

Accepted: 2/28/2013
Voted: 4 - 0 - 0

MEETING MINUTES OF ASHFIELD PERSONNEL BOARD

Thursday, February 21, 2013

Members Present: Ricki Carroll (finance committee liaison); Paullette Leukhardt (select board liaison); Priscilla Phelps, Beverly Chow, and Dave DeHerdt, Chair

Dave called the meeting to order at approximately 6:38 PM.

Dave announced ~~that~~ he was recording the meeting.

1. Approval of Minutes: Dave presented the open meeting minutes of February 14, 2013, for acceptance. Amendment made to correct date of minutes. Priscilla moved the Board accept the minutes of February 14, 2013 as amended. Beverly seconded. The motion passed unanimously.
2. Personnel Policies and Procedure Manual: The Board discussed the status of the changes to original pp. 1-4 of the Personnel Policies and Procedure Manual. Additional changes were suggested and accepted to the "Introduction" and "General Responsibilities" sections. The Board then began its review of pp. 5-11 of the Manual. Individual members proposed numerous formatting and language changes. Dave will make the changes discussed and email to all members prior to next week's meeting.
3. Future Meetings: The Board agreed it would next meet on Thursday, February 28, 2013 at 6:30 p.m.

There being no other business before the ~~Board~~ Board, motion was made and seconded to adjourn the meeting. The vote in favor was unanimous.

Dave adjourned the meeting at approximately 9:25 PM.

Attached Documents:

1. Copy of Select Board Minutes for February 14, 2013.
2. Policies and Procedures Manual pp. 1-11.

Submitted by,

Dave DeHerdt