

**AGENDA**

**ITEM # 13**

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**Minutes**

**Special Meeting – June 7, 2011**

Pursuant to notice filed with the Secretary of the State, the Hartford Board of Education (hereinafter "Board") met on Tuesday, June 7, 2011. The meeting was held at Classical Magnet School, 85 Woodland Street, Hartford, Connecticut 06105.

**I. Call to Order**

6:14 p.m. Mr. MacDonald called the meeting to order. A quorum was present.

<p><u>Present:</u> Mr. David MacDonald, Chair Ms. Pamela Richmond, Vice Chair Ms. Lori L. Hudson, Second Vice Chair Ms. Elizabeth Brad Noel Ms. Ada Miranda Mr. Robert Cotto, Jr.</p>	<p><u>Absent:</u> Ms. Sharon Patterson-Stallings, Secretary Mr. Israel Flores Mr. Luis Rodríguez-Dávila</p>
<p>Superintendent Steven Adamowski</p>	

**II. Workshop Session**

A. Introductory Remarks – Dr. Christina Kishimoto

Dr. Kishimoto welcomed the Board and audience. She explained that the School Governance Council (SGC) was implemented in Hartford a couple of years ago under the leadership of Mr. De La Paz. Hartford was the first district implementing SGC and the State is looking at Hartford's model to implement SGC statewide. Dr. Kishimoto introduced Ms. Carmen Sierra, School Governance Council facilitator, who led the presentation.

B. Annual Review of 2010-11 School Governance Councils and Recommendations for Next Year

**Purpose of Board of Education SGC Annual Review**

**Reporting & Oversight:** Hartford Board of Education shall conduct an annual forum with SGC co-chairs to assess the implementation of the district School Governance Council Policy.

**Overview of 2010 SGC Recommended Modifications**

1. Capacity to monitor for compliance
2. Adjustment to training approach
3. Communication between central office and SGCs
4. Adapting to CT law

## **Update of 2010 SGC Recommended Modifications**

1. Created a compliance system to monitor progress
  - Process of member selection
  - Membership make-up
  - Roles and Responsibilities
  - Training
  - Attendance/Meetings
2. Training
  - Utilized central office staff expertise to provide content-knowledge training to SGC members and Leadership Greater Hartford (LGH) Content Coaches
  - Collaborated with LGH Content Coaches to deliver make-up training sessions as needed
  - Worked with the LGH, Deputy Chief Financial Officer, Director Family Services and Ombudsman; and MHIS in developing a Hartford Public School on-line budget instruction for SGC members to access on-line
3. Improved communication
  - Conducted school site visits
  - Reached out to principals / members to provide technical assistance and guidance
  - Tracked emails / phone calls / follow up
  - Posted SGC information on the website
  - Submitted SGC articles to CABE, Elementary schools, and Achieve Highlights newsletter
  - Shared Hartford SGC Model with State SGC Steering Committee
4. Adapting to CT SGC law
  - Working with four low performing schools identified by the state to ensure CT SGC compliance by November 11, 2011
  - Met with the committee chair of parent involvement to review SGC policy to begin the process of modifying the district SGC policy to include state requirements

## **11 SGCs implemented in 10/11 school year**

1. Annie Fisher STEM
2. Betances Early Reading Lab
3. Burr Elementary
4. Clark Elementary
5. Dwight/Bellizzi Asian Studies
6. Maria Sanchez Elementary
7. Martin Luther King
8. Mary Hooker Magnet
9. Milner Core Knowledge
10. Rawson Middle Grades
11. Weaver Journalism & Media

## SGC Compliance of 40 Schools

## **Membership Make-up and Selection/Election Process with PTO/PO**

District-Wide

Parents	Teachers/Staff	Community	Students	Total	Membership Compliance
193	137	44	12	378	22 schools or 55%

\* Increase of 113 members from last year's independent evaluation from Achieve Hartford

Selection/Election Process conducted with PTO/PO

# of PTO/PO's	Selection/Election Process with PTO/PO	Selection of Parents by Parents
37	26	22

**School Governance Council Training 2010/11**

Training	Date	Parents	Teachers/Staff/ Community	Students	Total
SGC Team Building (Leadership Greater Hartford)	11/08/10	40	35		75
SGC Roles & Responsibilities (Central Office)	11/15/10	28	32		60
Budget Training (Central Office) (Central Office) (Central Office) (Central Office)	1/04/11 1/19/11 2/11/11 2/14/11 2/17/11	23	38	1	62
HPOC and SGC Networking and Informational Session (Central Office)	3/22/11	26			26
School Accountability Plan (Central Office) (Leadership Greater Hartford)	4/20/11 4/28/11	36	51		87
School Compact (Central Office) (Leadership Greater Hartford)	5/11/11 5/23/11	25	28		53
<b>Total Trained</b>		<b>178</b>	<b>184</b>	<b>1</b>	<b>363</b>

**Others trained: HPOC Parent Members – 34, Process/Content Coaches/Principals – 115  
 Grand Total Trained with Others: 512**

SGC Compliance of 40 Schools  
**Core Responsibilities 1, 2, 6**

1. School Accountability Plan Review

# of Schools in Compliance	# of Schools Non-Compliance
33 or 83%	7 or 17%

**Increase of 13 schools from last year's independent evaluation from Achieve Hartford**

2. Budget Approval

# of Schools in Compliance	# of Schools Non-Compliance
37 or 93%	3 or 7%

**Increase of 10 schools from last year's independent evaluation from Achieve Hartford**

6. Compact Annual Review

# of Schools in Compliance	# of Schools Non-Compliance
30 or 75%	10 or 25%

**Increase of 6 schools from last year's independent evaluation from Achieve Hartford**

**Challenges – 2010/11 School Year**

- School Administrators submitting information and meeting deadlines on time
- Documenting outcomes of meetings/attendance
- Process of selection/election of members & principal vacancy
- Selecting members prior to the end of year to receive appropriate training
- Adhering to the SGC timeline to ensure roles & responsibilities are met on time
- Increasing parents' participation in the climate survey via parent forums

**Recommendations for Next Year**

- a. Use technology to facilitate a format for principals/co-chairs to accurately record attendance, minutes, school accountability plan and compact review/approval for compliance
- b. Increase SGC membership according to state requirements for all low performing schools identified by the state by November 11, 2011

- c. Continue to collaborate with central office staff to provide adequate Principal Selection training and support
- d. Collaborate with central office staff and principals to strategize on how to increase parent responses in climate survey
- e. Create training for parent co-chairs to help them understand their role, prepare agenda and conduct meetings
- f. Work with the committee chair of parent involvement and committee to review and modify district policy to include state requirements

C. Open Dialogue between the Board of Education and Co-Chairs

Co-chairs started discussion and shared their experience as members of governance councils.

**III. Business Agenda**

**A. Executive Session (Collective Bargaining)**

**Mr. MacDonald accepted a motion to enter into Executive Session; Ms. Miranda seconded the motion.**

**The motion passed unanimously by a voice vote.**

<p><u>Present:</u>          Mr. David MacDonald, Chair          Ms. Pamela Richmond, Vice Chair          Ms. Lori L. Hudson, Second Vice Chair          Ms. Elizabeth Brad Noel          Ms. Ada Miranda          Mr. Robert Cotto, Jr.</p>	<p><u>Absent:</u>          Ms. Sharon Patterson-Stallings, Secretary          Mr. Israel Flores          Mr. Luis Rodríguez-Dávila</p>
<p>Superintendent Steven Adamowski</p>	

The executive session adjourned at 8:00 p.m. A quorum was present.

1. Proposed Collective Bargaining Agreement – The Buildings and Grounds Supervisors – Local 818 of Council #4, AFL-CIO, AFSCME; effective July 1, 2011 through June 30, 2014 (Supt. et al)

That the Board of Education approves the proposed Collective Bargaining Agreement with The Buildings and Grounds Supervisors, Local 818 of Council #4, AFL-CIO, AFSCME. The Parties reached a tentative agreement on May 5, 2011, and the membership of the bargaining unit ratified the tentative agreement by proxy on May 5, 2011.

**Ms. Miranda made a motion; Ms. Noel seconded the motion.**

**The motion passed unanimously by a voice vote.**

2. Approval of ED042 Submittal – Capital Preparatory Magnet School - Phase 4 (Supt. et al)

The Hartford Board of Education approves the final plans and authorizes the architects to submit the documents for the program grade range adjustment phase 4 for Capital Preparatory Magnet School, to the Bureau of School Facilities for their review and approval.

**Ms. Noel made a motion; Ms. Miranda seconded the motion.**

**The motion passed unanimously by a voice vote.**

**IV. Adjournment**

The meeting adjourned at 8:10 p.m.