

**Norwood Personnel Board
Regular Meeting Minutes
October 27, 2010**

The regular meeting of the Norwood Personnel Board (PB) was called to order at 7:10 PM on Wednesday, October 27, 2010 in the Ryan Conference Room by David Hajjar, Chairman.

Present:

David Hajjar, Chairman
Anne Haley, Vice-chair
Willard (Will) Krasnow
Patterson (Pat) Riley
John (Jack) Taylor

Other Attendees:

None

Absent:

None

1. Meeting Minutes

A. September 15, 2010

Section 3 – in the motion to accept to adopt all changes, Paterson Riley’s last name is spelled wrong. (Pat Riley)

On a motion by Anne Haley and seconded by Pat Riley, the September 15, 2010 meeting minutes were unanimously approved as corrected.

2. Meeting with School Committee

- A. Members were provided a copy of the 10/14/10 letter that accompanied the booklet of information given to and reviewed with the School Committee during their 10/20/10 meeting.
- B. Chairman Hajjar and Vice-chair Anne Haley attended the 10/20/10 School Committee meeting to see if there was interest in having the PB develop personnel policies that would also include School employees. Superintendent Hayden also provided sample copies of school personnel policies, which were also given to each PB member.
- C. Members were provided a copy of the 10/21/10 letter to the School Committee that requested written confirmation of their interest in having the PB develop an updated CORI policy and a new Workplace Tobacco Prevention policy. Chairman Hajjar spoke with Superintendent Hayden on 10/26/10 and he indicated that the PB should proceed with drafts of these 2 policies.

3. Position Description Reviews

- A. There are 2 random position descriptions selected by the HR Director that need to be reviewed and rated by the PB. Chairman Hajjar suggested we have a short separate meeting to complete this task.

