

**LEADERSHIP PUBLIC SCHOOLS, INC.  
Operations and Finance Committee Meeting**

**1:00 to 3:00 pm  
Thursday, December 16, 2004**

**Leadership Public Schools Conference Room  
2601 Mission Street, 9<sup>th</sup> Floor  
San Francisco, CA 94110**

Conference call in number: 1-323-785-4156 (Los Angeles, California)

Access Code: 532377

**A G E N D A**

**ROLES**            **Facilitator:** \_\_\_\_\_            **Timekeeper:** \_\_\_\_\_  
**Recorder:** \_\_\_\_\_            **Process Checker:** \_\_\_\_\_

Open Meeting  
 LPS Operations Committee Members: Judy Wade (chair), Jeff Faucette, Joanne Weiss, Sheryl Sandberg, Scott Pearson, Mark Kushner (ex officio), Lauren Dutton (on leave)  
 All LPS Board members and public invited to the open parts of this agenda

ITEM	OBJECTIVE	PROCESS / DECISION PROCESS	PERSON	TIME
Welcome and Agenda Planning	Confirm Agenda and Roles	Discussion and Agreement	Facilitator Led	5-10 min (1:00-1:10)
Check in			Facilitator Led	5 min (1:10-1:15)
Operations Update	Update committee members and seek input on recent operations, finance (including cash flow forecast), HR, and facilities developments	Presentation and discussion	Alex	25 min (1:15-1:40)
Recruiting Plan	Status update, review and discussion of LPS recruiting plan	Presentation, discussion and input from Committee members	Edie and Leena	30 min (1:40-2:10)

ITEM	OBJECTIVE	PROCESS / DECISION PROCESS	PERSON	TIME
Staff Evaluation Process	Status update, review and discussion of LPS staff evaluation process	Presentation, discussion and input from Committee members	Edie	20 min (2:10-2:30)
Skills-Based Pay Plan	Status update, review and discussion of LPS staff evaluation process	Presentation, discussion, and vote to recommend approval to full Board of Trustees	Edie	20 min (2:30-2:50)
Process check				5-10 min (2:50-3:00)
Adjourn				3:00 pm

Next meeting: TBD

# 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