

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

**11:00 am to 11:50 am
Thursday, July 14, 2005**

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

A G E N D A

ROLES **Facilitator:** _____ **Timekeeper:** _____
Recorder: _____ **Process Checker:** _____

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

ITEM	OBJECTIVE	PROCESS / DECISION PROCESS	PERSON	DOCUMENTS	TIME
Welcome and Agenda Planning	Confirm Agenda and Roles	Discussion and Agreement	Facilitator Led	None	5 min (11:00-11:05)
LPS Operations Guide	Review and discussion of LPS Operations Guide; vote on recommending approval by the full Board	Presentation, discussion and vote	Facilitator Led	LPS Operations Guide V1.0 (mailed in advance)	20 min (11:05-11:25)
Budget Revisions	Review and discussion of proposed FY 2006 budget revisions; vote on recommending approval by the full Board	Presentation and discussion and vote	Alex	Budget Revisions	10 min (11:25-11:35)

ITEM	OBJECTIVE	PROCESS / DECISION PROCESS	PERSON	DOCUMENTS	TIME
Operations Update	Update committee on preparations for fall openings and other operations issues	Presentation and discussion	Alex	Dashboard	10 min (11:35-11:45)
Process check and adjourn	Review suggestions for improving future meetings	Process checker reports out	Process Checker		5 min (11:45-11:50)
Adjourn					0 min (11:00)

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