

HAMPTON BOARD OF EDUCATION  
HAMPTON, CT 06247

**ADMINISTRATIVE MODEL COMMITTEE DRAFT MINUTES**

**WEDNESDAY, JULY 13, 2011**

**5:30 PM**

**HAMPTON ELEMENTARY SCHOOL LIBRARY/MEDIA CENTER**

1. CALL TO ORDER

Rose Bisson called the meeting to order at 5:33. Chair Rose Bisson, Catherine Wade, and Maryellen Donnelly were in attendance.

2. AUDIENCE FOR CITIZENS

Two members of the audience asked questions, which Chair Rose Bisson answered. Asked what the committee was about, Rose Bisson explained the current administrative configuration and the procedure the committee is using to examine administrative models for Hampton. Asked what schools are being examined, Rose Bisson answered that the district is currently one school. Asked if more staff will be added, Rose Bisson answered that is yet to be determined. Asked who is in charge when the principal/superintendent is absent under the current administrative model, Rose Bisson stated that a teacher is in charge when the superintendent/ principal is absent and the superintendent/ principal is available by phone. When absent for longer periods of time, a substitute superintendent can be hired from a list currently in place. It was expressed that having one administrator limited the possibility of eliminating or shortening February vacation (due to many prior snow days) because the administrator had plans (as well as many staff). If the district had more than one administrator, one might have been available. Asked if the financial position requires certification, Rose Bisson stated that the position of Business Manager has specific certification and that HES has a business coordinator for which there is no certification. Asked if it was possible to share services as had been done under Central Office, Rose Bisson explained that the four district Central Office does not exist. She further stated that the BOE is examining all possibilities at sharing resources. The audience left the meeting at 6:03.

3. DISCUSSION OF ADMINISTRATIVE MODELS

The committee members in attendance reviewed a job description for Business Manager.

4. ADJOURNMENT

Chair Rose Bisson adjourned the meeting at 6:50.

Respectfully submitted,

Maryellen Donnelly