

HAMPTON BOARD OF EDUCATION
HAMPTON CT 06247
AD HOC COMMITTEE ON JOB DESCRIPTIONS
SPECIAL MEETING MINUTES
Wednesday, June 13, 2018
3:30 PM
Hampton Elementary School Media Center

1. Call to Order
The meeting was called to order at 3:36. Present were Board of Education members Rose Bisson and Maryellen Donnelly, Teacher Ann Folan and School Counselor Laura Sorel.
2. Audience for Staff and Citizens
None
3. Review of Minutes May 10, 2018
No changes were made.
4. Revision of Teacher &/or Special Education Job Description if needed
No revisions are needed. The Board of Education approved the job descriptions.
5. Write a draft job description for School Counselor
Those present read previous job descriptions and a list of current practices and discussed content for a draft job description.
6. Next Steps and Agenda Planning
Maryellen will create the draft and distribute it for review before the end of the school year. The next meeting will be held Thursday, September 13 at 3:30 PM.
7. Adjournment
The meeting adjourned at 4:42.

Respectfully submitted,
Maryellen Donnelly