

GREATER FALL RIVER VOCATIONAL SCHOOL DISTRICT  
ADMISSIONS POLICY SUB-COMMITTEE MINUTES  
DISTRICT OFFICE CONFERENCE ROOM  
251 STONEHAVEN ROAD, FALL RIVER, MA  
AUGUST 26, 2022

In attendance: Paul Jennings of Westport and Fr. Jay Mello of Fall River  
Remote attendance: Jeffrey Begin of Swansea

Also in attendance were: Brian Bentley, Interim Superintendent/Director, Andrew Rebello, Assistant Superintendent/Principal, and Helena Neves, Executive Secretary

The meeting began with a roll call at 4:19 p.m.

It was moved by Fr. Jay, seconded by Mr. Begin, and voted unanimously to approve the September 29, 2021 minutes, as submitted.

It was moved by Fr. Jay, seconded by Mr. Begin, and voted unanimously to approve the June 30, 2022 minutes, as submitted.

Mr. Bentley deferred to Mr. Rebello to provide an overview of the proposed revisions made to the Admissions Policy. Mr. Rebello stated that the additional letters of recommendation requirement was removed from the policy as discussed and the points readjusted to reflect the change.

Fr. Jay asked what happens to incomplete applications. If applications are completed and added to the second acceptance round, are points taken off.

Mrs. Miller stated that 95% of applications are submitted online. Mrs. Miller further stated that priority is given to applications submitted by the December 15<sup>th</sup> deadline. The following process is followed:

1. Application is submitted online
2. Application is printed
3. Document request is sent to sending schools
4. Sending schools submit documents (grades, attendance, recommendation)
5. Acceptance Decisions

Mr. Begin asked what happens if applications are submitted by the December 15 deadline but sending school does not provide the documents requested.

Mrs. Miller stated that the sending school will be contacted. Parents will also be notified.

There was further discussion on how the admissions information is disseminated to sending schools, what constitutes as application components, and the requirements needed to complete an application. Mrs. Miller stated that admissions information is sent to sending schools and shared at admissions events.

Fr. Jay asked what the student's responsibility is.

Mrs. Miller stated that the student is responsible for completing the online application and submitting it by the December 15<sup>th</sup> deadline to be considered as a first round applicant.

Mr. Bentley stated that policy language should be reflective of current practices.

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Mr. Jennings suggested revising language and splitting the process into two parts. 1) Application submitted by student by December 15<sup>th</sup>. 2) Required documents received from sending school by February 7<sup>th</sup>.

Fr. Jay asked what happens to incomplete applications and if points are taken off if application is not submitted by the December 15<sup>th</sup> deadline.

Mrs. Miller stated that every effort is made to contact sending schools and parents to obtain missing documents.

Fr. Jay feels that if a student submits their application by the December 15<sup>th</sup> deadline but sending school does not submit required documents by the February 7<sup>th</sup> deadline, points shouldn't be deducted.

Mr. Begin agreed that if applicants submit an application by the December 15<sup>th</sup> deadline, those applicants should be included in the first round of admissions.

There was a discussion of changing the application submission deadline from December 15<sup>th</sup> to sometime in early spring. Mr. Bentley stated that a spring deadline would give students more time to make their decision. Mrs. Miller stated that changing the submission deadline will give staff less time to process applications and obtain the required documents from the sending schools. Mrs. Miller asked that this possible change be discussed for next year. Sending schools are just starting to submit required documents online and it will allow for a better understanding if this new process works. Mr. Bentley stated that there could be a tracking year and if the deadline is changed the district needs to revise policy language, advertise and get the message out to potential students.

Fr. Jay suggested reviewing the language regarding incomplete and late applications.

There was a discussion on how to handle an applicant's 37H  $\frac{3}{4}$  suspensions. Mr. Rebello stated that the district can review discipline reports. Mr. Rebello further stated that reviewing 37H  $\frac{3}{4}$  suspensions could help to determine if a student's behavior can be an issue in the vocational setting. Mr. Rebello also stated that the student could be given the opportunity to appeal and given the opportunity to explain the suspension.

Mrs. Miller asked for clarification on who would meet with the student.

Fr. Jay suggested a board of appeals be created.

Mr. Bentley stated that the board of appeals should include an administrator, a guidance counselor, an academic department head and the director of diversity, equality and inclusion.

There was a discussion on the breakdown of points given for attendance. Mrs. Miller stated that the attendance point breakdown has not been a problem.

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There was a discussion on the Rubric for Recommendation from Guidance Counselor. The rubric is used by guidance counselors to determine the rating when submitting letters of recommendation. Guidance staff will calculate total number of points for recommendations. Mrs. Miller stated that if points are being changed, she will need to have the program updated to reflect this change.

Mrs. Miller requested time to review the policy and research how points are being awarded by the computer program vs the rubric in the policy.

Mr. Bentley and Mr. Jennings agreed that the policy needs to be revised to ensure that application scoring is being done correctly.

Mrs. Miller will work with Mr. Rebello and re-submit the policy.

Mr. Jennings stated that a meeting will be scheduled for September 6, 2022 at 1:30 pm and the admissions policy will be revisited.

It was moved by Fr. Jay, seconded by Mr. Begin, and voted unanimously to adjourn the Sub-Committee meeting at 5:31 p.m.

Respectfully Submitted,  
*Helena Neves*

Helena Neves

Materials Included: Proposed Admissions Policy