

**ENFIELD BOARD OF EDUCATION
PERSONNEL SUBCOMMITTEE**

DATE: Thursday, January 14, 2010
TIME: 6:30 PM
PLACE: Board Conference Room
27 Shaker Road, Enfield, CT

Agenda:

1. Call to Order – Peter Jonaitis, Chair
2. Executive Session for:
 - a. Matter(s) Related to Personnel – Interview Candidate(s) for Human Resources Position
3. Return to Open Session
4. Review DRAFT Non-Union Business Office Job Descriptions for:
 - a. Bookkeeper
 - b. Accounting Supervisor
 - c. Payroll Accountant
5. Items from the Table
6. Adjournment

A quorum of the Board may be in attendance at this meeting.