

Accepted: 3/21/2013

Voted: 3-0-2

MEETING MINUTES OF ASHFIELD PERSONNEL BOARD

Thursday, March 7, 2013

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

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

Paullette moved and Beverly seconded the motion for Priscilla to chair and Paullette to take the minutes. The motion passed unanimously.

Paullette announced she was recording the meeting.

1. Approval of Minutes: Paullette presented the open meeting minutes of February 28, 2013 for acceptance. Paullette moved and Beverly seconded the minutes be accepted as amended. The motion passed unanimously.
2. Personnel Policies and Procedure Manual: The Board discussed the Personnel Policies and Procedures Manual. Individual members recommended proposed language changes which were accepted into Section VII. Disciplinary Policy. Paullette marked the changes on the paper copy, and Dave will make these changes on the electronic master copy.
3. Future Meetings: The Board agreed it would next meet on Thursday, March 21st at 6:30 p.m. (There is no meeting planned for Thursday, March 14, 2013, no quorum available.)
4. There being no other business before the Board, a motion was made and seconded to adjourn the meeting. The motion passed unanimously.

Priscilla

~~Priscilla~~ adjourned the meeting at approximately 8:37 PM.

Submitted by,

Paullette Leukhardt