

**Hartford Board of Education
Special Meeting – Tuesday, September 5, 2007
MHIS Conference Room – 260 Constitution Plaza
Hartford, Connecticut**

MINUTES

I. Opening – 8:30 a.m.

At 8:44 a.m. Mayor Perez called the meeting to order. A quorum was present.

<u>Present:</u> Honorable Mayor Eddie A. Perez, Chair Ms. Ada Miranda, First Vice Chair Mr. David MacDonald, Secretary Ms. Andrea Comer Mr. Israel Flores Ms. Elizabeth Brad Noel Ms. Pamela Richmond Ms. Sharon Patterson-Stallings	<u>Absent:</u> Mr. Luis Rodriguez-Davila
Superintendent Steven Adamowski	

II. Work Session

1. Reform Governance in Action Site Visit

The Hartford Public Schools is one of six districts selected by the Center for Reform of School Systems (CRSS) to participate in Reform Governance in Action (RGA). RGA is a comprehensive two-year training program for school boards and superintendents. The goal of the RGA program is to dramatically improve student achievement and eliminate the achievement gap by cultivating effective reform leadership.

Julian Trevino and Don McAdams, CRSS consultants, continued to lead the Board and senior management staff in the work session. The consultants reiterated that the work plans have to be ready for the next site visit, October 17-18.

As discussed at the previous day's work session, a work plan has to be developed for Board Meetings and Committees. The goal of the board is to develop, adopt, and implement a highly effective and institutionalized system of board meetings and committees that enables the board to focus more time on reform leadership and student achievement. The deliverables are as follows.

1. A board meeting and committees policy (or policies) that includes:
 - A description of the (monthly) cycle of steps required for the conduct of regular business meetings of the board, including agenda preparation and review;
 - A code of conduct or set of ground rules for board meetings;
 - An "opening statement" to be read publicly at the beginning of board meetings;

- A protocol for the conduct of board meetings, including order of business, agenda format, superintendent reports, other regularly scheduled items, consent agenda, public comment, and emergency items;
 - The structure and process for all committees (ad hoc, standing, and committees of the whole) including name, purpose, membership selection, attendance, minutes, reports, etc.
2. A commitment to increase the time spent at board meetings on student achievement and reform leadership issues and the creation of system to track and monitor how the board uses its time.
 3. A staff-created system to track and monitor staff time required for preparation of and participation in board meetings.

The Board and Superintendent Adamowski created committees to develop work plans to meet the deliverables of all three areas: Core Beliefs, Constituent Services, and Board Meetings and Committees. As decided the previous day, the Board's standing Policy Committee, though not bound to the October 17 deadline, will review the current policy manual to ensure it is up-to-date, consistent, and well organized. The members of each committee are listed below.

Core Beliefs Committee

Pamela Richmond
Israel Flores
David MacDonald

Assigned Staff: Penny MacCormack and James Thompson

Constituent Services Committee

Sharon Patterson-Stallings
Andrea Comer
Israel Flores
Pamela Richmond

Assigned Staff: Robyn Belek and Marta Bentham or Jackie Hardy

Board Meetings and Committees

Brad Noel
Andrea Comer
David MacDonald
Sharon Patterson-Stallings

Assigned Staff: LaVerne Terry

Policy Committee

Brad Noel
Andrea Comer
Ada Miranda

Assigned Staff: Sandy Cruz-Serrano, Ann Bird, and Ebbie Parsons

It was decided that each committee would report back at the October 2 informational meeting.

III. Executive Session

A quorum was present.

<u>Present:</u> Ms. Ada Miranda, First Vice Chair Mr. David MacDonald, Secretary Mr. Israel Flores Ms. Elizabeth Brad Noel Ms. Pamela Richmond Ms. Sharon Patterson-Stallings	<u>Absent:</u> Honorable Mayor Eddie A. Perez, Chair Ms. Andrea Comer Mr. Luis Rodriguez-Davila
Superintendent Steven Adamowski	

At 2:22 p.m., Ms. Noel made a motion to enter into Executive Session to discuss The Learning Corridor contract and personnel items; Mr. Flores seconded the motion. The motion was approved unanimously by a voice vote.

IV. Adjournment

The meeting adjourned at 3:15 p.m.