

**Please attend fragrance free**  
**Shutesbury Personnel Board Agenda**  
**1 Cooleyville Rd.**  
**Shutesbury, MA 01072**  
**7:00 p.m.**  
**Thursday, August 30, 2018**

Posted: 8/28/18  
At: 4:30pm  
By: Becky Torres



posted in accordance with the  
provisions of MGL30A, sec. 18-2

7:00pm Call to Order  
Review of agenda

Discussion Topics (*see below; normally taken in order listed*)

1. Personnel policy review
2. Review PAFs
3. Review Evaluation Schedule
4. Review Job Description Chart
5. Review Personnel Classification Grading System
6. Annual Report
7. Annual Calendar

*And any other issue not reasonably anticipated by the Chair of the Committee*  
Adjourn

Any other topics or walk-ins

Persons with chemical sensitivities are advised to call the ADA Coordinator as no meeting can be guaranteed to be 100% smoke/chemical/fragrance free.