**MONTACHUSETT REGIONAL VOCATIONAL TECHNICAL SCHOOL**

1050 Westminster St., Fitchburg, MA 01420 (978) 345-9200

**Subcommittee Meeting Notes**

**July 31, 2024, Culinary Conference Room**

**Policy Subcommittee Members:** Chair Diane Swenson (Ashburnham); Barbara Reynolds (Lunenburg); Jeffrey Raymond (Athol); Jada McConologue (Petersham); and Tammy Lajoie (Liaison).

**Attendance:** Whitney Marshall, Jada McConologue; Jeff Raymond, Diane Swenson, Tammy Crockett. From Administration: Tom Browne, Katy Whittaker, Julie Marynok. Absent: Barbara Reynolds.

Meeting called to order at 4:00 p.m.

**Minutes:** Motion to approve minutes for 4/11/24 by Jeff, seconded by Whitney. Unanimous.

**Legal Update**: None

**Policy JF – Admissions** – Needed for August School Committee meeting.

Discussion: Changes proposed were increase to 30 days from 10 days for notification of incomplete applications. Also, change in Scholastic Achievement criteria changed to A+ to C- (100-70) will score 25 points.

Motion: To approve and submit to the full August School Committee meeting policy JF for both first and second reading to allow submission in time to meet the deadline requirements of DESE. Motion by Jeff, seconded by Whitney. Unanimous.

**Policy BE – School Committee Meetings**

Discussion: To update Rules of Order to include Massachusetts General Laws and School Committee Policy in addition to Robert’s Rules of Order.

Motion: To approve and submit to the full August School Committee meeting policy BE for first reading. Motion by Jeff, seconded by Whitney. Unanimous.

Motion to Adjourn by Jeff, seconded by Whitney. Unanimous. Meeting adjourned at 4:30 p.m.

**Next meeting:**  To be determined.

Respectfully Submitted,

 *Diane Swenson*

 Diane Swenson, Chair