

MONTACHUSETT REGIONAL VOCATIONAL TECHNICAL SCHOOL

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

Policy Subcommittee Meeting Notes September 17, 2025, Culinary Conference Room

Subcommittee Members: Chair Diane Swenson (Ashburnham); Robert Campbell (Fitchburg); Jeff Raymond (Athol); Jada McConologue (Petersham); Tammy Lajoie (Liaison)

Attendance: Diane Swenson, Whitney Marshall, Jeff Raymond. Absent: Jada McConologue, Robert Campbell, Tammy Lajoie.

Meeting called to order at 5:05 p.m.

Minutes: Motion to approve minutes for 8/20/25 by Jeff seconded by Whitney. Unanimous.

No topics required from Legal Counsel.

Policy KBBA – Non-Custodial Parents’ Rights: Reviewed and revised.

Motion: To submit KBBA to the full School Committee at the October meeting for first reading. By Jeff, seconded by Whitney. Unanimous.

Policy EB – Safety Program: Needs review at the October Policy meeting.

Policy EBAB – Integrated Pest Management (IPM): Reviewed and updated.

Motion: To submit EBAB to the full School Committee at the October meeting for first reading. By Jeff, seconded by Whitney. Unanimous.

Policy EBC – Emergency Plans: A new policy which incorporates policies EBCB – Fire Drills and EBCC – Bomb Threats. Discussion held. Request to discuss with Tom the actual plan to be sure directions for the buses and students are included in the School Plan.

Motion: To submit new policy EBC to the full School Committee at the October meeting for first reading. By Jeff, seconded by Whitney. Unanimous.

Motion: To delete policies EBCB – Fire Drills and EBCC – Bomb Threats as these are incorporated in the new policy EBC – Emergency Plans. By Jeff, seconded by Whitney. Unanimous.

Policy EBCE – Emergency Closing: Reviewed and updated. Correction of NEPN from EBCE to EBCE. Tom Brown has reviewed.

Motion: To submit new policy EBCD to the full School Committee at the October meeting for first reading. By Jeff, seconded by Whiteney. Unanimous

Policy EC – Buildings and Grounds: Reviewed and updated.

Motion: To submit new policy EC to the full School Committee at the October meeting for first reading. By Jeff, seconded by Whiteney. Unanimous.

Policy ECAF – Security Cameras in School: Reviewed and updated. Title change from Video Surveillance to align with NEPN coding/titles. Will submit to the School Committee after resolving the question of whether a court order is needed to remove digital records from the school/camera system. Diane to check with Attorney.

Motion: To submit new policy ECAF to the full School Committee at the October meeting for first reading. By Jeff, seconded by Whiteney. Unanimous.

Policy IMG – Animal in School. Discussion to incorporate attorney's suggestions plus incorporate other animals, not just the Service animals in the policy. Jeff will review and update as to some paragraphs included in previous drafts. Will be brought to the October Policy meeting for discussion.

Policy JF – Admissions: This policy was approved for first reading at the September School Committee meeting with the request of a few minor changes, which enhanced understanding and did not change the intent or completeness of the policy. Policy subcommittee reviewed the changes with no objections. This policy will be included in the October School Committee meeting for a second reading.

Motion to Adjourn: By Jeff, seconded by Whitney.

Meeting adjourned at 6:00 p.m.

Next meeting will be Wednesday, October 22, 2025, at 5:00 p.m. in the Culinary Conference Room. NOTE: This is a change from the third Wednesday due to the Advisory Meeting/Dinner.

Respectfully submitted,

Diane Swenson, Chair