

**Thursday, December 15, 2011**

**DIRECTIONS TO  
OUR HARTFORD OFFICE  
One Constitution Plaza  
Hartford, CT 06103-1919  
(860) 251-5000**

**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.



**SHIPMAN & GOODWIN** LLP®  
COUNSELORS AT LAW



## **I've Been Elected Board Chair— Now What?**

**Guidance on the Unique  
and Challenging Role of the Board  
of Education Chairperson**

*A Complimentary Seminar for  
Superintendents and Board Chairpersons  
presented by the School Law Practice Group*

**Thursday, December 15, 2011**

**5:30 p.m. - 8:00 p.m.**

**Hartford, Connecticut**

*I've Been Elected Board Chair—Now What?*

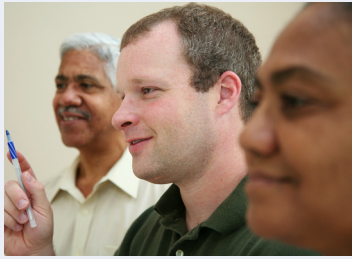
# I've Been Elected Board Chair—Now What?

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

# Free Registration

Registration required: space is limited so please register by December 8th.

## About the Workshop



Being the Chairperson of a Board of Education is one of the most challenging of

elected offices. Board Chairs are expected to ensure that their Boards of Education do not run afoul of statutory requirements, run meetings effectively and in compliance with procedural guidelines, maintain order and foster collaboration among members of the Board, work cooperatively with the Superintendent of Schools and, on top of all that, improve the school district's student achievement, all as an unpaid volunteer.

School law attorneys Tom Mooney and Gary Brochu will discuss the various aspects and unique responsibilities of the role of Board Chairperson, and offer guidance as to how to become an effective Board Chair.

## Workshop Topics

Some of the topics that will be addressed are:

- Robert's Rules of Order
- Conducting a Board Meeting
- Chairperson-Superintendent Relations
- Freedom of Information
- Developing an Agenda
- Public Participation at Meetings
- Board Member Conduct

**Light hors d'oeuvres and beverages will be served.**

Please register online at: [www.shipmangoodwin.com](http://www.shipmangoodwin.com). On the homepage under events, click on "I've Been Elected Board Chair—Now What?"

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

**Hartford:** One Constitution Plaza

**DATE:** December 15, 2011  
Shipman & Goodwin LLP

**TIME:** 5:30 PM to 8:00 PM  
5:30 - Registration & Refreshments  
6:00 - 8:00 - Seminar and Q&A

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Register online at [www.shipmangoodwin.com](http://www.shipmangoodwin.com), or fax registration above to Kelly Sweeney at (860) 251-5214.**