



SHAWSHEEN VALLEY TECHNICAL HIGH SCHOOL  
100 Cook Street, Billerica, MA 01821  
School Council

Meeting Minutes  
October 10, 2024

**In Attendance:** Jessica Cook, Principal; Kerry O'Brien, Faculty; Kristen Baker, Parent; Carrie Patel, Parent; Tracy Shunamon, Parent; Michael Parent, Community Representative; Dale Gardner, Student; Alyssa Costantiello Student; Karina Palencia-Marroquin Student; Diane Cedorchuk, Recording Secretary.

**Absent:** Brendan Driscoll, Community Representative; John Bagni, Faculty

**Call to Order:**

Ms. Cook called the meeting to order at 2:15 p.m.

**Approval of Minutes:**

Ms. Cook asked for a motion to accept the minutes of May 16, 2024. Ms. Patel motioned to accept the minutes of May 16, 2024. Mr. Gardner seconded the motion. With a roll call vote, all in favor. Motion passes unanimously.

**Introductions:**

Ms. Cook introduced herself and asked if everyone would introduce themselves and tell everyone a little bit about themselves.

**Updates from the Principal:**

Ms. Cook gave an update on the following:

- School is in full swing and it has been great start to the school year
- Grade 9 has just completed exploratory 3
- MCAS for grade 10
- Junior skills in shop
- Seniors on co-op

**School Council Overview:**

Ms. Cook gave an overview of the School Council and the responsibilities. School Council is a representative, school-based building committee composed of the principal, parents, teachers, community members and students. It is required by the state and the purpose of the members is to help with the goals and needs of the School Improvement Plan and the student handbook. Ms. Cook went through the School Council binder explaining each tab.

**Open Meeting Law Materials & Certification:**

Ms. Cook reviewed the open meeting law materials explaining the SVTHS School Council meetings do not allow any public comment. The certificate of receipt of open meeting law materials was passed out for all members to sign. Ms. Cook noted there are 11 members and in order to have a meeting 6 members are needed for a quorum.

**Election of Co-Chair:**

Ms. Cook asked for a motion to elect a co-chair. Mr. Parent motioned to elect Mr. Gardner as the co-chair. Ms. Baker seconded the motion. All in favor. Motion passes unanimously.

**Open Meeting Law Complaint:**

Ms. Cook distributed a complaint that was submitted after the May 16, 2024 meeting. Ms. Cook explained a vote is needed to delegate the responsibility for a follow up on the complaint. The complaint is usually followed up within 14 days of the complaint, however there was no meeting scheduled again until now due to the summer months.

A motion was made by Ms. O'Brien for Ms. Cook to take responsibility to follow up with the complaint. Ms. Baker seconded the motion. All in favor. Motion passes unanimously.

**Future Agenda Items:**

Mr. Gardner asked to have the attendance policy as a future agenda item.

Ms. Cook asked for members to email her if anyone has suggestions for future agenda items.

**Adjournment:**

Mr. Gardner made a motion to adjourn. Mr. Parent seconded the motion. All in favor. Motion passes unanimously. Meeting adjourned at 3:22 pm.