**MONTACHUSETT REGIONAL VOCATIONAL TECHNICAL SCHOOL**

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

**Subcommittee Meeting Notes**

**October 23, 2024, Main Conference Room**

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

**Attendance:** Jada McConologue, Diane Swenson, Barbara Reynolds, Jeff Raymond. Absent: Whitney Marshall and Tammy Lajoie.

Meeting called to order at 4:35 p.m.

**Minutes:** Motion to approve minutes for 9/11/24 by Barbara, seconded by Jada. Unanimous.

**Legal Update**: None - IMG – Animals in Schools is with Legal. Diane and Tammy to discuss.

**General:**

**BEDH –** Public Participation of Committee Meeting was revisited and after much discussion, the decision to pull the policy from second reading and re-write to align with MASC. Diane will

Policies AA, AA-E, AB, AD, ACA, ACAA, ACB, ACD, ACF and ACF-S will be reviewed by Tammy, Vicki and Legal. Scheduled for review at the 11/20 Subcommittee meeting.

Policies EI was reviewed and with no changes recommended.

**Motion:** For policy EI, update revision date and post since no changes required. By Barbara, second by Jeff, unanimous.

**Motion:** For policy EIB, update revision date and post after approval from Tammy since no changes are required. By Barbara, second by Jada, unanimous.

Policies ADA, ADB, and ADD suggested updates sent to Subcommittee by Diane. Tammy will review with Tom and Dayana too. Scheduled for 11/13/24 meeting.

Policies ADF and AE is being updated by Tammy and her team as these were the ones requiring schooling by the team. Scheduled for the 11/13 meeting.

IMG – Animals in Schools is with Legal. Diane will discuss with Tammy.

Policy CBA-E – Job Description. Diane will match to current to determine updates needed. If none, then the date will be updated and posted. No review by SC required for Examples.

Policy CBD – Contract: Will be updated to include CBD. Scheduled for 11/13 meeting.

CBI – Evaluation: Will be added to CBD, if needed. Scheduled for 11/13 meeting.

CBK – Suspension: Tammy will check with Legal to determine if we need in our policies or if this should be on the notes for next contract. Is the word Suspension or Administrative leave preferred

**Section J:**

Tammy will review with Tom and Legal the following policies:

JBA – Student Harassment

JBA-E – Policy Procedures

JE – Student Attendance

Barbara reviewed the following policies:

JI – Student Rights

JI-JIBC – Student Involvement in Decision Making

JJFA – Excess Funds: Senior Class

JKA – Corporal Punishment

JP – Student Gifts and Solicitations

JRA – Student Records

Jada reviewed the following policies, all of which are included in the Handbook.

JLC – Student Health Services

JLCA – Physical Examinations

JLCB – Inoculations of Students

JLCC – Communicable Diseases

JLCD – Administering Medications

JLCE – Concussion/Head Injury

JLD – Guidance Program

JO – Employment of Students

**Motion:** To present to the full SC at the November meeting to delete policies JLC through JLD as they are incorporated in the Student Handbook. (Note: Student Handbook is reviewed, updated, and approved by the SC every year). Motion by Jada, seconded by Barbara. Unanimous.

Policy JO – Employment of Students will be reviewed by Jada for the 11/13 meeting.

Policies JI through JRA will be updated by Barbara or Diane and presented at the 11/13 meeting. Discussion referenced preference to align with MASC. Policies JKA – Corporal Punishment and JKD/JKE – Student Suspension/Student Expulsion will be updated, reviewed by the Administration and presented at the 11/13 meeting.

Policies JBA, JBA-E, and JE will be reviewed by legal and/or Administration and reviewed at the 11/13 meeting.

Policies JKA – Corporal Punishment and JKD/JKE – Student Suspension/Student Expulsion will be aligned with MASC and reviewed by Administration. Barbara or Diane will update.

Policy IGB – Curriculum Research will be reviewed and updated, if needed, for 11/13 meeting by Jeff.

Motion to Adjourn by Jada, seconded by Barbara. Unanimous. Meeting adjourned at 6:35 p.m.

**Next meeting:**  Scheduled for 11/13/24 at 4:30 in the Main Conference Room.

Respectfully Submitted,

*Diane Swenson*

Diane Swenson, Chair