

LEADERSHIP PUBLIC SCHOOLS, INC.
Development and Communications Committee Meeting

Monday, February 12, 2007
1:00 – 2:30 pm PST

Will take place at:
2601 Mission Street, 9th Floor
San Francisco, CA

A G E N D A

Board Members:

Officers

1. Mark Kushner, CEO
2. Scott Pearson, Board Chair
3. Richard Cohn
4. Laura Fisher
5. Joan Lonergan

Members

7. Kristin Richmond

ROLES

Facilitator: Scott Pearson
Recorder: Ann Reidy

Timekeeper: Mark Kushner
Process Checker: Laura Fisher

ITEM	OBJECTIVE	PROCESS / DECISION PROCESS	PERSON	CLOCK TIME	TIME
Welcome and Agenda Review	Confirm agenda and roles	Discussion and Agreement	Scott	1:00-1:05pm	5 min
Check-in	Celebration	Whip	All	1:05-1:15pm	10 min
LPS Enrichment Fundraising Strategy	Presentation on strategy work by fundraising consultants.	Presentation	Tricia	1:15-1:25 pm	10 min
LPS Major Donor List	Review prospects and call list.	Presentation / Discussion	Tricia / Ann	1:25-2:00pm	35 min
LPS Development & Communications Report	Update on development & communications.	Presentation / Discussion	Ann	2:00-2:25	25min
Process Check	Improve Meetings	Report out or "Plus Delta Chart"	Laura	2:25-2:30pm	5 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