

**LEADERSHIP PUBLIC SCHOOLS, INC.
Facilities Committee Meeting
Tuesday, October 2, 2007**

11:00 – 1:00

Will take place at:

**Leadership Public Schools
2601 Mission St, Suite 900
San Francisco, CA 94110**

Committee Members

**Scott Pearson, Chair
Bob Burke
Sandy Dean
Susan Harper
Mark Kushner
Charles Robitaille
Jack Selby
Josh Smith**

Staff Liaison:
Soo Zee Park

A G E N D A

ROLES

Facilitator: Scott Pearson
Recorder: Soo Zee Park

Timekeeper: Jonathan Faustine
Process Checker: Sandy Dean

ITEM	OBJECTIVE	PROCESS / DECISION PROCESS	PERSON	DOCUMENTS	CLOCK TIME	TIME
Welcome, Public Comment & Agenda Planning	Confirm agenda and roles, approve minutes, to open the floor to the public	Discussion, agreement	Facilitator Led	Minutes	11:00 – 11:05	5 min
Check-in	Celebrate and connect	Whip: 1 minute each	Facilitator Led	None	11:05 – 11:10	5 min
LPS Campbell	Discuss Current Situation and Seek Committee Advice	Presentation followed by discussion	Soo Zee	Facilities Search Summary CUHSD map LPS Campbell Students Map	11:10 – 11:35	25 min

ITEM	OBJECTIVE	PROCESS / DECISION PROCESS	PERSON	DOCUMENTS	CLOCK TIME	TIME
Financing Possible Oakland and Hayward Buildouts	Seek committee advice on financing options for possible buildouts in Hayward and Campbell	Presentation followed by discussion	Soo Zee	Hayward Modulars Estimate FY 2008 Summary Budget LPS Balance Sheet-6/30/07 LPS Revenues and Expenses 2006-2007	11:35 – 12:10	35 min
Oakland Plan B	Discuss options if Oakland move is not approved by Oakland Unified School district	Presentation followed by discussion	Soo Zee	OUSD maps College Park Student Map Castlemont Site plan and Floorplans	12:10 – 12:25	15 min
San Jose	Discuss ideas for campus improvement. Seek committee advice on priority items, construction ideas, and financing	Presentation followed by discussion	Soo Zee	LPS San Jose Site map Preliminary Design Study- Draft	12:25 – 12:50	25 min
Next Steps	Outline and Summarize Next Steps	Discussion, agreement	Facilitator Led	None	12:50-12:55	5 min
Process check & adjourn	Review suggestions for improving future meetings	Process checker reports out	Process Checker	None	12:55-1:00	5 min

Next Facilities Committee Meeting

January 17, 2008

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