

Hampton Board of Education
380 Main Street
Hampton, CT 06247

Ad Hoc Job Description Committee
Special Meeting
October 26, 2022
2:30 PM
Superintendent's Office

Minutes

1. Call to Order
The meeting began at 2:38. Those in attendance were Superintendent Dr. Sarli and ad hoc committee members Rose Bisson, Maryellen Donnelly and Diane Gagnon (3 PM).
2. Audience for Citizens and Staff
Board of Education members Juan Arriola and David Halbach asked questions about the development of the draft job description and were provided the current draft and the draft that the executive assistant wrote and provided to Superintendent Olah on April 7, 2022.
3. Discussion of the revisions of the executive assistant job description
 - Remove physical examination from Pre-employment requirements.
 - Ask the board attorney about "Ability to physically perform tasks..." listed under Minimum Qualifications.
4. Next Agenda Planning
 - update executive assistant job description based on information from board attorney
 - review revisions suggested during audience for citizens and staff
5. Audience for Citizens and Staff
Board members provided notes to review about the draft under discussion.
6. Adjournment
The meeting adjourned at 3:23.

Respectfully submitted,
Maryellen Donnelly