

LEADERSHIP PUBLIC SCHOOLS, INC.

SPECIAL MEETING OF THE BOARD OF TRUSTEES, LITIGATION SUBCOMMITTEE

Wednesday, June 15, 2005

11:00 am – 12:00 pm

Will take place at:

Alameda County Office of Education
313 West Winton Avenue Room S2
Hayward, CA 94544-1136

Doug Gneiser will be calling in from 350 Vandenberg St., Peterson AFB, CO, 80920

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

Richard Cohn will be calling in from 217 San Marino Drive, San Rafael, CA 94901

Scott Pearson will be calling in from 40 Norman Way, Tiburon, CA 94920

Open Session Conference Call Number is: 712.824.4500
Participant Access Code: 87643

A G E N D A

ROLES

Facilitator: Scott Pearson
Recorder: Doug Gneiser

Timekeeper: Richard Cohn
Process Checker: Mark Kushner

ITEM	OBJECTIVE	PROCESS / DECISION PROCESS	PERSON	CLOCK TIME	TIME ALLOWED
Open Session	Welcome/agenda	Discuss agenda	Facilitator Led	11:00- 11:05	5 min
Closed Session	Conference with legal counsel -- anticipated litigation -- initiation of litigation (one potential case)	Status report, discussion, and decision on next steps	Facilitator Led	11:05 – 11:55	50 min
Open Session	Report out closed session	Report	Facilitator- led	11:55- 11:58	3 min
Process check	Improve future meetings	Process checker report out	Facilitator- led	11:58- 12:00	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