
Scott Pearson, Chair  
Judy Wade, Treasurer  
Doug Gneiser, Secretary  
Richard Cohn, At Large

#### *Members*

Jeffrey Faucette  
Anuja Master  
Syrena McKenzie (Teacher Member)  
Sheryl Sandberg  
Deborah Stipek  
Joanne Weiss  
Amanda Wyatt (Student Member)

#### *Members-Elect*

Don Kirk (Teacher Member-Elect)  
Xochlit Ramos (Student Member-Elect)

ITEM	OBJECTIVE	PROCESS / DECISION PROCESS	PERSON	DOCUMENTS	CLOCK TIME	TIME
Check-in:	Celebrate and connect	Whip: 30 seconds, board only	Facilitator Led	None	4:10– 4:15pm	5 min
Public Hearing for Items on Consent Calendar or NOT on the agenda	Encourage public input	3 minutes per person	Facilitator		4:15- 4:25pm	10 min
<p>CONSENT CALENDAR:</p> <ul style="list-style-type: none"> <li>- Resolution Authorizing LPS to Apply for the California Charter Schools Association (“CCSA”) Cash Flow Funding Program</li> <li>- Resolution Withdrawing Authorization to Join the California Charter School Association Joint Powers Authority</li> <li>- Resolution Approving Lease of Barrett Elementary From San Lorenzo Unified School District (“SLZUSD”)</li> <li>- Approve minutes of 3/08/05 board meeting</li> </ul>	<p>Consent calendar items are voted up or down with no discussion. (Background and full text of documents mailed in advance.)</p> <p>Any board member may request that an item be removed from the consent calendar for explanation and discussion.</p>	Vote: 5 minutes	Facilitator-led	<p>Background information and text of resolutions</p> <p>Additional background documents available at <a href="http://www.leadps.org/boardfiles.html">www.leadps.org/boardfiles.html</a></p>	4:25- 4:30	5 min
<p>CEO Report</p> <ul style="list-style-type: none"> <li>- Written report</li> <li>- Ops / Treasurer’s Report</li> <li>- Dashboard review</li> <li>- Hiring Update</li> <li>- Facilities Update</li> <li>- Enrollment Update</li> <li>- Education Update</li> </ul>	<p>Update the Board on the status of the organization;</p> <p>Seek board input on key areas</p>	Presentation followed by discussion	Mark presents; then takes questions and comments	<p>Written CEO report</p> <p>Written OPS report</p> <p>Hiring Report</p> <p>Enrollment Report</p> <p>Dashboard</p>	4:30- 5:30	60 min

ITEM	OBJECTIVE	PROCESS / DECISION PROCESS	PERSON	DOCUMENTS	CLOCK TIME	TIME
ACTION ITEM Approve 2005-6 Budget	Approve budget after careful review	Alex and Judy Wade present budget. Discussion Vote	Facilitator-led	Budget documents	5:30 – 6:25	55 min
Process Check	Review suggestions for improving future meetings	Process checker reports out	Process Checker		6:25- 6:30	5 min
Adjourn						0 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