

LEADERSHIP PUBLIC SCHOOLS, INC.

Special Meeting of the Board of Trustees

Tuesday May 1, 2007

2:00 – 3:00 PM

Will take place at:

**Sansome Partners
1 Maritime Plaza, Suite 1400
San Francisco, CA 94111**

A G E N D A

ROLES

Facilitator: Scott Pearson
Timekeeper: Sandy Dean

Recorder: Laura Fisher
Process Checker: Deborah Stipek

Board Members	
Officers: Mark Kushner, CEO Judy Wade, Vice Chair Laura Fisher, Secretary Joanne Weiss, At Large	Scott Pearson, Chair Sheryl Sandberg, Treasurer Richard Cohn, At Large Trinidad Pizano, Student
Members: Helen Bellamy, Parent Jeffrey Faucette Beth Hollenberg Deborah Stipek Heather Hiles	Sandy Dean Kandle Fraser, Teacher Joan Lonergan Guadalupe Valdés
Members-Elect: Rich Stowell, Teacher	
Non-Board Committee Members: Kristin Richmond	Renuka Kher

Item	Objective	Process	Person Leading	Documents	Clock Time	Time
Welcome, Agenda Check, Celebrations and Public Hearing	Introductions; Confirm agenda and roles; Conduct Celebrations; Also, any member of the public wishing to address the board on an item not on the agenda may do so now	Discussion and Agreement Whip	Facilitator Led	None	2:00 – 2:02	2 min
Closed Session	Discuss personnel	Discussion	Mark	None	2:02 – 2:58	56 min
Report out of Closed Session	To report the previously discussed item	Presentation	Scott	None	2:58 – 2:59	1 min
Process Check	To continually reflect and improve meetings	Process checker report “Plus/Delta” Chart	Process Checker	None	2:59 – 3:00	1 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