

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

**12:30 pm to 3:30 pm
Monday, November 21, 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), David Leahy

All LPS Board members and the public are invited to the open parts of this agenda

ITEM	OBJECTIVE	PROCESS / DECISION PROCESS	PERSON	DOCUMENTS	TIME
Welcome and Agenda Planning	Confirm agenda and roles, approve minutes of prior Committee meeting	Discussion, agreement, and vote	Facilitator Led	July 14, 2005 Minutes	5 min (12:00-12:05)
Check-in	Celebrate and connect	Whip: 1 minute each	Facilitator Led	None	10 min (12:05-12:15)
Operations Update	Update committee on operations progress and challenges	Presentation and discussion	Alex	Operations Update LPS Dashboard	30 min (12:15-12:45)

ITEM	OBJECTIVE	PROCESS / DECISION PROCESS	PERSON	DOCUMENTS	TIME
Budget Revisions	Review and approve proposed FY 2006 budget revisions	Presentation, discussion and vote	Alex	FY 2006 Budget Revisions	30 min (12:45-1:15)
FY 2007 Preliminary Staffing Plan	Review and approve proposed FY 2007 preliminary staffing plan	Presentation, discussion and vote	Edie	FY 2007 Preliminary Staffing Plan	15 min (1:15-1:30)
HR Recruiting Update	Update committee on progress, lessons learned, and plans for the future	Presentation and discussion	Edie	Recruiting Plan Recruiting Presentation	30 min (1:30-2:00)
Enrollment Update	Update committee on progress, lessons learned, and plans for the future	Presentation and discussion	Alex and Jose	Enrollment Presentation Sample Enrollment Plan and Timeline	45 min (2:00-2:45)
Operations and Finance Committee Objectives and Key Results	Agree on Objectives and Key Results for the Committee for FY 2006	Discussion and agreement	Facilitator Led	LPS Objectives and Key Results	30 min (2:45-3:15)
Operations and Finance Committee Meeting Schedule	Agree on Committee meeting schedule and content areas for remainder of FY 2006	Discussion and agreement	Facilitator Led	Board Meeting Schedule	10 min (3:15-3:25)
Process check and adjourn	Review suggestions for improving future meetings	Process checker reports out	Process Checker		5 min (3:25-3:30)
Adjourn					0 min (3:30)

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