

Accepted: 3/7/2013

Voted: 3 - 0 - 0

MEETING MINUTES OF ASHFIELD PERSONNEL BOARD

Thursday, February 28, 2013

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

Priscilla called the meeting to order at approximately 6:48 PM.

Poullette announced ~~that~~ she was recording the meeting.

1. Approval of Minutes: Beverly presented the open meeting minutes of February ~~2021~~, 2013 for acceptance. Priscilla moved and Ricki seconded ~~that~~ the minutes be accepted as amended. The motion passed unanimously.
2. Personnel Policies and Procedure Manual: The Board discussed the status and changes of pages 1-11 of the Personnel Policies and Procedure Manual. Additional changes were suggested and accepted into the Introductory, General Responsibilities, Definitions, Personnel Records, Employment Practices and Physicals sections. Individual members proposed language changes, Poullette marked the changes ~~for Dave with her beautiful brand new, brightly colored magic markers and~~. Dave will make these changes on the master copy.
3. Future Meetings: The Board agreed it would next meet on Thursday, March 7th at 6:30 p.m.
4. There being no other business before the **B**oard, a motion was made and seconded to adjourn the meeting. The motion passed unanimously.

Pricilla adjourned the meeting at approximately 8:48 PM.

Submitted by,

Ricki Carroll