**MONTACHUSETT REGIONAL VOCATIONAL TECHNICAL SCHOOL**

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

**Subcommittee Meeting Notes**

**January 11, 2024, Culinary Conference Room**

**Policy Subcommittee Members:** Chair Diane Swenson (Ashburnham); Whitney Marshall (Barre); Sara Dilg (Royalston); Barbara Reynolds (Lunenburg); Jeffrey Raymond (Athol); Tammy Crocker (Liaison).

**Meeting Called to Order at 5:30 p.m. in the Culinary Conference Room.**

**Attendance:** Sara Dilg, Barbara Reynolds, Diane Swenson, Tammy Crocker. Absent: Whitney Marshall and Jeff Raymond.

**Motion to accept Meeting Notes from December 14, 2023, meeting by Barbara, seconded by Diane. Unanimous.**

**Legal Update**: None

Noted policies EFD, EFC, GDB, and GDBA will be on the February School Committee meeting for a second reading. Also, EFCA and GCBB-E will be approved for deletion as second time.

**Policy DA – Fiscal Management System and Policy DA-E EDGAR Grants Manual** were reviewed in detail. Sara had already made updates to the grammatical, punctuation corrections. Diane will check the formatting and send to the subcommittee for final review at the January 25th meeting.

Following policies were reviewed and updated. Diane will send updated policies to subcommittee before the 1/25 meeting with the intent of final review and approval for February School Committee meeting.

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| **Policy** | **Description** |
| DAB | Fiscal Responsibility of the School Committee |
| DBB | Fiscal Year |
| DBF | Budget Hearings and Reviews |
| DBI | Budget Implementation |
| DBJ | Budget Transfer Authority |
| DC | Borrowing Authority/Limitations |
| DD | Funding Proposals and Applications |
| DF | Revenues from Non-Tax Sources |
| DFF | Income from School Shop Sales and Services |
| DG | Depository of Funds |
| DGA | Authorized Signatures |
| DIE | Audits |
| DIF | Fraud Risk Assessment Policy |
| DJA | Purchasing Authority |
| DJE | Bidding Requirements |
| DJ/DJB | Purchasing/Purchasing Procedures |
| DK | Payment Policy |
| DKAB | Warrant Signatures |
| DN | School Property Disposal |

The following policies will be reviewed at the January 25 meeting for changes.

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| **Policy** | **Description** |
| DB | Annual Budget |
| DIBA | Performing Arts Center Revolving Account |
| DID | Inventories |
| DSIB | Revolving Accounts |
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Working Policy Manual Spreadsheet will be updated and sent to members prior to the January 25 meeting.

**Next meeting: Thursday, January 25, 2024, at 5:30 p.m. in the Culinary Conference Room, if available.**

**Motion to Adjourn**: by Barbara, seconded by Sara. Unanimous. Adjourned at 7:45 p.m.

Respectfully Submitted,

*Diane Swenson*

Diane Swenson, Chair