

LEADERSHIP PUBLIC SCHOOLS, INC.

Board of Trustees Meeting

Thursday, July 14, 2005

12:00 pm – 4:00 pm PST

Will take place at:

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

A G E N D A

ROLES

Facilitator: Scott
Recorder:

Timekeeper:
Process Checker:

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)

ITEM	OBJECTIVE	PROCESS / DECISION PROCESS	PERSON	DOCUMENTS	CLOCK TIME	TIME
Welcome and Agenda Planning	Confirm agenda and roles	Discussion and Agreement	Facilitator Led	None	12:15-12:20pm	5 min
Board Member Check-in: Something You Can Celebrate About LPS (student, staff, achievement, etc)	Celebrate and connect	Whip: 30 seconds, board only (no time for all)	Facilitator Led	None	12:20–12:30pm	10 min
Public Hearing for Items on Consent Calendar or NOT on the agenda: - Public Hearing to Seek Input on LEA Plans for LPS Oakland and LPS Hayward	Encourage public input		Facilitator	None	12:30-12:40pm	10 min
Board Chair Report	Update board on fundraising and board development	Report out	Facilitator	None	12:40-12:45pm	5 min

ITEM	OBJECTIVE	PROCESS / DECISION PROCESS	PERSON	DOCUMENTS	CLOCK TIME	TIME
Vote to elect new Trustees	Vote to add new trustees	Describe candidates. Q & A. Vote	Facilitator	Bios of Proposed Trustees	12:45- 12:50pm	5 min
New Committee assignments and Committee goals	Describe new committee assignments and committee processes for 2005-6	Discussion around documents distributed	Facilitator	Committee Assignments and Committee Norms	12:50- 12:55pm	5 min

ITEM	OBJECTIVE	PROCESS / DECISION PROCESS	PERSON	DOCUMENTS	CLOCK TIME	TIME
<p>CONSENT CALENDAR:</p> <ul style="list-style-type: none"> - Approve revision to LPS budget - ESUHSD long-term facilities agreement - Michael's transportation busing contract - LPS Hayward and LPS Oakland LEA plan - Approve LPS Oakland multi-school agreement to participate in athletics with the Castlemont Community of Small Schools - Approve LPS Hayward application to join CIF North Coast Section for athletics - Approve agreement with Special Education Assistance and Technical Support for provision of special education services for LPS Hayward and LPS Oakland, and at LPS management option, LPS East San Jose - Approve extension of Total Education Solutions contract for special education services for LPS East San Jose at LPS management option - Approve revised MOU with Santa Clara County Office of Education - Approval of Special Education Agreement with Baldwin Park Unified School District - Approval of LPS Operations Guide 	<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	Facilitator-led	<p>Background information and text of resolutions.</p> <p>Supplemental documents will be posted at www.leadps.org/boardfiles.html</p>	12:55-1:00pm	5 min

ITEM	OBJECTIVE	PROCESS / DECISION PROCESS	PERSON	DOCUMENTS	CLOCK TIME	TIME
CEO Report - Reflection on Performance Expectations - Dashboard -- School Profiles -- Academic Performance -- School Culture Indicators -- Ops Report (Finance, Enrollment, HR, etc) -- Fundraising -- Facilities -- Successes/Challenges (Schools and HO)	Update the Board on the status of the organization; Seek board input on key areas	Presentation followed by discussion	Mark presents; then takes questions and comments	Written report (includes Dashboard) Reflection on Performance Expectations	1:00-2:00pm	60 min
ACTION ITEM Review and Vote to Approve Bd and CEO OKRs (other OKR's are advisory)	Receive board input on OKRs and vote to approve.	CEO Presents OKRs Discussion. Vote	Facilitator-led	OKRs	2:00-2:30pm	30 min
Ops and Finance Committee Report	Report on ops and finance status	Discussion on written document	Alex to lead		2:30-2:40pm	10 min
Break					2:40-2:50pm	10 min
LPS Ed Model	Presentation and discussion of Education Model and Communications Questions	Discussion on written document		LPS Ed Model Powerpoint	2:50-4:10pm	80 min

ITEM	OBJECTIVE	PROCESS / DECISION PROCESS	PERSON	DOCUMENTS	CLOCK TIME	TIME
Process Check	Review suggestions for improving future meetings	Process checker reports out	Process Checker		4:10-4:15pm	5 min
Closed session of Litigation Subcommittee	Closed session to discuss potential litigation (1 case)				4:15-4:28pm	13 min
Open session of Litigation Subcommittee	Report out results of Closed Session	Report out			4:28-4:30pm	2 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