

HAMPTON BOARD OF EDUCATION
HAMPTON CT 06247
AD HOC COMMITTEE ON JOB DESCRIPTIONS
SPECIAL MEETING MINUTES
Friday, January 18, 2019
3:30 PM
Hampton Elementary School Media Center

1. Call to Order
The meeting was called to order at 3:34. Present were Board of Education members Rose Bisson and Maryellen Donnelly, Superintendent Frank Olah, Principal Sam Roberson, Teacher Linda Sanchini and School Nurse, Beverly Danielson.
2. Audience for Staff and Citizens
None
3. Review of Minutes October 19, 2018
No changes were made.
4. Writing of School Nurse Job Description
Those present completed a draft school nurse job description using a comprehensive document about the qualifications, responsibilities and roles of school nurses and placing items in the format used by the district for job descriptions.
5. Next Steps and Agenda Planning
Maryellen will record changes and distribute the edited document to those present for review. It is expected that the final draft will go to the Board of Education during February. An agenda was not set for a future meeting.
6. Adjournment
The meeting adjourned at 4:10.

Respectfully submitted,
Maryellen Donnelly