

LEADERSHIP PUBLIC SCHOOLS, INC.
Operations Committee Meeting
12-2 pm
Monday July 23,2007

Sansome Partners
1 Maritime Plaza, Suite 1400
San Francisco, CA 94111

Committee Members
 Sandy Dean, Chair
 Alex Terman*
 Jeff Faucette
 Henrik Jones
 JR Matthews
 Renuka Kher*
 Judy Wade
 CEO, *ex officio*

A G E N D A

ROLES **Facilitator:** Sandy Dean **Timekeeper:** Jeff Faucette
Recorder: Renuka Kher **Process Checker:** JR Matthews

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	June 7 th meeting's minutes	12:00-12:02
Check-in	Celebrate and connect	Whip: 1 minute each	Facilitator Led	None	12:02-12:05
Committee Goals	To set up the goals of the Ops Committee for the FY08	Discussion and agreement	Facilitator Led	Draft Committee Goals	12:05-12:15
Year End Results	Financial & Dashboard discussion	Discussion	Facilitator Led	Preliminary Results Dashboard Enrollment charts	12-15—12:25

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Budget	Discussion on the implications of this year on the 5 year model, revision of previous budget according to new enrollment data	Discussion and agreement	Facilitator Led	Budget Updated 5 year model	12:25-12:55
Campaign for Sustainability	Clarify commitments and current situation	Discussion and agreement	Facilitator Led	None	12:55-1:25
Housekeeping	Review Borrowing and Investment resolutions, Schedule upcoming meetings.	Discussion and agreement	Facilitator Led	Resolutions Draft Meeting dates	1:25-1:55
Process check and adjourn	Review suggestions for improving future meetings	Process checker reports out	Process Checker	None	1:55-2:00

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