

LEADERSHIP PUBLIC SCHOOLS, INC.
SPECIAL MEETING OF THE BOARD OF TRUSTEES, LITIGATION SUBCOMMITTEE
Monday, May 1, 2006, 3:00 – 4:00pm

Will take place at:
LPS Home Office
2601 Mission Street, 9th Floor
SF, CA 94110

Jeff Faucette (legal counsel) will be calling in from
3 Embarcadero Ctr., 7th Fl., San Francisco, CA 94111

CLOSED SESSION
A G E N D A

Committee Chair:
Scott Pearson

Committee Members:
Mark Kushner, Esq
Jeff Faucette, Esq
Richard Cohn, Esq.
Doug Gneiser, Esq.

Staff Liaison
Alex Terman

ROLES **Facilitator:** **Timekeeper:** **Recorder:** **Process Checker:**

ITEM	OBJECTIVE	PROCESS / DECISION PROCESS	PERSON	TIME ALLOWED	CLOCK TIME
Agenda Review	Confirm Agenda		Facilitator	1 min	3-3:01pm
Celebration	<ul style="list-style-type: none"> • Focus on positive. • Teamwork 	“Popcorn” or “Whip” Celebration (30 seconds each)	All	4min	3:01-3:05pm
CLOSED SESSION: Action Item: Authorize Litigation	Authorize litigation	Presentation/Discussion Vote	Facilitator Led	50 min	3:05-3:55pm
OPEN SESSION Report out of Closed Session	Report Out	Report Out	Facilitator Led	1 min	3:55-3:56pm
Process check	Improve future meetings	Process checker report out	Facilitator-led		2 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

