

LEADERSHIP PUBLIC SCHOOLS, INC.
Development and Communications Committee Meeting

Thursday, June 7 2007
9:00-10:30 am

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

A G E N D A

Board Members:

Officers

Richard Cohn, Co-chair
Scott Pearson, Co-chair

Members

Kristin Richmond
Mark Kushner, CEO
Laura Fisher
Joan Lonergan

Staff Liaison

Ann Reidy

ROLES

Facilitator: Scott Pearson
Recorder: Ann Reidy

Timekeeper: Laura Fisher
Process Checker: Dick Cohn

ITEM	OBJECTIVE	PROCESS / DECISION PROCESS	PERSON	CLOCK TIME	TIME
Welcome and Agenda Review	Confirm agenda and roles	Discussion and Agreement	Mark	9:00-9:05am	5 min
Check-in	Celebration	Whip	All	9:05-9:10am	5 min
LPS Development Report	Update on development activities & progress.	Presentation	Ann	9:10-9:35 am	25 min
LPS Development Calendar	Review schedule of events & mailings for fall '07	Presentation / Discussion	All	9:35-10:00am	25 min
LPS Communications Report	Update on fundraising related communications.	Presentation / Discussion	Diana	10:00-10:25am	25min
Process Check	Improve Meetings	Report out or "Plus Delta Chart"	Mark	10:25-10:30am	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