

**ROCHESTER SCHOOL COMMITTEE MEETING  
ROCHESTER PUBLIC SCHOOLS  
Rochester, Massachusetts  
16 Pine Street - Rochester, MA 02770**

**MEETING MINUTES  
November 2, 2023**

Regular meeting of the Rochester School Committee was held on Thursday, November 2, 2023 at 6:30pm. This meeting was held full in-person and there was also a zoom link available.

**COMMITTEE MEMBERS PRESENT:** Sharon Hartley (in-person), Chairperson, Anne Fernandes (in-person), Robin Rounseville (in-person) and Katherine Duggan (in-person).

**COMMITTEE MEMBERS NOT PRESENT:** Jason Chisholm

**OTHERS PRESENT:** Michael S. Nelson, Superintendent of Schools (in-person); Howard Barber, Assistant Superintendent of Finance & Operations (in-person); Sharlene Fedorowicz, Assistant Superintendent of Teaching & Learning (in-person); Heidi Letendre, Interim Principal (in-person); Melissa Wilcox, Executive Assistant to the Superintendent (in-person).

Meeting was called to order at 6:31pm by Chairperson Hartley. Ms. Hartley stated in accordance with Massachusetts Open Meeting Law, the Agenda has been set, the meeting is being recorded.

The school committee, administration and everyone present stood and recited the Pledge of Allegiance.

**I. Approval of Minutes**

A. Approval of Minutes – Regular Session: October 5, 2023

MOTION: Ms. Duggan to approve the October 5, 2023 minutes as presented

SECOND: Ms. Rounseville

MOTION PASSED (4:0)

C. Approval of Minutes – Budget Subcommittee: October 5, 2023

MOTION: Ms. Rounseville to approve the October 5, 2023 budget subcommittee minutes as presented

SECOND: Ms. Fernandes

MOTION PASSED (4:0)

**IV. General**

**A. MCAS Presentation**

Recommendation:

That the School Committee hear a presentation from administration.

Superintendent Nelson informed the school committee that the state's focus for MCAS is looking at the road to learning recovery, where the students were in 2019 and where they are now. There are points of pride district wide, and plans for improving academic achievements post-pandemic. He commented that MCAS is a valuable tool but only one data point and the district's focus remains the whole child. Dr. Fedorowicz and Ms. Letendre presented district wide MCAS results along with specific information regarding Rochester Memorial School. Please see appendix A.

**School Committee Feedback:**

Chairperson Hartley commended the administration for the presentation and thanked them for reviewing and presenting the data, showing the strengths and developing action steps.

Ms. Fernandes asked if writing is integrated in IntoReading and if staff is being trained to utilize it. Dr. Fedorowicz confirmed teachers are using writing through IntoReading and will be incorporating more and more as they become more familiar with the new curriculum. Ms. Fernandes commended the faculty for diving right in.

Ms. Rounseville asked what assessments are happening routinely aside from MCAS and if these also saw similar dips and changes since the pandemic. Superintendent Nelson said assessments include Aimsweb, IXL, teaching benchmarks and observations among other tools. Ms. Letendre added that they do see some similarities in results in individual students.

Ms. Rounseville asked how flex time is managed. Ms. Letendre said each grade has half an hour per day and teachers work together to determine the greatest need for each individual student. They review student progress every 6-8 weeks. Superintendent Nelson added that administration and staff are always looking for areas of growth and the MCAS data, along with other data, is complex.

## **B. 2024-2025 Draft School Calendar**

### Recommendation:

That the School Committee review the draft school calendar for the 2024-2025 school year.

Superintendent Nelson commented that the draft calendar is modeled on the decisions made by the Joint School Committee last year. His office is currently collecting data from stakeholders and he recommended the school committee members share any feedback with the Chairperson in the coming weeks. This draft has been shared with the associations district wide and the principals will be sharing with school council as well.

## **V. New Business**

### **C. Business**

#### **1. Financial Report**

Mr. Barber reported the following:

The Rochester School District currently has \$625,497 available of the general funds appropriated in the 2024 Fiscal Year. Per the attached Year to Date Budget Report by Department, we are able to identify how our funds are encumbered and expended. This report recognizes that of the total \$6,816,930 appropriated to the Rochester School District.

**\$ 6,816,930 – General Funds Approved**

**\$ 6,191,433 – Obligations Paid Year to Date**

**\$ 625,497 - Remaining Available Funds**

Bristol County Agricultural High School enrolled student operational budget totals \$208,563. The costs included in the operational budget consist of tuition, debt and transportation.

**\$ 208,563 – Bristol County Agricultural High School**

**\$ 210,672 - Obligations Paid Year to Date**

**(\$ 2,109) - Remaining Available Funds**

#### **2. Food Service Director Report**

Mr. Barber also reported the following from Food Service Director Jill Henesey:

- Friendly reminder any extra items are available for purchase this year; limited snacks, beverages and second entrees at an extra cost.
- The food service department is gearing up to work with the ORR Junior High School once again to bring back the Tri-Town Senior Citizen Thanksgiving Dinner Event.
- Meal participation continues to grow strong.

Students Receiving Free and Reduced Meals:

Free: 126 → 25%

Reduced: 16 → 3%

#### **3. Facilities Director Report**

Mr. Barber also reported the following Facilities Report from Eugene Jones, Director of Facilities:

- Completed Capital Improvements walk-thru.
- Solicited quotes for front entrance sand/prime/paint.
- Solicited quotes from contractors for Capital submissions.
- Conducted routine maintenance on all facility systems.

## **CHAIRPERSON'S REPORT**

Chairperson Hartley highlighted her appreciation for the positive impact on school culture and climate by three things that happened this month. The first was the trunk or treat in which many staff members and families were all together which has a great impact on everyone, not just the children. The second was Nature's Classroom, a great event supporting positive feelings and the success and support of each other for the students that attended. Third was the Celebrations Committee among the adults at Rochester Memorial. When people get together to build excitement, it helps the overall culture of RMS.

## **CENTRAL OFFICE ADMINISTRATOR'S REPORT**

Superintendent Nelson introduced Ms. Kristine Lincoln to extend an invitation to an upcoming event. Ms. Lincoln invited the School Committee members and public to attend the Unified Basketball game on Tuesday, November 21<sup>st</sup> at 6:30pm at the high school gymnasium when they will play against officers from the Tri-Town area Police Departments. Superintendent Nelson thanked the Rochester Police Department for collaborating with the school for this great event.

### **Dr. Fedorowicz, Assistant Superintendent of Teaching & Learning, stated on the following:**

*Our Director of Guidance, Ms. Millette, from the JHS and HS has really been passionate about getting the Project351 rolling this year along with the help of Ms. Letendre and Mr. West. It is really rolling out at RMS providing student leadership opportunities for the younger students. In September, last year's student leaders, also called influencers, met with Ms. Millette to plan ideas for this school year to set the tone of positivity and inclusivity. Influencers recently had a P351 workshop which consisted of icebreakers, discussed leadership and what it means to them, did an agree/disagree exercise on a few prompts, and then a small and then large group scenario discussion as well as their reflections on impact. These workshops are a great opportunity for students to share what they have learned and to practice their leadership skills. Exciting News: We applied to be 2nd year ambassadors to continue our work with Project 351 Playmaker last night. A special thank you to our kids who get super excited to be a part of this group and to the principals and Ms. Millette for all of the success to date with P351!*

*The Curriculum Review Cycle is really driving our work from the Strategic Plan. In other teaching and learning items, the Instructional Council met to review this year's PD surveys and discuss direction related to the new Strategic plan focusing on our new literacy program. Our next PD is a full day on Nov. 7 that will consist of Science of Reading and Literacy work with IntoReading.*

*Teachers and specialists have been meeting regularly with the HILL for Literacy which has included BOY getting started training, scope/sequence and pacing, in-person implementation sessions and grade level data meetings for assessment analysis and targeted instructional needs for students.*

*We have started Learning Walks and to date administrators have visited the HS and RMS. OHS and Center has their first rotation for learning walks in early December.*

*I want to thank the School Committee for continued support in the teaching and learning initiatives to continuously making learning fun and rigorous for our students.*

## **PRINCIPAL'S REPORT:**

### **Ms. Letendre reported on the following:**

The month of October went by quickly as students and teachers are actively engaged in teaching and in learning. The Administrative Team visited RMS on Wednesday, October 11th to conduct our learning walks in various classrooms. This is a time for collaboration on looking at best practices and learning as an administrative team. Highlights of the walkthrough visit were shared with our teachers.

Throughout the month, our teachers are finalizing their professional practice goals and educator plans. Mrs. Letendre and Mr. West will be beginning their classroom observations. In addition, our teachers continue to monitor student progress in all content areas and provide tiered instructional support in literacy based on students' needs. This information was shared with parents/guardians during parent teacher conferences. Conferences:

- Parent-teacher conferences were held on October 19th and 20th, which was well attended. The amount of student work on display was impressive and it is always great to meet with our RMS families.
- During conferences the Book Fair was open and students were very excited to shop with their families. As a school, we would like to thank our PTO Board and PTO volunteers for donating their time to manage the annual Book Fair.

#### Report Cards:

- Issued Friday, December 8, 2023

#### RMS School Council:

- The first School Council meeting took place on Wednesday, October 24th 3:30-4:30 PM in the RMS Conference Room.
- We reviewed the roles and responsibilities of the committee, assigned the co-chair, which is Mr. Doug Sims, and the secretary, Mrs. Barbara Lee
- The meeting scheduled was determined for the year and there will be two meetings in November and December to write our one year plan based on the newly approved District Strategic Plan

#### Celebrations Committee:

- The Celebrations Committee planned Harvest Week the week of October 30th where each day is a different theme that classrooms can participate in.
- This committee will meet monthly and the main focus will be on staff and school celebrations, but separate from our School Ambassadors and School Influencers

#### Project 351:

- Our Project 351 students participated in their first workshop on October 17th at the High School. Mrs. Cruz attended with the students and they engaged in great discussions about how to problem solve some social situations.
- This group will meet with Mrs. Letendre, Mr. West and Mrs. Cruz monthly to discuss ways to support our ambassadors in developing activities to engage students in feeling safe and included within our school environment.

#### Nature's Classroom:

- The 6th graders along with their teachers and Mr. West spent a week at Nature's Classroom in Groton, MA from October 23rd to October 27th.
- 21 students did not attend and they remained in school.
- Students get to choose 5 activities to engage in during the week from a comprehensive list of activities, such as Fungus Among Us, Forest Fires, Raging Rivers, Water Rockets and Wood Carving to name a few.
- Each student was designated a Field Group and in this group students engaged in team building activities. The week ended with Thursday Night Live where students performed various skits, which was a big hit with the students.

#### Preschool and Kindergarten Adventures:

- Ms. Pacheco, Project Grow teacher, has created a positive classroom environment by bringing in play-based learning. She created a mock fire call station in her classroom and the preschoolers visited the fire station as well as our kindergarten classrooms.
- The kindergarten classrooms also took a walking field trip to the local cranberry bog to learn about their community in action. Students watched as the workers wet harvested the cranberries and were able to ask many questions. Students tasted fresh cranberries and cranberry juice.

#### Curriculum and Assessment Updates:

- Benchmark Data Meetings took place in October for each grade level. These meetings were facilitated by the Hill for Literacy. The goal was to have educators understand the developmental stages of the reading continuum and to use their student's data to determine their instructional focus areas in literacy.
  - Each grade met with Hill for Literacy to discuss their progress and ask questions as they continue to implement the *Into Reading* curriculum.
  - MCAS data has been discussed and analyzed with faculty during grade level PLC meetings in early October. Each grade level had to identify highs and lows of the grade level standards and create action steps to help close the gaps on areas of needing additional support. This work will be ongoing throughout the school year.
  - Mr. Huckabee was instrumental in pulling math and science data and questions together for grades 3-6.
- PTO Update:
- Volunteers organized the Scholastic BookFair the week of parent/guardian conferences.

- The annual Trunk or Treat was held on Saturday, October 28th from 11:00-2:00 PM. This family community event was well attended by RMS families and faculty. There were many RMS educators volunteering and visiting Trunk or Treat with their families. It was amazing to see so many RMS faculty and staff in attendance

Upcoming Dates:

- Staff Meeting: Wednesday, November 1st and December 6th
- Hill for Literacy Grade Level Meetings, Monday, November 13th
- PTO Meeting, November 14th at 3:10 PM
- School Council Meeting, November 14th and 28th from 3:30–4:30 PM
- Staff Celebration's Committee Meeting, Wednesday, November 8th

## **VIII. School Committee**

### **B. Committee Reports**

**1. Budget Subcommittee-** Ms. Hartley reported they met earlier this evening and are moving along in the process.

**2. ORR District School Committee** – No report.

**3. SMEC-** Ms. Fernandes reported the next meeting is November 28<sup>th</sup>.

**4. READS-** Mr. Nelson said no report since the last Rochester School Committee meeting.

**5. Tri-Town Foundation Fund-** No report.

**6. Early Childhood Council-** Ms. Duggan reported the Council held its first meeting of the 2023-2024 academic year on October 18. We discussed some of the grant funded projects that are ongoing in the district, including the Parent Child+ program and ongoing the success of the Chapter 74 program at ORR, wherein high school students gain experience working with preschool children and can graduate with Department of Early Education and Care (EEC) Teacher certification and college credit. We reviewed some grant and development opportunities for local early childhood care providers, including non-competitive C3 Grants; the opportunity for early child educators to take free early ed courses at local community colleges or to apply for scholarships to complete bachelors or Masters degrees; and a program offered by the Boston Children's Museum around Tinkering. We discussed tentative plans for a Family Event in the Winter/Spring, surfacing the idea of combining an early childhood provider and resource fair with a summer camp fair to include families with children of a wider variety of ages. Lastly, we discussed the Early Childhood Office's new Website and Social Media, as well as how early childhood is aligning with the district's new Strategic Plan. The Early Childhood Council will next meet January 24.

**7. Policy Subcommittee-** Ms. Duggan reported they held the first meeting of the 2023-2024 academic year on October 12. They reviewed and voted to forward to the Joint School Committee the following policies:

- JEA Kindergarten Entrance Age
- JEB Entrance Age
- EEA Student Transportation Services
- DJ Purchasing
- DJ-1 Regional School District Purchasing
- DJA Purchasing Authority
- DJA-1 Regional School District Purchasing Authority
- DJE Procurement Requirements
- DJE-1 Regional School District Procurement Requirements
- EFE Civil Rights Complaint Policy For Child Nutrition Programs
- IGA/IGD Curriculum Development And Adoption
- BEDH Public Comment At School Committee Meetings
- IHBF Homebound Instruction
- IJOA Field Trips
- IMG Animals In School
- IMGA Service Animals In School
- JIC Student Discipline

We confirmed the removal of 6 policies for which the content had been integrated into other policies or the content was deemed outdated or unnecessary. Finally, regarding policy JJE Student Fund-Raising Activities, we will be conducting some research into potential alternative language around competitions among students. The Policy Subcommittee will next meet December 21.

**8. Equity Subcommittee-** No report.

**9. MASC** – Ms. Duggan reported in late September, the MASC Board approved Rochester being moved from Division 7 to Division 3 to align with the other districts in the Tri-Town. As a result, of this change, I was able to serve on the nominating committee for the leadership positions in Division 3, and worked with colleagues from other districts to review and advance a slate of candidates for member districts of the Division to consider electing at the MASC Annual Conference next week. Also along those lines, I look forward to attending the MASC Annual Conference in Hyannis on November 8-10, 2023. Thank you to Melissa Wilcox for assisting with the paperwork necessary to designate me as the Delegate to MASC from Rochester so that I can vote on the resolutions that will be presented at the meeting next week.

## **IX. Future Business**

### **A. Timeline**

Chairperson Hartley reported:

The next meeting of the Rochester School Committee is December 14, 2023 @ 6:30pm at Rochester Memorial School. The next meeting of the Joint School Committee is January 18, 2024 @ 6:30pm at the Media Room at the Jr. High School.

### **X. Open Comments**

**Chairperson Hartley read the following statement:**

*Public comment is governed by approved school committee policy. Per the committee's policy we will offer up to 30 minutes for public comments this evening. Public comment is not a discussion, debate, or dialogue between individuals and the school committee. However, the committee takes any public comment made seriously and appreciates hearing from the public. Anyone looking to provide a public comment must be acknowledged by the Chairperson before addressing the committee. Those making a public comment will have up to three minutes to address the committee and must start their comment by stating their name and the town they reside in. For those in person there is a sign in sheet for those looking to make a public comment located on side wall and those on zoom, you can send a message in the chat with your name and the town you reside in. The chairperson will alternate between in-person and zoom participants. The school committee reserve the right to address any comment that present incorrect information at our next meeting.*

Karen Thomas of Rochester stated the following:

*I was pretty disturbed when I read the minutes from the last school committee meeting, October 5, 2023 concerning the student handbook. I am concerned with the language change recommended by Kate Duggan to change his/her to they/them and it was approved at the meeting. How can that really happen and be allowed? As a school committee I really thought you represented the community. It's incorrect English, they/them and it does not represent the majority of the children. What about the children that identify as him/her? Or a parent who has a son or daughter and they demand that their child is referred to by their gender and use he, him, his or she, her. What does it teach us? Is there a plan for addressing all children? Is this going to be considered the norm? Do parents even know about this change? This is a school and say a parent doesn't agree with it, now they don't agree with what is in the handbook and they don't want to sign it. Is it going to affect anything? Or do they just opt-out? I really just feel it is not acceptable and I was pretty disgusted by the whole thing. It's not about just they/them. I was born in a whole different generation, this is crazy.*

## **XII. Executive Session**

**MOTION:** Ms. Rounseville to enter executive session for the purposes of exception #3, to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares, and exception #7, to comply with the provisions of any general or special law or federal grant-in-aid requirements only to return to the regular meeting to adjourn.

**SECOND:** Ms. Fernandes

**MOTION PASSED (4:0)**

**Roll Call:** Hartley (yes); Rounseville (yes); Fernandes (yes); Duggan (yes)

MOTION: Ms. Rounseville to exit executive session at 8:21pm to return to the regular meeting only to adjourn.

SECOND: Ms. Duggan

MOTION PASSED (4:0)

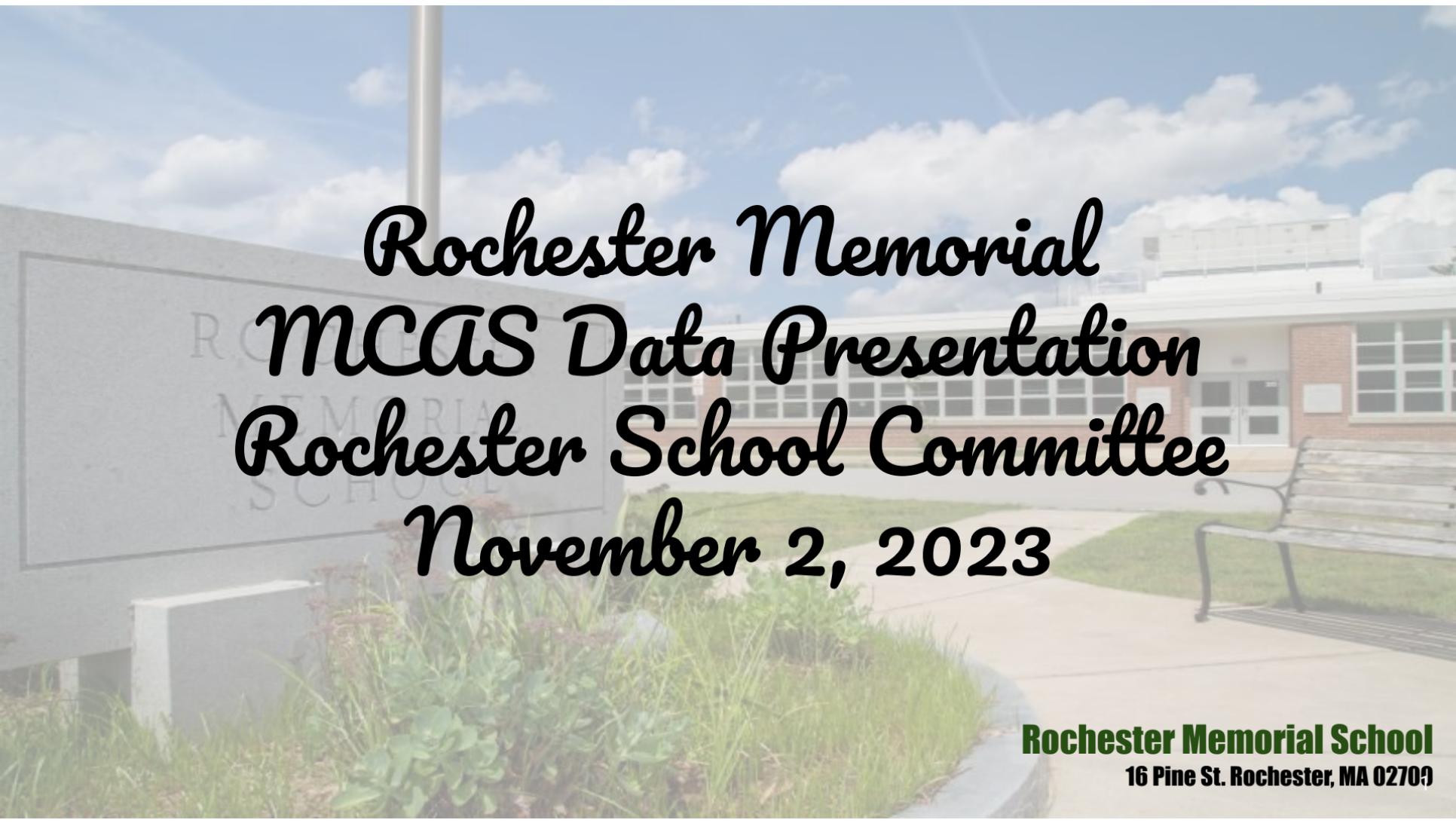
Roll Call: Hartley (yes); Rounseville (yes); Fernandes (yes); Duggan (yes)

MOTION: Ms. Rounseville to adjourn at 8:22pm.

SECOND: Ms. Duggan

MOTION PASSED (4:0)

Submitted,  
Melissa Wilcox  
School Committee Secretary

The background of the slide is a photograph of the Rochester Memorial School. On the left, a large stone wall features the school's name in raised letters. To the right, a two-story brick school building with many windows is visible. In the foreground, there is a paved walkway, a wooden bench, and some green plants. The sky is blue with scattered white clouds.

**Rochester Memorial  
MCAS Data Presentation  
Rochester School Committee  
November 2, 2023**

**Rochester Memorial School**  
16 Pine St. Rochester, MA 02703

# MCAS Achievement Levels for Next-Generation:

Exceeding Expectations <b>530-560</b>	A student who performed at this level exceeded grade-level expectations by demonstrating mastery of the subject matter.
Meeting Expectations <b>500-529</b>	A student who performed at this level met grade-level expectations and is academically on track to succeed in the current grade in this subject.
Partially Meeting Expectations <b>470-499</b>	A student who performed at this level partially met grade-level expectations in this subject. The school, in consultation with the student's parent/guardian, should consider whether the student needs additional academic assistance to succeed in this subject.
Not Meeting Expectations <b>440-469</b>	A student who performed at this level did not meet grade-level expectations in this subject. The school, in consultation with the student's parent/guardian, should determine the coordinated academic assistance and/or additional instruction the student needs to succeed in this subject.

# Student Growth Percentiles (SGP) and How Are They Calculated

Student Growth Percentiles (SGPs) provide a measure of how student-level achievement has grown or changed over time. Student growth percentiles are calculated separately for ELA and mathematics in grades 4-8 and 10 and are not calculated for science. At the student level, the SGP represents how an individual student's achievement compares to the achievement of other students with similar MCAS histories. At the school or student group level, DESE reports the mean SGP, which represents the average student growth for that school or student group.

SGPs use students' current and prior scores to assign an SGP that ranges from 1 to 99. Students who have a current year's score and a prior year's score—and have met the consecutive grade requirement—are issued an SGP. Averages are rounded to the nearest whole number for presentation beginning in 2022.

# MCAS Test Administration 2019-2023

Year	2019	2020	2021	2022	2023
Grades 3-8	✓	✗	<i>partial</i>	✓	✓
Grade 10	✓	✗	✓	✓	✓

## Overall Statewide Data Trends

- Statewide trend: ELA and Math Achievement slide by pandemic has stopped and recovery is increasing
- The State is comparing Recovery from 2019 to 2023 MCAS
- RMS:
  - ELA 3-6 performed better than last year and better than the state
  - Math 3-6 performed better than last year and better than the state
  - Science grade 5 performed lower than last year but better than the state
- Grade 3: State saw Generally flat results; these students were in Grade K in 2020
  - RMS grade 3 ELA had a higher rate of recovery and performed better than the state and better than last year
  - RMS grade 3 math performed better than the state but remained similar to last year
- Overall RMS: Doing better than the state this year and toward on our recovery to 2019

# District-Wide Grades 3-12 Achievement from 2019-2023 for English Language Arts

% Students Proficient

**55%** ↑ +4% vs. previous year  
↑ +11% vs. state average

Average Scaled Score

**502** ↑ +1 vs. previous year  
↑ +7 vs. state average

Average SGP

**51.5** ↑ +1.1 vs. previous year  
↑ +1.8 vs. state average

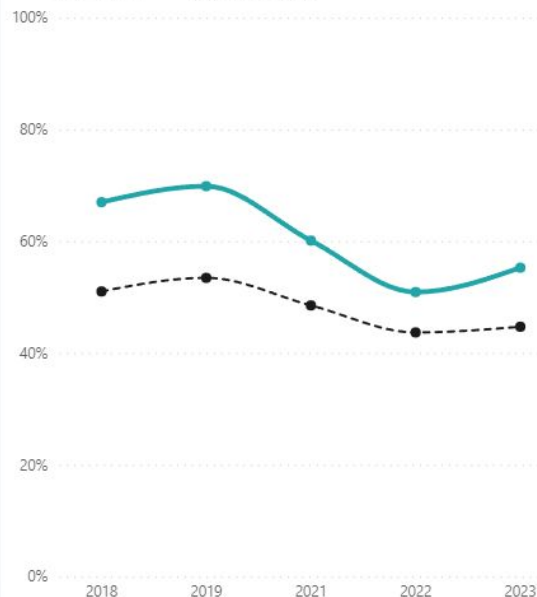
Results by Year

% Proficient

Avg Scaled Score

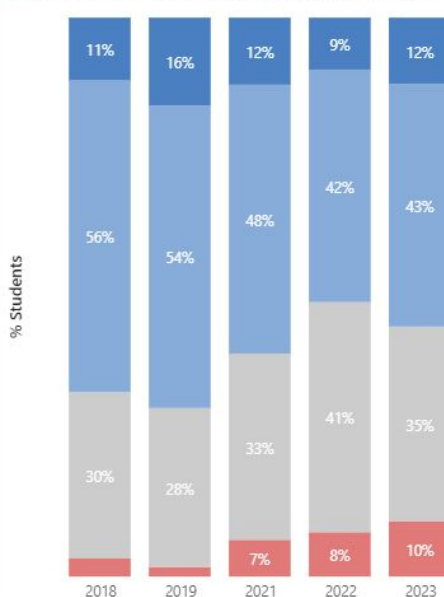
Avg SGP

— % Proficient — — State % Proficient

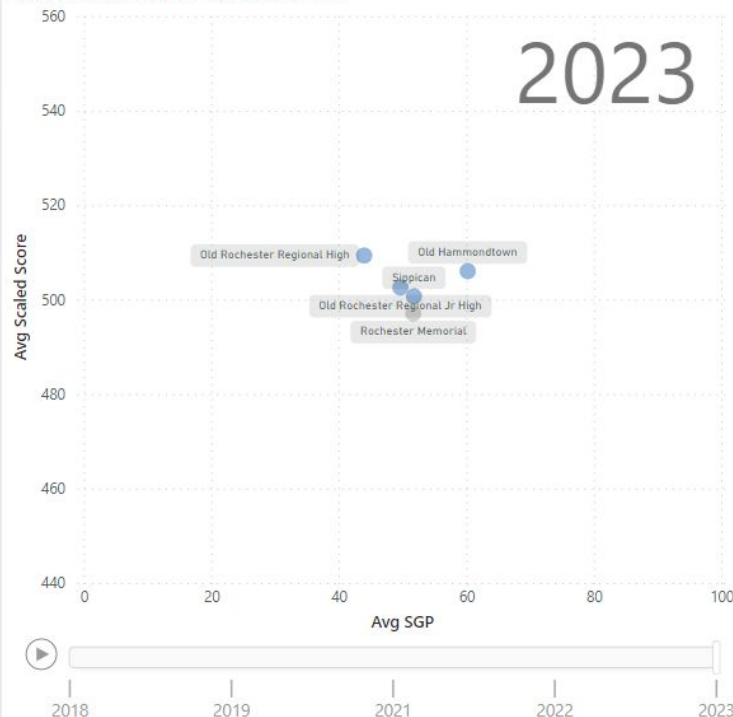


Student Performance by Year - ELA

● Not Meeting ● Partially Meeting ● Meeting ● Exceeding



Scaled Score vs. SGP by School - ELA



**Rochester Memorial School**

16 Pine St. Rochester, MA 02700

# District-Wide Grades 3-6 Achievement from 2019-2023 for English Language Arts

## % Students Proficient

**52%** ↑ +3% vs. previous year  
↑ +10% vs. state average

## Average Scaled Score

**500** ↓ -1 vs. previous year  
↑ +6 vs. state average

## Average SGP

**54.5** ↓ -0.5 vs. previous year  
↑ +4.8 vs. state average

## Results by Year

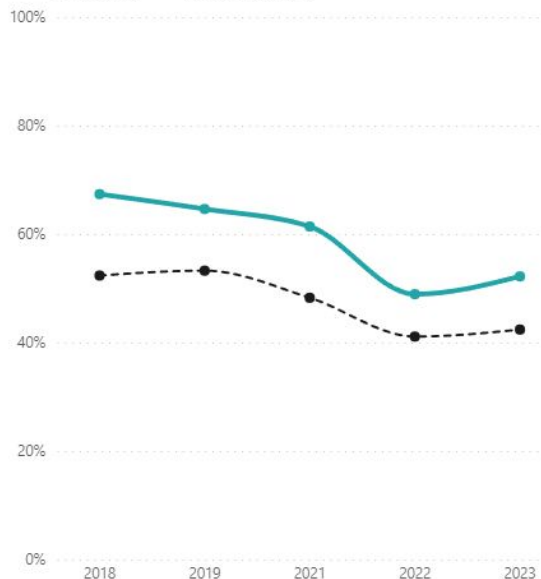
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% Proficient

Avg Scaled Score

Avg SGP

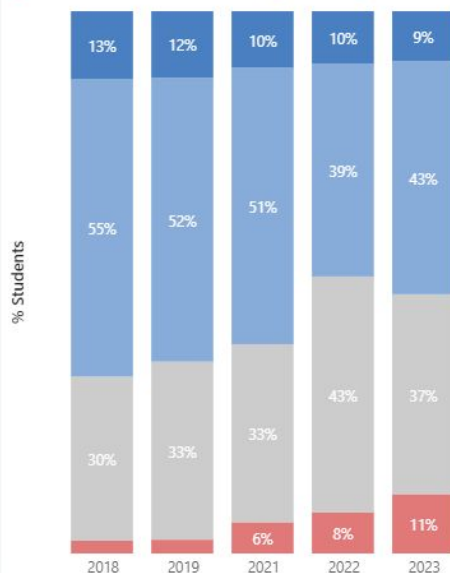
— % Proficient — State % Proficient



## Student Performance by Year - ELA

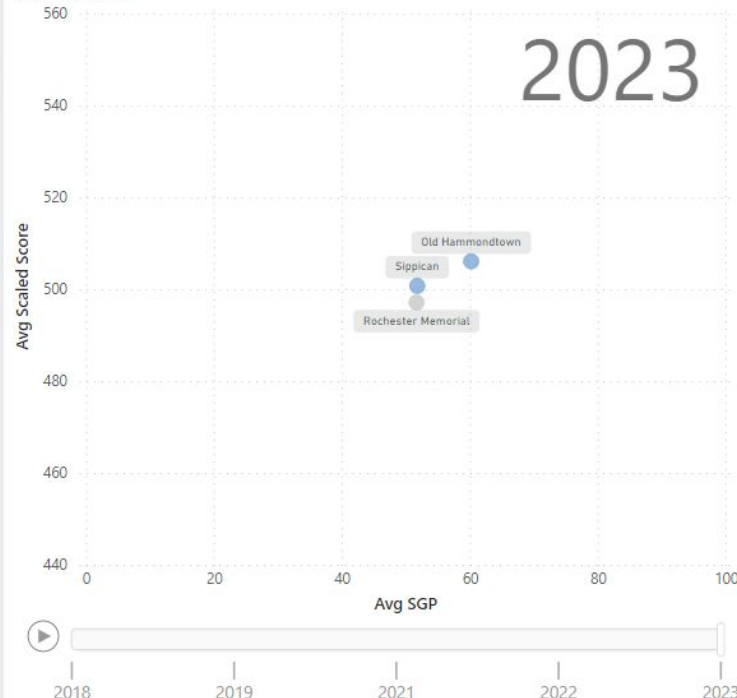
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● Not Meeting ● Partially Meeting ● Meeting ● Exceeding



## Scaled Score vs. SGP by School - ELA

(1 extra filter applied)



**Rochester Memorial School**

16 Pine St. Rochester, MA 02700

# Rochester Memorial Grades 3-6 Achievement from 2019-2023 for English Language Arts

## % Students Proficient

**48%** ↑ +7% vs. previous year  
↑ +3% vs. state average

## Average Scaled Score

**497** 0 vs. previous year  
↑ +2 vs. state average

## Average SGP

**51.7** ↑ +3 vs. previous year  
↑ +2 vs. state average

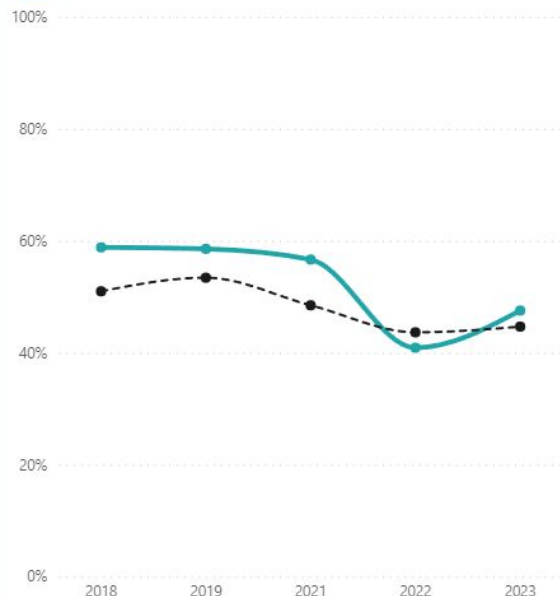
## Results by Year

% Proficient

Avg Scaled Score

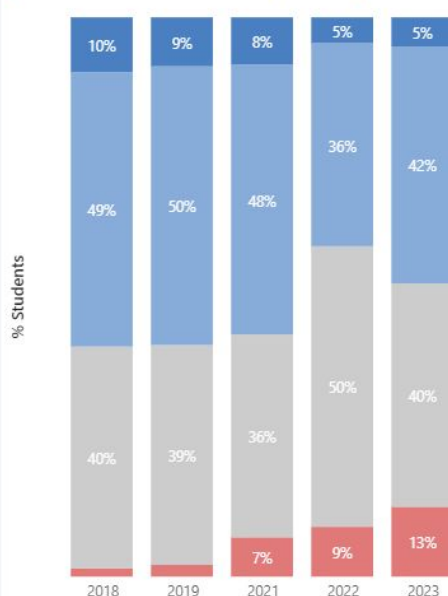
Avg SGP

— % Proficient — State % Proficient

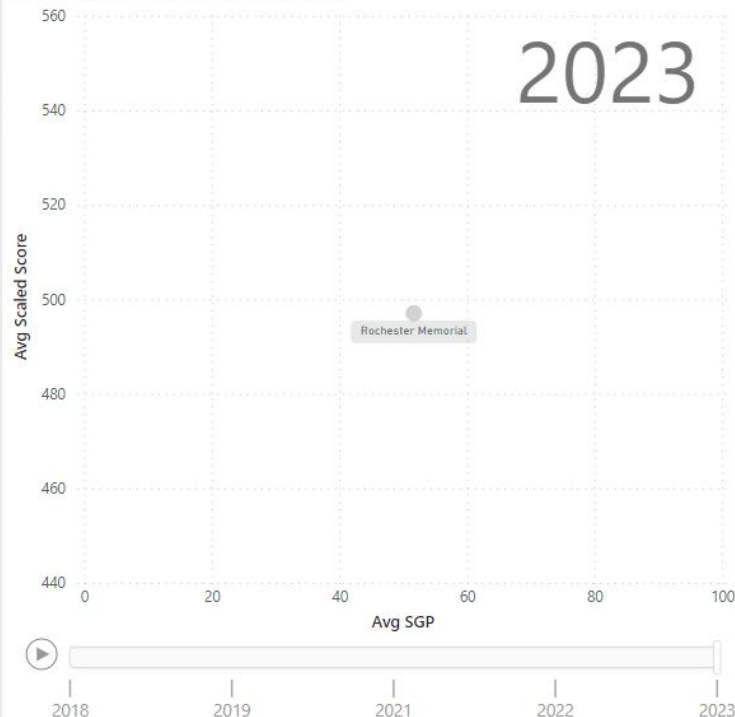


## Student Performance by Year - ELA

● Not Meeting ● Partially Meeting ● Meeting ● Exceeding



## Scaled Score vs. SGP by School - ELA



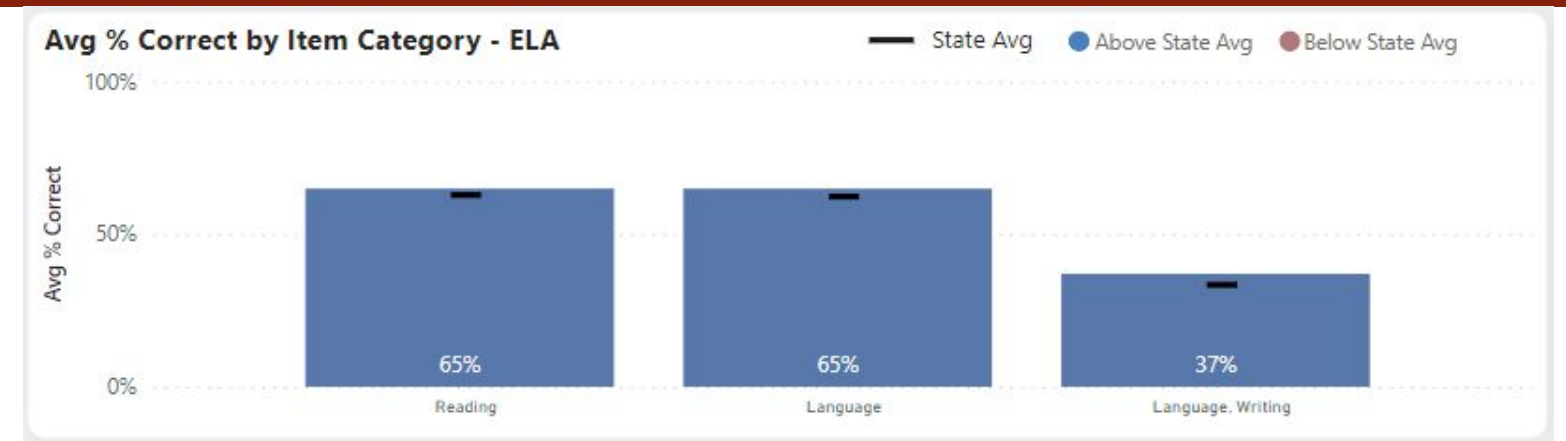
**Rochester Memorial School**

16 Pine St. Rochester, MA 02700

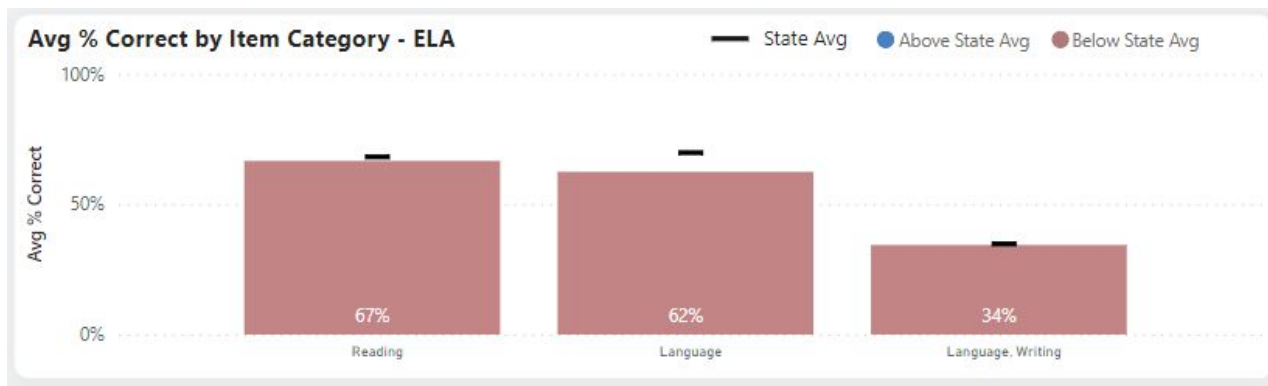
## ELA Grades 3: Percent (%) Correct by Category



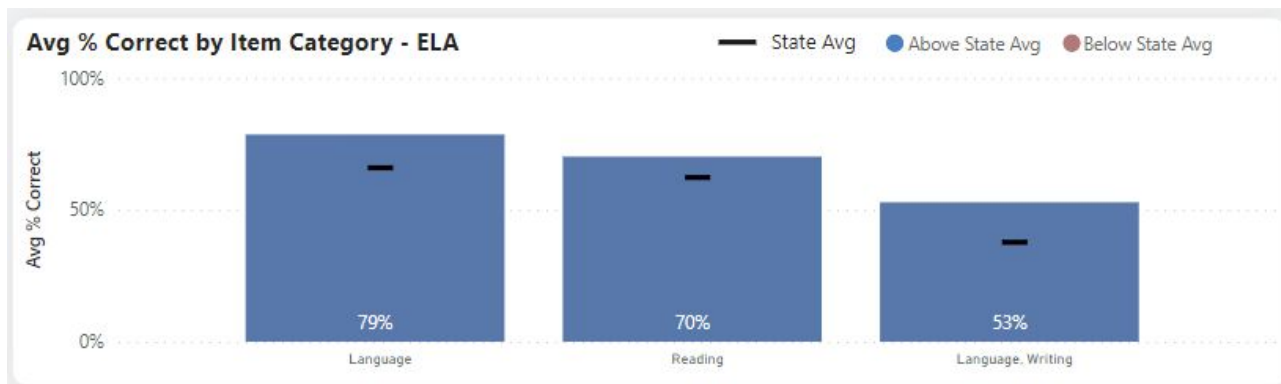
## ELA Grades 4: Percent (%) Correct by Category



## ELA Grades 5: Percent (%) Correct by Category

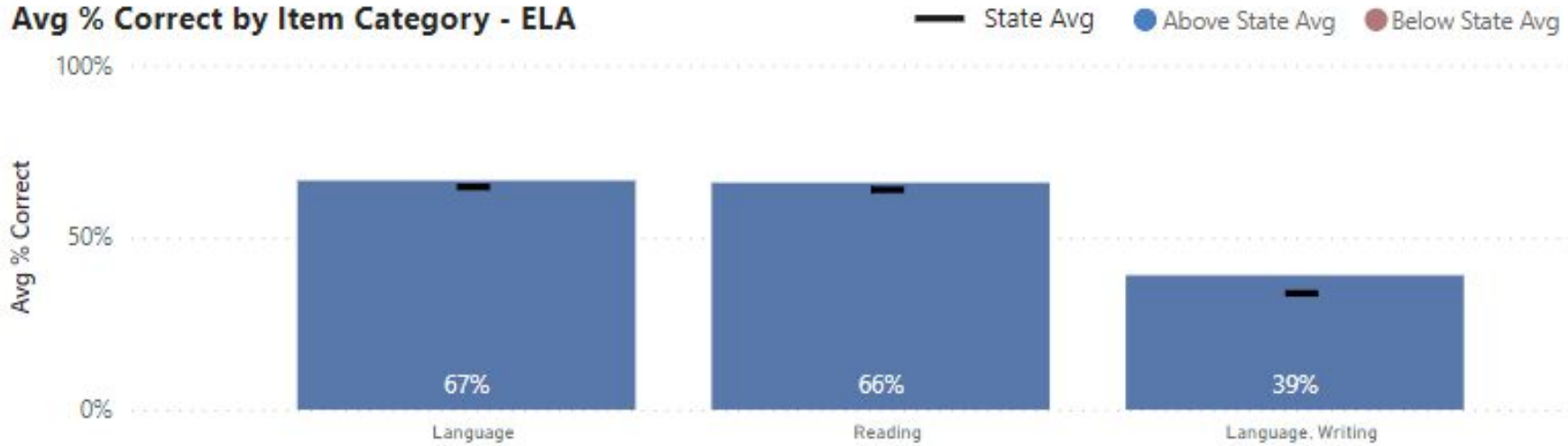


## ELA Grades 6: Percent (%) Correct by Category



## ELA Grades 3-6: Percent Correct by Category

Avg % Correct by Item Category - ELA



# District-Wide Grades 3-12 Achievement from 2019-2023 for Math

% Students Proficient

**52%** ↑ +1% vs. previous year  
↑ +10% vs. state average

Average Scaled Score

**501** ↑ +1 vs. previous year  
↑ +7 vs. state average

Average SGP

**47.3** ↓ -4.2 vs. previous year  
↓ -2.7 vs. state average

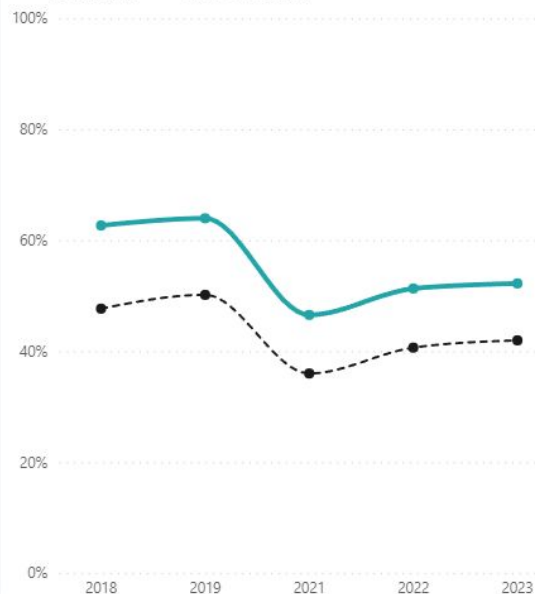
Results by Year

% Proficient

Avg Scaled Score

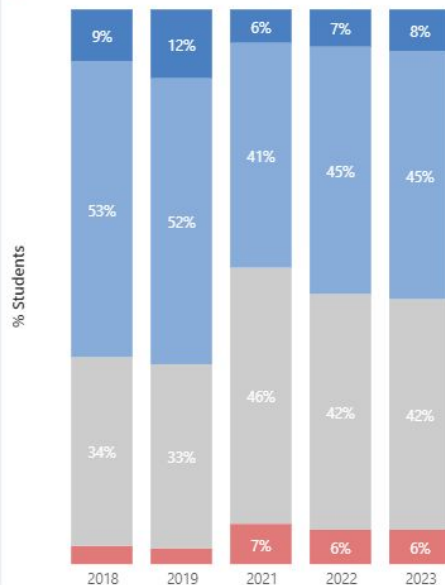
Avg SGP

— % Proficient - - State % Proficient

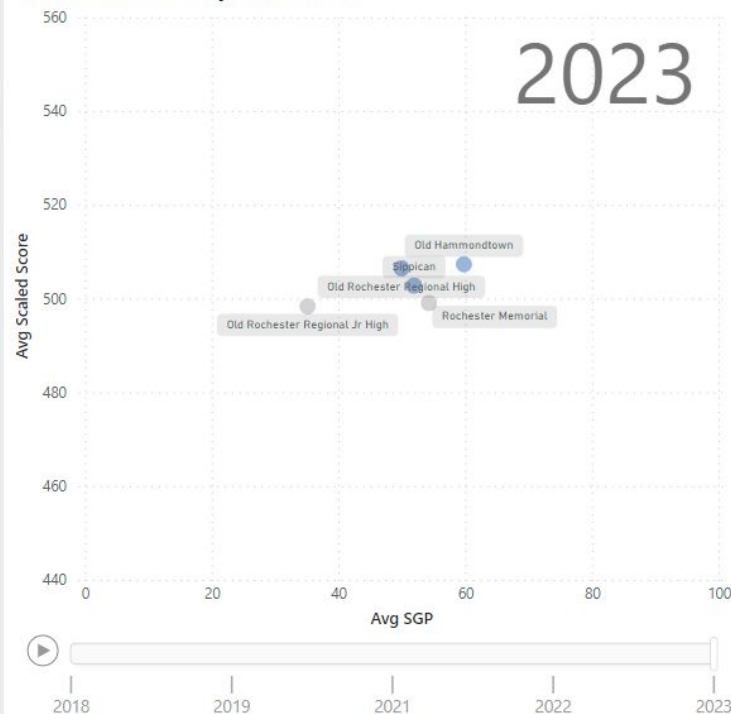


Student Performance by Year - Math

● Not Meeting ● Partially Meeting ● Meeting ● Exceeding



Scaled Score vs. SGP by School - Math



**Rochester Memorial School**

16 Pine St. Rochester, MA 02700

# District-Wide Grades 3-6 Achievement from 2019-2023 for Math

% Students Proficient

**54%** 0% vs. previous year  
↑ +12% vs. state average

Average Scaled Score

**502** 0 vs. previous year  
↑ +7 vs. state average

Average SGP

**55.4** ↓ -1.6 vs. previous year  
↑ +5.4 vs. state average

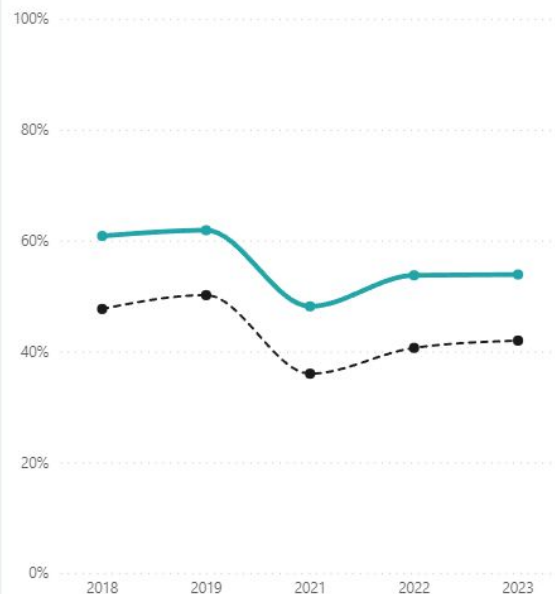
Results by Year

% Proficient

Avg Scaled Score

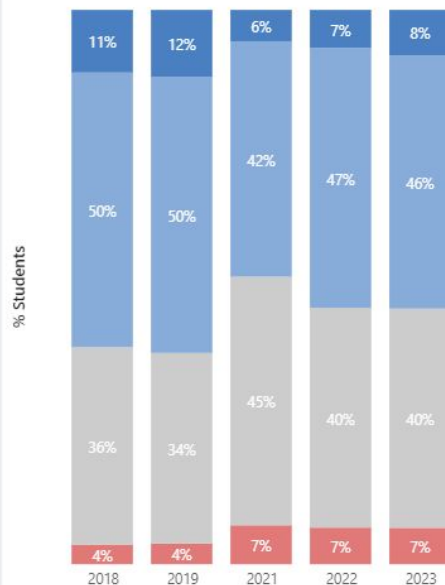
Avg SGP

— % Proficient - - State % Proficient

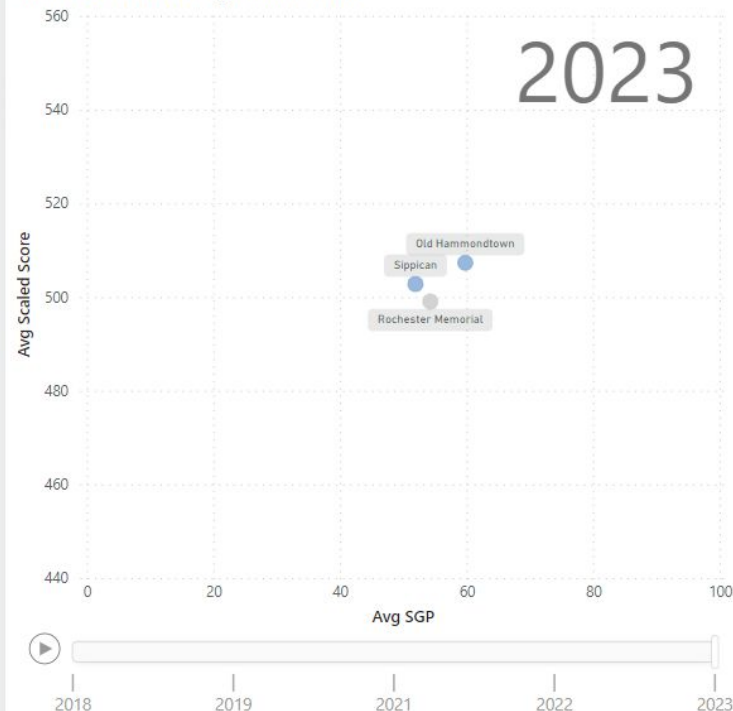


Student Performance by Year - Math

● Not Meeting ● Partially Meeting ● Meeting ● Exceeding



Scaled Score vs. SGP by School - Math



**Rochester Memorial School**

16 Pine St. Rochester, MA 02700

# RMS Math Grades 3-6 Achievement from 2019-2023

## % Students Proficient

**48%** 0% vs. previous year  
↑ +6% vs. state average

## Average Scaled Score

**499** 0 vs. previous year  
↑ +4 vs. state average

## Average SGP

**54.3** ↑ +4.9 vs. previous year  
↑ +4.3 vs. state average

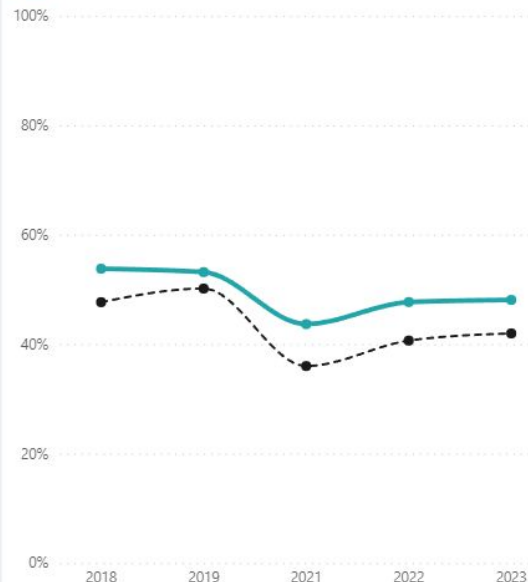
## Results by Year

% Proficient

Avg Scaled Score

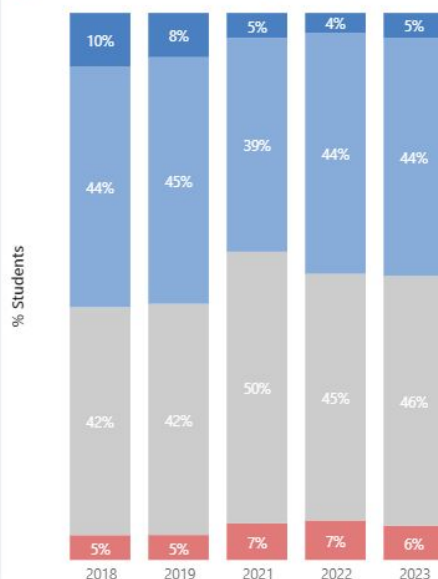
Avg SGP

— % Proficient - - State % Proficient

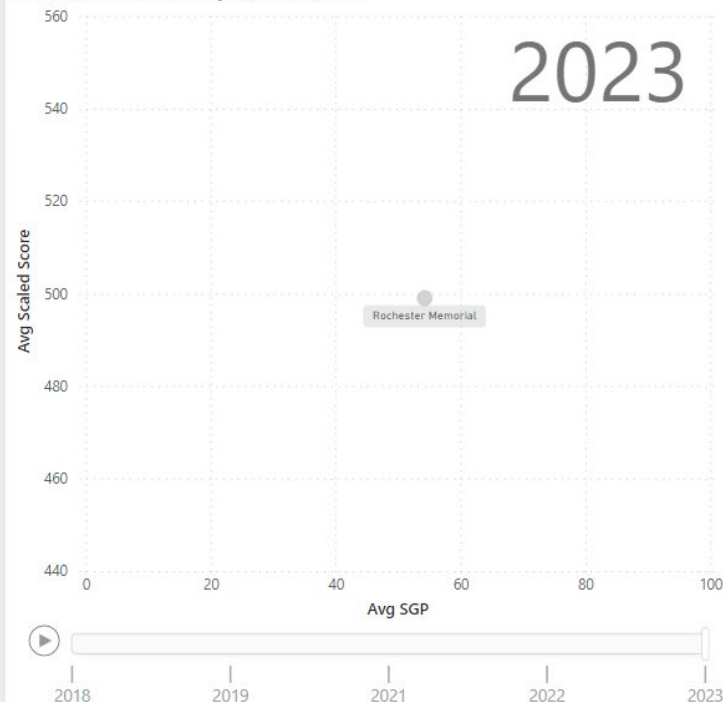


## Student Performance by Year - Math

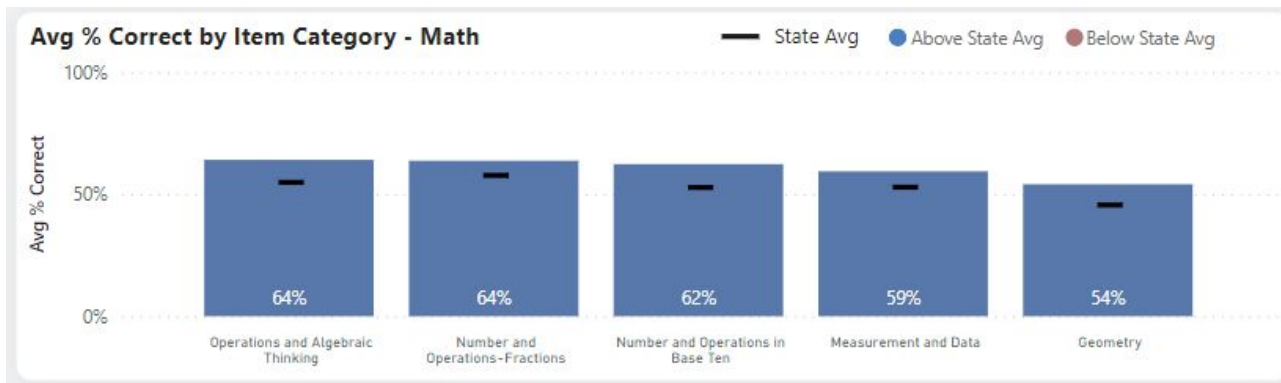
● Not Meeting ● Partially Meeting ● Meeting ● Exceeding



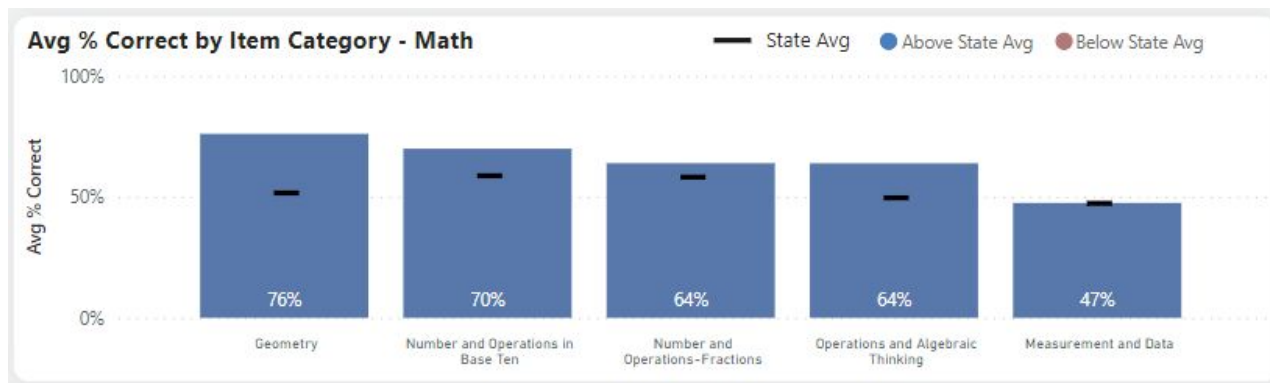
## Scaled Score vs. SGP by School - Math



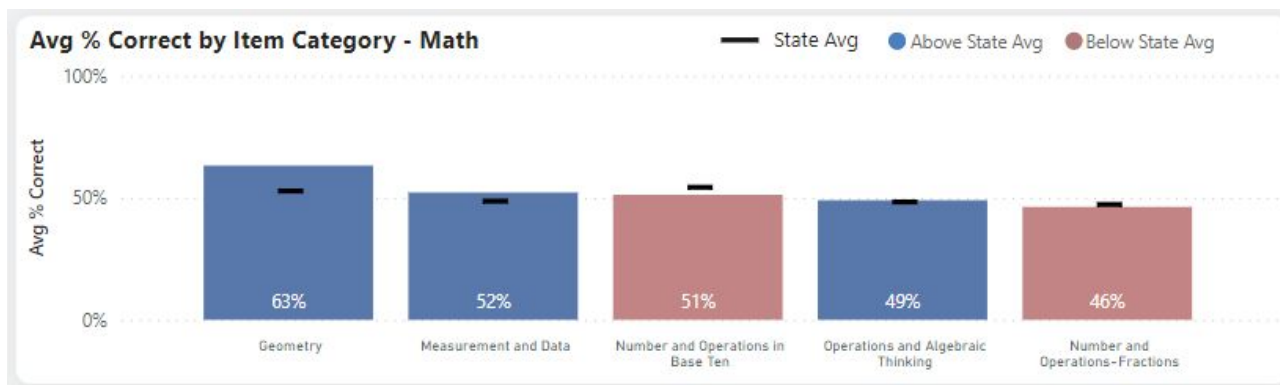
## Math Grades 3: Percent (%) Correct by Category



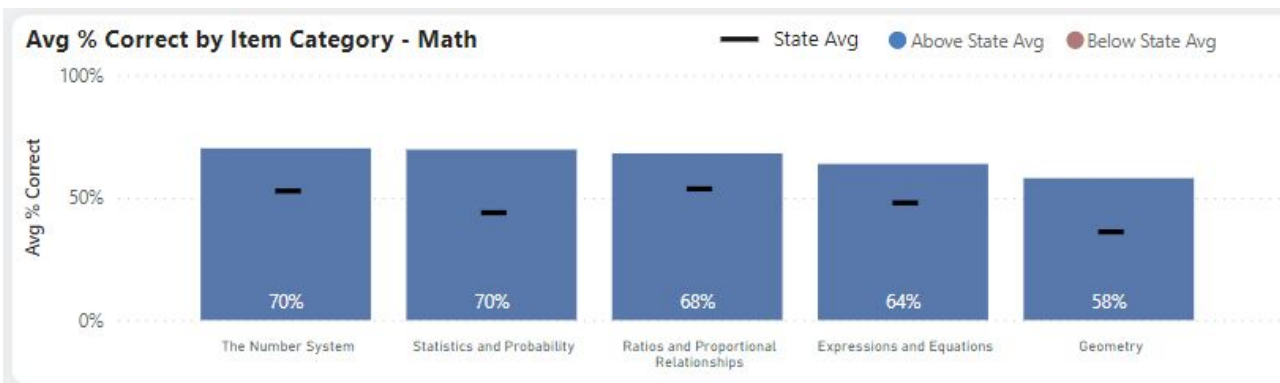
## Math Grades 4: Percent (%) Correct by Category



## Math Grades 5: Percent (%) Correct by Category



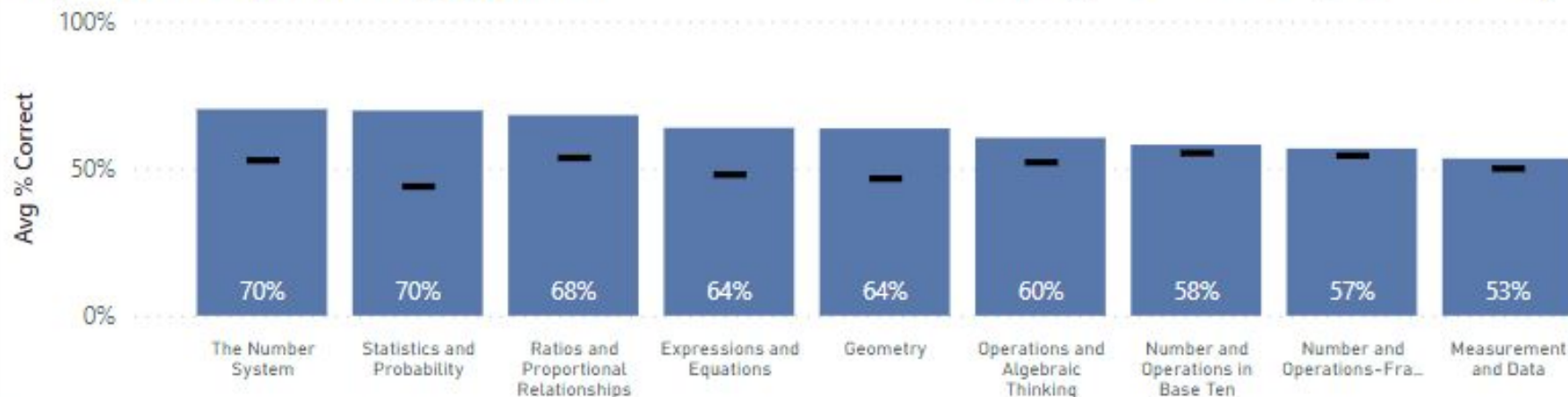
## Math Grades 6: Percent (%) Correct by Category



## Math Grades 3-6: Percent Correct by Category

Avg % Correct by Item Category - Math

— State Avg    ● Above State Avg    ● Below State Avg



# District-Wide Grades 5, 8 HS Achievement from 2019-2023 for Science

% Students Proficient

50%

↓ -11% vs. previous year

↑ +7% vs. state average

Average Scaled Score

500

↓ -6 vs. previous year

↑ +4 vs. state average

Average SGP

--

n/a vs. previous year

n/a vs. state average

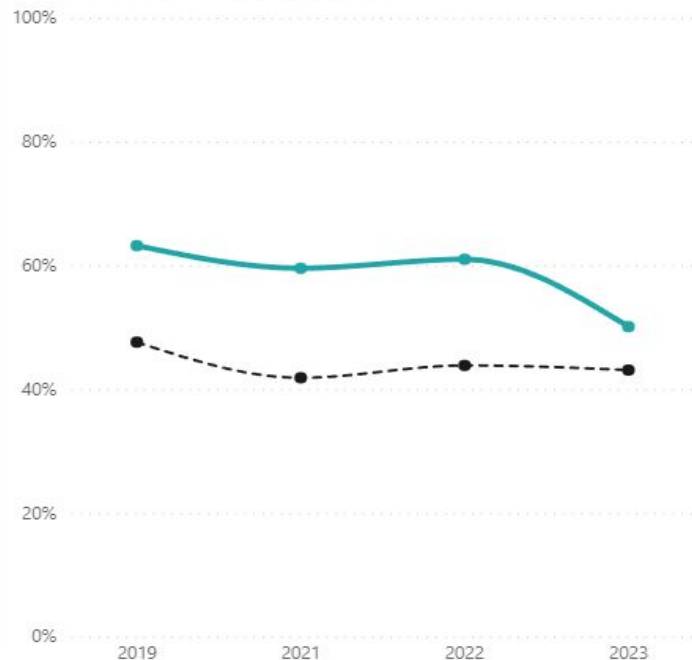
Results by Year

% Proficient

Avg Scaled Score

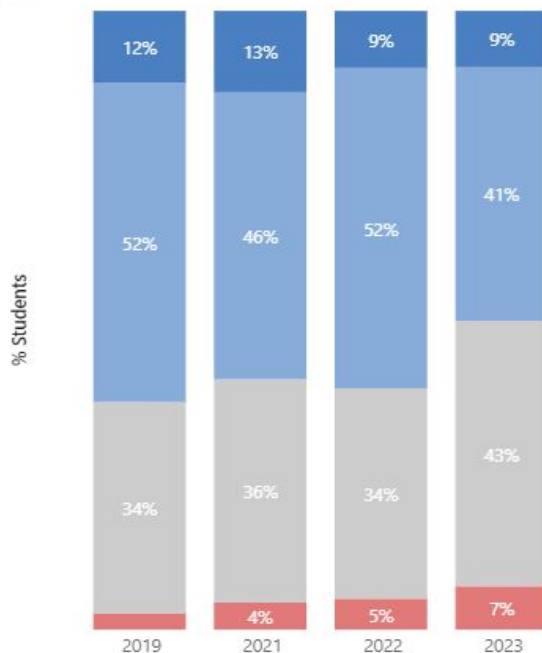
Avg SGP

— % Proficient - - - State % Proficient



Student Performance by Year - Science

● Not Meeting ● Partially Meeting ● Meeting ● Exceeding



**Rochester Memorial School**

16 Pine St. Rochester, MA 02700

# District-Wide Grades 5 Achievement from 2019-2023 for Science

% Students Proficient

**52%** ↓ -13% vs. previous year  
↑ +10% vs. state average

Average Scaled Score

**502** ↓ -6 vs. previous year  
↑ +8 vs. state average

Average SGP

-- n/a vs. previous year  
n/a vs. state average

Results by Year

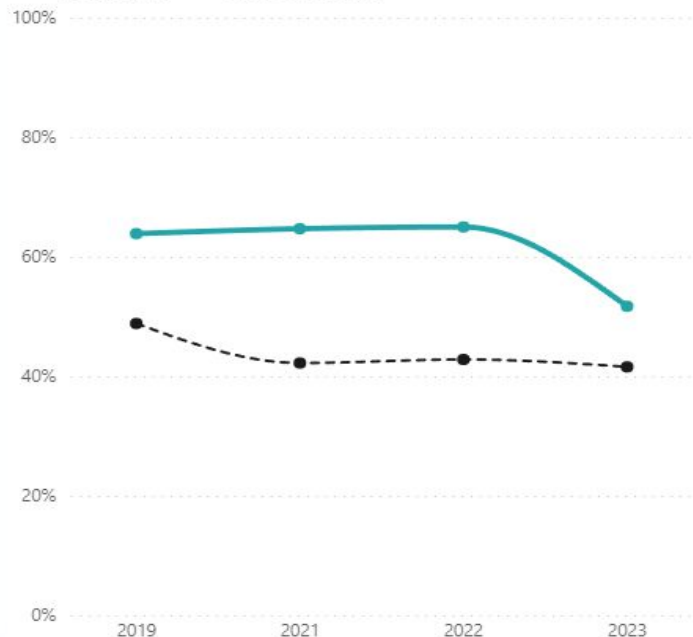
% Proficient

Avg Scaled Score

Avg SGP

(1 extra filter applied)

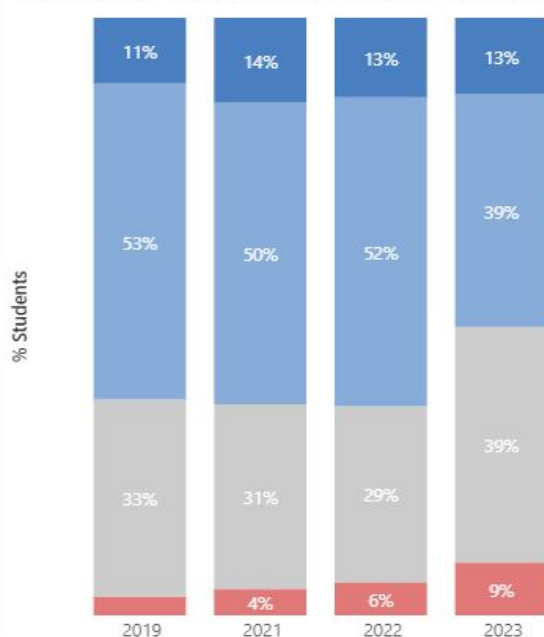
— % Proficient - - - State % Proficient



Student Performance by Year - Science

(1 extra filter applied)

● Not Meeting ● Partially Meeting ● Meeting ● Exceeding



# Rochester Memorial Grade 5 Achievement from 2019-2023 for Science

% Students Proficient

**49%** ↓ -20% vs. previous year  
↑ +6% vs. state average

Average Scaled Score

**501** ↓ -7 vs. previous year  
↑ +5 vs. state average

Average SGP

-- n/a vs. previous year  
n/a vs. state average

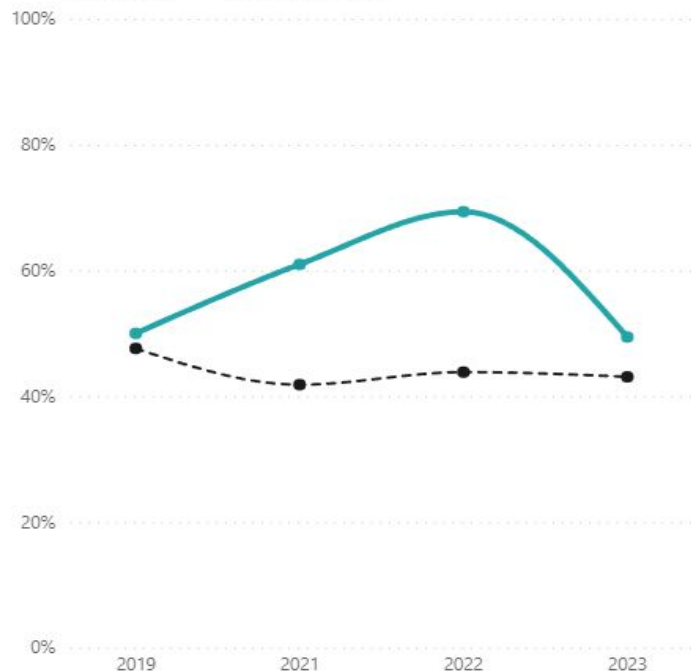
Results by Year

% Proficient

Avg Scaled Score

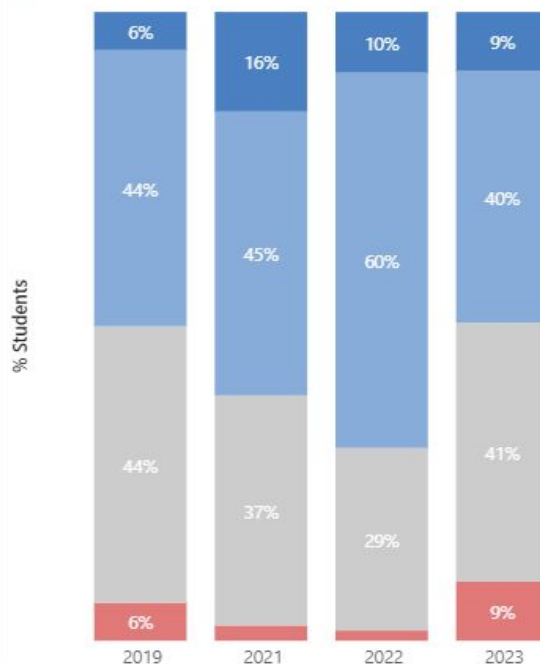
Avg SGP

— % Proficient - - - State % Proficient

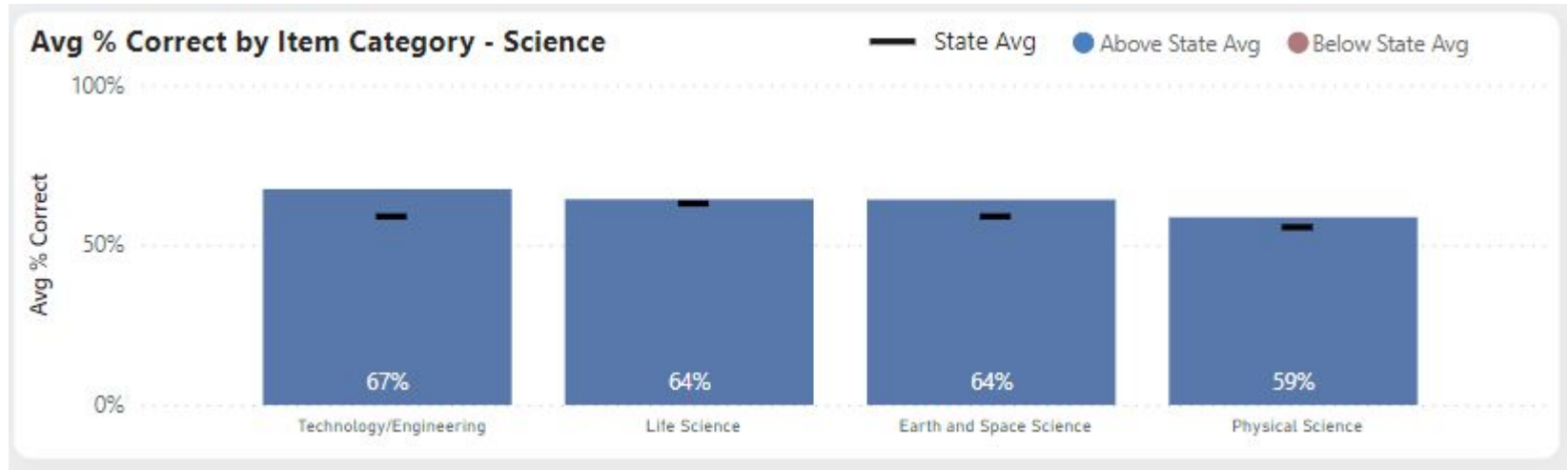


Student Performance by Year - Science

● Not Meeting ● Partially Meeting ● Meeting ● Exceeding



## Science Grade 5: Percent Correct by Category



# Areas of Strength - ELA

## Grade 3:

- Determine the purpose of punctuation used in a passage. 11% above the state at 85% (Language)
- Determine what paragraph suggests about an individual based on information from the passage. 10% above the state at 63% (Reading)

## Grade 4:

- Identify the type of figurative language used in a phrase from the passage and determine what it suggests about the characters. 12% above the state at 59% (Language)
- Identify the purpose of punctuation used in a sentence from a passage. 13% above the state at 64% (Language)

## Grade 5:

- Determine the purpose of a text feature used in the passage. 13% above the state at 82% (Reading-Craft & Structure)
- Identify a statement with which the authors of the passage would agree. 8% above the state at 87% (Reading)
- Make an inference about a topic presented in the passage and choose evidence to support the inference. 5% above the state at 90% (Reading)
- Determine the purpose of a text feature used in a passage. 13% above the state at 81% (Reading)

## Grade 6:

- Explain how particular sections of a passage contribute to the reader's understanding. 23% above the state at 84% (Reading Standard, Selected Response)
- Essay 12, Language, 18% above the state at 68% (Conventions of Standard English). Students had to write how a character developed throughout the passage

## Grades 3-6:

- The number of students who scored proficient or above was 3% greater than the state and up 7% from the previous year

## Action Steps - ELA

1. Consistent implementation of the common reading program *"Into Reading"* across all grade levels
2. Training is taking place with faculty on Science of Reading for best teaching practices
3. Teachers are being supported by Hill for Literacy, with grade level data analysis to help target instruction and implementation.
  - a. Focus on Tiered Intervention Model that has flexible groupings based on students' needs.
  - b. Use Flex time to support students with interventionists and classroom teachers
  - c. Reassess intervention groups so they are flexible throughout the school year
4. Identifying challenging areas at each grade level and purposefully plan to enhance our instructional practices related to the standards where RMS scored below the state average
  - a. Example: Embedding writing across all curriculum areas.
  - b. Identify the purpose of a sentence in a passage (-12% from state, grade 5, standard R.PK-12.3  
Analyze how and why individuals, events, and ideas develop and interact over the course of a text.
3. Determining common writing expectations using the new literacy Writer's Workshop Model
  - a. Be more cognizant of getting students to build their writing stamina across all disciplines

# Areas of Strength - Math

## Grade 3:

- Domain strengths included Measurement and Data, Number and Operations-Fractions were overall strengths
- Given the number of equal parts in a figure, determine what fraction one part is of the area of the whole figure, (13% above the state at 76%).

## Grade 4:

- Geometry up 27% and Operations and Algebraic Operations up 14%, Number and Operations in Base Ten above state average.
- Complete a verbal statement of multiplicative comparison that represents a given equation in a word problem, (15% above the state at 59%).

## Grade 5:

- Standard domain Geometry was an overall strength.
- Evaluate an expression with two sets of parentheses, (15% above the state at 53%).

## Grade 6:

- Domain strengths were Number Systems, Statistics and Probability, and Ratio and Proportional Relationships and overall student performance was above the state average
- Write a fraction with a denominator of 100 as a decimal, (25% above the state at 94%)

## Grades 3-6:

- The number of students whose performance level is proficient or above is 6% above the state average

# Action Steps - Math

1. Engaging faculty in data analysis.
  - i. Creating a student assessment database across grade levels (Aimswest, MCAS, IXL-when applicable)
  - ii. Identifying patterns, areas of strengths and weaknesses and creating actions steps to help close the gap and challenge students
  - iii. Looking at the scope and sequence of the math curriculum and determining how to spiral end of the year units throughout the school year.
    1. Example: Grade 5 Decimal Unit
2. Reteaching and breaking down the standards that our students performed below the state average
  - i. Example: Grade 3 identifying time on an analog clock
  - ii. Math support and enrichment in STEM Class
  - iii. Flex time (intervention block)
  - iv. Morning Meeting: Morning Message/Meeting/Activity

# Areas of Strength - Science

## 5th Grade Highlights:

- Describe a change to the design of a filter that would improve how the filter functions, 20% above the state at 72% (Earth and Space Science)
- Explain why the mass of a liquid decreases in an open beaker; determine and explain how closing the beaker will most likely affect the mass of the liquid, 16% above the state at 42% (Physical Science)
- Interpret a diagram to identify the cause of a change in a landscape over time, 15% above the state at 85% (Earth and Space Science)
- Identify a weather condition that could cause damage to a roof, describe the damage it could cause, and explain how a certain roof design could prevent this weather damage, 14% above state average at 66% (Earth and Space Science)

# Action Steps - Science

1. Continue with implementation of OpenSciEd curriculum in grades 5 and 6
  - a. Grade 5: First year of implementation with 2 units
  - b. Grade 6: Second year of implementation with 4 units
  - c. Continued professional development in Science Curriculum
2. Identify standards where fifth grade students scored below the state average and determine ways to increase student achievement and exposure to those standards needing more instruction.
  - a. Supported through STEM lessons
  - b. Small group instruction and support
  - c. Co-teaching and planning with STEM teacher and the science teachers
  - d. Embed a spiral review of standards through lesson activators
3. Sharing data with fourth and third grade teachers and identify the standards at each grade level that need more instruction, determining curriculum needs

# Questions

**ROCHESTER SCHOOL COMMITTEE MEETING**  
**ROCHESTER PUBLIC SCHOOLS**  
**REGULAR MEETING**  
Rochester Memorial School, 16 Pine Street, Rochester, MA 02770

**November 2, 2023 at 6:30 PM**

**ZOOM LINK:**

<https://oldrochester-org.zoom.us/j/96815845547?pwd=MIJtRVFXOVlPTWVHaUllcEg3U21lQT09>

Meeting ID: 968 1584 5547

Passcode: 146869

*This meeting will be conducted in a hybrid format. School Committee, Administrators and public will have the option of meeting in person in the Band Room located at the Rochester Memorial School at 16 Pine Street, Rochester, MA 02770 or via zoom.*

**MEETING TO ORDER**

**PLEDGE OF ALLEGIANCE**

**RECOGNITION OF ACHIEVEMENT**

**I. Approval of Minutes**

**A. Regular Session: October 5, 2023**

**B. Executive Session**

**C. Budget Subcommittee: October 5, 2023**

**II. Consent Agenda**

**III. Agenda Items Pending**

**IV. General**

**A. MCAS Presentation**

**B. 2024-2025 Draft School Calendar**

**V. New Business**

**A. Policy Review**

**B. Curriculum**

**C. Business**

**1. Financial Report**

**2. Food Service Director Report**

**3. Facilities Director Report**

**4. Budget Transfers**

**D. Personnel**

**VI. Special Topic Report**

**VII. Unfinished Business**

**CHAIRPERSON'S REPORT**

**CENTRAL OFFICE ADMINISTRATORS REPORT**

**PRINCIPAL'S REPORT**

**VIII. School Committee**

**A. School Committee Goals**

**B. Committee Reports**

**1. Budget Subcommittee**

**2. ORR District School Committee**

**3. SMEC**

**4. READS**

**5. Tri-Town Foundation**

**6. Early Childhood Council**

**7. Policy Subcommittee**

**8. Equity Subcommittee**

**9. MASC**

**C. School Committee Reorganization**

**IX. Future Business**

**A. Timeline**

**B. Future Agenda Items**

**X. Open Comments**

**XI. Information Items**

**XII. Executive Session**

**ADJOURNMENT**

**ROCHESTER SCHOOL COMMITTEE MEETING  
ROCHESTER PUBLIC SCHOOLS**

**TO:** Rochester School Committee  
**FROM:** Michael S. Nelson, Superintendent of Schools  
**DATE:** October 31, 2023  
**RE:** Agenda Items

The following items are on the agenda for November 2, 2023.

**I. Approval of Minutes**

**I.A. Approval of Minutes – Regular Session**

Recommendation:

That the School Committee review and approve the minutes of October 5, 2023. Please refer to “RSC 11022023 October Regular Minutes”.

**I.C. Approval of Minutes – Budget Subcommittee**

Recommendation:

That the School Committee review and approve the minutes of October 5, 2023. Please refer to “RSC 11022023 October Budget Minutes”.

**IV. General**

**A. MCAS Presentation**

Recommendation:

That the School Committee hear a presentation from administration.

**B. 2024-2025 Draft School Calendar**

Recommendation:

That the School Committee review the draft school calendar for the 2024-2025 school year. Please refer to “RSC 11022023 Draft School Calendar”.

**V. New Business**

**B. Committee Reports**

**1. Financial Report**

Recommendation:

That the School Committee hear a report from Mr. Barber. Please refer to “RSC 11022023 Financial Memo”, “RSC 11022023 FY 24 Financial Report – General Operating” and “RSC 11022023 Financial Report – BCAHS”.

**2. Food Services Report**

Recommendation:

That the School Committee hear a report from Mr. Barber. Please refer to “RSC 11022023 Food Service Report”.

**3. Facilities Report**

Recommendation:

That the School Committee hear a report from Mr. Barber. Please refer to “RSC 11022023 Facilities Director Report”.

**IX. Future Business**

**A. Timeline**

The next meeting(s) of the School Committee will be held as follows:

**Rochester School Committee**

December 14, 2023

Rochester Memorial School

16 Pine Street

Rochester, MA 02770

**Joint School Committee**

January 18, 2023

ORR Jr. High School

133 Marion Road

Mattapoisett, MA 02739

**B. FUTURE AGENDA ITEMS**

- Approval of School Improvement Plan (December)
- Initial Budget Review (January)

- Approval of Chairperson's Annual Report (February)
- Health Unit Application (February)
- Budget Approval Public Hearing (March)
- School Choice Public Hearing (May)
- Administrator Contracts (May)
- School Council Goals Update (June)
- Approval of Leases (June)

## **XII. Executive Session**

### Recommendation:

That the School Committee enter into executive session for purposes of exception #3, To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares, and exception #7, to comply with the provisions of any general or special law or federal grant-in-aid requirements.

If you have questions about any of the recommendations above please feel free to contact the Superintendent's Office.

**ROCHESTER SCHOOL COMMITTEE MEETING  
ROCHESTER PUBLIC SCHOOLS  
Rochester, Massachusetts  
16 Pine Street - Rochester, MA 02770**

**MEETING MINUTES  
October 5, 2023**

Regular meeting of the Rochester School Committee was held on Thursday, October 5, 2023 at 6:30pm. This meeting was held full in-person and there was also a zoom link available.

**COMMITTEE MEMBERS PRESENT:** Sharon Hartley (in-person), Chairperson, Jason Chisholm (remote), Anne Fernandes (in-person), Robin Rounseville (in-person) and Katherine Duggan (remote).

**COMMITTEE MEMBERS NOT PRESENT:** None

**OTHERS PRESENT:** Michael S. Nelson, Superintendent of Schools (in-person); Howard Barber, Assistant Superintendent of Finance & Operations (in-person); Sharlene Fedorowicz, Assistant Superintendent of Teaching & Learning (in-person); Heidi Letendre, Interim Principal (in-person); Charles West, Assistant Principal (in-person); Melissa Wilcox, Executive Assistant to the Superintendent (in-person).

Meeting was called to order at 6:34pm by Chairperson Hartley. Ms. Hartley stated in accordance with Massachusetts Open Meeting Law, the Agenda has been set, the meeting is being recorded.

The school committee, administration and everyone present stood and recited the Pledge of Allegiance.

**I. Approval of Minutes**

A. Approval of Minutes – Regular Session: August 31, 2023

MOTION: Mr. Chisholm to approve the August 31, 2023 minutes as presented

SECOND: Ms. Rounseville

MOTION PASSED (5:0)

ROLL CALL: Duggan: yes, Chisholm: yes, Fernandes: yes, Hartley: yes, Rounseville: yes

B. Approval of Minutes – Executive Session: August 31, 2023

MOTION: Ms. Rounseville to approve the August 31, 2023 executive session minutes as presented

SECOND: Ms. Fernandes

MOTION PASSED (5:0)

ROLL CALL: Duggan: yes, Chisholm: yes, Fernandes: yes, Hartley: yes, Rounseville: yes

**IV. General**

**A. Hill for Literacy Updates**

Recommendation:

That the School Committee hear an update from Dr. Darci Burns from Hill for Literacy.

**Superintendent Nelson made the following statement:** *This evening Dr. Fedorowicz will provide an update on our ongoing literacy work at Rochester Memorial School and will be joined by Dr. Burns.*

*Dr. Fedorowicz stated the following:*

*Tonight I would like to provide an update on our new literacy program and rollout. We are about one month in to the program and have had three targeted professional development trainings for IntoReading and DIBELS. In addition, we set up time with the HILL for Interventionists to meet for specific implementation questions. The remainder of the year has scaffolded supports with the HILL related to implementation, data meetings to inform decisions, school and district leadership teams. We are also going to be starting the Science or Reading. We continue to have a strong partnership with the HILL this year which will continue into next year.*

*Last meeting, there was a request to have additional information related to intervention programs and resources and early assessments for our early elementary around those students exhibiting phonological awareness issues. Here tonight, Dr. Darci Burns from the HILL is joining us to provide a quick overview and dive into the questions related to interventions. I will turn it over to Dr. Burns.*

Dr. Burns provided an overview of the process so far this being the second year of the partnership with the district. The first year was the comprehensive needs assessment and develop the literacy plan. She explained the literacy plan is the road map for supporting a tiered instructional model and building a consistence knowledge base across all the elementary schools in the district. This is the first year of implementation and the goal of adopting a literacy program like this is equitable and consistent education across all grade levels and schools. DIBELS is being adopted by the district as well, which will provide data to see how the implementation is going. Literacy leaders in the district, Hill and HMM company are supporting and collaborating with the teachers to learn the program and effectively use it with their students. Grade level data meetings are also being held to review data and inform decisions during implementation. The goal is for 90% of students to meet grade level benchmarks based on solid tier 1 instruction. It is hard right now, but teachers will get there. Dr. Fedorowicz added that it commonly aligns with all of our interventions across all of the districts. She continued that this is the first year that all three districts are commonly aligned which will assist as students move into the Junior High School and High School.

#### **School Committee Feedback:**

Ms. Fernandes asked where the students with specific learning disabilities fall in tier 1. Dr. Burns said the focus for these students would be small group instruction to intensify phonemic awareness especially in Kindergarten and first grade so the skills are gained early in the students' education experience. She explained it will take accommodations in the upper grades at this stage.

Ms. Rounseville asked if Dr. Burns could elaborate on monitoring instruction. Dr. Burns confirmed that support is available in many ways. Grade level teams work with Hill facilitators, they also identify trends and discuss with the publisher to leverage support and training from the publisher, they offer modeling in the classroom and co-teaching. They also give feedback to support teachers.

Ms. Rounseville asked if there is an ideal size for small group instruction. Dr. Burns said in general about six students but the smaller the better.

Ms. Rounseville asked the typical length of a session in Kindergarten with small group instruction and staff in the classrooms. Dr. Burns said they do help schools think about master schedules to support coordinating resources, people and materials.

Ms. Fernandes asked who are the literacy leaders in the district. Dr. Fedorowicz explained there is an administration team, a team that has representatives from each elementary building along with building specific teams. Data meetings begin in the next two weeks.

#### **B. Approval of Student Handbook**

##### Recommendation:

That the School Committee review and approve the Student Handbook for the 2023-2024 School Year.

Ms. Letendre and Mr. West reviewed the recommended changes to the student handbook for the committee to review. Please see appendix A.

##### **School Committee Feedback:**

Ms. Duggan asked if the his/her gender language could be updated to they/them or the students.

MOTION: Ms. Rounseville to approve the 2023-2024 student handbook with the changes as discussed.

SECOND: Mr. Chisholm

MOTION PASSED (4:1)

ROLL CALL: Duggan: yes, Chisholm: yes, Fernandes: abstain, Hartley: yes, Rounseville; yes

#### **C. Approval of Disposal List**

##### Recommendation:

That the School Committee review for approval the disposal of materials.

Superintendent Nelson informed the committee of the list below for review and approval.

Title of Book	Publisher	Copyright Date	Grade Level	Quantity to be recycled
When Readers Struggle	Heinemann	2009	K-3	1
F & P Literacy Continuum		2015	PreK-3	1
F & P Guided Reading		2017	PreK-6	2
F & P Rdg Mini Lessons		2020	Grade 6	1
F & P Rdg Mini Lessons		2019	Grade 1	1
F & P Rdg Mini Lessons		2019	Grade K	1
F & P Assessment Forms		2017	Grade 2-6	1
F & P BAS Kit 2		2017	Grades 3-6	1
Reading Street Teacher Manuals (6 units each teacher)			K-6	63
Reading Street Student Workbooks Volume 1 and 2			K-6	960
DRA 2 Kit	Pearson		K-3	1

MOTION: Ms. Rounseville to approve the list of items to dispose of as presented

SECOND: Ms. Fernandes

MOTION PASSED (5:0)

ROLL CALL: Duggan: yes, Chisholm: yes, Fernandes: yes, Hartley: yes, Rounseville; yes

#### **D. Approval of Donation(s)**

##### Recommendation:

That the School Committee review a donation of the following books from RMS PTO already reviewed and recommended by the school librarian:

*Cat Kid Comic Club: Perspectives* by Dav Pilkey, *Key Player (Front Desk, Book 4)* by Kelly Yang, *Welcome to Sparklegrove* by Rebecca Elliott, *Wings of Fire (Moon Rising, Book 6)* by Tui Sutherland, *What is Lego?* By Jim O'Connor, *Who Was Queen Elizabeth II?* by Megan Stine, *Who Is the Man in the Air?* *Michael Jordan* by Gabe Soria, *What Was the Age of the Dinosaurs?* By Megan Stine, *Who is Shaquille O'Neal?* by Ellen Labrecque, *What Do we Know About the Loch Ness Monster?* By Steve Korte, *Pug's Road Trip (Branches: Diary of A Pug, Book 7)* by Kyla May, *Cutest Animals on the Planet* by National Geographic Kids 2021, *What was the Titanic?* by Stephanie Sabol, *Smithsonian Super Dinosaur Encyclopedia* by Chris Barker, *Animal Knowledge Genius!* by Stevie Derrick, *Kingfisher Animal Encyclopedia* by David Burnie, *Big Book of Who All-Stars* by Sports Illustrated Kids, *Big Book of Who Football* by Sports Illustrated Kids, *Pete the Cat Plays Hide-and-Seek* by Kim Dean, *Hurricane Katrina* by Lauren Tarshis, *The Attacks of September 11, 2001* by Lauren Tarshis, *The Shark Attacks of 1916* by Lauren Tarshis and *Courageous Creatures* by Lauren Tarshis.

MOTION: Ms. Rounseville to approve the list of books donated by RMS PTO as presented

SECOND: Ms. Fernandes

MOTION PASSED (5:0)

ROLL CALL: Duggan: yes, Chisholm: yes, Fernandes: yes, Hartley: yes, Rounseville; yes

That the School Committee review a donation of the following books from Plumb Memorial Library already reviewed and recommended by the school librarian:

*The Night Gardener* by Jonathan Auxier, *The Year of Billy Miller* by Kevin Henkes, *Out of Left Field* by Ellen Klages, *Magic in the Mix* by Annie Barrows, *Sports Report (Game Face)* by Brigitte Cooper, *Balancing Act (Game Face)* by Brigitte Cooper, *Mr. Lemoncello's Great Library Race* by Chris Grabenstein, *Tru & Nelle* by G. Neri, *Word After Word After Word* by Patricia MacLachlan, *Home on the Range* by Lucy Nolan, *Felix Takes the Stage* by Kathryn Lasky, *The Ethan I was Before* by Ali Standish, *Ida B – And Her Plans to Maximize Fun, Avoid Disaster and (Possibly) Save the World* by Katherine Hannigan, *Prairie Evers* by Ellen Airgood, *Team Players* by Mike Lupica, *The Nine Lives of Jacob Tibbs* by Cylin Busby, *Game Changers* by Mike Lupica, *Kelsey Green, Reading Queen* by Claudia Mills, *Annika Ritz, Math Whiz* by Claudia Mills, *Two-Minute Drill (Comeback Kids)* by Mike Lupica, *Tales for Very Picky Eaters* by Josh Schneider, *Captain Awesome and the Ultimate Spelling Bee* by Stan Kitby, *Captain Awesome for President* by Stan Kirby, *The Half-Court Hero and The Missing Baseball* by Mike Lupica, *Mouse Scouts* by Sarah Dillard, *Snow Day (Bramble and Maggie)* by Jessie Haas, *Half a Chance* by Cynthia Lord, *The Search of Sunken Treasure and A Very Merry Christmas* by Geronimo Stilton, *Sputnik's*

*Guide to Life on Earth* by Frank Cottrell Boyce, *Fingers Keepers* by Shelley Tougas, *Masterpiece* by Elise Broach, *Baseball Genius* by Tim Green, *My Diary from the Edge of the World* by Jodi Lynn Anderson, *Bringing Down the Mouse* by Ben Mezrich, *Hunger: A Tale of Courage* by Donna Jo Napoli, *Lights, Camera, Middle School* by Jennifer Holm, *Extraordinary People* by Michael Hearst, *Starry River of the Sky* by Grace Lin, *Tangerine* by Edward Bloor and *The League of Unexceptional Children* by Gitty Daneshvari.

MOTION: Ms. Rounseville to approve the list of books donated by Plumb Memorial Library as presented

SECOND: Ms. Fernandes

MOTION PASSED (5:0)

ROLL CALL: Duggan: yes, Chisholm: yes, Fernandes: yes, Hartley: yes, Rounseville: yes

That the School Committee review a donation of sixty-five toothbrush kits from All Hands Dentistry and Sullivan Family Dental.

MOTION: Ms. Rounseville to approve the toothbrush kits as presented

SECOND: Ms. Fernandes

MOTION PASSED (5:0)

ROLL CALL: Duggan: yes, Chisholm: yes, Fernandes: yes, Hartley: yes, Rounseville: yes

## **V. New Business**

### **C. Business**

#### **1. Financial Report**

Mr. Barber reported the following:

The Rochester School District currently has \$817,856 available of the general funds appropriated in the 2023 Fiscal Year. Per the attached Year to Date Budget Report by Department, we are able to identify how our funds are encumbered and expended. This report recognizes that of the total \$6,816,930 appropriated to the Rochester School District.

**\$ 6,816,930 – General Funds Approved**

**\$ 5,999,074 – Obligations Paid Year to Date**

**\$ 817,856 - Remaining Available Funds**

Bristol County Agricultural High School enrolled student operational budget totals \$208,563. The costs included in the operational budget consist of tuition, debt and transportation.

**\$ 208,563 – Bristol County Agricultural High School**

**\$ 166,832 - Obligations Paid Year to Date**

**\$ 41,731 - Remaining Available Funds**

#### **2. Food Service Director Report**

Mr. Barber also reported the following from Food Service Director Jill Henesey:

- Friendly reminder any extra items are available for purchase this year; limited snacks, beverages and second entrees at an extra cost.
- Fresh Fruit & Veggie Bars have been well received by students.
- Meal participation continues to grow strong.

Students Receiving Free and Reduced Meals:

Free: 126→ 25%

Reduced: 16→ 3%

#### **3. Facilities Director Report**

Mr. Barber also reported the following Facilities Report from Eugene Jones, Director of Facilities:

- Replaced Breaker in Roof Top Unit (RTU) A-3.
- Annual air quality testing of facility completed, no action levels.
- Installed Variable Frequency Drives (VFD) on boiler pumps.
- Started Phase 1 of HVAC Recommissioning.
- HVAC system to winter mode.
- Conducted routine maintenance on all facility systems.

#### **D. Personnel**

The following staff members were hired for the 2023-2024 school year.

Melissa Mills – Instructional Assistant

Erin Sharp – Instructional Assistant

#### **CHAIRPERSON'S REPORT**

Chairperson Hartley stated the following:

*On September 18<sup>th</sup>, I attended the Selectboard meeting. I learned through reviewing the Selectboard Agenda that the Board was scheduled to meet on September 18<sup>th</sup> to discuss the Solar Project Contract. The project had taken a long time to go through the planning process. The Selectboard decided to go into Executive Session prior to the discussion on the agenda. As you know, this project effects our budget directly and as you know, the project also offers important support for the Town – reduced electrical rate for more than 20 years. I asked to attend Executive Session and was refused. When the Board returned to open session, they stated that they had decided to reopen the contract in its entirety. I have heard nothing further. On September 28<sup>th</sup>, the Joint School Committee held its first meeting of the school year. Kristine Lincoln was formally appointed as the Interim Director of Student services and the remaining meeting dates for this school year were approved. We heard a report on the new Strategic Plan Vision 2028 and discussed the Superintendent's Mid-cycle Review. We approved the district's professional development plan for the school year and daily substitute rates. We also engaged in policy review.*

#### **CENTRAL OFFICE ADMINISTRATOR'S REPORT**

Superintendent Nelson thanked Principal Letendre for hosting him recently and discussed visiting RMS and it was great to see the busy classrooms and other learning spaces in full swing with tons of teaching and learning happening. He toured the building with Ms. Letendre discussing how things have been going the first month of school. Mr. Nelson thanked the teachers and staff members including student led conversation during an OpenSciEd lesson in Ms. Forns classroom. He also enjoyed observing some of the youngest learners acting out a music story with Ms. Audette and some novel musicians learning new notes with our band instructor, Ms. Laprise. It was clear that the teaching staff has embraced the IntoReading learning program as he saw many classrooms actively engaged in literacy activities – with a number of student led conversations happening about the stories they were reading. Superintendent Nelson also highlighted the important work the Joint School Committee completed recently including formal adoption of Vision 2028 strategic plan and the 2023-2024 professional development plan.

#### **Dr. Fedorowicz, Assistant Superintendent of Teaching & Learning, stated on the following:**

*Last week, we had our second PD on the Sept. 27 PD half day. The teachers had an advanced training with IntoReading targeted for grades K-2, 3-6 and then a separate training for interventionists which was well-received. Our next PD day on Nov. 7 is a full PD and we will continue our focus on Literacy, specifically we will be starting the Science of Reading trainings this year now that teachers are already using the new literacy curriculum.*

*Our new teachers had a training session last week on instructional technology, specifically the Promethean boards that will enhance their use of technology in their classrooms and improve student engagement.*

*We had our first LW as a district team this year at the high school just this morning. We visited 16 classrooms in various subject areas and collaborated on the great teaching and learning and areas we want to adjust. We are using the DESE Focus Indicators and Culturally Responsive Look Fors that are aligned with the teacher evaluation rubric. Again, this is non-evaluative and a way for administrators to have PD related to productive conversations around teaching and learning in buildings. We are looking forward to our next LW which is next week right here at RMS.*

#### **PRINCIPAL'S REPORT:**

##### **Ms. Letendre reported on the following:**

*Rochester Memorial School students have completed their first month of school and have settled into their daily school routines. Our faculty start each day conducting Morning Meeting as outlined in the Responsive Classroom model. This is where classroom routines and expectations are modeled, reviewed and revisited, as needed. Many teachers embed content-based curriculum material as part of their morning message or morning*

activity. After-school programs began on Monday, September 25th and Mr. Woodward is the after-school program supervisor. There are approximately 200 students participating in various events. The program runs through the first and second week of November.

#### *RMS School Council:*

School Council members have been determined. There were 6 parents/guardians interested in serving on our School Council. This year's members are: Heidi Letendre, Interim Principal; Bridgit Wallenhaupt, Grade 4 Special Education Teacher; Lisa Mazzuca, Academic Interventionist; Donna Cisco, Paraprofessional. Our parents/guardians include Mr. Douglas-Sims, Mrs. Rounseville, Mr. Rosa and Mrs. Lee. The first meeting date will be on Wednesday, October 24th 3:30-4:30 PM in the RMS Conference Room.

#### *Voting Results:*

Marcial Pais 27

K. Douglas-Sims 46

Barbara Lee 30

Joshua Trombly 28

Lazaro Rosa 33

Ashley Rounseville 34

#### *Celebrations Committee:*

The Celebrations Committee is a new initiative this year where faculty and staff are welcomed to join Mrs. Letendre in planning fun events for faculty and staff throughout the school year. The goal is to enhance our school culture and show appreciation for all of our educators and school faculty. In addition, the committee is looking for ways to highlight students and plan events that do not interfere with the work of our Project 351 Influencers or our soon to be School Ambassadors. The first meeting took place on Monday, September 18th and the next meeting will take place on Wednesday, October 11th.

#### *Project 351:*

Currently, RMS has 13 new students signed up to participate in our Project 351 Playbook Initiative. This year, we welcomed 4th graders to sign up.

- 4th Graders: 6 students
- 5th Graders: 6 students
- 6th Grader: 1 new student
- 6th Graders: 10 students (22-23 school year)

Most recently, RMS had two sixth graders present their goals and wishes for this school year at the Equity Subcommittee on Thursday, September 28, 2023. Thank you to Delaney Vieira and Adeline Chua for sharing their vision for RMS and using their voice to represent Rochester Memorial School. October 17th will be the first district-wide training for our Influencers under the direction of Lauren Millette.

#### *New Faculty:*

Melissa Mills-paraprofessional in third grade

#### *Student Teachers:*

- Second Grade with Tess Hedblom and Jamie Alves: Alex Silveria
- Sixth Grade with Forrest Cote: Elizabeth Oliver

#### *Curriculum and Assessment Updates:*

During our September PLC meeting with staff, teachers met with Amanda Rathbun, from the Hill for Literacy. She guided our faculty through the Into Reading lessons and helped to outline some focus areas as an initial rollout. September 27, 2023 Faculty and Staff engaged in curriculum work based on their content area. Our teachers received training from Houghton Mifflin Harcourt on the various components of the Into Reading curriculum. The Dynamic Indicator for Early Literacy Skills (DIBELS) is an assessment that helps to identify students' strengths and areas needing improvement based on the foundational skills of literacy. This assessment helps to identify if students could be at risk of reading difficulties. DIBELS data is being analyzed to help identify Tiered II Instruction with our interventionists. Our teachers are also looking at the data to determine instructional focus areas within their classroom. Benchmark Data Meetings will take place in October for each grade level. These meetings will be facilitated by the Hill for Literacy and administration. Each student in grades K-6 was assessed in math using the AIMSweb Platform. MCAS data has been initially reviewed with faculty and as a team we will be diving deeper into the data and standards to determine next steps to improve upon the areas needing additional instruction.

#### *Upcoming Dates:*

- Meet and Greet the Interim Principal, Wednesday, October 4th from 5:30-6:30 PM in the RMS cafeteria
- Staff Meeting: Wednesday, October 4th

- *Benchmark Meetings with Hill for Literacy*
- *October 16th, Kindergarten and 4th grade*
- *October 18th, Grade 1, 5 and 6*
- *October 26th, Grade 2 and 3*
- *PTO meeting, October 10th at 3:10 PM*
- *Parent/Teacher Conferences: October 19th and 20<sup>th</sup>*
- *Book Fair will be available on both days (1:00PM to 6:00 PM on Thursday and 1:00 PM to 3:00 PM on Friday)*
- *Staff Celebration's Committee Meeting, Wednesday, October 11th*
- *Nature's Classroom, Week of October 23rd-27th (Grade 6)*
- *New Teacher Mentor Meeting, October 26th 3:30-4:30PM*

## **VIII. School Committee**

### **B. Committee Reports**

- 1. Budget Subcommittee-** Ms. Hartley reported the first meeting was held tonight for FY25.
- 2. ORR District School Committee –** Mr. Chisholm reported they met on September 6<sup>th</sup> and the next meeting is next week.
- 3. SMEC-** Ms. Fernandes reported SMEC met on September 27<sup>th</sup> and elected board members, discussed FY24 spending, revised policies and the upcoming open house in which all are invited. The next meeting is November 28<sup>th</sup>.
- 4. READS-** Mr. Nelson reported they met on September 14<sup>th</sup> and discussed considered new member districts. The next meeting is in November.
- 5. Tri-town Foundation-** Ms. Rounseville reported the met on September 21<sup>st</sup> and she was unable to attend but from the meeting minutes concluded they reviewed the grant summary report and reorganized, naming Doreen Lopes as chairperson.
- 6. Early Childhood Council-** Ms. Duggan reported they have not met but will do so on October 18<sup>th</sup>.
- 7. Policy Subcommittee-** Ms. Duggan reported they meet next week.
- 8. Equity Subcommittee-** Mr. Chisholm reported they met on September 28<sup>th</sup>.

## **IX. Future Business**

### **A. Timeline**

Chairperson Hartley reported:

The next meeting of the Rochester School Committee is November 2, 2023 @ 6:30pm at Rochester Memorial School. The next meeting of the Joint School Committee is January 18, 2024 @ 6:30pm at the Media Room at the Jr. High School.

## **X. Open Comments**

### **Chairperson Hartley read the following statement:**

*Public comment is governed by approved school committee policy. Per the committee's policy we will offer up to 30 minutes for public comments this evening. Public comment is not a discussion, debate, or dialogue between individuals and the school committee. However, the committee takes any public comment made seriously and appreciates hearing from the public. Anyone looking to provide a public comment must be acknowledged by the Chairperson before addressing the committee. Those making a public comment will have up to three minutes to address the committee and must start their comment by stating their name and the town they reside in. For those in person there is a sign in sheet for those looking to make a public comment located on side wall and those on zoom, you can send a message in the chat with your name and the town you reside in. The chairperson will alternate between in-person and zoom participants. The school committee reserve the right to address any comment that present incorrect information at our next meeting.*

There were no public comments.

## **XII. Information Items**

### **Recommendation:**

That the School Committee review the READS Collaborative Quarterly Report Overview – September 2023 and the Finance Committee's approved transfer from the reserve fund.

MOTION to adjourn regular session at 7:58pm

MOTION: Ms. Rounseville

SECOND: Ms. Fernandes

MOTION PASSED (4:1)

ROLL CALL: Duggan: abstain (technical difficulties), Chisholm: yes, Fernandes: yes, Hartley: yes, Rounseville; yes

Submitted,

Melissa Wilcox

School Committee Secretary

# ***Rochester Memorial School***

**2023-2024**

## **Student Handbook**



### **Our Mission:**

*To inspire all students to think, to learn and to care.*

### **Our School Rules:**

*Take CARE of Yourself  
Take CARE of Others  
Take CARE of Our School Environment*

16 Pine Street, Rochester, MA 02770 508-763-2049

August 2023

Dear Rochester Memorial School Families,

We like to welcome everyone to a new school year! As a school, we are very excited to be able to share each day with your child. Our goal is to create and maintain a positive, inclusive and safe learning environment that values each student.

The Rochester Memorial School Handbook has been designed to share information regarding school policies, and general school information. We hope that you will find the information contained in this handbook to be a useful reference throughout the school year.

We look forward to this new school year and continuing to work with each family. Working together is important and is essential in supporting all students.

Thank you for your continued support!

Sincerely,

Heidi Letendre  
Interim Principal

Charles West  
Assistant Principal

**Rochester Memorial School Administrative Staff**

**Heidi Letendre - Interim Principal**

**Charles West - Assistant Principal**

**Ellen Murphy - School Nurse**

**Alison Guard - Principal Secretary**

**Kim Amato - Special Education Secretary**

### **Central Office Administration**

**Michael S. Nelson - Superintendent of Schools**

**Sharlene Fedorowicz – Asst. Supt. of Teaching & Learning**

**Howard Barber – Asst. Supt. of Finance and Operations**

**Kris Lincoln - Interim Director of Student Services**

**Eugene Jones - District Facilities Director**

**Jill Henesey – Food Service Director**

**Doreen Lopes – Early Childhood Coordinator**

**Susana Cunningham – Human Resources Coordinator**

Central Office Phone (508) 758 - 2772

### **Rochester Memorial School Committee Members**

Sharon Hartley, Chairperson

Katherine Duggan, Vice-Chairperson

Jason Chisholm

Anne Fernandes

Robin M. Rounseville

**Rochester Memorial School Staff**  
**2023-2024**

**School Administrative Assistant:**

Ms. Guard

**Special Education Administrative Assistant:**

Mrs. Amato

**Project Grow, Preschool:**

Ms. Pacheco

Ms. Garcia - Speech-Language Pathologist - Project GROW

**Kindergarten:**

Mrs. Baronas

Ms. Derderian

Mrs. St. Yves

Mrs. Weigel

**Grade 1:**

Mrs. Beson

Mrs. Lenahan

Mrs. Nelson

Mrs. Staier

Ms. Dederian

**Grade 2:**

Mrs. Alves

Mrs. Bradley

Mrs. Hedblom

Mrs. Realini

Mrs. Russo

**Grade 3:**

Mrs. Banno

Ms. Higgins

Ms. Hunter

Mrs. Koepfel

**Grade 4:**

Mrs. Cabral

Mrs. Cyr

Ms. Griffin

Ms. Wollenhaupt

**Grade 5:**

Ms. Campbell

Mrs. Rogers

Ms. Houlihan

Ms. Harper  
Mr. Forns

**Grade 6:**

Mr. Cote  
Mrs. Forns  
Ms. Teves  
Mrs. Audette  
Ms. Coelho

**Specialists Areas:**

Mrs. Audette - Music  
Mrs. Guertin - Health  
Mrs. Hemenway - Art  
Mrs. Laprise - Band  
Mrs. Sollauer - Media Center  
Mr. Woodward - Physical Education

**STEM (Science, Technology, Engineering & Math Specialist)**

Mr. Huckabee

**Academic Interventionist:**

Mrs. Mazzuca

**Reading Specialists:**

Mrs. Johnson  
Mrs. McIlmail

**School Social Workers:**

Mrs. Cruz  
Mrs. Pacheco

**English Language Learner Teacher:**

Mrs. Dranchak

**School Psychologist:**

Mrs. St. Thomas

**Speech Pathologists:**

Mrs. Lambert-Matos  
Mrs. Bejtlich

**Physical Therapist:**

Mrs. Hasbrouk

**Occupational Therapist:**

Ms. Souza

**Paraprofessionals:**

Mrs. Henrie  
Mrs. Bateman  
Mrs. Parker  
Mrs. Moniz  
Mrs. Sousa  
Mrs. Ovia  
Mrs. Arruda  
Mrs. Harding  
Mrs. Hunter  
Mrs. Cisco  
Mrs. Miranda  
Mrs. Sharp  
Mrs. Mills

**School Nurse:**

Mrs. Murphy

**Maintenance Supervisor:**

Mr. Bernard

**Technology Support:**

Mr. Ashley  
Mrs. Bednarczyk  
Mr. Houde  
Mr. Simmons  
Ms. Wheeler

**Cafeteria Staff:**

Mrs. Gonet - Head Cook  
Mrs. L'Heureux - Asst. Cook  
Mrs. Randall  
Mrs. Pimentel

**GENERAL INFORMATION**

School Hours: 8:40 AM - 3:00 PM

**Transportation Information****Bus Transportation**

Bus routes for the Old Rochester Regional School District and Massachusetts

School Superintendency Union #55 for the Towns of Marion, Mattapoisett, and Rochester are established yearly. Eight buses transport our students. Routes are slightly modified each fall to accommodate new membership. Any questions regarding bus routes and/or stops that affect your child should be addressed to the District's transportation provider, **Amaral Bus Company Inc.** Ms. Cheryl Sweeney, Dispatch Manager at [amaralbustritown@gmail.com](mailto:amaralbustritown@gmail.com) or (774) 507-6082.

At this time, changes in student transportation plans are strongly discouraged. Please Contact the main office with any questions or requests. For Rochester Routes, please use the following link. <https://www.olderochester.org/families-students/transportation>

## **Buses**

The following safety precautions will be followed on school buses:

- Windows on buses will be kept open to circulate fresh air;
- Seating arrangements will account for students with disabilities who require close contact with adults.
- Routine cleaning of buses will be implemented.

There will be 8 Rochester bus routes this year and buses will continue to use the front loop of the building. Students will be encouraged to safely disembark from the bus.

## **Arrival**

Upon entering the building, students will proceed directly to their classrooms.

Students will disembark in the following manner:

- Kindergarten and First Grade Teachers/Staff will gather their students from each bus.
- Kindergarten will enter the building through the K/Project Grow entrance and First Grade will enter through the middle entrance.
- Grade levels 2-6 will disembark their buses one grade level at a time as directed by their bus driver. Grade levels will disembark beginning with Grade 2; and then the other grades will respectively follow.
- Grades 2 will enter through the middle doors and will proceed down the hallway between the media center and the courtyard.
- Grades 3, 4, 5 & 6 will enter through the main entrance and will proceed directly to their individual classrooms.

## **Departure**

Students will be dismissed following the afternoon announcements. Students will depart through the same doors they entered the building in the morning.

1. Students will be dismissed by grade level beginning with Grade 6 and progressing to Kindergarten.
2. Kindergarten and First Grade Teachers/Staff will escort their students to each bus.
3. Grades 2-6 teachers/staff will escort their students to the exits of the building.
4. Once all buses are fully loaded, they will be allowed to depart.

### **Parent/Guardian Drop-Off & Pick-Up**

In an effort to facilitate the safest and smoothest transition for our students who are not riding the bus at the beginning and end of the day, we ask that you please adhere to the following safety precautions.

- Parents/Guardians may park their vehicle and walk their child to their respective grade level drop off location. (K-2 drop off/pick up @ main entrance with black bollasts, 3-6 drop off/pick up @ door near the structure)
- Please use the crosswalks at all times when walking your student(s) to and from your vehicle
- Staff will be stationed at the two rear entrances to support students' transition into the building.
- Please do not pull around and pass other parent/guardian vehicles during this process. Your patience is greatly appreciated.

### **Arrival (Drop Off)**

- Parents/Guardians will drop-off their students in the back loop starting at 8:35 AM.
- Students in Grades K-2 will be dropped off and enter the building through the main rear entrance.
- Students in Grades K&1 will safely line up at a designated area outside or inside weather permitting. Once all students have arrived a staff member will walk them to their classrooms.
- Students in Grades 2 will go directly to their classrooms.
- Students in Grade 3-6 will be dropped off and enter the building through the rear entrance of the C Wing near the playground structure. These students will go directly to their classrooms.
- In order to ensure that other cars may pull in behind, parents/guardians will be encouraged to pull their vehicles all the way up to the end of the building.

### **Departure (Pick Up)**

- Parents/Guardians will pick their students up in the back loop beginning at 2:55 PM.
- Parents/Guardians may park their vehicle and meet their child at their designated grade level location.
- Students in Grades K-2 will be picked up at the main rear entrance.
- Students in Grade 3-6 will be picked up at the rear entrance of the C Wing.
- As cars depart, please continue to pull your vehicle forward.
- Please refrain from pulling around and passing other vehicles during this process.
- Please stay in your car while your children are loading and please avoid allowing them to board on the passenger side of your vehicle.

### **Student Emergency Information or Status**

### **Parent Notification to RMS**

To ensure student safety, changes in family situations, addresses, or cell and telephone

numbers **must be** reported to the school office **immediately**. It is important that all our records are up to date. Please fill out the Student Information Update Form, included in your Power School profile online documents immediately. This form serves as an annual 'affidavit', attesting to a student's residency in our town. Families moving from the town should notify the school office at least three days before their departure so transfer materials can be prepared. A *release of information* form must be received from the "new" school before any records will be forwarded.

## **Attendance**

School attendance is compulsory. Attendance law states that:

- The Commonwealth of Massachusetts G.L. c. 76 sect. 1 requires that every child, with certain exceptions, between ages established by the state board of education, must attend a public day school or some other approved school, during the time when public schools are in session.
- Under G.L. c. 76, sect. 1, necessary absences by a student may not exceed 7 full-day or 14 half-day sessions in any 6-month period.
- Under G.L. c. 76, sect. 1, a pupil who is not present during at least half a session must be marked and counted as absent on the school register.

All Massachusetts schools are accountable for student achievement. Every Student Succeeds Act (ESSA) mandates particular indicators of success for all schools with one being "chronic absenteeism." All students are considered "chronically absent" if they miss 10% of the school year. Full days of attendance are essential to the learning process. If a child is to be out of school, parents/guardians should call the nurse's office at **508-763-2647** before 9:00am on the morning of the absence. Please provide the following information in the message that you leave on the answering machine: **student's name, teacher, and reason for absence**. If a call is not received and a student is absent, the School Nurse uses the *Blackboard Connect*

messaging system to contact parents/guardians at home or work. **After any absence, students should present a parent's note indicating the reason for the absence to the School Nurse.**

Absences are "excused" for only the following reasons:

- Bereavement
- Hospitalization
- School-sponsored trip
- Documented court or legal commitment
- Obligatory religious holidays
- Illness substantiated by a note (Five days or more of continuous absence  
for medical reasons must be corroborated by a physician's note).
- weather so inclement as to endanger the health of the child

A child may also be excused for other exceptional reasons with approval of the Principal or designee. In instances of chronic or irregular absence reportedly due to illness, the school administration may request a physician's statement certifying such absences to be justified.

Excessive absenteeism can occur because families take vacations during school time. This is strongly discouraged. Teachers will not provide assignments prior to vacations taken during school time. Upon students return, missed assignments will be made up as soon as possible. Missed assignments are factored into students' grades.

### **When Absences Exceed Three or More Days**

On the third day of consecutive absence or tardiness, the school nurse or a designee of the principal will call the student's home. Each Principal or designee shall make a reasonable effort to meet with any student, and that student's parent/guardian, who has missed five (5) or more unexcused school days (a school day shall be equal to two (2) or more class periods in the same day) in a school year. The meeting shall be to develop action steps to improve student attendance and shall be developed jointly by the Principal or designee, the student, and the student's parent/guardian. The parties may seek input from other relevant school staff and/or officials from relevant public safety, health and human service, housing, and nonprofit agencies.

On the eighth day of an unexcused absence, the school attendance officer will be notified and a complaint for Failure to Cause School Attendance pursuant to *G.L. c. 76, sect. 2* may be filed in Wareham District Court.

If the students' absences or tardiness occur on a regular basis and impede their academic progress, the school, as a mandated reporter, must consider filing a Child Requiring Assistance (CRS) report. Depending on circumstances, the school district may choose to file a 51A with the Massachusetts Department of Children and Families.

### **Tardiness**

Tardiness negatively impacts the educational progress of all students. Therefore, the above policy will also be followed for excessive tardiness.

### **Dismissals**

All dismissal policies are developed with students' learning and safety in mind. Policies are developed with input from the Rochester School Committee and town safety officials.

### **Dismissals During the School Day**

No child will be dismissed from school during the day unless an authorized adult comes to the office to dismiss the student. This applies to daily, or occasional, pickup arrangements. Students being dismissed before the end of the school day must

bring a note to the homeroom teacher that morning. Students will be called from class *when the parent/guardian arrives*.

### **Any Change in Dismissal Routine**

To ensure each child's safety, a note from a child's parent/guardian must be provided before a child is allowed to leave school with any adult other than a parent or if he/she is normally transported by bus. There must be a note for each change to a child's routine. Bus changes are allowed for childcare purposes only, not for play or party dates. Parent(s)/Guardian(s) must arrange with the office prior to a bus switch.

### **Riding Bicycles to School**

Students may ride their bicycles to school provided that they wear a helmet (as required under state law) and obey all traffic regulations. **A blanket permission note is required before students begin riding to and from school.** Bikes must not be ridden on sidewalks just outside school where children and adults are walking. Students not following safety rules may have their riding privileges revoked. A bike rack is available in front of the cafeteria. Students are encouraged to lock their bicycles.

### **School Breakfast & Lunch - Food Service**

Full student breakfast and lunches are available at no cost. A la carte menu choices are available at a variety of prices. *Free and Reduced Lunch Assistance* forms are sent to all families electronically and are also posted to the RMS webpage. Paper applications may be sent home at the start of the school year if a family requires a paper version and are also available at the school office. Applications are accepted throughout the year.

### **Lunch Protocol**

Students will come to the cafeteria line. The child's meal choice (hot or cold) is placed on the counter, and the student takes their meal package and proceeds to the cashier. Lunch monitors clean and sanitize desks after children leave prior to the next group entering.

### **Lunch Menus**

[Lunch menus](#) will be posted on [Old Rochester Regional School District MSU #55 - School Nutrition and Fitness and Nutrition Website](#)

The Commonwealth of Massachusetts has decided to extend free school meals for all students through the 2022-2023 school year! This means that breakfast and lunch will continue to be served at no cost to all students. However, students choosing only milk is not part of the free program and will be charged. A la cart items are not part of the free meal and students will be charged for any a la cart item they chose. Families that need assistance should complete a Free and Reduced Lunch Application immediately. Each application can be downloaded and emailed to the Food and Nutrition Director or by clicking the link and applying online. Online applications will be processed much faster than paper applications. The application for Free and Reduced Lunch can be

found on the District website - [LINK TO: District Food & Nutrition Website](#) Even though lunches are free, we still need to maintain our accounts in good standing with a debitable balance. If students want an extra milk or snack, there will be a charge for those items and the student's account will be used. There are settings to automatically replenish your account once the balance reaches a minimum amount. Here is a link to Titan: <https://family.titank12.com/>

### **Bringing Lunch from Home**

If you choose to have your child bring lunch from home each day, to keep it cold, we recommend (1) bringing food in an insulated lunch bag with a frozen gel pack or frozen juice box; (2) freezing the sandwiches overnight (will thaw by lunchtime but keep cold until then); (3) packing the foods in a cooler with ice or another cold source.

Please note the District Life Threatening Allergy Policy Below:

[Life Threatening Allergy Information](#)

### **School Safety and School Visits**

All visitors and volunteers are required to have a valid driver's license or Massachusetts issued identification card to be scanned-in upon entering the building *for any reason*; office staff will provide badges to wear once the ID is scanned into our system and each visitor is approved to enter. This includes stops at the Nurse's station. All visitors who do not have a valid driver's license or Massachusetts issued ID card will not be allowed to enter the school during operating hours.

Parents or guests wishing to visit a particular class are asked to plan with the teacher or the principal at least one day in advance. Teachers will always welcome an extra pair of hands; we encourage you to become an active part of our volunteer staff. Massachusetts State Law requires that all regular classroom volunteers, lunchroom visitors and field trip chaperones have a Criminal Record (CORI) check. These forms must be completed in the school office before your first volunteer visit. Visitors are asked to park in the lot at the rear entrance of the

school. Do not park in the driveway or on the road in front of the school. Cars parked on either side of Pine Street during school hours will be ticketed.

### **Student Dress**

School is a place where student learning is a priority. A student's attire may influence his/her attitude as well as how much he or she learns. Student dress, therefore, is expected to be in good taste, appropriate for the weather and for academic work. It is not our purpose to dictate specific dress, but rather to ensure that our students are dressed in such a way as to contribute to their success and help generate a positive learning environment throughout our school. Students are not to be attired in clothing that compromises safety or modesty or is disruptive to the educational process.

In order to assist parents in planning for their student's school apparel, the following guidelines are presented. Students are prohibited from wearing any clothing, including masks, that contain offensive or obscene symbols, slogans or words that degrade any gender, cultural, religious, or ethnic values, and clothing that contains language or symbols oriented toward violence, drugs, or alcohol. The administration reserves the right to determine appropriateness of clothing consistent with these guidelines. A student whose clothing is determined inappropriate for school will be required to arrange for other, more appropriate, clothing to be provided.

All coats, boots, sweaters, sweatshirts, backpacks, lunchboxes and hats should be clearly marked with students' names. For those of you who have seen our Lost and Found area, you know that this can be a problem. Take the time to label! This will allow items to be returned easily if lost, or avoid confusion when two items are similar. Several cases of lost clothing were donated to charity during the last school year.

### **Recess**

All students will have outdoor recess. Recess is held indoors only in very inclement weather. Please be sure that your child is properly dressed. Decorative footwear and flip-flops can create a safety issue when students play at recess. Therefore, flip-flops or any other type of opened-toe shoes are not to be worn to school. We strongly recommend sneakers for all students.

### **Student Valuables**

It is strongly recommended that students do not bring large sums of money, cell phones, hand-held video games, toys or stuffed animals to school.

### **Inclement Weather: Cancellations and Delays**

Please be attentive to our telephone messaging system for news of school cancellations or delays. During stormy weather the District may call school for an entire day, or for a one to two hour delayed opening. If bad weather develops during the school day, afternoon classes or special programs and after-school activities may be canceled. It is important that families have plans in place for dealing with these possibilities. We utilize the "BlackBoard" communication program that is capable of contacting all RMS families within a five to ten-minute window. As soon as the Superintendent has determined a delay, closing, or early dismissal, we will send out a "BlackBoard" call. As a result of all district schools utilizing the BlackBoard system, storm delays and closings may not be broadcast on local television stations. We ask that you not call the school office or the police station.

The dispatcher reports they receive many calls which interfere with their ability to handle actual emergencies. If the decision is made to close school early or cancel after-school activities, due to inclement weather, an attempt will be made to contact

parents, using all emergency contact numbers within the “BlackBoard” system. In the event of a non-weather emergency, we will contact all families using the same system.

### **Telephone Calls**

Responsibility is an important attribute for all students. No school telephone in any office may be used by students. If students have forgotten books, classwork, or musical instruments, classroom teacher discretion will determine whether a call can be made via the classroom telephone. Teachers’ classroom phones are capable of local calling only. In cases of illness or emergency, calls will be made by the school nurse, an administrator, guidance counselor or personnel in the main office. Students will not be called to the phone for any reason. Messages will be taken in cases of illness and emergency.

### **Cell phones/Smart Watches**

A student may carry or keep a cell phone in his/her backpack if authorized by the school office. The phone must be shut off and kept in the child’s locker/backpack and may be used only for emergency or unusual circumstances as agreed by parents/guardians and administration. The phone and/or **electronic watch** may not be used to receive or send messages anytime during school hours or on school buses. Student phones/**watches** used to make, or receive, unauthorized calls during school hours, or on a bus, will be confiscated by the school administration or the bus driver.

Students with Smartwatches or the like, may wear them in school, but they are not to be used for anything other than telling time during the school day or during school sponsored activities without parents/guardians being present. In the event that a student uses the watch for other purposes, it will be confiscated and held in the front office until the end of the day.

### **Homework and Independent Reading**

The School Committee has established homework guidelines that all teachers follow. Your child’s teacher will establish homework routines appropriate to his grade level. The School Committee policy can be acquired through the main office at the school. We ask all family members to become “Reading Partners” with our students. Research shows the more children read, the better readers they become. We encourage all students to read independently each night for 20–30 minutes before bed. In some classrooms, Student Reading Logs are sent home for students and/or parents to initial.

### **Photographs of School Activities for Local Papers**

Opt-Out Procedure for Parents Who Do NOT Want Their Child’s Picture to Appear  
As part of our public relations efforts, local newspapers are invited to photograph many school programs and events. Students are often included in these photos. As a parent, you have the right to request that no picture of your child is used in this way. You must make this request in writing by completing a FERPA Privacy Form and

returning it to the Principal before September 3rd. If no letter is on file, we assume parental permission is granted for photographs to appear in local newspapers or on our school website

### **Parent Guardian Involvement & Concerns**

1. Being actively involved in your child's school is helpful to both your child and the school community. The Parent Teacher Organization (PTO) meets for an hour once a month in the PTO Office at RMS.

2. School Council - In June of 1993, the Massachusetts State Legislature passed and Governor Weld signed into law The Education Reform Act of 1993. Section 59C of Chapter 71 of the Education Reform Act of 1993 calls for the establishment of a School Council at each elementary, secondary, and vocational school in the Commonwealth. The school council provision of the act is intended to enhance parent and community participation in the school. The PTO, by law, is responsible for conducting the election of all parent representatives to the School Council. The nomination and election process is conducted each September and parent volunteers are needed to be a part of our School Council. Representation from primary and intermediate grade students' families, as well as special education families (if available), staff members and the community sit on this advisory team. Meetings are typically one afternoon per month.

3. The Rochester School Committee sets its meeting schedule at the start of the school year. These meetings are typically on the first Thursday evening of the month. Meetings are held at the Rochester Memorial School and are televised.

Constructive criticism of our school is welcomed on the assumption that it is motivated by a sincere desire to improve the quality of the educational program and to equip the school to perform its tasks more effectively. Complaints are resolved most expeditiously if they are first taken to the staff member or administrator immediately in charge of the area in which a problem arises, then through successive administrative levels to the Principal, Superintendent, and subsequently to the School Committee, if necessary.

Anonymous letters serve no positive purpose when trying to resolve problems and will not be given the same weight as an identified correspondence. The School Committee has adopted a policy to be followed when a parent/guardian has a concern that has not been satisfactorily addressed. A copy of that policy is available at the school office.

**Mrs. Letendre, Interim Principal,** is available to all RMS families each month before PTO or School Committee meetings and at other times during the school day by appointment. Please call the school office or contact the principal directly via email: [heidiletendre@oldrochester.org](mailto:heidiletendre@oldrochester.org).

All teachers are accessible via the school's e-mail carrier as well. Go to our school website, <https://rms.oldrochester.org/> to access a list of staff/teacher email addresses.

### **First Aid/Emergencies**

If a sudden illness or an accident occurs at school, the school nurse will administer first aid and immediately notify parents. Parents are responsible for transporting the student home in the event of illness or injury. If a serious illness or accident (life-threatening accident) occurs at school, the Rochester EMS will be called for transport to the hospital.

## **Health Information**

### **Health Records**

Student health records are kept in a locked file in the nurse's office. It is the parents' responsibility to keep the nurse informed of new medical information. Students are required to have physical examinations in grades 3 and 6.

Vision/hearing screenings and height/weight measurements are done yearly. Parents are notified only if the results are not within normal limits. Postural screening is done only for students in grade 5. Screening for head lice is done as needed.

### **Dispensing Medications**

Children are not permitted to carry medications on the bus or in the school building. A signed order from a physician, dentist, nurse practitioner, or physician's assistant is required to administer any prescription medications in school, as required by Massachusetts General Law. Parental permission is also required. A Medication Protocol form that covers non-prescription medications is included in this packet. Special arrangements for medication administration during field trips must be made with the school nurse. Medications will be given by a parent or by a school representative who has permission from the parent. Children will be allowed to self-administer inhalers on field trips only, with permission of the school nurse and when parental permission is on file at the nurse's office.

### **Additional Services Available**

Rochester Memorial School offers all students General Education support and accommodations including:

- Title I Services
- Social Work/Counseling Services
- Availability of the School Psychologist
- Reading Specialist Support
- STEM Specialist
- Academic Interventionist

- Others as outlined in the Rochester Memorial School Curriculum Accommodation Plan.
- Rochester Memorial School provides many Special Education services to students (who are eligible) including:
  - Inclusive support in regular classrooms
  - Pull-out instruction when warranted
  - Speech and Language therapies
  - Occupational and physical therapies
  - School Social worker small group/individual support

## **Health and Guidance Curricula**

District Health and Guidance Curricula have been implemented across all grade levels at RMS. There are nine general topics covered with the specific content tailored to the developmental needs of our differing age groups. The topics are as follows:

### **Growth & Development**

Students will learn the basic characteristics of physical growth and development, including body functions and systems throughout the life cycle, and will acquire skills to promote and maintain positive growth and development (At the fifth-grade level, students will have an introduction to the human reproductive system. A parent letter will be sent out prior to the presentation).

Nutrition Students will gain the knowledge and skills to select a diet that supports health and reduces the risk of illness and future chronic diseases.

**Social & Emotional Health** Students will acquire knowledge about emotions and physical health, the management of emotions, personality and character development, and social awareness; and will learn skills to promote self-acceptance, make decisions, and cope with stress, including suicide prevention.

Family Life Students will gain knowledge about the significance of the family on individuals and society, and will learn skills to support the family, balance work and family life, be an effective parent, and nurture the development of children.

**Interpersonal Relationships** Students will learn that relationships with others are an integral part of the human life experience and the factors that contribute to healthy interpersonal relationships, and will acquire skills to enhance and make many of these relationships more fulfilling through commitment and communication.

**Disease Prevention & Controls** Students will learn the signs, symptoms, and treatment of chronic and communicable diseases, and will gain skills related to health promotion, disease prevention, and health maintenance.

**Safety & Injury Prevention** Students will gain the knowledge and skills to administer first aid and carry out emergency procedures, including cardiopulmonary resuscitation,

will avoid, recognize, and report verbal, physical, and emotional abuse situations, and will assess the factors that contribute to intentional and unintentional injury, including motor vehicle accidents, fire safety, and weapons safety.

Violence Prevention Students will learn how their actions affect others, will understand the power that positive character traits can have in violence prevention, will gain skills to report incidents of violence and hurtful behavior to adults in the school and community, will avoid engaging in violence, and identify constructive alternatives to violence, including how to discourage others from engaging in violence. If parents/guardians wish their children to be exempt from any portion of the Health Curriculum, a written request should be addressed to the school principal.

### **General Student Information**

#### **The Massachusetts Comprehensive Assessment System (MCAS) Testing**

Once during the school year, students in grade 5 participate in the Science Massachusetts Comprehensive Assessment System (MCAS) Test. Also, once a year all students in grades 3-6 will participate in the English Language Arts & Mathematics Massachusetts Comprehensive Assessment System (MCAS) tests. Testing during the 2022-2023 school year will take place at the following times:

Grades 3–8 ELA and Mathematics, and grades 5 and 8 STE (computer-based tests)	
ELA Testing Window:	March 25–April 26
Math Testing Window:	April 23–May 24
Science Testing Window:	April 23–May 24

It is highly recommended that all students must be present during MCAS testing.

#### **Student Records**

The privacy of student records is guaranteed. Only parents/guardians and appropriate school personnel are allowed access to the information in a student's record. Specific written consent provided by the parent or legal guardian is necessary for any other examination. A student transcript, which includes name, address, and grades, is kept for at least sixty years. However, the student's temporary record, containing standardized test scores, evaluations by teachers, and Special Education records are given to the student upon graduation or destroyed within five years after the student leaves the school system. In accordance with the student record regulations of the Massachusetts Department of Education, parents have the right to inspect a student's record. Records are made available within two (2) working days of a request being

made. Copies of any part of the record may be requested and a reasonable fee may be charged for the cost of duplicating these materials. It has been our practice to make any student records easily accessible to parents.

The Commonwealth of Massachusetts has adopted procedures for non-custodial parents who wish to receive separate copies of student records or school notices. Information is available in the school office.

### **Report Cards and Parent Conferences**

It shall be the duty of each teacher at the end of each term or at the end of any period of time designated by the Superintendent, to estimate and to record the progress of students. The report card is an effective means of communicating an individual student's progress in relation to the curriculum and his/her own mastery of skills and social development. In the elementary grades, the written record is a standards-based report that indicates a student's progress.

Rochester Memorial School operates on a three-term grading cycle.

<b>Term</b>	<b>Period Covered</b>	<b>Number of Days</b>	<b>Marks Close</b>	<b>Report Cards Issued</b>
<b><u>1st</u></b>	Aug. 30 - Nov. 29	60 days	November 29, 2023	Friday, Dec. 8, 2023
<b><u>2nd</u></b>	Nov. 30 - Mar. 6	58 days	March 6, 2024	Friday, March 15, 2024
<b><u>3rd</u></b>	Mar. 7 - June 10	60 days	June 6, 2024	Monday, June 10, 2024 Day 180

Regular communication between school and home is important if we are to be successful. Conferences between parents and teachers are scheduled once during the school year, but if questions about your child's progress should arise in any curricular area, initiate a conversation with teachers at any time.

### **Promotion/Retention of Students**

It is expected that students' progress annually from grade to grade. Exceptions are made only when it is in the best educational interest of the student.

## **Student Enrichment:**

RMS offers various ways for students to enrich their academic learning. Below are some examples:

- Student Ambassadors with 5<sup>th</sup> & 6<sup>th</sup> grade representatives and officers
- **Project 351 Program**
- Annual Talent Show
- Science Fair
- Student vs. Staff Basketball Game
- 4<sup>th</sup> Grade Chorus: Students participate in a music-based production that is presented in January.
- 5<sup>th</sup> and 6<sup>th</sup> Grade Chorus: Groups meet once a week during school, several performances each year including the *FORM* concert which showcases all choruses in the district.
- 4<sup>th</sup> Grade Band: Students select an instrument for in-school instrumental instruction. In January, students come together as a beginner band.
- 5<sup>th</sup> and 6<sup>th</sup> Grade Band: Weekly instrumental instruction continues and the students meet as a band once a week.
- Jazz Band: Auditions are held in the fall and the band meets before school once a week.
- After School Activities: There are three enrichment/athletic sessions each year: one in the fall; two sessions in the spring. Each session lasts 8 weeks and offers a variety of elective programs. Brochures are sent home with students.

## **Field Trips**

During the year, field trips may be scheduled at each grade level. A student's behavior while on these trips will reflect upon his/her school. Misconduct will not be tolerated. A permission slip must be signed by one of his/her parents or guardians before a student can participate in the field trip. The form must be returned to the teacher-in-charge prior to the trip. All school rules apply to field trips. Any child may be denied the privilege of going on a field trip based on poor academic performance or inappropriate behavior.

## **Internet Use Policy**

An Internet user agreement is given to students at the beginning of their elementary experience. Students and parents sign and return the agreement and it is kept on file.

## **General Statement and School Rules:**

Rochester Memorial School emphasizes a positive, community-based sense of responsibility and respect throughout the school day. Students learn what is expected of them through the consistent modeling of the adults around them. Students, teachers, administrators and parents all work together to maintain a safe, orderly school environment where everyone can learn and grow.

Students are expected to follow the school-wide rules that follow. These rules apply at all times, in all areas of the school.

- **Take CARE of Yourself**
- **Take CARE of Others**
- **Take CARE of Our School Environment**
- **Everyone C...A...R...E...S!**

<b>COOPERATION:</b>	We work, learn and solve problems together, with our friends and teachers.
<b>ASSERTION:</b>	We assert ourselves appropriately and respectfully.
<b>RESPONSIBILITY:</b>	We make good choices about our behavior and our learning. We respect one another and ourselves throughout the day.
<b>EMPATHY:</b>	We think of our friends and their feelings; we care about how others will react to us.
<b>SELF CONTROL</b>	We stop to think about what it is we'll say or do - in class, on the bus, on the playground - everywhere.

### **Party Invitations:**

In keeping with RMS's C.A.R.E.S. philosophy, and as a result of not wanting any child to feel hurt or excluded, we remind parents of the insensitive practice of students bringing party invitations to school. Uninvited students as well as the inviter may be in unnecessarily uncomfortable situations. Please take the time to mail party invitations, or see that they are delivered outside of the school community and school day.

The Rochester Blue Book is a great reference for parents to find addresses. We ask that you not call the office for this information.

### **School Staff Role in Establishing High Behavioral Expectations:**

Teachers and support staff model and reinforce positive behavior and compliance with school-wide rules and values. In addition, teachers implement classroom rules and policies. Generally, these rules are developed with student involvement appropriate to age and social development.

These classroom policies are submitted to the Principal for review. After administrative review, teachers will send home written classroom rules and consequences for family discussion. Students and parents/guardians and teachers will sign the Student Conduct Agreement that will be kept on file in the classroom.

Teachers follow all disciplinary steps outlined in their program on a consistent basis.

This may include notes or phone calls home, after school time, individual contracts as deemed appropriate, or other strategies. Teachers and parents who have ongoing concerns about a student's behavior have several sources of support - the School Adjustment counselor, Administration, and the Staff Assistance Team.

### **Responsive Classroom**

Rochester Memorial School utilizes the Responsive Classroom approach in supporting our students in the learning process and throughout the school day. All RMS teachers and administrators have participated in Responsive Classroom training.

Responsive Classroom is a way of teaching and leading that creates a safe, challenging, and joyful classroom and school wide climate for all students. Teachers who use the Responsive Classroom approach understand that all of students' needs—academic, social, emotional, and physical—are important.

Elementary teachers create an environment that responds to all of those needs so that your child can do his or her best learning. The Responsive Classroom approach develops teachers' competencies in four key areas:

1. Engaging Academics—Teachers create learning tasks that are active, interactive, appropriately challenging, purposeful, and connected to students' interests.
2. Positive Community—Teachers nurture a sense of belonging, significance, and emotional safety so that students feel comfortable taking risks and working with a variety of peers.
3. Effective Management—Teachers create a calm, orderly environment that promotes autonomy and allows students to focus on learning.
4. Developmentally Responsive Teaching—Teachers use knowledge of child development, along with observations of students, to create a developmentally appropriate learning environment.

### **Student Fee, Fines and Charges (Approved by the Rochester School Committee)**

The School Committee recognizes the need for student fees to fund certain school activities. It also recognizes that some students may not be able to pay these fees. No student will be denied access into any program because of inability to pay these supplementary charges. A school may exact a fee or charge only upon School Committee approval. The schools, however, may:

- ***Charge students enrolled in a certain course for the cost of materials used in projects that will become the property of the student.***
- ***Charge for lost and damaged books, materials, supplies and equipment.***

Students who are experiencing financial hardship are exempt from paying fees.

However, these students are not exempt from charges for lost and damaged books, locks, materials, supplies and equipment.

All student fees and charges, both optional and required, will be listed and described annually in each school's handbook or in some other written form and distributed to

each student. The notice will advise students that fees are to be paid and of the penalties for their failure to pay them. Permissible penalties include the withholding of report cards until payment is made or denial of participation in extra class activities while the student is enrolled in this District. Any fee or charge due to any school in the District and not paid at the end of the school year will be carried forward to the next succeeding school year, as such debts are considered to be debts of the student to the District and not to a particular school.

#### **Replacement Fee Recommendation**

Chromebook Complete Unit Replacement	\$300.00
Chromebook Screen	\$50.00
45W Adapter with Power Cord (USB-C Connection)	\$50.00
Keyboard	\$50.00
iPad Complete Unit	\$325.00
Apple usb-c to lightning cable	\$25.00
Apple usb power adapter (block)	\$25.00
Case	\$50.00

#### **Discipline and Behavior Expectations**

##### **Bullying**

In the spring of 2010 the legislature and governor enacted an anti-bullying law that impacts all schools in Massachusetts. Bullying is defined as a type of violence that occurs when someone uses his or her power unfairly and repeatedly to hurt someone else. The law recognizes bullying as any repeated word, look, sign, or act that hurts a

person's body, feelings, or things. All staff members will receive training during this year that will better equip them to deal with students' needs in this area. We recognize each student for his or her unique qualities, attributes, and characteristics. We embrace the differences among all students and will continue to foster an environment of acceptance with an appreciation for those differences.

**Discrimination:**

The Rochester School District adheres to the following Anti-Racism Resolution:

WHEREAS, as schools have the responsibility to equip students with their civil right of obtaining a free and appropriate public education, it is the responsibility of each school to ensure we create a welcoming community for ALL students.

WHEREAS, it is the responsibility that every district provides to all district staff, including:

School Committee members annual professional development on diversity, anti-racism, equity and inclusion; WHEREAS, every district will commit to recruiting and retaining a diverse and culturally responsive teaching workforce.

WHEREAS, every district will examine their policies for institutional and systemic racialized practices and implement change with sustainable policies that are evidence based.

WHEREAS, every district will incorporate into their curriculum the history of racial oppression and works by diverse authors and works from diverse perspectives.

WHEREAS, we as school district leaders can no longer remain silent to the issues of racism and hate that continue to impact our public and private institutions.

RESOLVED: that the Rochester School District and all the school districts in the Commonwealth must guarantee that racist practices are eradicated, and diversity, equity and inclusion is embedded and practiced for our students, families, faculty and staff. We must ensure our own school culture and that every district in the Commonwealth is actively anti-racist.

Treating people differently, or interfering with or preventing a person from enjoying the advantages, privileges or courses of study in a public school because of an individual's actual or perceived race, color, national origin, ethnicity, religion, sex, sexual orientation, age, or disability (i.e., protected status). A person may not be subjected to discipline or more severe punishment for wrongdoing, nor denied the same rights as other students, because of his/her membership in a protected class.

The Rochester School District does not discriminate on the basis of race, color, national origin, age, sex, religion, gender identity, sexual orientation, homelessness or disability in admission to, access to, treatment in or employment in its programs and activities.

**Harassment:**

Harassment is oral, written, graphic, electronic or physical conduct on school property or at a school related event, function or activity relating to an individual's action or perceived race, color, national origin, ethnicity, religion, sex, sexual orientation, age, or disability (i.e., protected status), that is sufficiently severe, pervasive or persistent so as to interfere with or limit a student's ability to participate in or benefit from the district's programs or activities, by creating a hostile, humiliating, intimidating, or

offensive educational environment. For purposes of this policy, harassment shall also mean conduct, if it persists, that will likely create such a hostile, humiliating, intimidating or offensive educational environment.

**Retaliation:**

Any form of intimidation, reprisal, or harassment by a student directed against any student, staff or other individual for reporting or filing a complaint, for aiding or encouraging the filing of a report or complaint, for cooperating in an investigation under the district's Comprehensive Civil Rights Policy, or for taking action consistent with the policy.

**Hate Crime:**

A hate crime is a crime motivated by hatred, bias, or prejudice, or where the victim is targeted or selected for the crime at least in part because of his/her actual or perceived race, color, ethnicity, national origin, religion, sexual orientation, age, disability or sex. A hate crime may involve a physical attack, threat of bodily harm, physical intimidation, or damage to another's property.

**Bullying Prevention & Intervention Policies**

Everyone has the right to feel safe in and out of school. Any form of bullying or cyberbullying is forbidden in any location.

*Bullying* refers to repeated, intentional acts of physical or mental cruelty or intimidation between two people who are unequal in real or perceived social power.

- Targets of school bullies may be perceived as "different" in either subtle or noticeable ways.
- Bullying is *not* simply "conflict". The most common type of bullying is verbal or psychological but technological advances in our society mean that the next most common type of bullying is, or soon will be, written in the form of cyber bullying.
- Every reported act of bullying will be investigated, action will be taken where necessary, and parents will be notified. The school can investigate any bullying or cyberbullying that occurs on or off school grounds if it is having an apparent impact on the student's education.
- School disciplinary actions will be taken if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school, disrupts the education of the victim or disrupts the orderly operation of the school.

- Disciplinary actions range from a warning to after school detention, an in or out of school suspension, and may include notifying police.
- Targets must seek help from an adult. Reports of bullying can be made to parents, guardians, principals, teachers, counselors, or any trusted adult. The adult will immediately inform the principal and an investigation will begin. It is important to note that a member of the school staff may be named as the “aggressor” or “perpetrator” in a bullying report. For example, the following staff members (but not limited to) could be named: educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, and advisor to an extracurricular activity or paraprofessional.
- Retaliation is prohibited against a person who witnesses and reports bullying, provides information during an investigation, or has reliable information about bullying.

### **School Contacts:**

**Heidi Letendre, Interim Principal (508)763-2049 ext.2010**

heidiletendre@oldrochester.org

Charles West, Assistant Principal ext. 2224

charleswest@oldrochester.org

Sharon Cruz, School Social Worker ext. 2015

sharoncruz@oldrochester.org

Jamie Pacheco, School Social Worker ext.1116

jamiepacheco@oldrochester.org

### **Video Cameras**

The School Committee, after carefully considering the privacy rights of students and drivers and the District’s duty to ensure discipline and protect the health, welfare, and safety of staff and students on school transportation vehicles, has authorized the use of video cameras on its transportation vehicles when deemed necessary by school administration.

### **School Bus Conduct Rules:**

1. Treat your bus driver and other passengers with respect and courtesy.
2. Get on and off the bus by moving slowly and safely.
3. Passengers must be seated at all times with their feet on the floor, and facing forward.
4. Conversations should be carried on in a normal tone of voice. Shouting is inappropriate and unsafe.
5. Arms and heads must be kept inside the bus.
6. Windows may be open only by the bus driver or with his/her permission
7. Aisles must be kept clear at all times.
8. Profane and bullying language is forbidden.
9. Horseplay is unsafe and forbidden.
10. Throwing objects is unsafe and forbidden.

## **Bus Expectations**

The driver of the offending student will report violations of bus rules to the student, the school principal and the student's parents in writing promptly. Violations may result in the loss of bus privileges or application of discipline sanction up to and including suspension.

1st Offense – Warning

2nd Offense – Detention or Assigned Seat at Front of Bus – *This will be strictly enforced in conjunction with changes to our bullying policy*

3rd Offense - bus suspension

Repeated Offenses\* - Consideration of permanent exclusion

\*Including exclusion from the bus for the balance of the school year.

Complete copies of the Transportation Policy are available upon request and for all new incoming students.

The Rochester School District has established rules and policies regarding bus discipline. Bus drivers report violations of rules to administration. Parents receive a written notice of the incident and its consequences. School buses are equipped with videotape equipment. Taped incidents may be used in the process of dealing with infractions of school bus rules.

Copies of the Rochester School District Bus Policy are available at the RMS office

## **Behavior Expectations**

Expectations for behavior are necessary in order to guarantee that those who do not respect these rights do not interrupt the educational rights and privileges of well-behaved students. Rules are required to ensure students' cooperation and responsible behavior. Self-control and consideration of others are the key components.

Students must behave appropriately and accept the leadership of teachers, school officials and others who have been assigned such responsibilities. Students must also adhere to school regulations on the way to and from school, on school grounds, on school buses, during extracurricular activities, or any time while under the school's supervision. Students may be disciplined for other behavior, which directly or indirectly impairs the educational process or good order of the school.

## **Due Process/Suspension and Expulsion:**

Ordinarily, Teachers, administrators, and other authorized staff will discipline students for inappropriate behavior. Consequences may include verbal warning, "time out", and notification to parents, referral to the principal, and/or detention. More serious cases, such as disrespectful language, stealing, destruction of property, fighting, drug possession and/or abuse, and possession of dangerous objects, will be referred to the administration, who may impose discipline, including suspension and/or expulsion, as provided by law.

Before a student is removed from the school for disciplinary reasons, the student will be provided with notice and a hearing; however, a student may be immediately removed from school if the student's presence poses a continuing danger to persons or property

or an ongoing threat of disrupting the academic process. In such circumstances, the notice and hearing will follow the initial removal from school. Notice and hearing will consist of the following: the designated disciplinarian will give the student and/or parent/guardian oral notice of the charges against him/her, and an opportunity to present his/her version of the facts. If the designated disciplinarian thereafter decides to suspend or expel the student, the student will be informed of the length of the suspension or expulsion. The parent will be notified of the hearing and will be permitted to attend.

### **Sexual Harassment:**

We are committed to providing an educational environment that is free of sexual harassment. Sexual harassment is unacceptable and will not be tolerated in any form at any level of the school system. Any student or employee found to have condoned or engaged in sexual harassment may, depending upon the extent of his/her participation, be subject to disciplinary sanctions, up to and including suspension, in or out of school, or permanent exclusion from school in the case of a student, and up to and including termination of employment, in the case of an employee.

If a student or employee believes that s/he has been subjected to sexual harassment, whether by a student, a school employee, or any other person who comes on school property with permission, or that s/he has witnessed the sexual harassment of another, the student or employee should report the incident promptly to the Principal, the Assistant Principal, the Superintendent, the Assistant Superintendent, or any other administrator with whom the student or employee feels comfortable. A complaint of sexual harassment by a student, or by a parent on the student's behalf, may also be made to any counselor or teacher. A counselor or teacher who receives such a complaint will notify the appropriate administrator to initiate an investigation.

It is the policy of the school committee to have all complaints of sexual harassment promptly and fully investigated and to take any steps necessary to remedy the situation. Normally, the Principal/Assistant Principal will conduct the investigation of a complaint of sexual harassment or a designee selected by the Principal and will include separate private interviews with the complainant, each person accused of harassment and each of the witnesses, if any. The administrator conducting the investigation will ordinarily document the interview, but those interviewed may also be asked to provide a written statement. All students and employees are expected to cooperate fully with any investigation of sexual harassment. Information provided during an investigation of sexual harassment will be shared with the accused and the complainant or witnesses, but, in those circumstances, the accused will be cautioned against reprisals or recriminations or any attempted intimidation or coercion of the complainant or witnesses. At the conclusion of the investigation, the administrator will prepare a report, which will be shared with both the complainant and the person or persons accused of harassment. If the complainant or the accused is dissatisfied with the results of the investigation, either may discuss the issue directly with the superintendent.

### **Special Offenses**

*Massachusetts General Laws, Chapter 71, Section 37H*

G.L. Chapter 71, §37H	G.L. Chapter 71, §37H $\frac{1}{2}$	G.L. Chapter 71, §37H $\frac{3}{4}$
<p><b>Offenses:</b></p> <p>On school premises or at school-sponsored events or activities:</p> <ul style="list-style-type: none"> <li>• Possession of a dangerous weapon</li> <li>• Possession of a controlled substance</li> <li>• Assault on a member of the educational staff</li> </ul> <p><b>Consequence:</b></p>	<p><b>Offenses:</b></p> <ol style="list-style-type: none"> <li>1. A felony charge or felony delinquency complaint against a student.</li> <li>2. Conviction, adjudication, or admission of guilt with respect to such felony.</li> </ol> <p><b>Consequence:</b></p> <ol style="list-style-type: none"> <li>1. Felony charge or felony</li> </ol>	<p><b>Offenses:</b></p> <p>Any offense that is not addressed in 37H or 37H <math>\frac{1}{2}</math>.</p> <p><b>Consequence:</b></p> <p>May not suspend a student from school long-term (i.e. more than 10 days) until other remedies and consequences have been</p>

<ul style="list-style-type: none"> <li>● Exclusion for amount of time up to expulsion;</li> </ul> <p>Principal may suspend and not expel as he or she deems appropriate</p>	<p>delinquency complaint: suspension for a period of time deemed appropriate by principal <b>if</b> the Principal determines the student's continued presence would have a substantial detriment on the general welfare of the school.</p> <p>2. Felony or felony delinquency conviction or adjudication or admission of guilt with respect to such felony: removal for a period of time up to expulsion (i.e. permanent exclusion) <b>if</b> the principal determines that the student's continued presence would have a substantial detriment on the general welfare of the school.</p>	<p>considered; consider ways to re-engage the student in learning.</p> <ul style="list-style-type: none"> <li>● Consequences other than suspension may draw from evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and behavioral interventions and supports.</li> <li>● No student may be suspended for more than 90 school days in a school year.</li> </ul>
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<p><b>Due Process:</b></p> <ul style="list-style-type: none"> <li>• Constitutional due process;</li> <li>• Prior notice to student of charge and written notice of right to hearing;</li> <li>• Right to representation at hearing; and to present evidence and witnesses at hearing.</li> </ul>	<p><b>Due Process (for either suspension or expulsion):</b></p> <ul style="list-style-type: none"> <li>• Constitutional due process;</li> <li>• Written notice of the charges and of the reasons before the suspension takes effect;</li> <li>• Principal may determine the appropriate amount of time for suspension;</li> <li>• Written notice of the right to appeal to the superintendent;</li> <li>• Suspension remains in effect pending appeal to the Superintendent.</li> </ul>	<p><b>Due Process:</b></p> <ul style="list-style-type: none"> <li>• Except for in-school suspension and emergency removals, prior oral and written notice of the charge to the student, and to the student's parent, and the opportunity for a meeting/hearing with the principal before suspension takes effect. Consult 603 CMR 53:08 for details on notices.</li> <li>• Consult 603 CMR 53:07 for emergency removal process and 603 CMR 53:10 for in-school suspension process</li> <li>• Explicit requirement to</li> </ul>
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		<p>translate notice of the charges and the reasons in primary language of the home if other than English, or other means of communication where appropriate.</p> <ul style="list-style-type: none"> <li>• Principal must make and document reasonable efforts to include the parent in meeting/hearing with the student.</li> <li>• Principal must audiotape the hearing if requested by the parent and all those attending the hearing must be informed of the taping.</li> <li>• Following hearing, principal must provide a written decision; and if a long-term suspension imposed, must inform student and parent in writing of the right to appeal to the superintendent and the process to be followed; translate notice of appeal rights in primary language of the home, or other means of communication where appropriate.</li> <li>• Before any out-of-school suspension of a student in preschool or grades K – 3, principal must notify superintendent in writing</li> </ul>
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		of the alleged misconduct and the reasons for suspending the student out-of-school.
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<p><b>Appeal from Principal's Decision:</b></p>	<p><b>Appeal from Principal's Decision to Suspend or to Expel:</b></p>	<p><b>Appeal from Principal's Decision:</b></p> <ul style="list-style-type: none"> <li>• Timeline for requesting appeal: written request</li> </ul>
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<ul style="list-style-type: none"> <li>• Right to appeal expulsion decision to superintendent</li> <li>• Timeline for requesting appeal: ten days from date of expulsion</li> <li>• Right to counsel at hearing</li> <li>• Superintendent can make factual determinations as well as determine consequences.</li> </ul>	<ul style="list-style-type: none"> <li>• Timeline for requesting appeal: no later than 5 calendar days following the effective date of the suspension/expulsion</li> <li>• Superintendent must hold hearing within 3 calendar days of receipt of request and issue a decision within 5 calendar days.</li> <li>• Superintendent may overturn or alter the decision.</li> </ul> <p><b>A student may appeal a suspension decision and the subsequent expulsion decision (following the conviction, adjudication or admission of guilt) regarding the same offense.</b></p>	<p>not later than 5 calendar days following effective date of suspension; parent can request extension for up to 7 calendar days, which must be granted.</p> <ul style="list-style-type: none"> <li>• The superintendent must hold hearing within 3 calendar days of the parent's request for a hearing. The student or parent may request up to 7 additional calendar days. If so, the superintendent must allow the extension. The superintendent may have the hearing without the parent if the superintendent has made a good faith effort to include the parent.</li> <li>• The student has the right to present oral and written testimony, to cross examine witnesses, and to counsel at his or her expense at the hearing.</li> <li>• The superintendent must audiotape the hearing and notify hearing participants that the hearing will be taped.</li> <li>• The superintendent determines the facts and consequences, if any, but cannot impose a consequence greater</li> </ul>
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		<p>than the principal decided. A written decision is due within 5 calendar days of the hearing.</p>
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<p><b>Provision of Education Services:</b></p> <p>Provide every student an opportunity to make <i>academic progress</i> during the period of suspension (whether in-school or out of-school) or expulsion, to make up assignments, and earn credits missed.</p> <p>A district that suspends or expels a student for <i>more than 10 consecutive days</i> must provide the student and the parent with a <b><i>list</i></b> of alternative educational services.</p> <p><b>See G.L. c. 76, §21 and 603 CMR 53.13 for details, including required notice.</b></p>	<p><b>Provision of Education Services: Same</b></p>	<p><b>Provision of Education Services: Same</b></p>
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<p><b>Discipline Collection and Reporting:</b></p> <ul style="list-style-type: none"> <li>• Collect and report to the Department data concerning the types and lengths of removals, suspensions, and expulsions, and access to education services.</li> <li>• Periodically review discipline data by selected student populations; determine extent of disciplinary removals and the impact on such populations; adjust practice as appropriate.</li> <li>• Department will provide assistance to school(s) if Commissioner identifies school(s) in district that have the highest percentage of</li> </ul>	<p><b>Discipline Collection and Reporting: Same</b></p>	<p><b>Discipline Collection and Reporting: Same</b></p>
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suspensions or expulsions in Massachusetts for more than 10 cumulative days in a school year. • Create a plan to address disparities if Commissioner determines that school or district discipline data reflect significant disparities by race and ethnicity or disabilities. See 603 CMR 53.14 for details.		
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### **Procedure for the Discipline of Students with Disabilities**

If a suspension of more than ten days is proposed, or if a shorter series of suspensions would result in more than ten cumulative days out of class, for any student who has an IEP or 504 Plan, the school must convene a TEAM meeting before the expiration of the ten-day period.

At that meeting, the TEAM must first develop or review a behavioral intervention plan, consistent with the functional behavioral assessment of the student, then review the relationship between the student's disability and the behavior that is the subject of the discipline action. If the TEAM determines that the student's misconduct is a manifestation of the student's special needs, or results from an inappropriate special education program/program placement, or from an IEP that was not fully implemented, the long - term suspension or expulsion may not be imposed.

If the TEAM concludes that the misconduct is not related to the student's special needs, and it does not result from an inappropriate special education program/placement, or an IEP that was not fully implemented, then the long-term suspension or expulsion may be imposed, following the procedures listed in the law. Among other things the TEAM must offer placement in an interim alternative setting that will...

- (1) enable the student to continue to participate in the general curriculum,
- (2) enable the student to receive services listed in the last agreed upon IEP, and
- (3) include any services and modifications designed to address the student's behavior.

The parents/guardians have the right to request an expedited hearing before the Bureau of Special Appeals (BSEA) to challenge the manifestation determination or the alternative program. If the parents request a hearing, the "stay put" provision of the

IDEA entitles the student to remain in the last agreed upon educational placement while the procedures are pending before the BSEA. The right does not apply if the student is charged with possession of a dangerous weapon or drugs. In those circumstances, the school personnel may remove the student to an interim alternative setting without parental consent for up to 45 calendar days. Similarly, if the school convinces the BSEA hearing officer that the student's continued presence in the current placement poses a danger to that student or to others, the student may be ordered into an interim alternative setting for up to 45 calendar days without parental consent.

***Procedural Requirements Applied to Students not yet determined to be Eligible for Special Education:***

1. If, prior to the disciplinary action, a district had knowledge that the student may be a student with a disability, then the district makes all protections available to the student until and unless the student is subsequently determined not to be eligible. The district may be considered to have prior knowledge if:

- The parent had expressed concern in writing; or
- The parent had requested an evaluation; or
- District staff had expressed directly to the special education director or other supervisory personnel specific concerns about a pattern of behavior demonstrated by the student.
- The district may not be considered to have had prior knowledge if the parent has not consented to evaluation of the student or has refused special education services, or if an evaluation of the student has resulted in a determination of ineligibility.

2. If the district had no reason to consider the student disabled, and the parent requests an evaluation subsequent to the disciplinary action, the district must have procedures consistent with federal requirements to conduct an expedited evaluation to determine eligibility.

3. If the student is found eligible, then he/she receives all procedural protections subsequent to the finding of eligibility.

**Conflict of Interest Law and Gifts for Teachers:**

The Commonwealth's conflict of interest law, G.L. c. 268A, and the financial disclosure law, G.L.c.268B, restrict gifts and gratuities that school staff may receive. All teachers and school volunteers must be made aware of the content of these laws, specifically sections 3 and 23 of 268A, and section 6 of 268B. Section 3(b) prohibits a public employee from requesting or receiving anything of 'substantial value'\* which is given for or because of an official act or act within the public employee's official responsibility. Similarly, under section 3(a), no one may give or offer such gifts to public employees.

In addition, G.L.c. 268B, section 6, specifically prohibits public employees or members of their immediate families from soliciting or accepting gifts with an aggregate value of \$100.00 or more in a calendar year. Next, under G.L.c. 268A, section 23(b)(2), public (school) employees are prohibited from using or attempting to use their position to obtain for themselves or others unwarranted privileges of substantial value that are not properly available to similarly situated individuals. Finally, even if a gift or gratuity is not

of substantial value or does not fall within the prohibitions discussed above, G.L.c. 268A, section 23(b)(3) will, in many situations, require public (school) employees to disclose to their appointing authority, the gift and their relationship with the giver.

All school volunteers are required to be aware of the state's general laws and language surrounding gifts.

***\*Anything worth \$50.00 or more is considered to be "of substantial value" for the purposes of the conflict of interest law.***

The full content of the State Ethics Commission law is available from the school office or online at <http://www.mass.gov>.

OLD ROCHESTER REGIONAL SCHOOL DISTRICT  
**MASSACHUSETTS SCHOOL SUPERINTENDENCY UNION #55**  
135 Marion Road, Mattapoisett, MA 02739  
Tel. (508) 758 -2772 FAX (508) 758-2802  
[www.olderochester.org](http://www.olderochester.org)

## **NON-DISCRIMINATION POLICY**

The Old Rochester Regional School District and the Massachusetts School Superintendency Union No. 55, Marion, Mattapoisett, and Rochester, Massachusetts are committed to equal employment and educational opportunity for all members of the school community. Students and employees are protected from discrimination on the basis of race, color, gender identity, religion, national origin, gender, sexual orientation, age, pregnancy, homelessness, or disability in admission to, access to, treatment in or employment in its programs and activities.

The schools are also committed to maintaining a school and work environment that is free of harassment based on race, color, religion, national origin, gender, sexual orientation, age, gender identity, pregnancy, homelessness, and disability. Harassment includes physical or verbal conduct that is derogatory; this may include jokes, gestures, unsolicited remarks, or other behavior that creates an intimidating or offensive working or learning environment.

A student or employee who has a concern about discrimination or harassment should inform the Principal or the Superintendent of Schools, who will take appropriate steps to attempt to resolve the situation, such as discussion with involved persons, identifying and questioning of witnesses, and other appropriate steps. In most cases, a resolution will be achieved. However, if it is determined that a hearing is warranted, a hearing will be held before the Superintendent of Schools or a person that he or she may designate.

The goals of the above grievance procedures are to resolve complaints in a fair and timely manner and to ensure compliance with nondiscriminatory practices. Additionally, reprisals or retaliation against any individual who reports on, or files a discrimination or harassment complaint is strictly prohibited.

If you wish to discuss your rights, would like further information, or want to obtain help in filing a complaint, you may contact the Superintendent of Schools. The telephone number is (508) 758-2772 x1956. Any person having inquiries concerning the School District's compliance with the regulations implementing Title VI, Title IX, Section 504, ADA, or Chapter 622 is directed to contact the superintendent of schools, who has been designated by the School District to coordinate the District's efforts to comply with the regulations implementing Title VI, Title IX, Section 504, ADA, and Chapter 622, or write to:

Office for Civil Rights  
John W. McCormack Post Office and Courthouse  
Room 222  
Post Office Square  
Boston, MA 02109

**OLD ROCHESTER REGIONAL SCHOOL DISTRICT**  
**MASSACHUSETTS SCHOOL SUPERINTENDENCY UNION #55**  
**Marion – Mattapoisett – Rochester, Massachusetts**

**August 1, 2023**

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

*Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education:*

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

*Receive notice and an opportunity to opt a student out of:*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

**ROCHESTER SCHOOL COMMITTEE MEETING  
BUDGET SUBCOMMITTEE MINUTES  
Rochester, Massachusetts  
October 5, 2023 at 5:15 p.m.**

*This meeting was conducted in a hybrid format. School Committee, Administrators and the public had the option of meeting in person at Rochester Memorial School, 16 Pine Street, Rochester, MA 02770 or via zoom.*

**COMMITTEE MEMBERS PRESENT:** Sharon Hartley (in-person), Jason Chisolm (remote), Anne Fernandes (in-person), Katherine Duggan (remote) and Robin Rounseville (in-person).

**ABSENT:** None

**ADMINISTRATORS:** Michael S. Nelson, Superintendent of Schools, Howard Barber, Assistant Superintendent of Finance & Operations, Sharlene Fedorowicz, Assistant Superintendent of Teaching & Learning, Heidi Letendre, Interim Principal and Melissa Wilcox, Executive Assistant to the Superintendent.

Chairperson Hartley called the meeting to order at 5:22 p.m.

**SUMMARY OF DISCUSSION:**

Superintendent Nelson welcomed everyone to the first budget subcommittee meeting for FY25. He explained Mr. Barber would review the process, initial driving factors, hear school committee priorities and if the subcommittee is in agreement, provide a draft budget for the next meeting in November.

Mr. Barber reviewed with the school committee the instructions for the budget packets including executive summary, analysis of staffing needs, Form 1 - justification of changes in personnel or operating budget and things to consider. Initial driving factors for FY25 are Title I and special education costs which are estimated to be around a 4.9% increase. At this point, there are no staff retirements at Rochester Memorial School and negotiations are taking place this year for teachers and support staff. Additional driving factors continue to include curriculum needs as in recent years and transportation costs as the district is going out to bid this year.

The school committee discussed staffing priorities being bus monitors to assist drivers and literacy is again an important priority for the members. The school committee would like to review special education numbers in each grade at the next meeting and did support Mr. Barber creating a draft budget to share at the November 2nd meeting.

Meeting was adjourned at 6:08 p.m.

Motion by Ms. Fernandes to adjourn

Seconded by Ms. Rounseville

Motion Carries

Role Call: Sharon Hartley: yes, Jason Chisolm: yes, Anne Fernandes: yes, Katherine Duggan: yes and Robin Rounseville: yes.

Respectfully submitted,



Michael S. Nelson, Superintendent of Schools

**OLD ROCHESTER REGIONAL SCHOOL DISTRICT**  
**MASSACHUSETTS SCHOOL SUPERINTENDENCY UNION #55**  
**DRAFT School Calendar 2024-2025**

July 2024					August 2024					September 2024				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
1	2	3	4	5				1	2	2	3	4	5	6
8	9	10	11	12	5	6	7	8	9	9	10	11	12	13
15	16	17	18	19	12	13	14	15	16	16	17	18	19	20
22	23	24	25	26	19	20	21	22NT	23	23	24	25X	26	27
29	30	31			26TM 27TM 28@ 29 30E					30				
7/4 - Independence Day					NT- New Teacher Orientation					E- Early Dismissal for Students & Teachers				
					TM-Teachers Meeting					9/2 - Labor Day				
					@ OPENING DAY - ALL SCHOOLS					X - Prof. Dev. All Schools Early Release				
					E- Early Dismissal for Students & Teachers					20 days 23 days accrued				
					3 days									
October 2024					November 2024					December 2024				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
	1	2	3	4					1	2	3	4	5	6
7	8	9	10	11	4	[5]	6	7	8	9	10	11	12	13
14	15	16	17P	18P	11	12	13	14	15	16	17	18	19	20E
21	22	23	24	25	18	19	20	21	22	23	24	25	26	27
28	29	30	31		25	26	27E	28	29	30	31			
10/14- Columbus Day P- Early Dismissal Parent Conf. MATT., ROCH. AND MARION K-6					[ ]-Prof. Devl. Day 11/11 - Veterans' Day					E- Early Dismissal for Students & Teachers				
					E- Early Dismissal for Students & Teachers					12/25- Christmas				
					11/28-29 Thanksgiving Vacation					Vacation				
22 days 45 days accrued					17 days 62 days accrued					15 days 77 days accrued				
January 2025					February 2025					March 2025				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
		1	2	3	3	4	5	6	7	3	4	5X	6	7
6	7	8	9	10	10	11	12	13	14	10	11	12	13	14
13	14	15	16	17	17	18	19	20	21	17	18	19	20	21
20	21	22	23	24	24	25	26	27	28	24	25	26	27	28
27	28	29X	30	31										
1/1- New Year's Day 1/20 - Martin Luther King, Jr. Day X - Prof. Dev. All Schools Early Release					2/17 - Presidents' Day					X - Prof. Dev. All Schools Early Release				
					Vacation									
					21 days 98 days accrued					15 days 113 days accrued				
April 2025					May 2025					June 2025				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
	1	2	3	4				1	2	2	3	4X	5	6
7	8	9	10	11	5	6	7	8	9	9	10	11	12*	13
14	15	16	17	18	12	13	14	15	16	16	17	18	19	20**
21	22	23	24	25	19	20	21	22	23	23	24	25	26	20
28	29	30			26	27	28	29	30	30				
4/21- Patriots' Day Vacation					5/26 - Memorial Day					X - Prof. Dev. All Schools Early Release				
					21 days 150 days accrued					* 180th Day, **185th day 6/19 - Juneteenth				
					17 days					9 days 180 days accrued				
Holidays - No School for Students and Teachers					Early Dismissal Times (Codes X E)					Code P				
7/4 - Independence Day					ORR Jr. & Sr. High Schools 11:30 a.m.					N/A				
9/2 - Labor Day					Center & Old Hammondtown 12:20 p.m.					11:30 a.m.				
10/7- Columbus Day					Sippican School 12:20 p.m.					11:30 a.m.				
11/11 - Veterans' Day (Observed)					Rochester Memorial School 12:30 p.m.					12:30 p.m.				
11/28 - Thanksgiving Day					Telephone Numbers									
12/25- Christmas day					Superintendent's Office 508-758-2772									
1/1- New Year's Day					Old Rochester Regional High School 508-758-3745									
1/20 - Martin Luther King, Jr. Day					Old Rochester Regional Junior High School 508-758-4928									
2/17 - Presidents' Day					Sippican School 508-748-0100									
4/21- Patriots' Day					Center School 508-758-2521									
5/26 - Memorial Day					Old Hammondtown 508-758-6241									
6/19 - Juneteenth					Rochester Memorial School 508-763-2049									
					www.oldrochester.org									
Approved by the Joint School Committee XX.XX.XXXX														



## Old Rochester Regional School District

Massachusetts School Superintendency Union 55

# Memo

**To:** School Committee Members of Rochester

**From:** Howard G. Barber, Assistant Superintendent of Finance & Operations

**Cc:** Michael S. Nelson, Superintendent of Schools

**Date:** October 31, 2023

**Re:** Financial Report – Fiscal Year 2024

### Financial Report:

Please find the following financial report in relation to the general funds of Rochester Elementary School District:

- Budget Report by Department for November 1, 2023

### For the purpose of our Financial Forecasting:

The Rochester School District currently has \$625,497 available of the general funds appropriated for the 2024 Fiscal Year. Per the attached Year to Date Budget Report, we are able to identify how our funds are encumbered and expended. This report recognizes that of the total \$6,816,930 appropriated to the Rochester School District.

- \$ 6,816,930 – **General Funds Approved**
- \$ 6,191,433 – Obligations Paid Year to Date
- \$ 625,497 - **Remaining Available Funds**

Bristol County Agricultural High School enrolled student operational budget totals \$208,563. The costs included in the operational budget consist of tuition, debt and transportation.

- \$ 208,563 – **Bristol County Agricultural High School**
- \$ 210,672 - Obligations Paid Year to Date
- \$ -2,109 - **Remaining Available Funds**

# Rochester Public Schools

## FY23-24 APPROVED GENERAL FUNDS BUDGET

From Date: 7/1/2023

To Date: 6/30/2024

Fiscal Year: 2023-2024

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
01.305.001.1107.06.37	CONFERENCE EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00	\$505.00	(\$505.00)	0.00%
01.305.001.1110.02.02	School Committee Clerical	\$2,600.00	\$0.00	\$0.00	\$2,600.00	\$0.00	\$2,600.00	100.00%
01.305.001.1110.04.35	LEGAL COUNSEL	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	100.00%
01.305.001.1110.04.36	MASC	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	100.00%
01.305.001.1110.05.36	MISCELLANEOUS	\$1,700.00	\$0.00	\$0.00	\$1,700.00	\$400.00	\$1,300.00	76.47%
01.305.001.1110.06.36	ADVERTISING	\$1,200.00	\$0.00	\$0.00	\$1,200.00	\$0.00	\$1,200.00	100.00%
01.305.001.1110.06.37	CONFERENCE EXPENSE	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00	100.00%
01.305.001.1430.04.36	LEGAL COUNSEL	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
	Dept: SCHOOL COMMITTEE - 001	\$10,300.00	\$0.00	\$0.00	\$10,300.00	\$905.00	\$9,395.00	91.21%
01.305.004.1110.04.35	CENSUS	\$875.00	\$0.00	\$0.00	\$875.00	\$0.00	\$875.00	100.00%
01.305.004.1210.01.02	SUPERINTENDENT	\$36,458.00	\$0.00	\$0.00	\$36,458.00	\$36,451.67	\$6.33	0.02%
01.305.004.1210.02.02	EXEC ASST TO SUPT	\$12,741.00	\$0.00	\$0.00	\$12,741.00	\$11,547.79	\$1,193.21	9.37%
01.305.004.1210.04.33	ASSOCIATIONS & DUES	\$1,400.00	\$0.00	\$0.00	\$1,400.00	\$0.00	\$1,400.00	100.00%
01.305.004.1210.05.21	POSTAGE	\$600.00	\$0.00	\$0.00	\$600.00	\$0.00	\$600.00	100.00%
01.305.004.1210.06.36	MISCELLANEOUS	\$800.00	\$0.00	\$0.00	\$800.00	\$0.00	\$800.00	100.00%
01.305.004.1210.06.37	TRAVEL & CONFERENCES	\$1,160.00	\$0.00	\$0.00	\$1,160.00	\$0.00	\$1,160.00	100.00%
01.305.004.1220.01.02	ASST SUPT OF CURRICULUM	\$22,492.00	\$0.00	\$0.00	\$22,492.00	\$25,319.03	(\$2,827.03)	-12.57%
01.305.004.1220.02.02	CLERICAL	\$8,564.00	\$0.00	\$0.00	\$8,564.00	\$8,179.47	\$384.53	4.49%
01.305.004.1230.05.21	SUPPLIES	\$900.00	\$25.11	\$25.11	\$874.89	\$0.00	\$874.89	97.21%
01.305.004.1410.01.02	ASST SUPT FINANCE & OPERATIONS	\$29,086.00	\$0.00	\$0.00	\$29,086.00	\$26,799.19	\$2,286.81	7.86%
01.305.004.1410.03.02	FINANCE OFFICE	\$32,204.00	\$0.00	\$0.00	\$32,204.00	\$30,308.86	\$1,895.14	5.88%
01.305.004.1420.03.02	HUMAN RESOURCES	\$13,343.00	\$0.00	\$0.00	\$13,343.00	\$12,562.50	\$780.50	5.85%
01.305.004.1450.04.02	SOFTWARE CONSULTANT	\$250.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00	100.00%
01.305.004.1450.04.27	COMPUTER SERVICES	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	100.00%
01.305.004.2356.06.37	PROFESSIONAL DEVELOPMENT	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
01.305.004.4130.04.15	TELEPHONE	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	100.00%
01.305.004.5300.04.21	COPIER RENTAL	\$3,500.00	\$0.00	\$0.00	\$3,500.00	\$0.00	\$3,500.00	100.00%
	Dept: SUPERINTENDENTS OFFICE - 004	\$168,873.00	\$25.11	\$25.11	\$168,847.89	\$151,168.51	\$17,679.38	10.47%
01.305.007.2210.01.02	PRINCIPAL	\$132,627.00	\$67,735.06	\$67,735.06	\$64,891.94	\$77,829.54	(\$12,937.60)	-9.75%
01.305.007.2210.01.06	ASSISTANT PRINCIPAL	\$114,678.00	\$39,485.70	\$39,485.70	\$75,192.30	\$74,584.13	\$608.17	0.53%
01.305.007.2210.02.09	CLERICAL	\$45,463.00	\$10,491.90	\$10,491.90	\$34,971.10	\$34,972.95	(\$1.85)	0.00%
01.305.007.2210.03.08	CAFE AIDES SUPERVISORY	\$20,195.00	\$3,740.70	\$3,740.70	\$16,454.30	\$16,376.10	\$78.20	0.39%
01.305.007.2210.04.33	ASSOCIATION DUES	\$500.00	\$600.00	\$600.00	(\$100.00)	\$0.00	(\$100.00)	-20.00%
01.305.007.2210.05.22	SUPPLIES ADMINISTRATION	\$500.00	\$209.08	\$209.08	\$290.92	\$783.00	(\$492.08)	-98.42%
01.305.007.2210.05.23	SUPPLIES COPYING	\$3,500.00	\$275.23	\$275.23	\$3,224.77	\$5,774.77	(\$2,550.00)	-72.86%
01.305.007.2210.05.24	SUPPLIES GENERAL SCHOOL	\$14,000.00	\$11,422.88	\$11,422.88	\$2,577.12	\$2,457.35	\$119.77	0.86%
01.305.007.2210.05.25	POSTAGE	\$1,950.00	\$1,500.00	\$1,500.00	\$450.00	\$0.00	\$450.00	23.08%
01.305.007.2210.06.37	TRAVEL & CONFERENCES	\$250.00	\$636.24	\$636.24	(\$386.24)	\$0.00	(\$386.24)	-154.50%
01.305.007.2217.06.37	CONFERENCES	\$0.00	\$0.00	\$0.00	\$0.00	\$350.00	(\$350.00)	0.00%
01.305.007.2250.05.22	PRINCIPALS TECHNOLOGY	\$0.00	\$2,337.00	\$2,337.00	(\$2,337.00)	\$1,200.00	(\$3,537.00)	0.00%
01.305.007.2356.06.37	PROFESSIONAL DEVELOPMENT	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	100.00%
01.305.007.4230.04.28	MAINTENANCE OF EQUIPMENT	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00	100.00%
01.305.007.5204.06.38	POSITION BONDS	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00	100.00%
01.305.007.5300.04.28	COPIER RENTAL	\$9,000.00	\$1,927.20	\$1,927.20	\$7,072.80	\$5,872.80	\$1,200.00	13.33%
	Dept: ADMINISTRATION REG DAY - 007	\$346,263.00	\$140,360.99	\$140,360.99	\$205,902.01	\$220,200.64	(\$14,298.63)	-4.13%
01.305.010.2305.01.03	TEACHERS	\$1,875,871.00	\$407,026.05	\$407,026.05	\$1,468,844.95	\$1,737,469.46	(\$268,624.51)	-14.32%
01.305.010.2325.03.34	SUBSTITUTES	\$50,000.00	\$5,440.00	\$5,440.00	\$44,560.00	\$0.00	\$44,560.00	89.12%
01.305.010.2350.05.23	SUPPLIES	\$2,500.00	\$2,446.42	\$2,446.42	\$53.58	\$54.01	(\$0.43)	-0.02%

# Rochester Public Schools

## FY23-24 APPROVED GENERAL FUNDS BUDGET

From Date: 7/1/2023

To Date: 6/30/2024

Fiscal Year: 2023-2024

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
01.305.010.2350.06.37	TRAVEL,TRANS,CONFERENCES	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	100.00%
01.305.010.2356.01.03	PROFESSIONAL DEVELOPMENT	\$12,000.00	\$30.00	\$30.00	\$11,970.00	\$0.00	\$11,970.00	99.75%
01.305.010.2356.04.03	TUITION REIMBURSEMENT	\$10,500.00	\$0.00	\$0.00	\$10,500.00	\$0.00	\$10,500.00	100.00%
01.305.010.2356.06.37	TRAVEL & CONFERENCES	\$0.00	\$1,350.00	\$1,350.00	(\$1,350.00)	\$0.00	(\$1,350.00)	0.00%
	Dept: CLASSROOM TEACHERS - 010	\$1,955,871.00	\$416,292.47	\$416,292.47	\$1,539,578.53	\$1,737,523.47	(\$197,944.94)	-10.12%
01.305.013.2303.02.08	AIDES CLASSROOM	\$0.00	\$1,500.00	\$1,500.00	(\$1,500.00)	\$0.00	(\$1,500.00)	0.00%
01.305.013.2305.01.03	TEACHERS	\$221,125.00	\$58,654.84	\$58,654.84	\$162,470.16	\$282,865.95	(\$120,395.79)	-54.45%
01.305.013.2330.03.08	PARAPROFESSIONALS	\$71,308.00	\$19,248.07	\$19,248.07	\$52,059.93	\$111,622.91	(\$59,562.98)	-83.53%
01.305.013.2430.05.23	SUPPLIES - KINDERGARTEN	\$2,350.00	\$0.00	\$0.00	\$2,350.00	\$0.00	\$2,350.00	100.00%
	Dept: KINDERGARTEN - 013	\$294,783.00	\$79,402.91	\$79,402.91	\$215,380.09	\$394,488.86	(\$179,108.77)	-60.76%
01.305.016.2305.01.03	TEACHERS	\$96,612.00	\$19,969.80	\$19,969.80	\$76,642.20	\$78,474.20	(\$1,832.00)	-1.90%
01.305.016.2430.05.23	SUPPLIES & MATERIALS	\$2,050.00	\$0.00	\$0.00	\$2,050.00	\$0.00	\$2,050.00	100.00%
	Dept: ART PROGRAM - 016	\$98,662.00	\$19,969.80	\$19,969.80	\$78,692.20	\$78,474.20	\$218.00	0.22%
01.305.022.2303.02.08	AIDES CLASSROOM	\$0.00	\$890.00	\$890.00	(\$890.00)	\$0.00	(\$890.00)	0.00%
01.305.022.2305.01.03	TEACHERS	\$118,869.00	\$22,100.21	\$22,100.21	\$96,768.79	\$87,967.69	\$8,801.10	7.40%
01.305.022.2430.05.23	SUPPLIES	\$2,050.00	\$89.00	\$89.00	\$1,961.00	\$0.00	\$1,961.00	95.66%
	Dept: READING - 022	\$120,919.00	\$23,079.21	\$23,079.21	\$97,839.79	\$87,967.69	\$9,872.10	8.16%
01.305.024.2305.01.03	TEACHERS	\$19,367.00	\$0.00	\$0.00	\$19,367.00	\$13,866.50	\$5,500.50	28.40%
01.305.024.2356.06.37	TRAVEL & CONFERENCES	\$0.00	\$0.00	\$0.00	\$0.00	\$230.00	(\$230.00)	0.00%
01.305.024.2430.05.23	SUPPLIES	\$2,050.00	\$0.00	\$0.00	\$2,050.00	\$0.00	\$2,050.00	100.00%
	Dept: ELL PROGRAM - 024	\$21,417.00	\$0.00	\$0.00	\$21,417.00	\$14,096.50	\$7,320.50	34.18%
01.305.025.2430.05.23	SUPPLIES	\$2,050.00	\$0.00	\$0.00	\$2,050.00	\$0.00	\$2,050.00	100.00%
	Dept: ENGLISH - 025	\$2,050.00	\$0.00	\$0.00	\$2,050.00	\$0.00	\$2,050.00	100.00%
01.305.037.2430.05.23	SUPPLIES	\$2,050.00	\$0.00	\$0.00	\$2,050.00	\$0.00	\$2,050.00	100.00%
	Dept: MATHEMATICS - 037	\$2,050.00	\$0.00	\$0.00	\$2,050.00	\$0.00	\$2,050.00	100.00%
01.305.040.2305.01.03	PROFESSIONAL SALARIES	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00	(\$250.00)	0.00%
01.305.040.2340.01.03	LIBRARIAN	\$104,993.00	\$20,929.85	\$20,929.85	\$84,063.15	\$84,713.15	(\$650.00)	-0.62%
01.305.040.2430.05.23	SUPPLIES	\$2,050.00	\$0.00	\$0.00	\$2,050.00	\$0.00	\$2,050.00	100.00%
01.305.040.2503.05.23	RESOURCE MATERIALS	\$0.00	\$1,690.26	\$1,690.26	(\$1,690.26)	\$0.00	(\$1,690.26)	0.00%
	Dept: MEDIA SERVICES - 040	\$107,043.00	\$22,620.11	\$22,620.11	\$84,422.89	\$84,963.15	(\$540.26)	-0.50%
01.305.043.2305.01.03	TEACHERS	\$160,296.00	\$27,927.00	\$27,927.00	\$132,369.00	\$112,167.40	\$20,201.60	12.60%
01.305.043.2430.05.23	SUPPLIES	\$2,050.00	\$663.91	\$663.91	\$1,386.09	\$0.00	\$1,386.09	67.61%
	Dept: MUSIC - 043	\$162,346.00	\$28,590.91	\$28,590.91	\$133,755.09	\$112,167.40	\$21,587.69	13.30%
01.305.049.2305.01.03	TEACHERS	\$126,287.00	\$25,487.85	\$25,487.85	\$100,799.15	\$101,418.75	(\$619.60)	-0.49%
01.305.049.2430.05.23	SUPPLIES	\$2,050.00	\$2,340.98	\$2,340.98	(\$290.98)	\$0.00	(\$290.98)	-14.19%
	Dept: PHYSICAL EDUCATION - 049	\$128,337.00	\$27,828.83	\$27,828.83	\$100,508.17	\$101,418.75	(\$910.58)	-0.71%
01.305.052.2305.01.03	TEACHERS	\$105,448.00	\$21,384.85	\$21,384.85	\$84,063.15	\$84,963.15	(\$900.00)	-0.85%
01.305.052.2430.05.23	SUPPLIES	\$2,050.00	\$3,720.54	\$3,720.54	(\$1,670.54)	\$3,288.84	(\$4,959.38)	-241.92%
	Dept: SCIENCE - 052	\$107,498.00	\$25,105.39	\$25,105.39	\$82,392.61	\$88,251.99	(\$5,859.38)	-5.45%
01.305.055.2430.05.23	SUPPLIES	\$2,050.00	\$6,238.08	\$6,238.08	(\$4,188.08)	\$493.38	(\$4,681.46)	-228.36%

# Rochester Public Schools

## FY23-24 APPROVED GENERAL FUNDS BUDGET

From Date: 7/1/2023

To Date: 6/30/2024

Fiscal Year: 2023-2024

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

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Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
	Dept: SOCIAL STUDIES - 055	\$2,050.00	\$6,238.08	\$6,238.08	(\$4,188.08)	\$493.38	(\$4,681.46)	-228.36%
01.305.061.2351.04.03	CURRICULUM - PROGRAMING & DEVE	\$30,000.00	\$0.00	\$0.00	\$30,000.00	\$0.00	\$30,000.00	100.00%
01.305.061.2351.05.23	SUPPLIES	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$4,628.75	\$371.25	7.43%
01.305.061.2356.01.03	PD Stipends - Curriculum	\$7,500.00	\$0.00	\$0.00	\$7,500.00	\$0.00	\$7,500.00	100.00%
01.305.061.2415.06.37	CURRICULUM - TRAVEL	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00	100.00%
	Dept: CURRICULUM DEVELOPMENT - 061	\$45,500.00	\$0.00	\$0.00	\$45,500.00	\$4,628.75	\$40,871.25	89.83%
01.305.076.2305.01.03	PROFESSIONAL SALARIES	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00	(\$250.00)	0.00%
01.305.076.3200.01.11	NURSE	\$83,056.00	\$15,924.25	\$15,924.25	\$67,131.75	\$67,483.75	(\$352.00)	-0.42%
01.305.076.3200.03.34	SUBSTITUTES - NURSES	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
01.305.076.3200.05.23	SUPPLIES	\$2,050.00	\$1,893.03	\$1,893.03	\$156.97	\$0.00	\$156.97	7.66%
	Dept: HEALTH SERVICES - 076	\$86,106.00	\$17,817.28	\$17,817.28	\$68,288.72	\$67,733.75	\$554.97	0.64%
01.305.079.3300.06.40	REGULAR EDUCATION - PUPIL K-6	\$327,000.00	\$0.00	\$0.00	\$327,000.00	\$0.00	\$327,000.00	100.00%
01.305.079.3300.06.41	FUEL ESCULATION COST	\$16,000.00	\$0.00	\$0.00	\$16,000.00	\$0.00	\$16,000.00	100.00%
	Dept: TRANSPORTATION REG DAY - 079	\$343,000.00	\$0.00	\$0.00	\$343,000.00	\$0.00	\$343,000.00	100.00%
01.305.085.3520.05.23	SUPPLIES - STUDENT ACTIVITY BA	\$2,200.00	\$0.00	\$0.00	\$2,200.00	\$0.00	\$2,200.00	100.00%
01.305.085.3520.06.36	STUDENT ACTIVITIES - OTHER	\$0.00	\$451.00	\$451.00	(\$451.00)	\$0.00	(\$451.00)	0.00%
	Dept: MISCELLANEOUS - 085	\$2,200.00	\$451.00	\$451.00	\$1,749.00	\$0.00	\$1,749.00	79.50%
01.305.088.4110.01.02	DISTRICT FACILITIES MANAGER	\$17,194.00	\$0.00	\$0.00	\$17,194.00	\$16,751.10	\$442.90	2.58%
01.305.088.4110.03.10	CUSTODIAL SUPERVISOR	\$57,000.00	\$19,785.65	\$19,785.65	\$37,214.35	\$37,276.35	(\$62.00)	-0.11%
01.305.088.4110.04.10	CUSTODIAL CONTRACT SVCS	\$150,700.00	\$39,710.40	\$39,710.40	\$110,989.60	\$100,289.60	\$10,700.00	7.10%
01.305.088.4120.04.17	HEAT	\$68,000.00	\$0.00	\$0.00	\$68,000.00	\$0.00	\$68,000.00	100.00%
01.305.088.4130.04.15	TELEPHONE	\$9,000.00	\$1,265.02	\$1,265.02	\$7,734.98	\$5,734.98	\$2,000.00	22.22%
01.305.088.4130.04.16	ELECTRICITY	\$161,000.00	\$53,930.28	\$53,930.28	\$107,069.72	\$78,069.72	\$29,000.00	18.01%
01.305.088.4130.04.19	MAINTENANCE OF WATER SYSTEM	\$9,500.00	\$1,561.57	\$1,561.57	\$7,938.43	\$3,438.43	\$4,500.00	47.37%
01.305.088.4210.04.32	MAINTENANCE OF GROUNDS	\$8,500.00	\$4,975.00	\$4,975.00	\$3,525.00	\$0.00	\$3,525.00	41.47%
01.305.088.4220.04.32	MAINTENANCE OF BLDG ONGOING	\$16,500.00	\$18,933.12	\$18,933.12	(\$2,433.12)	\$17,426.88	(\$19,860.00)	-120.36%
01.305.088.4220.05.26	CHEMICALS	\$5,500.00	\$0.00	\$0.00	\$5,500.00	\$0.00	\$5,500.00	100.00%
01.305.088.4220.05.27	PAPER	\$7,200.00	\$2,194.35	\$2,194.35	\$5,005.65	\$6,405.65	(\$1,400.00)	-19.44%
01.305.088.4220.05.28	SUPPLIES	\$0.00	\$7,795.11	\$7,795.11	(\$7,795.11)	\$204.89	(\$8,000.00)	0.00%
01.305.088.4223.05.26	LIGHTING	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
01.305.088.4230.04.32	MAINTENANCE OF EQUIPMENT	\$10,000.00	\$1,653.00	\$1,653.00	\$8,347.00	\$5,472.00	\$2,875.00	28.75%
01.305.088.7400.04.30	REPLACEMENT OF EQUIPMENT	\$0.00	\$1,687.75	\$1,687.75	(\$1,687.75)	\$1,312.25	(\$3,000.00)	0.00%
	Dept: OPERATION & MAINTENANCE - 088	\$520,594.00	\$153,491.25	\$153,491.25	\$367,102.75	\$272,381.85	\$94,720.90	18.19%
01.305.093.2130.01.04	BUILDING TECH COORDINATOR	\$0.00	\$0.00	\$0.00	\$0.00	\$625.00	(\$625.00)	0.00%
01.305.093.2130.03.04	NETWORK TECHNICIANS	\$77,290.00	\$0.00	\$0.00	\$77,290.00	\$60,503.71	\$16,786.29	21.72%
01.305.093.2430.05.23	SOFTWARE	\$10,000.00	\$4,000.00	\$4,000.00	\$6,000.00	\$0.00	\$6,000.00	60.00%
01.305.093.2450.05.23	EDUCATIONAL EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$349.00	(\$349.00)	0.00%
01.305.093.2451.05.23	EDUCATIONAL EQUIPT	\$20,000.00	\$0.00	\$0.00	\$20,000.00	\$0.00	\$20,000.00	100.00%
01.305.093.4130.04.15	TELEPHONE	\$14,500.00	\$5,158.02	\$5,158.02	\$9,341.98	\$1,067.80	\$8,274.18	57.06%
	Dept: COMPUTER PROGRAM - 093	\$121,790.00	\$9,158.02	\$9,158.02	\$112,631.98	\$62,545.51	\$50,086.47	41.13%
01.305.100.1435.04.36	LEGAL EXPENSE - SPEC ED	\$15,000.00	\$1,074.50	\$1,074.50	\$13,925.50	\$13,925.50	\$0.00	0.00%
01.305.100.2110.01.02	DIRECTOR OF STUDENT SERVICES	\$23,217.00	\$0.00	\$0.00	\$23,217.00	\$21,857.19	\$1,359.81	5.86%
01.305.100.2110.02.09	ADMIN ASST STUDENT SVCS	\$11,740.00	\$0.00	\$0.00	\$11,740.00	\$10,915.17	\$824.83	7.03%
01.305.100.2110.06.37	TRAVEL & CONFERENCES	\$6,500.00	\$0.00	\$0.00	\$6,500.00	\$0.00	\$6,500.00	100.00%

# Rochester Public Schools

## FY23-24 APPROVED GENERAL FUNDS BUDGET

From Date: 7/1/2023

To Date: 6/30/2024

Fiscal Year: 2023-2024

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
01.305.100.2415.04.33	ASSOCIATION DUES	\$150.00	\$0.00	\$0.00	\$150.00	\$0.00	\$150.00	100.00%
01.305.100.4130.04.15	TELEPHONE	\$150.00	\$0.00	\$0.00	\$150.00	\$0.00	\$150.00	100.00%
01.305.100.4230.04.31	SOFTWARE LICENSE	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$299.99	\$2,700.01	90.00%
	Dept: SPECIAL NEEDS ADMINISTRATION - 100	\$59,757.00	\$1,074.50	\$1,074.50	\$58,682.50	\$46,997.85	\$11,684.65	19.55%
01.305.102.2305.01.03	TEACHERS	\$50,279.00	\$5,934.80	\$5,934.80	\$44,344.20	\$20,369.12	\$23,975.08	47.68%
01.305.102.2330.03.08	PARAPROFESSIONALS	\$62,951.00	\$12,170.39	\$12,170.39	\$50,780.61	\$51,337.77	(\$557.16)	-0.89%
01.305.102.2351.06.37	PROJECT GROW TRAVEL	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00	100.00%
01.305.102.2356.01.03	PROFESSIONAL DEVELOPMENT	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00	100.00%
01.305.102.2430.05.24	SUPPLIES & MATERIALS	\$1,000.00	\$753.57	\$753.57	\$246.43	\$0.00	\$246.43	24.64%
	Dept: PROJECT GROW - 102	\$114,730.00	\$18,858.76	\$18,858.76	\$95,871.24	\$71,706.89	\$24,164.35	21.06%
01.305.103.2305.01.03	TEACHERS	\$537,994.00	\$109,535.95	\$109,535.95	\$428,458.05	\$487,977.40	(\$59,519.35)	-11.06%
01.305.103.2330.03.08	PARAPROFESSIONALS	\$170,913.00	\$23,671.71	\$23,671.71	\$147,241.29	\$106,338.23	\$40,903.06	23.93%
01.305.103.2356.01.03	PROFESSIONAL DEVELOPMENT	\$300.00	\$200.00	\$200.00	\$100.00	\$0.00	\$100.00	33.33%
01.305.103.2420.05.24	LEARNING SUPPORT ED EQUIPMENT	\$3,500.00	\$0.00	\$0.00	\$3,500.00	\$0.00	\$3,500.00	100.00%
01.305.103.2430.05.24	SUPPLIES	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	100.00%
01.305.103.3300.02.08	BUS MONITORS	\$15,000.00	\$6,514.24	\$6,514.24	\$8,485.76	\$0.00	\$8,485.76	56.57%
	Dept: LEARNING SUPPORT CENTER - 103	\$730,207.00	\$139,921.90	\$139,921.90	\$590,285.10	\$594,315.63	(\$4,030.53)	-0.55%
01.305.118.2305.01.03	TEACHERS	\$210,886.00	\$42,759.70	\$42,759.70	\$168,126.30	\$169,926.30	(\$1,800.00)	-0.85%
01.305.118.2356.01.03	PROFESSIONAL DEVELOPMENT	\$750.00	\$0.00	\$0.00	\$750.00	\$399.00	\$351.00	46.80%
01.305.118.2420.05.24	SPEECH THERAPY ED EQUIPMENT	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
01.305.118.2430.05.24	SUPPLIES	\$2,000.00	\$653.28	\$653.28	\$1,346.72	\$0.00	\$1,346.72	67.34%
01.305.118.2800.04.35	SPEECH THERAPY	\$52,000.00	\$0.00	\$0.00	\$52,000.00	\$0.00	\$52,000.00	100.00%
	Dept: SPEECH - 118	\$266,636.00	\$43,412.98	\$43,412.98	\$223,223.02	\$170,325.30	\$52,897.72	19.84%
01.305.121.2100.02.09	CLERICAL	\$0.00	\$8,724.96	\$8,724.96	(\$8,724.96)	\$29,083.14	(\$37,808.10)	0.00%
01.305.121.2110.02.09	CLERICAL	\$38,364.00	\$0.00	\$0.00	\$38,364.00	\$560.00	\$37,804.00	98.54%
01.305.121.2305.01.03	TEACHER VISUALLY IMPAIRED	\$6,000.00	\$0.00	\$0.00	\$6,000.00	\$0.00	\$6,000.00	100.00%
01.305.121.2415.05.24	SUPPLIES	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	100.00%
01.305.121.2440.04.35	EXTENDED YEAR SERVICES	\$70,000.00	\$1,655.27	\$1,655.27	\$68,344.73	\$1,344.73	\$67,000.00	95.71%
01.305.121.2710.04.03	SPECIALIZED INSTRUCTION	\$25,000.00	\$0.00	\$0.00	\$25,000.00	\$25,000.00	\$0.00	0.00%
01.305.121.2800.04.35	THERAPY	\$118,000.00	\$11,655.05	\$11,655.05	\$106,344.95	\$65,191.95	\$41,153.00	34.88%
	Dept: SUPPORT SERVICES - 121	\$259,364.00	\$22,035.28	\$22,035.28	\$237,328.72	\$121,179.82	\$116,148.90	44.78%
01.305.127.2305.01.03	PROFESSIONAL SALARIES	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00	(\$250.00)	0.00%
01.305.127.2356.01.03	PROFESSIONAL DEVELOPMENT	\$900.00	\$0.00	\$0.00	\$900.00	\$0.00	\$900.00	100.00%
01.305.127.2450.05.24	EDUCATIONAL EQUIPMENT	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
01.305.127.2710.01.03	ADJUSTMENT COUNSELOR	\$192,263.00	\$38,432.15	\$38,432.15	\$153,830.85	\$157,676.85	(\$3,846.00)	-2.00%
01.305.127.2800.01.03	PSYCHOLOGY	\$78,723.00	\$10,639.70	\$10,639.70	\$68,083.30	\$44,686.70	\$23,396.60	29.72%
01.305.127.2800.05.24	SUPPLIES	\$2,000.00	\$1,060.98	\$1,060.98	\$939.02	\$216.00	\$723.02	36.15%
01.305.127.2800.06.13	PSYCHOLOGICAL EVALUATIONS	\$9,000.00	\$1,529.00	\$1,529.00	\$7,471.00	\$4,587.00	\$2,884.00	32.04%
01.305.127.2800.06.37	TRAVEL & CONFERENCES	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
	Dept: PSYCHOLOGICAL SERVICES - 127	\$284,386.00	\$51,661.83	\$51,661.83	\$232,724.17	\$207,416.55	\$25,307.62	8.90%
01.305.130.3300.06.43	TRANSPORTATION - COLLABORATIVE	\$60,000.00	\$8,268.10	\$8,268.10	\$51,731.90	\$73,397.20	(\$21,665.30)	-36.11%
01.305.130.3300.06.44	TRANSPORTATION - DAY PROGRAMS	\$80,000.00	\$4,451.33	\$4,451.33	\$75,548.67	\$16,056.40	\$59,492.27	74.37%
01.305.130.3300.06.45	TRANSPORTATION - PRESCHOOL	\$29,000.00	\$0.00	\$0.00	\$29,000.00	\$0.00	\$29,000.00	100.00%
01.305.130.3300.06.46	TRANSPORTATION - MCKINNEY VENT	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00	100.00%
	Dept: SPED TRANSPORTATION - 130	\$179,000.00	\$12,719.43	\$12,719.43	\$166,280.57	\$89,453.60	\$76,826.97	42.92%

# Rochester Public Schools

## FY23-24 APPROVED GENERAL FUNDS BUDGET

From Date: 7/1/2023

To Date: 6/30/2024

Fiscal Year: 2023-2024

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
01.305.133.9300.04.13	TUITION - RESIDENTIAL	\$92,000.00	\$0.00	\$0.00	\$92,000.00	\$0.00	\$92,000.00	100.00%
01.305.133.9300.06.13	TUITION - DAY SCHOOLS	\$63,198.00	\$12,330.00	\$12,330.00	\$50,868.00	\$28,770.00	\$22,098.00	34.97%
01.305.133.9400.06.13	TUITION - COLLABORATIVES	\$120,000.00	\$30,604.26	\$30,604.26	\$89,395.74	\$78,808.04	\$10,587.70	8.82%
	Dept: PROGRAMS W/OTHERS SPED - 133	\$275,198.00	\$42,934.26	\$42,934.26	\$232,263.74	\$107,578.04	\$124,685.70	45.31%
Grand Total:		\$6,816,930.00	\$1,303,050.30	\$1,303,050.30	\$5,513,879.70	\$4,888,383.08	\$625,496.62	9.18%

End of Report

# Rochester Public Schools

## FY23-24 APPROVED BCAHS BUDGET

From Date: 7/1/2023

To Date: 6/30/2024

Fiscal Year: 2023-2024

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
01.307.079.3300.06.14	Transportation - Bristol Count	\$44,100.00	\$0.00	\$0.00	\$44,100.00	\$44,100.00	\$0.00	0.00%
	Dept: TRANSPORTATION REG DAY - 079	\$44,100.00	\$0.00	\$0.00	\$44,100.00	\$44,100.00	\$0.00	0.00%
01.307.097.9100.06.36	Tuition - Bristol County Agric	\$164,463.00	\$166,831.98	\$166,831.98	(\$2,368.98)	\$0.00	(\$2,368.98)	-1.44%
	Dept: PROGRAMS W/OTHERS REG DAY - 097	\$164,463.00	\$166,831.98	\$166,831.98	(\$2,368.98)	\$0.00	(\$2,368.98)	-1.44%
	Grand Total:	\$208,563.00	\$166,831.98	\$166,831.98	\$41,731.02	\$44,100.00	(\$2,368.98)	-1.14%

End of Report



# Old Rochester Regional School District Massachusetts Superintendency Union #55

*"Serving the towns of Marion, Mattapoisett, & Rochester"*

Food Service Director's Report: November 2023  
Rochester Memorial School

## Directors Update:

- Friendly reminder any extra items are available for purchase this year; limited snacks, beverages and second entrees at an extra cost.
- The Food service department is gearing up to work with the ORR Junior High School once again to bring back the Tri-Town Senior Citizen Thanksgiving Dinner Event.
- Meal participation continues to grow strong.

## Students Receiving Free and Reduced Meals:

Free: 126 → 25%

Reduced: 16 → 3%

## Student Meal Participation

SY 23					SY 24			
	Breakfast Counts	%	Lunch Counts	%	Breakfast Counts	%	Lunch Counts	%
August	161	17%	425	45%	216	23%	404	43%
September	2552	28%	5328	58%	2864	30%	5183	55%
October	2547	28%	5678	62%				
November	2127	27%	4837	62%				
December	1921	26%	4746	64%				
January	2147	25%	5377	62%				
February	1725	25%	4211	62%				
March	2799	27%	6570	62%				
April	1843	28%	3979	61%				
May	2900	29%	6190	61%				
June	1347	29%	2648	57%				

Jill Henesey  
Director of Food and Nutrition Services  
Office: 508-758-2772 x1543  
Mobile: 774-320-0801  
Email: [jillhenesey@oldrochester.org](mailto:jillhenesey@oldrochester.org)  
<https://www.facebook.com/ORRnutrition4kids>



## **Facilities Director's Report: November 2023**

### **Rochester Memorial Elementary School**

- Completed Capital Improvements walk-thru.
- Solicited quotes for front entrance sand/prime/paint.
- Solicited quotes from contractors for Capital submissions.
- Conducted routine maintenance on all facility systems.

Sincerely,

Gene Jones

Director of Facilities

Office: 508-758-2772 x1954

Cell: 508-509-6763

E-Mail: [eugenejones@oldrochester.org](mailto:eugenejones@oldrochester.org)



**Rochester Memorial School**  
16 Pine Street~Rochester, MA 02770  
(508) 763-2049



Heidi J. Letendre, Interim Principal  
[heidiletendre@oldrochester.org](mailto:heidiletendre@oldrochester.org)

Charles West, Assistant Principal  
[charleswest@oldrochester.org](mailto:charleswest@oldrochester.org)

To: Superintendent Michael Nelson  
Members of the Rochester Memorial School Committee &  
Administrative Team Members  
From: Heidi Letendre, Interim Principal  
Re: Principal's Report-School Committee Meeting November 2, 2023  
Date: October 27, 2023

---

The month of October went by quickly as students and teachers are actively engaged in teaching and in learning. The Administrative Team visited RMS on Wednesday, October 11th to conduct our learning walks in various classrooms. This is a time for collaboration on looking at best practices and learning as an administrative team. Highlights of the walkthrough visit were shared with our teachers.

Throughout the month, our teachers are finalizing their professional practice goals and educator plans. Mrs. Letendre and Mr. West will be beginning their classroom observations.

In addition, our teachers continue to monitor student progress in all content areas and provide tiered instructional support in literacy based on students' needs. This information was shared with parents/guardians during parent teacher conferences.

**Conferences:**

- Parent-teacher conferences were held on October 19th and 20th, which was well attended. The amount of student work on display was impressive and it is always great to meet with our RMS families.
- During conferences the Book Fair was open and students were very excited to shop with their families. As a school, we would like to thank our PTO Board and PTO volunteers for donating their time to manage the annual Book Fair.

**Report Cards:**

Term	Period Covered	Marks Close	Report Cards Issued
<b><u>1st</u></b>	Aug. 30 - Nov. 29	November 29, 2023	Friday, Dec. 8, 2023



**Rochester Memorial School**  
16 Pine Street~Rochester, MA 02770  
(508) 763-2049



Heidi J. Letendre, Interim Principal  
[heidiletendre@oldrochester.org](mailto:heidiletendre@oldrochester.org)

Charles West, Assistant Principal  
[charleswest@oldrochester.org](mailto:charleswest@oldrochester.org)

**RMS School Council:**

- The first School Council meeting took place on Wednesday, October 24th 3:30-4:30 PM in the RMS Conference Room.
- We reviewed the roles and responsibilities of the committee, assigned the co-chair, which is Mr. Doug Sims, and the secretary, Mrs. Barbara Lee
- The meeting scheduled was determined for the year and there will be two meetings in November and December to write our one year plan based on the newly approved District Strategic Plan


**Celebrations Committee:**

- The Celebrations Committee planned Harvest Week the week of October 30th where each day is a different theme that classrooms can participate in.
- This committee will meet monthly and the main focus will be on staff and school celebrations, but separate from our School Ambassadors and School Influencers

**Project 351:**

- Our Project 351 students participated in their first workshop on October 17th at the High School. Mrs. Cruz attended with the students and they engaged in great discussions about how to problem solve some social situations.
- This group will meet with Mrs. Letendre, Mr. West and Mrs. Cruz monthly to discuss ways to support our ambassadors in developing activities to engage students in feeling safe and included within our school environment.

**Nature's Classroom:**

- The 6th graders along with their teachers and Mr. West spent a week at Nature's Classroom in Groton, MA from October 23rd to October 27th.
- 21 students did not attend and they remained in school.
- Students get to choose 5 activities to engage in during the week from a comprehensive list of activities, such as Fungus Among Us, Forest Fires, Raging Rivers, Water Rockets and Wood Carving to name a few.
- Each student was designated a Field Group and in this group students engaged in team building activities. The week ended with Thursday Night Live where students performed various skits, which was a big hit with the students.
-  Nature's Classroom Activities



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Charles West, Assistant Principal  
[charleswest@oldrochester.org](mailto:charleswest@oldrochester.org)

Preschool and Kindergarten Adventures:

- Ms. Pacheco, Project Grow teacher, has created a positive classroom environment by bringing in play-based learning. She created a mock fire call station in her classroom and the preschoolers visited the fire station as well as our kindergarten classrooms.
- The kindergarten classrooms also took a walking field trip to the local cranberry bog to learn about their community in action. Students watched as the workers wet harvested the cranberries and were able to ask many questions. Students tasted fresh cranberries and cranberry juice.

Curriculum and Assessment Updates:

- Benchmark Data Meetings took place in October for each grade level. These meetings were facilitated by the Hill for Literacy. The goal was to have educators understand the developmental stages of the reading continuum and to use their student's data to determine their instructional focus areas in literacy.
- Each grade met with Hill for Literacy to discuss their progress and ask questions as they continue to implement the *Into Reading* curriculum
- MCAS data has been discussed and analyzed with faculty during grade level PLC meetings in early October. Each grade level had to identify highs and lows of the grade level standards and create action steps to help close the gaps on areas of needing additional support. This work will be ongoing throughout the school year.
- Mr. Huckabee was instrumental in pulling math and science data and questions together for grades 3-6.

PTO Update:

- Volunteers organized the Scholastic BookFair the week of parent/guardian conferences
- The annual Trunk or Treat was held on Saturday, October 28th from 11:00-2:00 PM. This family community event was well attended by RMS families and faculty.
- There were many RMS educators volunteering and visiting Trunk or Treat with their families.
- It was amazing to see so many RMS faculty and staff in attendance

Upcoming Dates:

- Staff Meeting: Wednesday, November 1st and December 6th
- Hill for Literacy Grade Level Meetings, Monday, November 13th



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Charles West, Assistant Principal  
[charleswest@oldrochester.org](mailto:charleswest@oldrochester.org)

- PTO Meeting, November 14th at 3:10 PM
- School Council Meeting, November 14th and 28th from 3:30-4:30 PM
- Staff Celebration's Committee Meeting, Wednesday, November 8th

**Preschool Book Characters**



**6th Graders Getting Ready for Nature's Classroom**





**Rochester Memorial School**  
16 Pine Street~Rochester, MA 02770  
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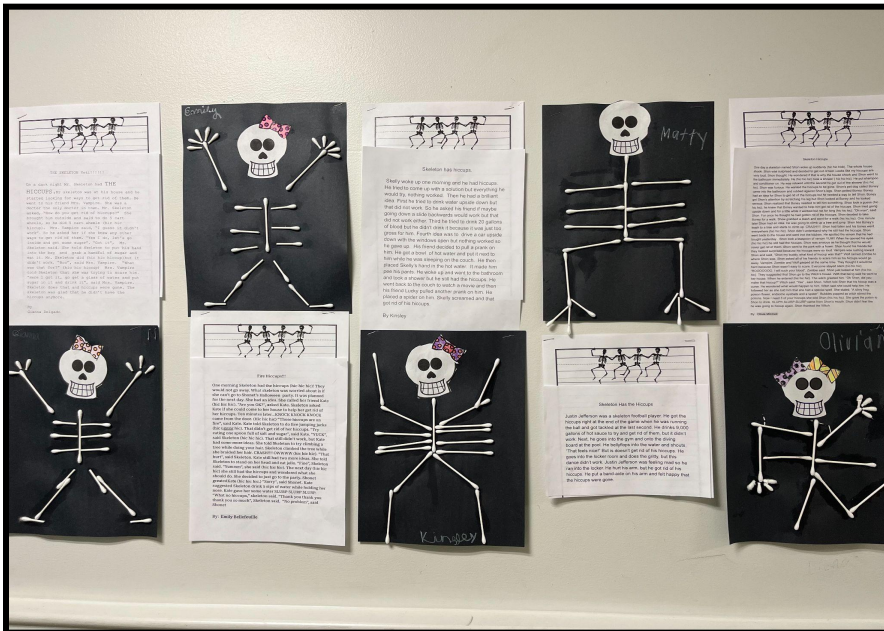
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## Grade 4 Continent Review



## Skeleton Writing Work by Grade 2



## Preschoolers Practicing Making a 911 C



**ROCHESTER PUBLIC SCHOOLS**  
**Rochester, Massachusetts**

TO: Town Clerk, Town of Rochester, Massachusetts  
DATE: October 31, 2023  
SUBJECT: Meeting Notice

Pursuant to Chapter 30A of the Massachusetts General Laws, you are notified of the following REGULAR meeting of the **ROCHESTER SCHOOL COMMITTEE**.

**Thursday, November 2, 2023 at 6:30pm**

If you have any questions, please feel free to call me at 508-758-2772 ext. 1956.

**Respectfully submitted,**  
**Melissa Wilcox, Executive Assistant to the Superintendent**

**ROCHESTER SCHOOL COMMITTEE MEETING**  
**ROCHESTER PUBLIC SCHOOLS**  
**REGULAR MEETING**  
**Rochester Memorial School**  
**16 Pine Street, Rochester, MA 02770**

**November 2, 2023 at 6:30pm**

**ZOOM LINK:**

<https://oldrochester-org.zoom.us/j/96815845547?pwd=MIJtRVFXOVlPTWVHaUllcEg3U2l1QT09>

Meeting ID: 968 1584 5547

Passcode: 146869

*This meeting will be conducted in a hybrid format. School Committee, Administrators and public will have the option of meeting in person in the Band Room located at the Rochester Memorial School at 16 Pine Street, Rochester, MA 02770 or via zoom.*

**MEETING TO ORDER**

**PLEDGE OF ALLEGIANCE**

**RECOGNITION OF ACHIEVEMENT**

**I. Approval of Minutes**

**A. Regular Session: October 5, 2023**

**B. Executive Session**

**C. Budget Subcommittee: October 5, 2023**

**II. Consent Agenda**

**III. Agenda Items Pending**

**IV. General**

**A. MCAS Presentation**

**B. 2024-2025 Draft School Calendar**

**V. New Business**

**A. Policy Review**

**B. Curriculum**

**C. Business**

**1. Financial Report**

**2. Food Service Director Report**

**3. Facilities Director Report**

**4. Budget Transfers**

**D. Personnel**

**VI. Special Topic Report**

**VII. Unfinished Business**

**CHAIRPERSON'S REPORT**

**CENTRAL OFFICE ADMINISTRATORS REPORT**

**PRINCIPAL'S REPORT**

**VIII. School Committee**

**A. School Committee Goals**

**B. Committee Reports**

**1. Budget Subcommittee**

- 2. **ORR District School Committee**
      - 3. **SMEC**
      - 4. **READS**
      - 5. **Tri-Town Foundation**
      - 6. **Early Childhood Council**
      - 7. **Policy Subcommittee**
      - 8. **Equity Subcommittee**
      - 9. **MASC**
    - C. School Committee Reorganization
  - IX. Future Business**
    - A. Timeline
    - B. Future Agenda Items
  - X. Open Comments**
  - XI. Information Items
  - XII. Executive Session**
- ADJOURNMENT**