

HAMPTON BOARD OF EDUCATION  
HAMPTON CT 06247  
AD HOC COMMITTEE ON JOB DESCRIPTIONS  
MEETING MINUTES  
Thursday, February 15, 2018  
4:00 PM  
Hampton Elementary School Media Center

1. Call to Order  
The meeting was called to order at 4:13. Present were Board of Education members Rose Bisson, Maryellen Donnelly and Stacie Ropka. Also in attendance were teachers Ann Folan and Deb Leavens, and CEA Uniserve Representative Steve Ozga.
2. Review of Charge-Revise Job Descriptions  
The ad hoc committee will begin with job descriptions for teacher and special education teacher and then review other job descriptions.
3. Audience for Staff and Citizens  
Deb Leavens stated that the Hampton Education Association would like to have input into the teacher job descriptions.
4. Discuss methods, procedures, and responsibilities  
Rose will ask superintendent Olah for the source materials used to develop the job descriptions for teacher and special education teacher that he shared at the February 7 Board of Education meeting.  
Maryellen will ask Business Coordinator Sally Lehoux for the job descriptions on file for Superintendent, Director of Human Resources, Director of Pupil Personnel, Principal and Business Manager.  
Stacie will look for policies that inform up-to-date teacher job descriptions.  
Materials received will be forwarded to the committee and HEA.  
Prior to the next meeting, the committee will review materials with consideration of a template that will impart format consistency for job descriptions at HES. The committee will also specify categories of teacher responsibilities. The teachers were asked to review the materials and to help describe subcategories currently listed under instruction.
5. Next agenda planning  
Choose a chair for the committee.  
Develop a template for job descriptions at HES.  
Categorize the roles and responsibilities of a teacher and special education teacher.  
Write a draft of a teacher job description.
6. Adjournment  
The meeting adjourned at 5:04.

Respectfully submitted,  
Maryellen Donnelly