

**HAMPTON BOARD OF EDUCATION
HAMPTON, CT 06247**

ADMINISTRATIVE MODEL COMMITTEE DRAFT MINUTES

**WEDNESDAY, MAY 18, 2011
11:00 AM
HAMPTON TOWN HALL/COMMUNITY ROOM**

- 1) Elect Chair; appoint recording secretary
Maryellen Donnelly nominated Rose Bisson to be chair, Ann Gruenberg seconded. The decision was unanimous.
Ann Gruenberg nominated Maryellen Donnelly to be recording secretary, Catherine Wade seconded. The decision was unanimous.
- 2) Discuss scope of the committee's work
The committee will present the following to the Board of Education (BOE) at its regular May meeting to clarify the committee's understanding of the charge by the BOE.

The task of this committee is to investigate and report to the Board of Education a variety of structures for administration of a small rural school district.

- **The investigation will include, but not be limited to, the following:**

**Define roles and functions of
Superintendent
Director of Special Services
Business Manager
Human Resources
Principal
Vice Principal**

- **Define models in terms of the functions of the above**
 - **List pros and cons of each model in terms of a small rural district**
 - **Estimate costs of models**
 - **Elicit, receive and consider public input**
- 3) Discuss structure of meetings
Meetings will be held during day and evenings hours in places to be announced.

Written input can be provided to the committee through the chairperson, Rose Bisson. Audience for citizens will be at the end of each meeting.

4) Plan investigation of administrative models

Committee members initially will:

- Research roles and functions of positions listed in 2.
- Combine results of research.
- Identify responsibilities important for small rural school districts
- Identify administrative structures that meet needs

5) Plan procedures for public input about administrative models

All meetings will be held in public and will have an audience for citizens.

Meetings dedicated to public input will be set following the next BOE meeting and posted through Town Hall as well as at public locations in town.

6) Audience for citizens

None

The meeting adjourned at 12:48.

Respectfully submitted,

Maryellen Donnelly