

HAMPTON BOARD OF EDUCATION  
HAMPTON CT 06247  
AD HOC COMMITTEE ON JOB DESCRIPTIONS  
SPECIAL MEETING MINUTES  
Thursday, April 12, 2018  
3:30 PM  
Hampton Elementary School Media Center

1. Call to Order  
The meeting was called to order at 3:40. Present were Board of Education members Rose Bisson and Maryellen Donnelly, Superintendent Frank Olah and Teacher Ann Folan. (Ann left at 4:15.)
2. Audience for Staff and Citizens  
None
3. Select Ad Hoc Committee Chair and Recording Secretary  
Maryellen volunteered to serve as chair and recording secretary.
4. Review of Minutes February 15, 2018  
No changes were made.
5. Template
  - A. Review of Formats on Shared Documents  
Ann provided job descriptions from other school districts.
  - B. Decision on Use of Template  
The format for the board approved administrators' job descriptions will be used with headings changed as needed.
6. Teacher
  - A. Categorize Roles and Responsibilities  
Maryellen read wording from Hampton's policies that might be incorporated into the job descriptions of teacher and special education teacher. Discussion was held on the scope and authority of a teacher.
  - B. Begin Draft  
Work began on writing a teacher's roles and responsibilities.
7. Special Education Teacher
  - A. Categorize Roles and Responsibilities  
Discussion was held on the role of various personnel to carry out district policies.
  - B. Begin Draft  
Tabled.

8. Discussion of Need for Additional Special Services Job Descriptions  
Tabled

9. Next Steps and Agenda Planning

Maryellen will distribute a draft document based on work discussed and suggestions for adapting the chosen format. The date and time of the next meeting was not finalized.

10. Adjournment

The meeting adjourned at 5:23.

Respectfully submitted,

Maryellen Donnelly