

**LEADERSHIP PUBLIC SCHOOLS, INC.
Operations Committee Meeting
Thursday, June 7, 2007
3:00 to 5:00 pm**

**Offices of Sansome Partners
One Maritime Plaza, Suite 1400
San Francisco, CA 94111**

A G E N D A

ROLES

Facilitator: Sandy Dean
Recorder: Renuka Kher

Timekeeper: Scott Pearson
Process Checker: Jeff Faucette

Board Members

Officers:

Sandy Dean, Committee Co-Chair
Judy Wade, Committee Co-Chair
Scott Pearson, Board Chair

Members:

Jeff Faucette
Kandle Fraser
Beth Hollenberg
Mark Kushner
Renuka Kher

Staff Liaison:

Jonathan Faustine

Staff:

Eddie Hoffman
Alex Terman
Soo Zee Park

ITEM	OBJECTIVE	PROCESS / DECISION PROCESS	PERSON	DOCUMENTS	CLOCK TIME	TIME
Welcome & Agenda Planning	Confirm agenda and roles, to open the floor to the public	Discussion, agreement	Facilitator Led	None	3:00-3:05	5 min
Check-in	Celebrate and connect	Whip: 1 minute each	Facilitator Led	None	3:05 – 3:10	5 min
Consent Item	Approve minutes from prior Committee Meeting	Vote	Facilitator Led	Prior meeting minutes	3:10 – 3:12	2 min
Discussion on Enrollment	Discuss current enrollment efforts and results. Discuss steps to improve results for 2007-8 as well for the coming year.	Presentation and discussion	Mark	Enrollment Status Report	3:12 – 3:42	25 min

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HR Discussion	Review results of staff survey and discuss organizational responses to these results	Presentation followed by discussion	Edie	Staff Survey Results	3:42 – 4:02	20 min
Financial Update	Review state of year-end finances and preparation for audit	Presentation and discussion	Joyce	Current financials and cash flow forecast	4:02 – 4:22	20 min
Investment Policy	Review investment policies with respect to LPS cash and consider safe alternatives to improve return.	Discussion	Jonathan	None	4:22 – 4:30	8 min
Operations Report	Review any other items from the ops team	Report	Jonathan	None	4:30 – 4:40	10 min
Committee Roles	To understand the roles of the Facilities and Operations Committees	Discussion	Jonathan	None	4:40 – 4:50	10 min
Future Meetings	To plan future meeting dates	Discussion	Jonathan	None	4:50 – 4:55	5 min
Process check & adjourn	Review suggestions for improving future meetings	Process checker reports out	Process Checker	None	4:55-5:00	5 min

FY 2007 Operations and Finance Committee Future Meeting Dates

TBD

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