

**LEADERSHIP PUBLIC SCHOOLS, INC.**

Development and Communications Committee Meeting

Monday, December 4<sup>th</sup>, 2006

12:00 – 2:00 pm PST

Will take place at:

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

San Francisco, CA

**Board Members:**

**Officers**

1. Mark Kushner, CEO
2. Scott Pearson, Co-Chair
3. Richard Cohn, Co-Chair
4. Laura Fisher
5. Joan Lonergan

**Members**

7. Kristin Richmond Groos

**A G E N D A**

**ROLES**

**Facilitator:**

**Recorder:**

**Timekeeper:**

**Process Checker:**

ITEM	OBJECTIVE	PROCESS / DECISION PROCESS	PERSON	CLOCK TIME	TIME
Welcome and Agenda Review	Confirm agenda and roles	Discussion and Agreement		12:00-12:05am	5 min
Check-in	Celebration	Whip	All	12:05-12:10am	5 min
Action Item	Approve minutes	Vote		12:10-12:15am	5 min
LPS Development Report	<ol style="list-style-type: none"> <li>1. Review key action items related to annual fund , Campaign for Sustainability, and follow up to Fisher event</li> <li>2. Review draft fundraising calendar for the coming year</li> <li>3. Review trustee giving</li> </ol>	Presentation/Discussion	Mark/Scott/Ann	12:15-1:35pm	80 min
LPS Communications Update	Website revisions ABC press coverage Holiday communication with stakeholders Other matters	Presentation/Discussion	Mark	1:35-1:55pm	20 min

<b>ITEM</b>	<b>OBJECTIVE</b>	<b>PROCESS / DECISION PROCESS</b>	<b>PERSON</b>	<b>CLOCK TIME</b>	<b>TIME</b>
Process Check	Improve Meetings	Report out or "Plus Delta Chart"		1:55- 2:00pm	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