

HAMPTON BOARD OF EDUCATION  
HAMPTON CT 06247  
AD HOC COMMITTEE ON JOB DESCRIPTIONS  
SPECIAL MEETING MINUTES  
Thursday, May 10, 2018  
3:30 PM  
Hampton Elementary School Media Center

1. Call to Order  
The meeting was called to order at 3:35. Present were Board of Education members Rose Bisson and Maryellen Donnelly, Superintendent Frank Olah, and Teachers Ann Folan and Deb Leavens.
2. Audience for Staff and Citizens  
None
3. Review of Minutes May 2, 2018  
No changes were made.
4. Discuss Revisions to Draft Teacher Job Description  
No changes were made to the draft. It will be sent to the Board of Education for approval.
5. Discuss Revisions to Draft Special Education Teacher Job Description  
The draft was revised and will be sent to the Board of Education for approval.
6. Discussion of Need for Additional Special Services Job Descriptions  
A job description for School Counselor will be written next.
7. Next Steps and Agenda Planning  
Superintendent Olah will ask the Principal and the School Counselor if they have a job description for school counselor. In addition to the current participants on the committee, the Principal and School Counselor will be invited to the next meeting which will be held on Wednesday, June 13 at 3:30.
8. Adjournment  
The meeting adjourned at 4:50.

Respectfully submitted,  
Maryellen Donnelly