

LEADERSHIP PUBLIC SCHOOLS, INC.
Special Operations Committee Meeting
February 7, 2007
12 – 1:30 pm

Leadership Public Schools (Home Office)
2601 Mission St, 9th floor
San Francisco, CA 94110

A G E N D A

ROLES

Facilitator: Mark Kushner
Recorder: Scott Pearson

Timekeeper: Beth Hollenberg
Process Checker: Kandle Fraser

Board Members

Officers:

Sandy Dean, Co-Chair
 Judy Wade, Co-Chair
 Jeff Faucette
 Kandle Fraser
 Beth Hollenberg
 Scott Pearson
 Mark Kushner

Members:

Renuka Kher

Staff Liaison:

Alex Terman

| ITEM | OBJECTIVE | PROCESS / DECISION PROCESS | PERSON | DOCUMENTS | CLOCK TIME | TIME |
|----------------------------------|--|---|------------------|---|----------------|--------|
| Welcome & Agenda Planning | Confirm agenda and roles; open the floor to any member of the public with issues not on the agenda | Discussion and agreement | Facilitator Led | Minutes | 12:00 – 12:02 | 2 min |
| Celebration | Celebrate; build teamwork and positive spirit | Whip: 30 seconds each for board members | Facilitator Led | None | 12:02 – 12:07 | 5 min |
| Consent Calendar | Approve Committee minutes of January 11, 2007 | Vote | Facilitator Led | Previous meeting minutes | 12:07-12:12:08 | 1 min |
| Action Item Fundraising | Approval of communications budget if approval is needed. | Vote | Ann and Mark | Fundraising Communications | 12:08-12:10 | 2 min |
| Action Item Operations Follow-up | To approve/give guidance on teacher salary schedule for next school year with possible brainstorming on realistic ideas to improve value proposition | Presentation and discussion | Edie and Mark | Compensation Scenarios (no new data is available yet from Inspire team) | 12:10 – 12:55 | 45 min |
| Budget update | Update on the budgeting process | Presentation and discussion | Mark | ?? | 12:55-1:05 | 10 min |
| Facilities Update | Update on Richmond and Campbell Facilities Plan | Presentation and discussion | Soo Zee and Mark | ?? | 1:05-1:15 | 10 min |

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|-------------------------|--|-----------------------------|-----------------|-----------|-------------|--------|
| Lab Discussion | Mac –vs– PC Lab | Presentation and discussion | Mark | None | 1:15 – 1:25 | 10 min |
| Process check & adjourn | Review suggestions for improving future meetings | Process checker reports out | Process Checker | None | 1:25 – 1:30 | 5 min |

FY 2007 Operations and Finance Committee Future Meeting Dates

March: Thursday 22nd, 2007

June: Thursday 14th, 2007

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