**MONTACHUSETT REGIONAL VOCATIONAL TECHNICAL SCHOOL**

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

**Subcommittee Meeting Notes**

**January 25, 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 5:35 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 January 11, 2024, meeting by Barbara, seconded by Sara. Unanimous.**

**Legal Update**: None

Policy DA : Latest draft reviewed, minor corrections made.

**Motion:** Approved to submit to full SC, by Barbara, seconded by Sara. Unanimous.

Policy DA-E: Latest draft reviewed; minor correction made.

**Motion:** Approved to submit to full SC, Policy DA-E by Barbara, seconded by Sara. Unanimous.

D Section policies were updated for format prior to the meeting with continued review. Upon review minor changes made where necessary to the individual policies.

**Motion:** Approved to submit to full SC, the following D Section policies Policy by Barbara, seconded by Sara. Unanimous.

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

GDB reviewed again after the first reading to provide some clarification. The changes are listed in Red to indicate the changes needed.

**Motion:** Approved with changes/clarifications to be submitted to the full SC at the February meeting, maintaining the status of second reading since the changes did not alter the intent or specifics of the policy by Barbara, seconded by Sara. Unanimous.

BIA – New School Committee Member Orientation was reviewed and updated for spelling.

**Motion:** Approved to present for first reading to the full SC at the February meeting by Barbara, seconded by Sara. Unanimous.

BIA-E School Committee Welcome Packet. Since the need to have provided to the new members of our committee, corrections foe grammatical and spelling was done. Update of the Member list will be completed prior to the SC meeting.

**Motion:** Approved with changes/updates as reviewed and discussed to be presented to the full SC for a first reading at the February meeting by Barbara, seconded by Sara. Unanimous.

Working Policy Manual Spreadsheet will be updated and sent to members prior to the January 25 meeting.

**Next meeting Tentative Scheduled for Thursday, February 15, 2024, at 5:30 p.m. in the Culinary Conference Room, if available.**

**Motion to Adjourn**: by Barbara, seconded by Sara. Unanimous. Adjourned at 7:05 p.m.

Respectfully Submitted,

*Diane Swenson*

Diane Swenson, Chair