

## DIRECTIONS to HARTFORD OFFICE One Constitution Plaza, Hartford, CT

### FROM I-91, HEADING NORTH INTO HARTFORD:

Exit 29A (Capitol Area, exit is to left). Merge onto Whitehead Highway and take first exit on right (Columbus Boulevard). Turn right onto Columbus Blvd., proceed .3 miles to State Street. Turn left onto State Street and proceed one block to Market Street. Turn right onto Market Street and proceed .1 miles to Kinsley Street. Turn right onto Kinsley Street and enter second parking garage on right marked Kinsley Street South Garage.

### FROM I-91, HEADING SOUTH INTO HARTFORD:

Exit 31 (State St.). At 2nd light, turn right onto Market St. Turn right at next light onto Kinsley Street. Enter second parking garage on right marked Kinsley Street South Garage.

### FROM I-84, HEADING EAST INTO HARTFORD:

Exit 50 (Main St.). Go through 2 lights. At the 3rd light, turn right onto Market St. At 2nd light turn left onto Kinsley Street. Enter second parking garage on right marked Kinsley Street South Garage.

### FROM I-84, HEADING WEST INTO HARTFORD:

Exit 54 (Downtown Hartford). Cross Founders Bridge/CT River. Proceed through light at end of bridge. At next light turn right onto Market Street. Take right at next light onto Kinsley Street. Enter second parking garage on right marked Kinsley Street South Garage.

### ENTRY TO ONE CONSTITUTION PLAZA LOBBY:

From parking garage, access One Constitution Plaza Lobby via P4 level, reached by stairwell (located in center of garage) or elevator (located on Kinsley St. side). Shipman & Goodwin LLP sign is located at lobby entrance. Sign in at the registration desk in Lobby. Take elevator labeled "Shipman & Goodwin" to 19th Floor reception area.

### PARKING:

Parking will be provided if you park in the KINSLEY ST. SOUTH GARAGE. Please bring your parking ticket with you for validation.

If you are using a GPS, you should enter the intersection of Kinsley Street and Market Street rather than the actual building address.

## ABOUT OUR SCHOOL LAW PRACTICE GROUP

The collective scope of experience of Shipman & Goodwin's School Law practice is evident in the number of clients who rely on us, and how often we're called upon as an authority in education law. Our School Law attorneys represent over 100 local and regional school districts throughout Connecticut and in neighboring states. We also represent numerous private schools, colleges and universities statewide. We are able to combine our extensive education law experience with the resources of a large firm to provide the highest quality legal assistance promptly and cost-effectively.

To learn more, visit our school law site:

[www.ctschoolaw.com](http://www.ctschoolaw.com)



One Constitution Plaza  
Hartford, CT 06103-1919  
860-251-5000

300 Atlantic Street  
Stamford, CT 06901-3522  
203-324-8100

1133 Connecticut Avenue NW  
Washington, DC 20036-4305  
202-469-7750

289 Greenwich Avenue  
Greenwich, CT 06830-6595  
203-869-5600

12 Porter Street  
Lakeville, CT 06039-1809  
860-435-2539

[www.shipmangoodwin.com](http://www.shipmangoodwin.com)



## A Legal and Practical Guide to the Board of Education Meeting

*A Complimentary Seminar  
for Superintendents and  
Board of Education Members  
sponsored by the  
School Law Practice Group*

**Thursday, December 12, 2013  
5:30 pm - 8:00 pm**

*One Constitution Plaza  
Hartford, Connecticut*

# A Legal and Practical Guide to the Board of Education Meeting

*Presented by Shipman & Goodwin's School Law Practice Group*

# Registration Form

*Registration is on a first-come, first-served basis*

## About the Workshop

Whether it is held once a month, twice a month or more often, the Board of Education meeting is often where the most critical work of a Board takes place. And even for experienced members, successfully navigating a BOE meeting means avoiding the traps and pitfalls of the Freedom of Information Act, Robert's Rules of Order, and Board bylaws and procedures.

Please join us on December 12th as members of the Shipman & Goodwin School Law Practice Group provide guidance to Superintendents and Board members, experienced and newly elected, about successfully conducting - and surviving - a Board of Education meeting.

Workshop topics will include:

- Developing and following meeting agendas
- Freedom of Information Act
- Robert's Rules of Order
- Effective Board governance
- Meeting conduct

**Hors d'oeuvres and beverages will be served.**

## DECEMBER 12th - HARTFORD

Where: One Constitution Plaza  
Hartford, CT 06103

Time: 5:30 PM to 8:00 PM

5:30 - 6:00 PM - Registration  
and hors d'oeuvres  
6:00 - 8:00 PM - Workshop

Register: <http://shipmangoodwin.com/rsvp.aspx?Show=10828>

## Speakers



**Thomas B. Mooney**

860-251-5710

[tmooney@goodwin.com](mailto:tmooney@goodwin.com)



**Gary R. Brochu**

860-251-5705

[gbrochu@goodwin.com](mailto:gbrochu@goodwin.com)

Each participant is invited to bring a guest(s) to the workshop. When registering, please register your guest(s) as well. You may also register online by clicking on December 12th on the Events Tab at [www.shipmangoodwin.com](http://www.shipmangoodwin.com).

You may register online by clicking on the Events Tab and on December 12, or you may fill out the following registration form. Please register any guests who plan on attending as well.

No. Attendees: \_\_\_\_\_

Name(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel: \_\_\_\_\_

E-mail(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please return your completed registration form to:

### SHIPMAN & GOODWIN LLP

Marketing Department

Attn: Jade Tarca

One Constitution Plaza

Hartford, CT 06103-1919

Tel: (800) 585-0331 Fax: (860) 251-5214

E-mail: [jtarca@goodwin.com](mailto:jtarca@goodwin.com)