

**JOINT SCHOOL COMMITTEE MEETING  
OLD ROCHESTER REGIONAL DISTRICT SCHOOL COMMITTEE  
MASSACHUSETTS SUPERINTENDENCY UNION #55  
June 20, 2024 – 6:30pm**

**Zoom link:**

<https://oldrochester-org.zoom.us/j/96815845547?pwd=MlJtRVFXOVlPTWVHaUlEg3U2l1Q0T09>

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 Media Room located at the Jr. High School at 133 Marion Road, Mattapoisett, MA 02739 or via zoom.*

**MEETING TO ORDER**

**RECOGNITION**

**CHAIRPERSON’S REPORT**

**SUPERINTENDENT’S REPORT**

**XI. Executive Session**

**I. Consent Agenda**

**A. Approval of Minutes**

**1. Regular Session: January 29, 2024**

**2. Executive Session: January 29, 2024**

**3. Superintendent’s Goals Subcommittee: April 4 and May 30, 2024**

**II. Old Business**

**III. Agenda Items Pending**

**IV. Special Topic Report**

**V. General**

**A. Approval of 24-25 School Committee Dates**

**B. Approval of Professional Development Plan**

**C. End of Cycle Superintendent’s Summative Evaluation**

**D. Superintendent’s Contract**

**VI. New Business**

**A. Curriculum**

**B. Business**

**C. Personnel**

**D. Policy Review**

**VII. School Committee**

**A. Reorganization (Union #55 Only)**

**VIII. Future Business**

**A. Timeline**

**B. Future Agenda Items**

**IX. Open Comment(s)**

**X. Information**

**XI. Executive Session**

**ADJOURNMENT**

**JOINT SCHOOL COMMITTEE MEETING  
OLD ROCHESTER REGIONAL DISTRICT SCHOOL COMMITTEE  
MASSACHUSETTS SUPERINTENDENCY UNION #55**

**TO:** Old Rochester Regional District School Committee and Massachusetts Superintendency Union #55  
**FROM:** Michael S. Nelson, Superintendent of Schools  
**DATE:** June 17, 2024  
**SUBJECT:** Agenda Items

The following items are on the agenda for June 20, 2024.

**XI. 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.

**I. Consent Agenda**

**A.1. Approval of Minutes- Regular Minutes**

Recommendation

That the School Committees review and approve the minutes of January 29, 2024. Please refer to “JSC 06202024 January Minutes”

**A.2. Approval of Minutes- Executive Minutes**

Recommendation

That the School Committees review and approve the minutes of January 29, 2024.

**A.3. Approval of Minutes – Superintendent’s Goals Subcommittee**

Recommendation

That the School Committees review the minutes of April 4, 2024 and May 30, 2024. Please refer to “JSC 06202024 April Supt Goals” and “JSC 06202024 May Supt Goals”.

**V. General**

**A. Approval of 24-25 School Committee Dates**

Recommendation

That the School Committees review the following school committee dates for the 2024-2025 school year. Please refer to “JSC 06202024 School Committee Calendar Draft”.

**B. Approval of Professional Development Plan**

Recommendation

That the School Committees review the Professional Development Plan for the 2024-2025 school year.

**C. End of Cycle Superintendent’s Summative Evaluation**

Recommendation

That the School Committees present publicly the End of Cycle Superintendent’s Summative Evaluation.

**D. Superintendent’s Contract**

Recommendation

That the school committee discuss the Superintendent’s contract.

**VI. New Business**

**D. Policy Review**

Recommendation:

That the school committee review and approve the following policies:  
Please refer to “JSC 06202024 Policies to Review”.

**1<sup>st</sup> Reads**

*(none)*

**2<sup>nd</sup> Reads**

- **EFE Civil Rights Complaint Policy for Child Nutrition Programs** (new policy) – This policy is new and aligns with DESE and USDA requirements.

- **EHAA District Security Relating To Technology** (new policy) – This new policy provides a foundation for administrative procedure and practice so as to ensure information which is stored and accessed on district technology is appropriately protected.
- **EHB Data and Records Retention** (new policy) – This new policy addresses a gap in recommended policy regarding retention of records, including electronic communication by public officials.
- **GBEE Personnel Use of Technology** (new policy) – This new policy outlines the responsibilities of district personnel in their use of technology; it is expected that this will provide a foundation for further administrative procedure.
- **JICJ Student Use of Technology in School** (new policy) – This new policy outlines the vision and responsibilities of student use of technology; it is expected that this will be the foundation of further administrative procedure.
- **KDC Community Use of Digital Resources** (new policy) – This new policy recognizes that digital resources, most notably public wifi, are now a common public resource of school, outlining appropriate considerations and was reviewed by the ORRS Technology Department team.
- **KDCB District Website and Social Media** (new policy) – This new policy recognizes that districts and schools commonly have both websites and social media pages, and outlines best practice, including public comments on such sites and was reviewed by the ORRS Technology Department team.

### Revisions

- **Admission Policy for Vocational Technical Education Programs (Chapter 74)** – This policy must be reviewed annually by the Policy Subcommittee.
- **ADDA Background Checks** – This policy has been updated to reflect current practice.
- **ADDA-R DCJIS Model CORI Policy** – This policy has been updated to reflect current practice.
- **IJND Access to Digital Resources** – This policy has been updated to match MASC recommendations and changes to the IJN-coded policies and was reviewed by the ORRS Technology Department Team.
- **IJNDB Use of Technology in Instruction** - This policy has been updated to match MASC recommendations and changes to the IJN-coded policies and refocuses the policy on instruction and was reviewed by the ORRS Technology Department Team.
- **IJNDD Policy on Social Media** - This policy has been updated to match MASC recommendations and changes to the IJN-coded policies and was reviewed by the ORRS Technology Department Team.
- **IJ-R Reconsideration of Instructional Resources** - Community Member Anne Fernandes of Rochester requested revising the policy to include the Procedures for Complaint thus providing the reader with the expedience of next steps should the occasion arise.
- **JJE Student Fund-Raising Activities** – At the Joint School Committee meeting in September 2023, it was recommended this policy be reviewed by the Policy Subcommittee again regarding the language around competitions among students. At the October 2023 Policy Subcommittee meeting, the members reviewed draft language and made a recommendation to the Joint School Committee. At the Joint School Committee meeting in January 2024, it was recommended this policy be reviewed again by the Policy Subcommittee to clarify language around fundraisers sponsored by parent association groups. At the Policy Subcommittee meeting in February 2024, it was recommended to review the original MASC recommendations and the Superintendent’s recommendation at the next meeting. The Policy Subcommittee reviewed and recommended an updated policy in June 2024.

### Removal from Policy Manual

- **ADDA-E-1 Information Concerning the Process in Correcting a Criminal Record** – Delete as no longer in MASC Policy Manual.
- **ADDA -E-2 CORI Requirements** – Delete as no longer in MASC Policy Manual.

## VIII. Future Business

### A. Timeline

The next meeting of the Joint School Committee will be held as follows:

## **Joint School Committee**

September 26, 2024 (tentative)

### **B. Future Agenda Items**

- Superintendent's Goals (fall)
- School Calendar Review (winter)
- Budget Update (winter)
- Approval of School Committee Dates (spring)
- Professional Development Plan Approval (spring)
- Superintendent's Goals Mid-Cycle Update (spring)

### **X. Information**

#### **Recommendation:**

That the School Committee review the 24-25 school calendar with the addition of the Kindergarten start date. Please refer to "JSC 06202024 2024-2025 School Calendar".

### **XI. 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 any questions regarding any of these recommendations, please feel free to call me.

**JOINT SCHOOL COMMITTEE MEETING  
OLD ROCHESTER REGIONAL DISTRICT SCHOOL COMMITTEE  
MASSACHUSETTS SCHOOL SUPERINTENDENCY UNION #55**

**January 29, 2024 – 6:30 p.m.**

**MEETING HELD IN HYBRID FORMAT**

**133 Marion Road**

**Media Room, Jr. High School**

**Mattapoisett, MA 02739**

**District Members Present:** Michelle Smith, Chairperson (in-person), Frances-Feliz Kearns (in-person), April Nye (in-person), Matthew Monteiro (in-person), Jason Chisholm (in-person), Rosemary Bowman (remote), Joseph Pires (remote), Margaret McSweeny (remote), and James Muse (remote).

**District Members Absent:** None

**Union Members Present:** Sharon Hartley, Chairperson (in-person), Anne Fernandes (in-person), Robin Rounseville (in-person), Nichole Daniel (in-person), Cristin Cowles (in-person), Carly Lavin (in-person), Mary Beauregard (remote) and Nichole Nye McGaffey (remote).

**Union Members Absent:** Tiffini Reedy

**Other Staff Members Present:** Michael S. Nelson, Superintendent of Schools; Sharlene Fedorowicz, Assistant Superintendent of Teaching and Learning; Howard Barber, Assistant Superintendent of Finance and Operations; Michael Devoll, High School Principal; Vanessa Harvey, High School Assistant Principal; Silas Coellner, Junior High School Principal; Lauren Millette, Director of Guidance; Linda Ashley, Center School Principal; Kevin Tavares, Old Hammondtown School Principal; Heidi Letendre, Rochester Memorial School Interim Principal; Charles West, Rochester Memorial School Assistant Principal; Melissa Wilcox, Executive Assistant to the Superintendent (all in-person); parents, community members and members of the press.

Meeting was called to order at 6:31 p.m. by Chairperson Smith and Chairperson Hartley. Chairperson Hartley noted that this meeting is being recorded and that the public has the option to participate remotely via zoom or in person. Chairperson Hartley noted that Public Comment sign-up is available in-person and online.

**CHAIRPERSON’S REPORT:**

Chairperson Hartley commented that in her last Chairperson’s report, she discussed unity and asked school committee members to keep that in their minds as they continue to work together as a joint unit. She said they have been working together well and continue to be here to make great decisions for all of the schools together.

*Chairperson Smith made the following statement: As we embark on a new year filled with promise and challenges, I want to take a moment to express my gratitude to all members of the school committee, administration, faculty, staff, students, parents, and community partners for their dedication and commitment to the success of our schools. It is through our collective efforts and shared vision that we can make a positive difference in the lives of our students and shape the future of our community. As we look ahead to the remainder of the academic year, I am confident that our continued collaboration and collective efforts will yield positive outcomes for our students and community. Let us remain steadfast in our commitment to working together towards our shared vision of educational excellence. By fostering an environment of mutual respect and civility, we ensure that all viewpoints are heard and considered in a manner conducive to productive dialogue and consensus-building. As we continue our journey forward, let us remain steadfast in our commitment to excellence in education. Thank you for your ongoing support and collaboration.*

**SUPERINTENDENT’S REPORT:**

**Superintendent Nelson made the following statement:** *I would like to acknowledge that we are now at a place where we have an approved strategic plan for the next five years, which was approved at the last*

meeting of the Joint School Committee. Since then, each school in the system has moved forward working off this master plan to adopt one year School Improvement Plans. I think that is important for all of you to know because those are the guiding documents that keep us connected as the Chairpersons just outlined. From a strategic planning standpoint, we are at a really good place in terms of knowing where we are at and where we want to go this year, and into the future. Before closing, I would like to offer a few other updates within the districts. All four districts were awarded Math Acceleration Academy grants from the Department of Education. We were four districts that got on this train early in terms of the acceleration roadmap that the Department gave out in terms of additional summer programming and also school vacation programming which ties to the Superintendent's approved goals from this committee. We will be able to offer Math Acceleration in February and April based on this grant from the Department of Education. Second is an update on the Student Opportunity Act which should sound familiar to those present. From a funding standpoint it's talked quite a bit about in the newspapers if you will, but what is happening now is our last set of SOAs have sunset and all four districts will have to submit new three year Student Opportunity Act plans by April I believe. I would ask Dr. Fedorowicz to join us at the table and provide a brief overview.

**Dr. Fedorowicz made the following statement:** *The Student Opportunity Act from the state started in 2019 and focuses on students with the greatest needs. The purpose of the Student Opportunity Act mandates each school district create a data-driven plan aimed at reducing achievement gaps among targeted student groups. Plans are submitted to the state on a three-year cycle, with annual progress updates, and some funding is usually provided from the state. I do not yet have that number just yet. They recently released the instructions for this year. Our district's SOA plan will look at actionable strategies that are focused on improving outcomes for students with low academic performance, which may include English learners, students with disabilities, and low-income students. The state requires us to run specific reports, analyze the data, reach out to stakeholders, and provide a plan to reduce the learning gaps. The SOA is due by April 1 and will require an approval from School Committee. Part of the process is to engage stakeholders for feedback, so we will solicit stakeholder feedback in the near future.*

**Superintendent Nelson continued:** *We thought this was a good opportunity to share this work, but each plan will go to the individual school committee's for approval. I wanted to remind you as well that although we appreciate the Student Opportunity Act, we do not receive a high level of funding beyond our foundation. In terms of some of the aspirations, we also have to realize the limitations of the budget but that is for Dr. Fedorowicz, our stakeholders and others to put together and present to you in the coming months. Lastly, another goal of the Superintendent endorsed by this school committee is around communication. As we have discussed, we have the weekly newsletters from the principals on Sundays, the monthly Superintendent's newsletter and now we have also launched ORRconnect Facebook page with over 400 followers. It is a nice outlet to share information as an example the Kindergarten night that is happening this week, we saw that it was shared almost a dozen times. It shows you the efforts being made to try to improve communication and getting information in the hands of parents, guardians and community members faster. The other piece is we plan on launching our ORRconnect app this week. Ms. Wilcox has been helping lead this work behind the scenes and we will move into launching this platform. Pretty exciting stuff on that front, please follow us or like us if you haven't already and spread the word, which we are also trying to do in our newsletters.*

## **I. Consent Agenda**

### **A. Approval of Minutes**

#### **1. Regular Minutes:**

**Motion** to approve the September 28, 2023 minutes as presented

District, Ms. Nye

Union, Ms. Daniel

District, Ms. Kearns

Union, Ms. Lavin

**MOTION PASSED**

(District 8:1) (Union 8:0)

ROLL CALL – District: (Smith: yes, Nye: yes, Chisholm: yes, Kearns: yes, Monteiro: yes, Bowman: yes, Pires: yes, McSweeney: yes, Muse: yes)  
Union: (Hartley: yes, Daniel: yes, Rounseville: yes, Fernandes: abstain, Lavin: yes, Cowles: yes, Nye McGaffey: yes, Beauregard: yes)

**Motion** to approve the Special Meeting & Public Forum meeting minutes of June 12, 2023 (10:00am), June 12, 2023 (5:00pm), June 13, 2023 (1:00pm) and June 13, 2023 (4:00pm) as presented

District, Mr. Monteiro

Union, Ms. Fernandes

District, Ms. Kearns

Union, Ms. Lavin

MOTION PASSED

(District 9:0) (Union 8:0)

ROLL CALL – District: (Smith: yes, Nye: yes, Chisholm: yes, Kearns: yes, Monteiro: yes, Bowman: yes, Pires: yes, McSweeney: yes, Muse: yes)

Union: (Hartley: yes, Daniel: yes, Rounseville: yes, Fernandes: yes, Lavin: yes, Cowles: yes, Nye McGaffey: yes, Beauregard: yes)

## **V. General**

### **A. Approval of 24-25 School Calendar**

#### Recommendation

That the School Committees review and approve the school calendar for the 2024-2025 school year. Superintendent Nelson informed the school committee that as requested, the draft calendar was shared earlier with staff and school committee. This was shared to union representatives in each building, school committees at their local school committee meeting, school councils and the administrative team in order to solicit feedback. The feedback was shared in advance of this meeting with the school committee members. The calendar is based on the recommendations from last year, which are in place now in the 2023-2024 school year. He stated it is important to gain approval this evening to help planning for next year and keeping all four districts aligned in areas such as transportation and professional development. Superintendent Nelson reviewed the calendar month by month to highlight important dates. Please see appendix A.

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

Ms. Nye asked if the parent/teacher conferences dates are the same week as the current school year. Superintendent Nelson confirmed that this year they were held on the 19<sup>th</sup> and 20<sup>th</sup> and next year they would be the 18<sup>th</sup> and 19<sup>th</sup>. Superintendent Nelson informed the members that there is contractual language in Mattapoisett that states conferences must be held before December 15<sup>th</sup> as a consideration on this topic. Ms. Lavin added asked if the conferences had to be the same week in all buildings. She mentioned feedback that stated it could be beneficial to allow students to have more time before conferences to get into routines with their 504 or IEP plans but she understands there may be some students that would benefit from earlier conferences. Superintendent Nelson added that parents/guardians are encouraged to reach out at any time if they have concerns, not necessarily wait for conferences.

Ms. Nye asked if Kindergarten could start on Thursday instead of the Friday half day as there were some concerns related to this. Superintendent Nelson stated that in recent years, Ms. Lopes, the Early Education Coordinator, has worked with the Kindergarten teams and elementary principals to design the start of school for Kindergarten. The first couple of days are training, screenings and bus preparations with students, but the way the calendar has fallen the first day has landed on Friday.

Ms. McSweeney asked if the November 5<sup>th</sup> professional development day could be after Veterans' Day instead. Ms. Lavin commented that the Town of Mattapoisett has submitted feedback on keeping November 5<sup>th</sup> because that is a voting day and Old Hammondtown School is used for voting.

Ms. McSweeney commented that a lot of the feedback discussed having two full weeks during the winter recess. She asked if the school committee would like to discuss that and understands it could extend the dates at the end of the calendar. Ms. Cowles stated the parent feedback she received was to have two weeks off

during winter recess. Ms. Smith added that two days at the end of the calendar plus five potential snow days would put school ending the last week of June. In her experience as a teacher, it is difficult with students at that point. Mr. Monteiro added that the students would potentially return on a Monday in June, which he does not feel like is a recipe for success. Ms. Cowles added that we have had no snow days over the last few years and school ends early this year, which could be difficult for working families. Ms. Nye added that a few years ago they did vote for two weeks during winter recess, which families loved. Ms. Rounseville added that the schedule was prior to the Juneteenth holiday, which changes the discussion for June with the additional holiday. Ms. McSweeney added that many companies are mandating time off during the holiday season and she does worry about school ending on June 11<sup>th</sup> if there are no snow days and there being a lot of time prior to summer camps starting. She wanted to make sure the school committee is considering all the feedback. Ms. Daniel commented that in the past, they have heard from Mr. Devoll and we want to have as many educational heavy days and adding them at the end of June is not typically an academically heavy time of the school year. Ms. Smith added that families will keep children home if they want to as needed.

Ms. Lavin commented that she appreciates the context for having the early release day on May 28<sup>th</sup> and she appreciates how the draft looks and there is a bulk of learning time in many months. She asked to discuss the Kindergarten start date more and asked if there would be interest in pushing the start date to Tuesday, September 3<sup>rd</sup> so the students have a full first day. Superintendent Nelson added that the Kindergarten start date had not been on the calendar and the feedback was to add it for planning purposes for families. The teachers are heavily involved in the conversation with the early education team and principals so it could be revisited and the school committee could agree to move forward with the rest of the calendar. Ms. Lavin asked that the members not vote on the start of Kindergarten this evening and eventually put on the published calendar once it is decided. Ms. Smith and Ms. Daniel agreed with September 3<sup>rd</sup> as Kindergarten teachers themselves, stating that it can be fine for some students but it can be hard for others when it is a half day and then multiple days off, then a full day again.

Mr. Chisholm suggested maybe adding one day to winter recess and that way only adding one day in June. Ms. Rounseville stated that returning for one day for winter recess could be hard on families and likely lead to most not returning. Ms. Nye mentioned that that would not be ideal for teachers. Ms. Lavin said she thinks they should lean into two weeks off or not. Mr. Monteiro added maybe having curriculum on the two days after the end of winter recess be enrichment materials rather than a test or something of that nature. Mr. Chisholm confirmed he wanted to make sure it was fully discussed. Ms. Lavin added that next year, the way the calendar falls, the holidays will not be mid-week.

**Motion** to approve the Draft 3 school calendar for 2024-2025 with Kindergarten start date to be added after it is discussed further with the administration

District, Ms. Nye

Union, Ms. Rounseville

District, Mr. Chisholm

Union, Ms. Fernandes

**MOTION PASSED**

(District 9:0) (Union 8:0)

ROLL CALL – District: (Smith: yes, Nye: yes, Chisholm: yes, Kearns: yes, Monteiro: yes, Bowman: yes, Pires: yes, McSweeney: yes, Muse: yes)

Union: (Hartley: yes, Daniel: yes, Rounseville: yes, Fernandes: yes, Lavin: yes, Cowles: yes, Nye McGaffey: yes, Beauregard: yes)

## **B. Bus Contract Update**

### Recommendation:

That the school committee hear an update on the bus contract.

Superintendent Nelson explained the current transportation agreement ends this school year. Mr. Barber informed the school committee that the first bid process was for all the districts combined but they rejected the one bid received because it was an increase of over 60%. They decided to separate it by Town and rebid. The current bid process closes tomorrow at which point Mr. Barber and Mr. Jones will review the agreements.

#### School Committee Feedback:

Ms. Cowles asked if there would be one vendor for all three towns. Mr. Barber said currently yes, but could potentially have separate vendors.

Ms. Kearns asked to clarify how it works for ORR. Mr. Barber explained that the agreement is by town, so it is for all students K-12 in each town.

### **VI. New Business**

#### **D. Policy Review**

Superintendent Nelson reviewed the updates explained in the school committee back-up information.

The following policies were provided as first read, and will be on the agenda at the next Joint School Committee meeting for second read and potential approval. Any feedback can be shared with the Policy Subcommittee.

EFE Civil Rights Complaint Policy for Child Nutrition Programs

EHAA District Security Relating To Technology

EHB Data and Records Retention

GBEE Personnel Use of Technology

JICJ Student Use of Technology in School

KDC Community Use of Digital Resources

KDCB District Website and Social Media

The following policies were approved as presented:

- ACAB – Sexual Harassment
- ACAB-R Grievance Procedure for Complaints of Sexual Harassment Under Title IX of the Education Amendments of 1972
- AC-R Procedures for Responding to Complaints of Discrimination, Harassment and Retaliation
- BEDH Public Comment At School Committee Meetings
- BHE Use of Electronic Messaging by School Committee Members
- DJ Purchasing
- DJ-1 Regional School District Purchasing
- DJA Purchasing Authority
- DJA-1 Regional School District Purchasing Authority
- EEA Student Transportation Services
- EFC Universal Free School Meals
- EFD School Nutrition Charge Policy
- IE Organization Of Instruction (delete)
- IGA/IGD Curriculum Development And Adoption
- IHAI Career & College Education (delete)
- IHAMA Parental Notification Relative to Sex Education
- IHBA Student Services Program
- IHBD Compensatory Education
- IHBF Homebound Instruction
- IHBG Home Schooling
- IHBHE-E Remote Learning Addendum (delete)
- IJOA Field Trips
- IL Evaluation Of Instructional Programs (delete)
- ILD Student Submission to Educational Surveys and Research
- IMA Teaching Activities/Presentations (delete)
- IMB Teaching About Controversial Issues/Controversial Speakers
- IMG Animals In School
- JEA Kindergarten Entrance Age (maintain) and JEB Entrance Age (do not adopt)
- JIC Student Discipline
- JP Student Gifts and Solicitations (delete)

**MOTION** to approve the mentioned policies as recommended by the Policy Subcommittee  
District, Mr. Monteiro  
Union, Ms. Fernandes  
District, Mr. Chisholm  
Union, Ms. Lavin

**MOTION PASSED**

(District 9:0) (Union 8:0)

**ROLL CALL** – District: (Smith: yes, Nye: yes, Chisholm: yes, Kearns: yes, Monteiro: yes, Bowman: yes, Pires: yes, McSweeney: yes, Muse: yes)

Union: (Hartley: yes, Daniel: yes, Rounseville: yes, Fernandes: yes, Lavin: yes, Cowles: yes, Nye McGaffey: yes, Beauregard: yes)

**The following policies were discussed further:**

- DJE Procurement Requirements
- DJE-1 Regional School District Procurement Requirements

School Committee Feedback

Mr. Monteiro clarified the threshold in the policy of \$50,000 to \$100,000. Mr. Barber explained that anything over \$100,000 would have to go out for bid.

**MOTION** to approve policies DJE Procurement Requirements and DJE-1 Regional School District Procurement Requirements with the edit of by to but as discussed

District, Mr. Monteiro  
Union, Ms. Rounseville  
District, Mr. Chisholm  
Union, Ms. Lavin

**MOTION PASSED**

(District 9:0) (Union 8:0)

**ROLL CALL** – District: (Smith: yes, Nye: yes, Chisholm: yes, Kearns: yes, Monteiro: yes, Bowman: yes, Pires: yes, McSweeney: yes, Muse: yes)

Union: (Hartley: yes, Daniel: yes, Rounseville: yes, Fernandes: yes, Lavin: yes, Cowles: yes, Nye McGaffey: yes, Beauregard: yes)

- IMGA Service Animals In School

School Committee Feedback

Mr. Monteiro asked if the District would be required to hire staff if a younger child had a service animal. Superintendent Nelson explained that if a student's IEP/504 plan called for it then that would override the policy. Ms. Nye confirmed the policy includes comfort dogs as well.

**MOTION** to approve policy IMGA Service Animals in School as presented

District, Mr. Monteiro  
Union, Ms. Rounseville  
District, Ms. Kearns  
Union, Ms. Daniel

**MOTION PASSED**

(District 9:0) (Union 8:0)

**ROLL CALL** – District: (Smith: yes, Nye: yes, Chisholm: yes, Kearns: yes, Monteiro: yes, Bowman: yes, Pires: yes, McSweeney: yes, Muse: yes)

Union: (Hartley: yes, Daniel: yes, Rounseville: yes, Fernandes: yes, Lavin: yes, Cowles: yes, Nye McGaffey: yes, Beauregard: yes)

- JJE Student Fund Raising

School Committee Feedback:

The school committee discussed policy JJE and the proposed revisions in order to not cause confusion for the parent organizations that host fundraisers that benefit our schools. Although the proposed policy excludes fundraisers hosted by outside organizations, the Junior High School does not have a parent organization so the

consensus was the way the revisions currently read, it would sound like the Junior High School could not have a Boosterthon fundraiser.

**Motion** to send policy JJE Student Fund-Raising Activities back to the Policy Subcommittee for further review and revisions

District, Ms. Kearns

Union, Ms. Daniel

District, Ms. Kearns

Union, Ms. Fernandes

**MOTION PASSED**

(District 9:0) (Union 8:0)

ROLL CALL – District: (Smith: yes, Nye: yes, Chisholm: yes, Kearns: yes, Monteiro: yes, Bowman: yes, Pires: yes, McSweeney: yes, Muse: yes)

Union: (Hartley: yes, Daniel: yes, Rounseville: yes, Fernandes: yes, Lavin: yes, Cowles: yes, Nye McGaffey: yes, Beaugard: yes)

### **VIII. Future Business**

#### **A. Timeline**

The next meeting of the Joint School Committee will be held as follows:

Joint School Committee

March 28, 2024

- Budget Update (March)
- Approval of School Committee Dates (March)
- School Calendar Approval (March)
- Professional Development Plan Approval (June)
- Superintendent's End of Year Evaluation (June)

#### **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 open comments.

### **XI. Executive Session**

**Motion** to go into executive session at 7:49 p.m. 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 and return only to adjourn.

District, Ms. Nye

Union, Ms. Lavin

District, Mr. Monteiro

Union, Ms. Daniel

**MOTION PASSED**

(District 9:0) (Union 8:0)

ROLL CALL – District: (Smith: yes, Nye: yes, Chisholm: yes, Kearns: yes, Monteiro: yes, Bowman: yes, Pires: yes, McSweeny: yes, Muse: yes)

Union: (Hartley: yes, Daniel: yes, Rounseville: yes, Fernandes: yes, Lavin: yes, Cowles: yes, Nye McGaffey: yes, Beauregard: yes)

**Motion** to exit executive session at 8:18 p.m. and return to the regular meeting only to adjourn.

District, Mr. Monteiro

Union, Ms. Daniel

District, Ms. Kearns

Union, Ms. Rounseville

MOTION PASSED

(District 9:0) (Union 8:0)

ROLL CALL – District: (Smith: yes, Nye: yes, Chisholm: yes, Kearns: yes, Monteiro: yes, Bowman: yes, Pires: yes, McSweeny: yes, Muse: yes)

Union: (Hartley: yes, Daniel: yes, Rounseville: yes, Fernandes: yes, Lavin: yes, Cowles: yes, Nye McGaffey: yes, Beauregard: yes)

**Motion to adjourn meeting at 8:20 p.m.**

District, Ms. Kearns

Union, Ms. Lavin

District, Mr. Monteiro

Union, Ms. Daniel

MOTION PASSED

(District 9:0) (Union 8:0)

ROLL CALL – District: (Smith: yes, Nye: yes, Chisholm: yes, Kearns: yes, Monteiro: yes, Bowman: yes, Pires: yes, McSweeny: yes, Muse: yes)

Union: (Hartley: yes, Daniel: yes, Rounseville: yes, Fernandes: yes, Lavin: yes, Cowles: yes, Nye McGaffey: yes, Beauregard: yes)

Submitted by,

Melissa Wilcox

**OLD ROCHESTER REGIONAL SCHOOL DISTRICT  
MASSACHUSETTS SCHOOL SUPERINTENDENCY UNION #55  
DRAFT THREE 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	5	6	7	1	2	2	3	4	5	6	
8	9	10	11	12	12	13	14	8	9	9	10	11	12	13	
15	16	17	18	19	19	20	21	22NT	23	16	17	18	19	20	
22	23	24	25	26	26TM	27TM	28*	29	30E	23	24	25X	26	27	
29	30	31	NT- New Teacher Orientation					30	E- Early Dismissal for Students & Teachers						
7/4 - Independence Day					TM-Teachers Meeting *OPENING DAY - ALL					9/2 - Labor Day					
3 days					E- Early Dismissal for Students & Teachers and Kindergarten First Day					X - Prof. Dev. All Schools Early Release					
20 days					23 days accrued										
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					[ ]-Prof. Dev. Day 11/11 - Veterans' Day					E- Early Dismissal for Students & Teachers					
P- Early Dismissal Parent Conf.					E- Early Dismissal for Students & Teachers					12/25- Christmas					
MATT., ROCH. AND MARION K-6					11/28-29 Thanksgiving Vacation					Vacation					
22 days					17 days					15 days					
45 days accrued					62 days accrued					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						31					
1/1- New Year's Day					2/17 - Presidents' Day					X - Prof. Dev. All Schools Early Release					
1/20 - Martin Luther King, Jr. Day					Vacation										
X - Prof. Dev. All Schools Early Release					15 days					21 days					
98 days accrued					113 days accrued					134 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	4	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	28X	29	30	30							
4/21- Patriots' Day					5/26 - Memorial Day					* 180th Day, **185th day 6/19 - Juneteenth					
Vacation					X - Prof. Dev. All Schools Early Release										
17 days					21 days					8 days					
151 days accrued					172 days accrued					180 days accrued					
<b>Holidays - No School for Students and Teachers</b>										<b>Early Dismissal Times (Codes X E)</b>					<b>Code P</b>
7/4 - Independence Day					<b>Start &amp; End Times:</b>					ORR Jr. & Sr. High Schools 11:30 a.m.					N/A
9/2 - Labor Day					ORR Jr. High School					Center & Old Hammondtown 12:20 p.m.					11:30 a.m.
10/14- Columbus Day					7:20 a.m. to 2:04 p.m.					Sippican School 12:20 p.m.					11:30 a.m.
11/11 - Veterans' Day (Observed)					ORR High School :					Rochester Memorial School 12:30 p.m.					12:30 p.m.
11/28 - Thanksgiving Day					7:30 to 2:03 p.m.					<b>Telephone Numbers</b>					
12/25- Christmas day					Center School & OHS :					Superintendent's Office 508-758-2772					
1/1- New Year's Day					8:30 a.m. to 2:45 p.m.					Old Rochester Regional High School 508-758-3745					
1/20 - Martin Luther King, Jr. Day					Sippican School:					Old Rochester Regional Junior High School 508-758-4928					
2/17 - Presidents' Day					8:40 a.m. to 2:57 p.m.					Sippican School 508-748-0100					
4/21- Patriots' Day					Rochester Memorial School:					Center School 508-758-2521					
5/26 - Memorial Day					8:40 a.m. to 3:00 p.m.					Old Hammondtown 508-758-6241					
6/19 - Juneteenth										Rochester Memorial School 508-763-2049					
										<a href="http://www.oldrochester.org">www.oldrochester.org</a>					
Approved by the Joint School Committee XX.XX.XXXX															

**OLD ROCHESTER REGIONAL SCHOOL DISTRICT  
MASSACHUSETTS SCHOOL SUPERINTENDENCY UNION #55  
DRAFT TWO 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	5	6	7	1	2	2	3	4	5	6					
8	9	10	11	12	12	13	14	8	9	9	10	11	12	13					
15	16	17	18	19	19	20	21	22NT	23	16	17	18	19	20					
22	23	24	25	26	26TM	27TM	28*	29	30E	23	24	25X	26	27					
29	30	31	NT- New Teacher Orientation					30	E- Early Dismissal for Students & Teachers										
7/4 - Independence Day					TM-Teachers Meeting *OPENING DAY - ALL					9/2 - Labor Day									
3 days					E- Early Dismissal for Students & Teachers and Kindergarten First Day					X - Prof. Dev. All Schools Early Release									
22 days					3 days					20 days									
45 days accrued					20 days					23 days accrued									
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					[ ]-Prof. Dev. Day 11/11 - Veterans' Day					E- Early Dismissal for Students & Teachers									
P- Early Dismissal Parent Conf.					E- Early Dismissal for Students & Teachers					12/25- Christmas									
MATT., ROCH. AND MARION K-6					11/28-29 Thanksgiving Vacation					Vacation									
22 days					17 days					15 days									
45 days accrued					62 days accrued					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					2/17 - Presidents' Day					X - Prof. Dev. All Schools Early Release									
1/20 - Martin Luther King, Jr. Day					Vacation														
X - Prof. Dev. All Schools Early Release					15 days					20 days									
21 days					113 days accrued					133 days accrued									
98 days accrued					13 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	3	4	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	28X	29	30	30											
4/21- Patriots' Day					5/26 - Memorial Day					* 180th Day, **185th day 6/19 - Juneteenth									
Vacation					X - Prof. Dev. All Schools Early Release														
17 days					21 days					9 days									
150 days accrued					171 days accrued					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.				
9/2 - Labor Day										Center & Old Hammondtown					12:20 p.m.				
10/14- Columbus Day										Sippican School					12:20 p.m.				
11/11 - Veterans' Day (Observed)										Rochester Memorial School					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									
										<a href="http://www.oldrochester.org">www.oldrochester.org</a>									

Approved by the Joint School Committee XX.XX.XXXX

**OLD ROCHESTER REGIONAL SCHOOL DISTRICT  
MASSACHUSETTS SCHOOL SUPERINTENDENCY UNION #55  
DRAFT ONE 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	5	6	7	1	2	2	3	4	5	6
8	9	10	11	12	12	13	14	8	9	9	10	11	12	13
15	16	17	18	19	19	20	21	22NT	23	16	17	18	19	20
22	23	24	25	26	26TM	27TM	28@	29	30E	23	24	25X	26	27
29	30	31								30				
7/4 - Independence Day					NT- New Teacher Orientation TM-Teachers Meeting @ OPENING DAY - ALL SCHOOLS E- Early Dismissal for Students & Teachers 3 days					E- Early Dismissal for Students & Teachers 9/2 - Labor Day X - Prof. Dev. All Schools Early Release 20 days 23 days accrued				
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 22 days 45 days accrued					[ ]-Prof. Dev. Day 11/11 - Veterans' Day E- Early Dismissal for Students & Teachers 11/28-29 Thanksgiving Vacation 17 days 62 days accrued					E- Early Dismissal for Students & Teachers 12/25- Christmas Vacation 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 21 days 98 days accrued					2/17 - Presidents' Day Vacation 15 days 113 days accrued					X - Prof. Dev. All Schools Early Release 20 days 133 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 17 days 150 days accrued					5/26 - Memorial Day 21 days 171 days accrued					X - Prof. Dev. All Schools Early Release * 180th Day, **185th day 6/19 - Juneteenth 9 days 180 days accrued				

Holidays - No School for Students and Teachers		Early Dismissal Times (Codes X E)		Code P
7/4 - Independence Day	Start & End Times:	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	7:20 a.m. to 2:04 p.m.	Sippican School	12:20 p.m.	11:30 a.m.
11/11 - Veterans' Day (Observed)	ORR High School :	Rochester Memorial School	12:30 p.m.	12:30 p.m.
11/28 - Thanksgiving Day	7:30 to 2:03 p.m.	<b>Telephone Numbers</b>		
12/25 - Christmas day	Center School & OHS :	Superintendent's Office 508-758-2772		
1/1 - New Year's Day	8:30 a.m. to 2:45 p.m.	Old Rochester Regional High School 508-758-3745		
1/20 - Martin Luther King, Jr. Day	Sippican School:	Old Rochester Regional Junior High School 508-758-4928		
2/17 - Presidents' Day	8:40 a.m. to 2:57 p.m.	Sippican School 508-748-0100		
4/21 - Patriots' Day	Rochester Memorial School:	Center School 508-758-2521		
5/26 - Memorial Day	8:40 a.m. to 3:00 p.m.	Old Hammondtown 508-758-6241		
6/19 - Juneteenth		Rochester Memorial School 508-763-2049		
		<a href="http://www.oldrochester.org">www.oldrochester.org</a>		

Approved by the Joint School Committee XX.XX.XXXX

	Marion	Mattapoissett	Rochester	Old Rochester
<b>School Council</b>	Question of Good Friday off - discussion of inclusiveness	<p>Have the Friday before Labor Day, August 30, as a full day off from school so that kindergarten does not start with an Early Release Day. It was challenging for K to start with an early release day, especially for dismissal changes. This is also difficult for people traveling for the long weekend.</p> <p>Have a full day off before Thanksgiving.</p> <p>Discussion on the winter break: The preference is to have two full weeks for the winter break since it happens infrequently.</p> <p>Getting out of school so early in the school year makes it difficult for families to find childcare/camps before July. It makes a long summer without school - concern about increased summer slide of academic progress.</p>	<p>o Add in the 1 st day of Kindergarten for the Early release on the 1 st Friday</p> <p>o March 31 st date added to the calender, making it 21 days in March</p> <p>o June last tentative day moves up to June 11th , also changing June days to 8.</p> <p>o Discussion on the parent teacher conference dates potentially out to a later date, 10/24 and 10/25, 11/7 and 11/8, or 11/14 and 11/15. This would give children on 504/IEP's time to learn the routines and expectations.</p> <p>o Discussion on the winter break and the preference is to keep the winter break to a week and a half versus being off for the two complete weeks.</p>	<p>HS 1. Make Christmas Vacation a full 2 weeks so that we aren't heating the building for just a 2 day week.</p> <p>2. Move the last half day to either April 2 or 9 JHS no feedback</p>
<b>School Committee</b>	Shared at local school committee meeting.	Shared at local school committee meeting. PD day 3/5 - move to March 19 or 26th, Based on letter from town - consolidate spring pd half days to one on May 20 due to elections, Kids starts 8/27 and have 9/3 off for elections; To accommodate both the 5/20/25 town election day - we could move the end of school to 6/13/25 (that seems like a no brainer and would be helpful to working parents) and give 5/20/25 as a day	Shared at local school committee meeting. What is the rationale for the half day on the first Friday of school after only 2 days? This would be 8/30/24. Include first day of Kindergarten	Shared at local school committee meeting.
<b>Staff</b>	Marjority support two days prior to start school, 1/2 day before Labor day, having school Good Friday. 50% support half day before Thanksgiving. Mentioned two week Christmas break.	<p>Most of our staff takes the approach that 180 days is 180 days no matter how you slice it, but we did have several questions about whether the past practice of having a two-week break at Christmas when the holiday falls midweek should be revisited. The first day of Kindergarten was on Friday which was an early dismissal. This is a milestone event for these children and starting on an early dismissal day is difficult. This past year proved to be a challenge for all.</p> <p>We have also discussed moving back the conference dates to later in the year, if the committee would also discuss this.</p>	The only feedback so far was that parent teacher conferences appear to be a week early. Later in October would be preferable if possible.	Majority support two days prior to start of school, 1/2 day before Labor Day, 1/2 day before Thanksgiving, having school Good Friday
<b>The Leadership Council</b>	Add K start dates to calendar. Changed June PD to end of May in Draft 2.			

<b>Attendance</b>	9/1/2023 Friday before Labor Day Weekend 11/22/2023 Half day before Thanksgiving	Students: 4% absent Students: 14% absent	Staff: 2% absent Staff: 7% absent
-------------------	---	---	--------------------------------------

**JOINT SCHOOL COMMITTEE MEETING  
OLD ROCHESTER REGIONAL DISTRICT SCHOOL COMMITTEE  
MASSACHUSETTS SCHOOL SUPERINTENDENCY UNION #55  
Superintendent's Goals Subcommittee  
April 4, 2024 – 4:30 p.m.  
MEETING HELD IN HYBRID FORMAT  
Superintendent's Conference Room  
135 Marion Road  
Mattapoisett, MA 02739**

**School Committee Members Present:** Nichole Daniel (in-person), Marion School Committee; Anne Fernandes (remote), Rochester School Committee; Sharon Hartley (in-person), Rochester School Committee; Carly Lavin (remote), Mattapoisett School Committee; Matthew Monteiro (in-person), ORR School Committee; Michelle Smith (in-person), Marion/ORR School Committee

**School Committee Members Absent:** None

**Other Staff Members Present:** Michael S. Nelson (in-person), Superintendent of Schools; Melissa Wilcox (in-person), Executive Assistant to the Superintendent.

Meeting was called to order at 4:40 p.m. by Michelle Smith.

Superintendent Nelson stated the purpose of the meeting is to discuss the end-of-cycle summative evaluation process for the Superintendent. He reviewed highlights from the mid-cycle presentation shared in September 2023 with the Joint School Committee. Next, he shared the Superintendent's Evaluation Form from DESE which was edited to include his goals into the form to ensure understanding of needed action steps within the form. Next, he reviewed the timeline, which was proposed upon goal setting. By the end of this month at the latest, materials and evaluation forms will be shared with all school committee members. He also discussed upcoming meetings for the Subcommittee.

**School Committee Feedback:**

School Committee members appreciated the information added to the DESE form for ease of use when completing it. Mr. Monteiro asked if indicators can be added to the evidence sheet so it is easy to review aside the evaluation form. Ms. Lavin also noted differentiating new evidence items with items that were there already as reviewed by the Joint School Committee in September. Ms. Hartley added as a reminder that any member making a rating other than proficient must provide an explanation for the rating.

The Subcommittee agreed for Ms. Wilcox to draft an email to send to all school committee members in anticipation of this upcoming work. The Subcommittee members will review and Ms. Wilcox will send it early next week to all members after reviewing and feedback from the Subcommittee. They also agreed to move the May 2<sup>nd</sup> Superintendent's Goals Subcommittee meeting to May 30<sup>th</sup> at 4:00pm.

**Motion to adjourn meeting at 5:14 p.m.**

**Motion:** Ms. Daniel

**Seconded:** Mr. Monteiro

**Roll Call:** Nichole Daniel (yes); Anne Fernandes (yes); Sharon Hartley (yes); Carly Lavin (yes); Matthew Monteiro (yes); Michelle Smith (yes)

Submitted by,  
Melissa Wilcox

**JOINT SCHOOL COMMITTEE MEETING  
OLD ROCHESTER REGIONAL DISTRICT SCHOOL COMMITTEE  
MASSACHUSETTS SCHOOL SUPERINTENDENCY UNION #55**

**Superintendent's Goals Subcommittee  
May 30, 2024 – 4:30 p.m.  
MEETING HELD IN HYBRID FORMAT  
Superintendent's Conference Room  
135 Marion Road  
Mattapoisett, MA 02739**

**School Committee Members Present:** Nichole Daniel (in-person), Marion School Committee; Sharon Hartley (in-person), Rochester School Committee; Matthew Monteiro (in-person), ORR School Committee; Michelle Smith (in-person), Marion/ORR School Committee

**School Committee Members Absent:** Anne Fernandes, Rochester School Committee and Carly Lavin, Mattapoisett School Committee.

**Other Staff Members Present:** Melissa Wilcox (in-person), Executive Assistant to the Superintendent.

Meeting was called to order at 4:30 p.m. by Michelle Smith.

Ms. Smith reviewed the purpose of the meeting to discuss the End of Cycle Summative Evaluation Process for the Superintendent. She shared that all school committee members returned an evaluation form and the compiled responses were provided to the subcommittee to review. Ms. Hartley said that the subcommittee will review this information and advise on the overall message of the evaluation. Ms. Smith and Ms. Hartley will meet to develop the summative document and pertinent comments to share at the Joint School Committee meeting in June. The subcommittee reviewed each goal, standard, and overall rating along with all comments. They highlighted similarities in the comments in each section to support the ratings. Lastly, they discussed the Superintendent's Goals Subcommittee dates for the 2024-2025 school year of September 12, 2024 and May 1, 2025 in order to work with the Superintendent on the next set of goals.

**Motion to adjourn meeting at 5:02 p.m.**

**Motion:** Ms. Daniel

**Seconded:** Mr. Monteiro

**Roll Call:** Nichole Daniel (yes); Sharon Hartley (yes); Matthew Monteiro (yes); Michelle Smith (yes)

Submitted by,  
Melissa Wilcox

**ORR & MA SUPT UNION #55  
School Committee 2024-2025**

M Marion 6:30pm  
 MT Mattapoisett 6:30pm  
 R Rochester 6:30pm  
 ORR ORR 6:30pm  
 J Joint 6:30pm  
 E Equity 4:30pm  
 P Policy 4:30pm  
 M-B Marion Budget 4:30pm  
 MT-B Mattapoisett Budget 4:30pm  
 R-B Rochester Budget 4:30pm  
 ORR-B ORR Budget 4:30pm  
 S Superintendent's Goals 4:30pm

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 TM-Teachers Meeting E- Early Dismissal for Students & Teachers					9/2 - Labor Day X - Prof. Dev. All Schools Early Release					
7/4 - Independence Day					OPENING DAY - ALL										
7/4 - Independence Day					R										
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. Dev. Day 11/11 - Veterans' Day E- Early Dismissal for Students & Teachers 11/28-29 Thanksgiving Vacation					E- Early Dismissal for Students & Teachers 12/25- Christmas Vacation					
January 2025					February 2025					March 2025					
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	
		1	2	3											
	6	7	8	9	10	3	4	5	6	7	3	4	5X	6	7
	13	14	15	16	17	10	11	12	13	14	10	11	12	13	14
	20	21	22	23	24	17	18	19	20	21	17	18	19	20	21
	27	28	29X	30	31	24	25	26	27	28	24	25	26	27	28
1/1- New Year's Day 1/20 - Martin Luther King, Jr. Day X - Prof. Dev. All Schools Early Release					2/17 - Presidents' Day Vacation					31 X - Prof. Dev. All Schools Early Release					
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	4	5	6	
	7	8	9	10	11	5	6	7	8	9	9	10	11X*	12	13
	14	15	16	17	18	12	13	14	15	16	16	17	18X**	19	20
	21	22	23	24	25	19	20	21	22	23	23	24	25	26	27
	28	29	30			26	27	28X	29	30	30				
4/21- Patriots' Day Vacation					5/26 - Memorial Day X - Prof. Dev. All Schools Early Release					* 180th Day, X - Early Release 6/19 - Juneteenth **185th day, X - Early Release					

## **EFE - CIVIL RIGHTS COMPLAINT POLICY FOR CHILD NUTRITION PROGRAMS**

The Old Rochester Regional School District and Massachusetts Superintendency Union #55 is committed to complying with Civil Rights Requirements in all of its programs, including the USDA Food and Nutrition Services and DESE School Food and Nutrition Programs, and specifically the Civil Rights Requirements outlined in Food and Nutrition Programs Instruction 113-1 and the 2016 MoU between USDA FNS Civil Rights Division and the Massachusetts DESE Office for Food and Nutrition Programs.

Any person alleging discrimination in the District's School Food and Nutrition Program on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, active military/veteran status, marital status, familial status, pregnancy, or pregnancy-related condition, homelessness, actual or perceived shared ancestry, ethnic background, national origin, or any other category protected by state or federal law, either written or verbal, has the right to file a complaint. The designee at the District/school level will provide assistance to the individual(s) including but not limited to explaining the steps in the complaint process, and maintain a complaint log, as required by law.

LEGAL REF.: [FNS 113-1: Civil Rights Compliance and Enforcement](#)

**NOTE:** [Procedures Template for USDA Food and Nutrition Services Complaints can be found here](#). Districts are required by FNS 113-1 to establish procedures to receive complaints, assist individuals with complaints, log, and report Civil Rights complaints related to School Food and Nutrition Services.

**NOTE:** The Superintendent or designee will develop complaint procedures

SOURCE: MASC 2023

## EHAA DISTRICT SECURITY RELATING TO TECHNOLOGY

The protection of sensitive data and technology is vital in supporting teaching and learning through access to resources, information, learning activities, interpersonal communications, research, training, collaboration, curriculum, and materials.

-The School Committee recognizes data and information as resources that must be protected from unauthorized access or use, and, as such, supports a balance of security and access. The Committee expects district staff, student, and family data to be protected by adequate controls ~~commensuration~~ commensurate with the sensitivity of the data.

The Committee directs the Superintendent to develop and maintain ~~an~~ effective District ~~data~~ protection system of procedures for the protection of sensitive ~~district~~ information. Such procedures should protect the confidentiality, availability, and integrity of district information.

SOURCE: MASC 2023

Cross Reference: IJNDB Digital Use Policy

## EHB DATA AND RECORDS RETENTION

The School Committee recognizes that, as an entity of local government, every District record is presumed to be public unless it may be withheld under a specific exemption. The custodian of public records of the district is the Superintendent of Schools or designee; contact information for this position will be placed in a prominent position on the district website.

The District is responsible for a myriad of records which vary in the length of time retention is required. The Superintendent, or designee, is responsible for ensuring such retention requirements are followed.

Under the Public Records Law, electronic messages between public officials, including public employees, may be considered public records. As such, all eDistrict employees and the School Committee will be given eDistrict email addresses, with which they are to conduct all eDistrict business, so the eDistrict may comply with public records requirements.

SOURCE: MASC 2023

LEGAL REFS.: M.G.L.4:7; 66:10

REF: A Guide to the Massachusetts Public Records Law (Secretary of the Commonwealth)

CROSS REFS.: BHE - USE OF ELECTRONIC MESSAGING BY SCHOOL COMMITTEE MEMBERS  
GBEE – PERSONNEL USE OF TECHNOLOGY

## GBEE PERSONNEL USE OF TECHNOLOGY

The School Committee recognizes that the use of technology is an important part of preparing students for adult life. As such, the School Committee expects that staff will use technology as provided, as necessary, and as beneficial.

Employees shall use digital resources in a responsible, efficient, ethical, and legal manner in accordance with the mission of the District. Staff members are responsible for teaching and for modeling responsible digital citizenship. The digital resources are provided to support the work of the district; occasional personal communication is permitted so long as such use does not interfere with the employee's job duties and performance, with systems operation, other users, or network performance. All use must comply with the policies and procedures of the Old Rochester Regional School District and Massachusetts Superintendentcy Union #55 Public Schools.

All staff must agree to and sign an appropriate digital use form prior to being granted access to district digital resources.

Staff is required to use their school-issued accounts, not personal accounts, for all communication with students, and parents/guardians; such accounts must be also used with other staff members when conducting school business.

Employees' communication is a matter of public record. This extends to employee use of social media when conducting district business.

Any online activities that would not be considered appropriate in the classroom should not be conducted online. High standards of appropriate online communication and conduct must be maintained.

Team, class, or student organization pages, accounts, or groups will be created only in conjunction with the coach or faculty advisor. All groups must include the appropriate administrator as a member. Access to the page will remain with the coach or faculty advisor.

All contact and messages by coaches and faculty advisors with team members shall be sent to all team members, except for messages concerning medical or academic privacy matters, in which case the messages will be copied to the appropriate administrator.

When interacting with students online, group interactions are encouraged and should include two staff members. One-to-one interactions should be avoided.

Failure to uphold the responsibilities above is misuse, which may lead to disciplinary action.

REF: M.G.L. Ch. 66 10 (b)

CROSS REF: ACAB SEXUAL HARASSMENT  
GBEB STAFF CONDUCT  
GBEBD ONLINE FUNDRAISING AND SOLICITATION  
INJD ACCESS TO DIGITAL RESOURCES  
INJDC ACCEPTABLE USE OF DIGITAL RESOURCES

SOURCE: MASC 2023

## JICJ STUDENT USE OF TECHNOLOGY IN SCHOOLS

The School Committee recognizes that the use of technology is an important part of students being prepared for adult life. As such, the student use of technology as part of their education is to be encouraged, as teaching students appropriate use of technology is part of the responsibility of the ~~e~~District.

Annually, all students must agree to and sign an appropriate digital use form. ~~developed by the Superintendent in conjunction with the Director of Technology;~~ ~~†~~This form must also be signed ~~for~~ by the parent/~~or~~ guardian for students under the age of 18.

Students shall utilize digital resources in a responsible, efficient, ethical, and legal manner. Students are required to abide by the ~~D~~eistrict Code of Conduct in their use, both on and offline, of district digital resources, which should be regarded as an extension of the classroom.

Students are reminded that there is no expectation of privacy in the use of district digital resources.

Failure to abide by ~~D~~eistrict policies and procedures regarding the use of ~~D~~eistrict digital resources will be met with consequences.

SOURCE: MASC 2023

LEGAL REF: 47 USC § 254

CROSS REF: ACAB SEXUAL HARRASSMENT  
JICFB BULLYING PREVENTION  
JK STUDENT CONDUCT  
INJD ACCESS TO DIGITAL RESOURCES  
INJDC ACCEPTABLE USE OF DIGITAL RESOURCES  
STUDENT HANDBOOKS

## KDC COMMUNITY USE OF DIGITAL RESOURCES

On recommendation of the Superintendent ~~in conjunction with the Director of Technology~~, the ~~d~~District shall determine when and which computer equipment, software, and information access, including the use of wireless internet access, ~~systems~~ will be available to the community.

Those using the ~~d~~District systems as a member of the community must abide by the ~~d~~District's procedures regarding responsible use.

All guests will be prompted to review, and must accept, the ~~D~~eistrict's digital use form before accessing the ~~D~~eistrict network.

The Superintendent or designee may revoke such access at any time.

SOURCE: MASC 2023

CROSS REF: INJD ACCESS TO DIGITAL RESOURCES  
INJDC ACCEPTABLE USE OF DIGITAL RESOURCES

## KDCB DISTRICT WEBSITE AND SOCIAL MEDIA

The School Committee wishes to ensure accurate delivery of information, and as such, the Old Rochester Regional School District and Massachusetts Superintendency Union #55 will maintain a ~~d~~District website and such ~~d~~District and school social media accounts as authorized by the Superintendent. All such online platforms will be maintained by ~~D~~istrict staff, acting in their professional capacities.

In order for public communication with the School Committee and ~~D~~istrict personnel to be responded to in a timely manner, in line with the legal requirements for public communication, commenting on all ~~d~~District and school sites will be turned off when possible. Every school and ~~d~~District site will clearly indicate this policy and will direct those wishing to contact the school and ~~d~~District personnel to the appropriate venues to do so.

Unauthorized use of ~~d~~District or school name is prohibited.

A high priority will be placed on such platforms being accessible, frequently updated, and user friendly.

SOURCE: MASC 2023

LEGAL REF: Constitution of the Commonwealth of Massachusetts, Declaration of Rights,  
Article 16  
Constitution of the United States of America, Amendment 1  
MGL Ch. 66  
MGL Ch. 30A

REF: A Guide to the Massachusetts Public Records Law (Secretary of the Commonwealth)

CROSS REF: BEDH - PUBLIC COMMENT AT SCHOOL COMMITTEE MEETINGS  
GBEE - PERSONNEL USE OF TECHNOLOGY  
BHE - USE OF ELECTRONIC MESSAGING BY SCHOOL COMMITTEE  
MEMBERS

**OLD ROCHESTER REGIONAL HIGH SCHOOL**  
**ADMISSION POLICY for VOCATIONAL TECHNICAL EDUCATION PROGRAMS**  
**March 1, 2020**  
**Revised December 16, 2021**

**I. INTRODUCTION**

When Old Rochester Regional High School receives more applications than it has available seats, Old Rochester Regional High School applies a lottery to determine which students it will admit. The lottery will admit resident students before admitting any non-residents seeking the same program. Old Rochester Regional High School admission policy is on file at the MA Department of Elementary and Secondary Education.

**II. EQUAL EDUCATIONAL OPPORTUNITY**

Old Rochester Regional High School admits students and makes available to them its advantages, privileges and courses of study without regard to ~~race, color, sex, religion, national origin, sexual orientation or disability~~ race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, active military/veteran status, marital status, familial status, pregnancy, or pregnancy-related condition, homelessness, actual or perceived shared ancestry, ethnic background, national origin, or any other category protected by state or federal law in administration of its educational and employment policies, or in its programs and activities.

If there is a student with limited English proficiency, a qualified staff member from Old Rochester Regional School District will assist the applicant in completing the necessary forms and assist in interpreting during the entire application and admission process upon the request of the applicant.

Disabled students may voluntarily self-identify for the purpose of requesting reasonable accommodations during the entire application and admission process.

Information on limited English proficiency and/or disability submitted voluntarily by the applicant, for the purpose of receiving assistance and accommodations during the entire application and admission process, will not affect the applicant's admission to the vocational technical education program.

**III. ELIGIBILITY**

Any eighth, ninth, tenth or eleventh grade student who is a student in Old Rochester Regional High School is eligible to apply for fall admission or admission during the school year subject to the availability of openings to the vocational technical education programs at Old Rochester Regional High School.

Resident students will be evaluated using the selection criteria contained in this Admission Policy.

Transfer students from vocational technical schools are eligible to apply for fall admission or admission during the school year to the vocational technical education programs grades 9-12 at Old Rochester Regional High School provided they expect to be promoted to the grade they seek to enter by their current school. Transfer students will be evaluated using this Admission Policy.

**IV. ORGANIZATIONAL STRUCTURE**

Old Rochester Regional High School is a public school located in Mattapoisett, Massachusetts. Old Rochester Regional High School is accredited by the New England Association of Schools and Colleges. Old Rochester Regional High School is committed to providing quality vocational technical education programs.

It is the responsibility of the Old Rochester Regional High School Principal to supervise the administration of the policies and procedures required to admit and enroll applicants in conformity with this Admission Policy.

Old Rochester Regional High School has an Admissions Committee appointed by the Principal. The committee consists of a member of the Administration, Guidance, Student Services, Vocational Technical and Academic Departments. Responsibilities of the Admissions Committee include:

- Determination of standards for admission
- Development and implementation of admission procedures
- Processing of applications
- Ranking of students
- Acceptance of students according to the procedure and criteria in the admission policy
- Establishment and maintenance of a waiting list of acceptable candidates

The Old Rochester Regional High School Principal is responsible for disseminating information about Old Rochester Regional High School's vocational technical education programs through local school assemblies and press releases, and for collecting applications from students.

#### **V. RECRUITMENT PROCESS**

The Old Rochester Regional High School Principal disseminates information about the programs through a variety of methods.

Visitations with an informational slide presentation to 8th grade classes in local schools from October to January are scheduled.

An Open House is scheduled during the fall. Prospective students and their parent(s)/guardian(s) have an opportunity to visit all vocational technical programs and speak with teachers as well as view a presentation about all offerings. Parent(s)/guardian(s) may schedule individual visits at a mutually convenient time. Chapter 74 website information, which describe vocational technical programs including academic courses, cooperative education, and special education resources, are available during the 8th grade visitations and the Open House.

#### **VI. APPLICATION PROCESS**

##### **APPLICATION PROCESS - FOR FALL ADMISSION\* TO THE NINTH, TENTH, ELEVENTH AND TWELFTH GRADE PROGRAMS**

1. Students interested in applying for admission to the ninth, tenth, eleventh or twelfth grade vocational technical education programs for fall admission must:
  - Obtain access to the online application from the Old Rochester Regional High School or Junior High School Guidance Office as early in the school year as possible. One application is all that is needed. It will cover admission to all the vocational technical education programs in the event that a student is interested in more than one program.
  - Complete application forms will be submitted to the Old Rochester Regional High School Guidance Office by the deadline set by the Old Rochester Regional High School Principal.
2. If incomplete applications are received, the following procedures will be followed:
  - The applicant's parent(s)/guardian(s) will be notified by mail by the Old Rochester Regional High School Principal.
  - If after notifying the parent(s)/guardian(s), the application remains incomplete for ten school days, the application will be voided.

##### **APPLICATION PROCESS - FOR ADMISSION TO THE NINTH, TENTH, ELEVENTH AND TWELFTH GRADE PROGRAMS FOR THE CURRENT SCHOOL YEAR\***

1. Students interested in applying for admission to the vocational technical education programs at Old Rochester Regional High School for admission for the current school year must:

- Obtain access to the online application from the Old Rochester Regional High School or Junior High School Guidance Office. One application is all that is needed. It will cover admission to all the vocational technical education programs in the event that a student is interested in more than one program.
  - Return the completed application form to the Old Rochester Regional High School Principal by the deadline set by the Old Rochester Regional High School Principal.
2. If incomplete applications are received, the following procedures will be followed:
- The applicant's parent(s)/guardian(s) will be notified by mail by the Old Rochester Regional High School Principal at Old Rochester Regional High School.
  - If after notifying the parent(s)/guardian(s), the application remains incomplete for ten school days, the application will be voided.

### **LATE APPLICATIONS**

Applications received after the deadline may not be accepted. If accepted, they will be evaluated using the same criteria as other applications and their composite score will be computed. They will be placed in rank order on a waiting list with other late applications.

### **TRANSFER STUDENTS**

Applications from students who are enrolled in a state-approved (Chapter 74) vocational technical high school program in another school (transfer students) will be considered for admission (including admission during the school year) if they relocate from their current school and wish to pursue the same program of study at Old Rochester Regional High School. All transfer applicants must attend an informational meeting at Old Rochester Regional High School. If the applicant or parent/guardian cannot provide transportation, an official from Old Rochester Regional High School will go to the local school to meet with the applicant. Their applications will be evaluated according to the selection criteria contained in this Admission Policy.

### **SCHOOL CHOICE**

Students applying to Old Rochester Regional School District under the school choice program should contact our Superintendent's office at 508.758.2772 ext. 1956 or [dianarussomelissawilcox@oldrochester.org](mailto:dianarussomelissawilcox@oldrochester.org) with any questions. More information on school choice can be found on the Department's [website](#).

### **WITHDRAWN STUDENTS**

Students who withdraw from Old Rochester Regional High School's vocational technical education programs may reapply for admission to Old Rochester Regional High School's vocational technical education programs following the procedures contained in this admission policy and will be evaluated using the selection criteria contained in this Admission Policy.

## **VII. SELECTION PROCESS**

Students are admitted into the program of their choice based on the space availability. If more students wish to enroll than space available a lottery selection will determine enrollment into the program.

### **VII. SELECTION CRITERIA**

Completed Application

Meets the eligibility criteria to advance to next grade level.

### **ENROLLMENT**

In order to enroll in Old Rochester Regional Vocational Technical Education programs for the fall, applicants must have been promoted to the grade they seek to enter by their local school district. In addition, they must have passed courses in English Language Arts or the equivalent and mathematics for the school year immediately preceding enrollment at Old Rochester Regional School District.

**REVIEW and APPEALS**

The applicant's parent(s) or guardian(s), upon receipt of a letter from Old Rochester Regional School District indicating that the applicant was not accepted or was placed on a waitlist for a particular program (shop) (major), may request a review of the decision by sending a letter of request to the Superintendent within thirty days of the receipt of the rejection or waitlist letter. The Superintendent will respond in writing to the letter with the findings of the review within thirty days.

## **ADDA - C.O.R.I. REQUIREMENTS BACKGROUND CHECKS**

It shall be the policy of the School Committees of Old Rochester Regional School District and Massachusetts Superintendency Union #55 that, as required by law, a state and national fingerprint criminal background check will be conducted to determine the suitability of full or part time current and prospective school employees, who may have direct and unmonitored contact with children. School employees shall include, but not be limited to any apprentice, intern, or student teacher or individuals in similar positions, who may have direct and unmonitored contact with children. The School Committee shall only obtain a fingerprint background check for current and prospective employees for whom the School Committee has direct hiring authority. In the case of an individual directly hired by a school committee, the chair of the School Committee shall review the results of the national criminal history check. The Superintendent shall also obtain a state and national fingerprint background check for any individual who regularly provides school related transportation to children. The School Committee, Superintendent or Principal, as appropriate, may obtain a state and national fingerprint criminal background check for any volunteer, subcontractor or laborer commissioned by the School Committee, school or employed by the city or town to perform work on school grounds, who may have direct and unmonitored contact with children. School volunteers and subcontractors/laborers who may have direct and unmonitored contact with children must continue to submit state CORI checks.

The fee charged by the provider to the employee and educator for national fingerprint background checks will be \$55.00 for school employees subject to licensure by DESE and \$35.00 for other employees, which fee may from time to time be adjusted by the appropriate agency. The employer shall continue to obtain periodically, but not less than every 3 years, from the department of criminal justice information services all available Criminal Offender Record Information (CORI) for any current and prospective employee or volunteer within the school district who may have direct and unmonitored contact with children.

Direct and unmonitored contact with children is defined in DESE regulations as contact with a student when no other employee who has received a suitability determination by the school or district is present. "Contact" refers to any contact with a student that provides the individual with opportunity for physical touch or personal communication.

This policy is applicable to any fingerprint-based state and national criminal history record check made for non-criminal justice purposes and requested under applicable federal authority and/or state statute authorizing such checks for licensing or employment purposes. Where such checks are allowable by law, the following practices and procedures will be followed.

### **Requesting CHRI (Criminal History Record Information) checks**

Fingerprint-based CHRI checks will only be conducted as authorized by state and federal law, in accordance with all applicable state and federal rules and regulations. If an applicant or employee is required to submit to a fingerprint-based state and national criminal history record check, they shall be informed of this requirement and instructed on how to comply with the law.

Such instruction will include information on the procedure for submitting fingerprints. In addition, the applicant or employee will be provided with all information needed to successfully register for a fingerprinting appointment.

### **Access to CHRI**

All CHRI is subject to strict state and federal rules and regulations in addition to Massachusetts CORI laws and regulations. CHRI cannot be shared with any unauthorized entity for any purpose, including subsequent hiring determinations. All receiving entities are subject to audit by the Massachusetts Department of Criminal Justice Information Services (DCJIS) and the FBI, and failure to comply with such rules and regulations could lead to sanctions. Federal law and regulations provide that the exchange of records and information is subject to cancellation if dissemination is made outside of the receiving entity or related entities. Furthermore, an entity can be charged criminally for the unauthorized disclosure of CHRI.

### **Storage of CHRI**

CHRI shall only be stored for extended periods of time when needed for the integrity and/or utility of an individual's personnel file. Administrative, technical, and physical safeguards, which are in compliance with the most recent CJIS Security Policy have been implemented to ensure the security and confidentiality of CHRI. Each individual involved in the handling of CHRI is to familiarize himself/herself with these safeguards.

In addition to the above, each individual involved in the handling of CHRI will strictly adhere to the policy on the storage, retention and destruction of CHRI.

### **Retention and Destruction of CHRI**

Federal law prohibits the repurposing or dissemination of CHRI beyond its initial requested purpose. Once an individual's CHRI is received, it will be securely retained in internal agency documents for the following purposes *only*:

Historical reference and/or comparison with future CHRI requests,

Dispute of the accuracy of the record

Evidence for any subsequent proceedings based on information contained in the CHRI.

CHRI will be kept for the above purposes in a secure location in the office of the superintendent. When no longer needed, CHRI and any summary of CHRI data must be destroyed by shredding paper copies and/or by deleting all electronic copies from the electronic storage location, including any backup copies or files. The shredding of paper copies of CHRI by an outside vendor must be supervised by an employee of the district.

### **CHRI Training**

An informed review of a criminal record requires training. Accordingly, all personnel authorized to receive and/or review CHRI at the district will review and become familiar with the educational and relevant training materials regarding SAFIS and CHRI laws and regulations made available by the appropriate agencies, including the DCJIS.

### **Determining Suitability**

In determining an individual's suitability, the following factors will be considered: these factors may include, but not necessarily be limited to: the nature and gravity of the crime and the underlying conduct, the time that has passed since the offense, conviction and/or completion of the sentence, nature of the position held or sought, age of the individual at the time of the offense, number of offenses, any relevant evidence of rehabilitation or lack thereof and any other factors deemed relevant by the district.

A record of the suitability determination will be retained. The following information will be included in the determination:

The name and date of birth of the employee or applicant;

The date on which the school employer received the national criminal history check results; and,

The suitability determination (either "suitable" or "unsuitable").

A copy of an individual's suitability determination documentation must be provided to another school employer, or to the individual, upon request of the individual for whom the school employer conducted a suitability determination.

### **Relying on Previous Suitability Determination.**

The school employer may obtain and may rely on a favorable suitability determination from a prior employer, if the following criteria are met:

The suitability determination was made within the last seven years; and

The individual has not resided outside of Massachusetts for any period longer than three years since the suitability determination was made; and either

The individual has been employed continuously for one or more school employers or has gaps totaling no more than two years in his or her employment for school employers; or

If the individual works as a substitute employee, the individual is still deemed suitable for employment by the school employer who made a favorable suitability determination. Upon request of another school employer, the initial school employer shall provide documentation that the individual is still deemed suitable for employment by the initial school employer.

### **Adverse Decisions Based on CHRI**

If inclined to make an adverse decision based on an individual's CHRI, the district will take the following steps prior to making a final adverse determination:

Provide the individual with a copy of their CHRI used in making the adverse decision;

Provide the individual with a copy of this CHRI Policy;

Provide the individual the opportunity to complete or challenge the accuracy of their CHRI;

and

Provide the individual with information on the process for updating, changing, or correcting CHRI.

A final adverse decision based on an individual's CHRI will not be made until the individual has been afforded a reasonable time depending on the particular circumstances not to exceed thirty days to correct or complete the CHRI.

If a school employer receives criminal record information from the state or national fingerprint-based background checks that includes no disposition or is otherwise incomplete, the school employer may request that an individual, after providing him a copy of said background check, provide additional information regarding the results of the criminal background checks to assist the school employer in determining the applicant's suitability for direct and unmonitored contact with children, notwithstanding the terms of General Laws chapter 151B, S. 4,( 9,9 ½).

Furthermore, in exigent circumstances, a school employer may, pursuant to the terms of DESE regulations (see specific regulations in legal references), hire an employee on a conditional basis without first receiving the results of a national criminal background check. After exhausting several preliminary steps as contained in the above referenced regulation the district may require an individual to provide information regarding the individual's history of criminal convictions; however, the individual cannot be asked to provide information about juvenile adjudications or sealed convictions. The superintendent is advised to confer with legal counsel whenever they solicit information from an individual concerning their history of criminal convictions.

### **Secondary Dissemination of CHRI**

If an individual's CHRI is released to another authorized entity, a record of that dissemination must be made in the secondary dissemination log. The secondary dissemination log is subject to audit by the DCJIS and the FBI.

The following information will be recorded in the log:

Subject Name;

Subject Date of Birth;

Date and Time of the dissemination;

Name of the individual to whom the information was provided;

Name of the agency for which the requestor works;

Contact information for the requestor; and

The specific reason for the request.

### **Reporting to Commissioner of Elementary and Secondary Education**

Pursuant to state law and regulation, if the district dismisses, declines to renew the employment of, obtains the resignation of, or declines to hire a licensed educator or an applicant for a Massachusetts educator license because of information discovered through a state or national criminal record check, the district shall report such decision or action to the Commissioner of Elementary and Secondary Education in writing within 30 days of the employer action or educator resignation. The report shall be in a form requested by the Department and shall include the reason for the action or resignation as well as a copy of the criminal record checks results. The superintendent shall notify the employee or applicant that it has made a report pursuant to the regulations to the Commissioner.

Pursuant to state law and regulation, if the district discovers information from a state or national criminal record check about a licensed educator or an applicant for a Massachusetts educator license that implicates grounds for license action pursuant to regulations, the Superintendent shall report to the Commissioner in writing within 30 days of the discovery, regardless of whether the district retains or hires the educator as an employee. The report must include a copy of the criminal record check results. The school employer shall notify the employee or applicant that it has made a report pursuant to regulations to the Commissioner and shall also send a copy of the criminal record check results to the employee or applicant.

### **CORI REQUIREMENTS**

It shall be the policy of the School Committees of Old Rochester Regional District School and ~~the School Committees of the~~ Massachusetts Superintendency Union #55 (~~Marion, Mattapoisett, Rochester~~) to obtain all available Criminal Offender Record Information (C-O-R-I) from the criminal history systems board of prospective employee(s) or volunteer(s) of the school department including any individual who regularly provides school related transportation to children, who may have direct and unmonitored contact with children, prior to hiring the employee(s) or to accepting any person as a volunteer. State law requires that school districts obtain C-O-R-I data for employees of ~~taxi~~taxi~~cab~~cab transportation companies that have contracted with the schools to provide transportation to pupils.

The Superintendent, Principal, or their certified designees shall periodically, but not less than every three years, obtain all available Criminal Offender Record Information from the criminal

history systems board on all employees, individuals who regularly provide school related transportation to children, including ~~taxi cab~~ transportation company employees, and volunteers who may have direct and unmonitored contact with children, during their term of employment or volunteer service.

The Superintendent, Principal or their certified designees may also have access to Criminal Offender Record Information for any subcontractor or laborer who performs work on school grounds, and who may have direct and unmonitored contact with children, and shall notify them of this requirement and comply with the appropriate provisions of this policy.

Pursuant to a Department of Education C-O-R-I- Law Advisory dated February 17, 2003, "~~Direct and unmonitored contact with children~~" means contact with a child when no other C.O.R.I. cleared employee of the school or district is present. A person having only the potential for incidental unsupervised contact with children in commonly used areas of the school grounds, such as hallways, shall not be considered to have the potential for direct and unmonitored contact with children. These excluded areas do not include bathrooms and other isolated areas (not commonly utilized and separated by sight or sound from other staff) that are accessible to students."

In accordance with state law, all current and prospective employees, volunteers, and persons regularly providing school related transportation to children of the school district shall sign a request form authorizing receipt by the district of all available C-O-R-I- data from the criminal history systems board. In the event that a current employee has questions concerning the signing of the request form, they may meet with the Principal or Superintendent; however, failure to sign the C-O-R-I- request form may result in a referral to local counsel for appropriate action. Completed request forms must be kept in secure files. The School Committee, Superintendent, Principals or their designees certified to obtain information under this policy, shall prohibit the dissemination of school information for any purpose other than to further the protection of school children.

C-O-R-I- is not subject to the public records law and must be kept in a secure location, separate from personnel files and may be retained for not more than three years. C-O-R-I- may be shared with the individual to whom it pertains, upon their request, and in the event of an inaccurate report the individual should contact the Criminal History Systems Board.

Access to C-O-R-I material must be restricted to those individuals certified to receive such information. In the case of prospective employees or volunteers, C-O-R-I material should be obtained only where the Superintendent has determined that the applicant is qualified and may forthwith be recommended for employment or volunteer duties.

The hiring authority, subject to applicable law, reserves the exclusive right concerning any employment decision made pursuant to Chapter 385 of the Acts of 2002. The employer may consider the following factors when reviewing C-O-R-I: the type and nature of the offense; the date of the offense and whether the individual has been subsequently arrested, as well as any other factors the employer deems relevant. Unless otherwise provided by law, a criminal record

will not automatically disqualify an applicant. Rather, determinations of suitability based on C-O-R-I checks will be made consistent with this policy and any applicable law or regulations.

If a criminal record is received from the Criminal History Systems Board (CHSB), the Superintendent will closely compare the record provided by CHSB with the information on the C-O-R-I request form and any other identifying information provided by the applicant, to ensure the record relates to the applicant.

If the district is inclined to make an adverse decision based on the results of the C-O-R-I check, the applicant will be notified immediately. The applicant shall be provided with a copy of the criminal record and the district's C-O-R-I policy, advised of the part(s) of the record that make the individual unsuitable for the position or license, and given an opportunity to dispute the accuracy and relevance of the C-O-R-I record.

The Superintendent shall ensure that on the application for employment and/or volunteer form there shall be a statement that as a condition of employment or volunteer service the school district is required by law to obtain Criminal Offender Record Information for any employee, individual who regularly provides school related transportation, or volunteer who may have direct and unmonitored contact with children. Current employees, persons regularly providing school related transportation, and volunteers shall also be informed in writing by the Superintendent prior to the periodic obtaining of their Criminal Offender Record Information.

The Superintendent shall amend employment applications to include questions concerning criminal records (see attachment) which the Massachusetts Commission against Discrimination has determined may be legally asked of prospective employees. Any employment application which seeks information concerning prior arrests or convictions of the applicant shall include the following statement: "An applicant for employment with a sealed record on file with the commissioner of probation may answer ~~no record~~ with respect to an inquiry herein relative to prior arrests, criminal court appearances or convictions. An applicant for employment with a sealed record on file with the commissioner of probation may answer ~~no record~~ to an inquiry herein relative to prior arrests or criminal court appearances. In addition, any applicant for employment may answer ~~no record~~ with respect to any inquiry relative to prior arrests, court appearances and adjudications in all cases of delinquency or as a child in need of service which did not result in a complaint transferred to the superior court for criminal prosecution."

Records sealed pursuant to law shall not operate to disqualify a person in any examination, appointment or application for public service on behalf of the Commonwealth or any political subdivision thereof.

The Superintendent shall revise contracts with special education schools and other providers to require a signed statement that the provider has met all the legal requirements of the state where it is located relative to criminal background checks for employees and others having direct and unmonitored contact with children.

As soon as possible after the district obtains the certification from the criminal history systems board to receive ~~C-O-R-I-~~ data, the Superintendent shall obtain such data for any person then providing volunteer service, as a condition of continued service.

LEGAL REFS.:        M.G.L. 6:167-178; 15D:7-8; 71:38R, 151B, 276, §.100A, St.2002, e.385  
MCAD Regulations and D.O.E. Advisory on C.O.R.I. Law (Feb 17, 2003)  
P.L. 92-544; Title 28 U.S.C. § 534; Title 28 C.F.R. 20.33(b)  
42 U.S.C. § 16962  
603 CMR 51.00  
803 CMR 2.00  
803 CMR 3.05 (Chapter 149 of the Acts of 2004)  
FBI Criminal Justice Information Services Security Policy  
Procedure for correcting a criminal record  
FAQ – Background Checks

CROSS REFS: [ADDA-R](#), C.O.R.I. Requirements  
[ADDA-E-1](#), Information Concerning the Process in Correcting a Criminal  
Record  
[ADDA-E-2](#), C.O.R.I. Requirements

*Approved by the Joint School Committees on January 20, 2022.*

**NOTE: The Department of Criminal Justice Information Services (DCJIS) has adopted regulations requiring that it maintain a model CORI policy and that any written policy must meet the minimum standards as found in the model. Therefore, MASC recommends that school districts retain both the school district specific policy incorporated here and the DCJIS model policy attached as ADDA-R.**

## **ADDA-R - C.O.R.I. REQUIREMENTS DCJIS MODEL CORI POLICY**

This policy is applicable to the criminal history screening of prospective and current employees, subcontractors, volunteers and interns, and professional licensing applicants.

Where Criminal Offender Record Information (CORI) and other criminal history checks may be part of a general background check for employment, volunteer work, licensing purposes, the following practices and procedures will be followed.

### **CONDUCTING CORI SCREENING**

CORI checks will only be conducted as authorized by the DCJIS, state law, and regulation, and only after a CORI Acknowledgement Form has been completed.

If a new CORI check is to be made on a subject within a year of their signing of the CORI Acknowledgement Form, the subject shall be given seventy-two (72) hours notice that a new CORI check will be conducted.

### **ACCESS TO CORI**

All CORI obtained from the DCJIS is confidential, and access to the information must be limited to those individuals who have a "need to know". This may include, but not be limited to, hiring managers, staff submitting the CORI requests, and staff charged with processing job applications. The district must maintain and keep a current list of each individual authorized to have access to, or view, CORI. This list must be updated every six (6) months and is subject to inspection upon request by the DCJIS at any time.

### **CORI TRAINING**

An informed review of a criminal record requires training. Accordingly, all district personnel authorized to review or access CORI will review, and will be thoroughly familiar with, the educational and relevant training materials regarding CORI laws and regulations made available by the DCJIS.

### **USE OF CRIMINAL HISTORY IN BACKGROUND SCREENING**

CORI used for employment purposes shall only be accessed for applicants who are otherwise qualified for the position for which they have applied.

Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determinations of suitability based on background checks will be made consistent with this policy and any applicable law or regulations.

### **VERIFYING A SUBJECT'S IDENTITY**

If a criminal record is received from the DCJIS, the information is to be closely compared with the information on the CORI Acknowledgement Form and any other identifying information provided by the applicant to ensure the record belongs to the applicant.

If the information in the CORI record provided does not exactly match the identification information provided by the applicant, a determination is to be made by an individual authorized to make such determinations based on a comparison of the CORI record and documents provided by the applicant.

### **INQUIRING ABOUT CRIMINAL HISTORY**

In connection with any decision regarding employment, volunteer opportunities, or professional licensing, the subject shall be provided with a copy of the criminal history record, whether obtained from the DCJIS or from any other source, prior to questioning the subject about his or her criminal history. The source(s) of the criminal history record is also to be disclosed to the subject.

### **DETERMINING SUITABILITY**

If a determination is made, based on the verification of identity information as provided in this policy, that the criminal record belongs to the subject, and the subject does not dispute the record's accuracy, then the determination of suitability for the position or license will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but not be limited to, the following:

- (a) Relevance of the record to the position sought;
- (b) The nature of the work to be performed;
- (c) Time since the conviction;
- (d) Age of the candidate at the time of the offense;
- (e) Seriousness and specific circumstances of the offense;
- (f) The number of offenses;
- (g) Whether the applicant has pending charges;
- (h) Any relevant evidence of rehabilitation or lack thereof; and
- (i) Any other relevant information, including information submitted by the candidate or requested by the organization.

The applicant is to be notified of the decision and the basis for it in a timely manner.

### **ADVERSE DECISIONS BASED ON CORI**

If an authorized official is inclined to make an adverse decision based on the results of a criminal history background check, the applicant will be notified immediately. The subject shall be provided with a copy of the organization's CORI policy and a copy of the criminal history. The source(s) of the criminal history will also be revealed. The subject will then be provided with an opportunity to dispute the accuracy of the CORI record. Subjects shall also be provided a copy of DCJIS' *Information Concerning the Process for Correcting a Criminal Record*.

## SECONDARY DISSEMINATION LOGS

All CORI obtained from the DCJIS is confidential and can only be disseminated as authorized by law and regulation. A central secondary dissemination log shall be used to record *any* dissemination of CORI outside this organization, including dissemination at the request of the subject.

SOURCE: MASC ~~May 2014~~ Reviewed 2024

~~Applicants challenging the accuracy of the policy shall be provided a copy of the Criminal History Systems Board's (CHSB) ***Information Concerning the Process in Correcting a Criminal Record***. If the CORI record provided does not exactly match the identification information provided by the applicant, the Superintendent will make a determination based on a comparison of the CORI record and documents provided by the applicant. The Superintendent may contact the CHSB and request a detailed search consistent with CHSB policy.~~

~~If the Superintendent reasonably believes the record belongs to the applicant and is accurate, based on the information as provided in district policy, then the determination of suitability for the position or license will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but not be limited to the following:~~

- ~~(a) Relevance of the crime to the position sought;~~
- ~~(b) The nature of the work to be performed;~~
- ~~(c) Time since the conviction;~~
- ~~(d) Age of the candidate at the time of the offense;~~
- ~~(e) Seriousness and specific circumstances of the offense;~~
- ~~(f) The number of offenses;~~
- ~~(g) Whether the applicant has pending charges;~~
- ~~(h) Any relevant evidence of rehabilitation or lack thereof;~~
- ~~(i) Any other relevant information, including information submitted by the candidate or requested by the hiring authority~~

~~The Superintendent will notify the applicant of the decision and the basis of the decision in a timely manner.~~

## **IJND - ~~AUTHORIZED USE OF THE INTERNET~~ ACCESS TO DIGITAL RESOURCES**

~~The policy of the School Committees of the Old Rochester Regional School District/Massachusetts School Superintendency Union #55 is to provide access to the Internet to staff and students. The goal of the School Committees in providing this service is to support the educational objectives of the District.~~

~~The School Committees require that any staff member or student who wishes to use the Internet through the school connection must sign the "Internet Use Agreement" which is legally binding and clearly states the terms and conditions of such use. The School Committees will not be liable for the actions of anyone connecting to the Internet. All users shall assume full liability, legal, financial or otherwise.~~

~~Violations of the guidelines in the "Internet Use Agreement" may result in loss of access and/or additional disciplinary actions as deemed appropriate.~~

The School Committee supports the right of students, employees, and community members to have reasonable access to various information formats and believes it is the responsibility of users to utilize this privilege in an appropriate manner. The School Committee intends to support such use with appropriate budgetary allocations, providing for timely updates to technology as necessary

The Superintendent, in conjunction with the Technology Department, shall develop and implement appropriate procedures to provide guidance for access to digital resources.

SOURCE: MASC 2023

LEGAL REFS: 47 USC § 254

Cross Ref: IJNDB Use of Technology in Instruction

IJNDB-E-1 ELEMENTARY SCHOOL VERSION COMPUTER, NETWORK AND INTERNET - TERMS AND CONDITIONS ACCEPTABLE USE AGREEMENT

IJNDB-E-2 SECONDARY SCHOOL VERSION COMPUTER, NETWORK AND INTERNET - TERMS AND CONDITIONS ACCEPTABLE USE AGREEMENT

IJNDB-E-3 STAFF ACCEPTABLE USE AGREEMENT

**Note: FCC regulations that went into effect April 20, 2001, implementing The Children's Internet Protection Act (47 U.S.C. § 254) require each school/district to certify compliance with certain policy requirements in order to maintain eligibility for Internet access discounts and other services provided by the federal government.**

## **IJNDB - ~~DIGITAL USE POLICY~~ USE OF TECHNOLOGY IN INSTRUCTION**

### **Purpose**

The School Committee recognizes the need for students to be prepared to contribute to and excel in a connected, global community. To that end, the district provides ongoing student instruction that develops digital citizenship skill sets ~~for using technology as a tool~~. Information and communication technology are an integrated part of our curriculum across subjects and grades in developmentally appropriate ways and are aligned with the Massachusetts Curriculum Frameworks ~~and standards~~, including seeking knowledge and understanding; thinking critically and solving problems; listening, communicating, and interacting effectively; and engaging and competing in a global environment.

Students shall use digital resources in a responsible, efficient, ethical, and legal manner.

### **Availability**

~~The Superintendent or designee shall implement, monitor, and evaluate the district's system/network for instructional and administrative purposes.~~

~~All users shall acknowledge that they understand that using digital devices, whether personal or school owned, and the school district network is a privilege and when using them in accordance with School District guidelines they will retain that privilege.~~

~~The Superintendent or designee shall develop and implement administrative guidelines, regulations, procedures, and user agreements, consistent with law and policy, which shall include but not be limited to the following:~~

- ~~• Digital devices, software, and networks shall be used in school for educational purposes and activities.~~
- ~~• An individual's personal information (including home/mobile phone numbers, mailing addresses, and passwords) and that of others shall be kept private.~~
- ~~• Individuals will show respect for themselves and others when using technology, including social media.~~
- ~~• Users shall give acknowledgement to others for their ideas and work.~~
- ~~• Users shall report inappropriate use of technology immediately.~~

~~These procedures shall be reviewed annually by district administration together with students and teachers and shall provide a springboard for teaching and learning around topics such as internet safety, digital citizenship, and ethical use of technology.~~

SOURCE: MASC 2023

~~Adopted: August 2015~~

Approved by the Joint School Committees on ~~November 19, 2015~~.

Cross Ref: IJND Access to Digital Resources

IJNDB-E-1 ELEMENTARY SCHOOL VERSION COMPUTER, NETWORK AND INTERNET - TERMS AND  
CONDITIONS ACCEPTABLE USE AGREEMENT

IJNDB-E-2 SECONDARY SCHOOL VERSION COMPUTER, NETWORK AND INTERNET - TERMS AND  
CONDITIONS ACCEPTABLE USE AGREEMENT

IJNDB-E-3 STAFF ACCEPTABLE USE AGREEMENT

## IJNDD - POLICY ON ~~ELECTRONIC COMMUNICATION BETWEEN STAFF & STUDENTS~~SOCIAL MEDIA

The Superintendent and the School Principals will annually remind all permanent and seasonal staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world, as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The orientation and reminders will give special emphasis to:

1. Improper fraternization with students using ~~Facebook and similar internet sites or social networks, or via cell phone, texting or telephone~~ social media or other electronic means.
  - a. Teachers may not list friend or follow current students as "friends" on networking sites social media.
  - b. All electronic ~~communications~~/contacts with students should be through the district's computer and telephone system, except emergency situations.
  - c. ~~All electronic communications, contact and messages by coaches/advisors with team/group members shall be sent to all team/group members, except for messages concerning private medical or academic matters, in which case the messages will be copied to the athletic director and/or the school principal. Team, class, or student organization pages, accounts, or groups will be created only in conjunction with the coach or faculty advisor. All groups must include the appropriate administrator as a member. Access to the page will remain with the coach or faculty advisor.~~
  - d. All contact and messages by coaches and faculty advisors with team members shall be sent to all team members, except for messages concerning medical or academic privacy matters, in which case the messages will be copied to the appropriate administrator.
  - e. Teachers will not give out their private cell phone or home phone numbers without prior approval of the district.
  - f. Inappropriate contact via ~~email-electronic device~~ or phone is prohibited.
2. Inappropriateness of posting items with sexual content.
3. Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol.
4. Examples of inappropriate behavior from other districts, as behavior to avoid.
5. Monitoring and penalties for improper use of district computers and technology.
6. The possibility of penalties, including dismissal from employment, for failure to exercise good judgment in on-line conduct.

The Superintendent or designees will periodically conduct internet searches to see if teachers have posted inappropriate materials on-line. When inappropriate use of computers and websites

is discovered, the School Principals and Superintendent will promptly bring that inappropriate use to the attention of the staff member and may consider and apply disciplinary action up to and including termination.

Approved by the Joint School Committee ?????

## **IJ-R RECONSIDERATION OF INSTRUCTIONAL RESOURCES**

Material that is challenged usually belongs to one of the three basic categories: religion, ideology, or profanity/obscenity. Board policies regarding these areas shall be as follows:

**Religion -- Factual, unbiased material on religions has a place in school libraries.**

**Ideologies -- Libraries should, with no thought toward swaying reader judgment, make available a balanced collection of primary and factual material, on the level of their students on various ideologies or philosophies which exert or have exerted a strong force, either favorably or unfavorably, in government, current events, politics, education and other phases of life.**

**Profanity/obscenity -- Materials shall be subjected to a test of literary merit and reality in context using the criteria established.**

When a problem concerning instructional resources in a school arises, the disposition of the problem will be made in a reasonable period of time using District adopted procedures.

In accordance with the statement of philosophy, no questioned materials shall be removed from the school pending a final decision. Pending the outcome of the request for reconsideration, however, access to questioned materials can be denied to the students of the parents making the complaint, if they so desire.

If the decision of the School Committee is that the questioned instructional resource be retained, the District will not convene a Review Committee relative to the same complaint for a period of three years. If a substantially different point of view is advanced, it will be investigated. (The period of three years does not apply in this instance).

If an individual or a group undertakes action to keep material from the shelves by checking it out and failing to return it, or by taking turns in keeping it checked out so that it is not available for student use, the Superintendent shall request, in writing, the return of the material. If it is not returned within thirty (30) days, a bill for the current replacement cost of the item shall be rendered to the party holding the item.

After the School Committee has adopted new materials or approved certain methods, that decision will not be reconsidered for a period of three years beginning with the end of the school year when the adoption is made.

[For more information on this topic, please visit the Teaching and Learning page on the District's website: https://www.oldrochester.org/departments/teachingandlearning](https://www.oldrochester.org/departments/teachingandlearning)

## **JJE - STUDENT FUND-RAISING ACTIVITIES**

While the School Committee recognizes that fundraising activities have become a part of the school environment at all levels, the Committee wishes to ensure that students are not exploited by the process. The Committee further recognizes that families have different resources; those differences should, as much as possible, not be highlighted by school activities, including fundraising.

The Committee supports student involvement in the sale of tickets to scheduled athletic events, school dramatic and musical performances, and other school events where sales are required. Also, student publications which require the sale of advertising to sustain themselves and serve the student body and/or the community may involve students in such sales.

Charitable fundraising activities, especially those that are part of a community service event or program are encouraged provided such proposals are submitted to and approved by both the building Principal and the Superintendent.

Other fundraising activities that would involve students in the fundraising process shall be submitted to the Superintendent for approval.

For safety reasons and because the School Committee recognizes that community members receive requests for support from many worthy causes, activities such as canning and door-to-door sales are strongly discouraged.

The School Committee also encourages schools and their districts to thoroughly scrutinize commercially sponsored fundraising activities on an annual basis to ensure that they are not exploitative of children. ~~do not sell products or services at highly inflated prices, and do not unfairly pressure children to participate by offering attractive rewards for high levels of sales performance. Competitive enticements for participation in fundraisers are discouraged. Fundraising activities may not involve competitions among students. Students may not be rewarded with additional recess, snacks, activities or any type of prize for having raised larger amounts of funds or reaching fundraising goals.~~

No money collections of any kind may be held in the schools without the specific consent of the Superintendent.

SOURCE: MASC Updated 2023

CROSS REFS.: KHA, Public Solicitations in the Schools

## ~~ADDA-E-1 – INFORMATION CONCERNING THE PROCESS IN CORRECTING A CRIMINAL RECORD~~

~~If you have undergone a background check by an agency that has received a criminal record from the CHSB, you may ask the agency to provide you with a copy of the criminal record. You may also request a copy of your adult criminal record from the Criminal History Systems Board, 200 Arlington Street, Suite 2200, Chelsea, MA 02150 by calling (617) 660-4640 or go to [www.mass.gov/chsb/cori/cori\\_forms.html#pers](http://www.mass.gov/chsb/cori/cori_forms.html#pers).~~

~~The CHSB charges \$25.00 fee to provide an individual with a copy of his/her criminal record. You may complete an affidavit of indigency and request that the CHSB waive the fee.~~

~~Upon receipt, review the record. If you need assistance in interpreting the entries or dispositions, please review the disposition code and "how to read a BOP" on the CHSB's website [www.mass.gov/chsb/cori/cori\\_bop.html](http://www.mass.gov/chsb/cori/cori_bop.html). The CHSB does not offer "walk-in" service but you may call our Legal Division at (617) 660-4760 for assistance or the CORI Unit of the Office of the Commissioner of Probation at (617) 727-5300.~~

~~If you believe that a case is opened on your record that should be marked closed, you may contact the Office of the Commissioner of Probation CORI Unit at (617) 727-5300 for assistance, or you may go to the Probation Department at the court where the charges were brought and request that the case(s) be updated.~~

~~If you believe that a disposition is incorrect, contact the Chief Probation Officer at the court where the charges were brought or the CORI Unit at the Office of the Commissioner of Probation and report that the court incorrectly entered a disposition on your criminal record.~~

~~If you believe that someone has stolen or improperly used your identity and were arraigned on criminal charges under your name, you may contact the Office of the Commissioner of Probation CORI Unit or the Chief Probation Officer in the court where the charges were brought. For a listing of courthouses and telephone numbers please see [www.mass.gov/chsb/cori/cori\\_codes\\_court.html](http://www.mass.gov/chsb/cori/cori_codes_court.html).~~

~~In some situations of identity theft, you may need to contact the CHSB to arrange to have a fingerprint analysis conducted.~~

~~If there is a warrant currently outstanding against you, you need to appear at the court and ask that the warrant be recalled. You cannot do this over the telephone.~~

~~If you believe that an employer, volunteer agency, housing agency or municipality has been provided with a criminal record that does not pertain to you, the agency should contact the CORI Unit for assistance at (617) 660-4640.~~

## **ADDA-E-2 – C.O.R.I. REQUIREMENTS**

Employers may ask the following series of questions:

1. Have you been convicted of a felony? Yes or no?
2. Have you been convicted of a misdemeanor within the past five years (other than a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace)? Yes or no?
3. Have you completed a period of incarceration within the past five years for any misdemeanor (other than a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace)? Yes or no?
4. If the answer to question number 3 above is "yes" please state whether you were convicted more than five years ago for any offense (other than a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace)? Yes or no?

Some employers are authorized to request, receive, view and/or hold criminal offender record information pursuant to state or federal law.

Any inquiry into the criminal record of an applicant must also contain language pursuant to M.G.L. c. 276, § 100A.

### **It is unlawful for an employer to make any inquiry of an applicant or employee regarding:**

1. An arrest, detention or disposition regarding any violation of law in which no conviction resulted.
2. First convictions for the misdemeanors of drunkenness, simple assault, speeding, minor traffic violations, affrays or disturbance of the peace. For the purposes of 804 CMR 3.02 minor traffic violations include any moving traffic violation other than reckless driving, driving to endanger and motor vehicle homicide.
3. Any conviction of a misdemeanor where the date of the conviction or the completion of any period of incarceration resulting therefrom, which ever date is later, occurred five or more years prior to the date of such inquiry, unless such person has been convicted of any offense within five years immediately preceding the date of the inquiry.

No person shall be held under any provision of any law to be guilty of perjury or of otherwise giving false statement by reason of his failure to recite or acknowledge such information as they have a right to withhold by 804 CMR 3.02.

**OLD ROCHESTER REGIONAL SCHOOL DISTRICT  
MASSACHUSETTS SCHOOL SUPERINTENDENCY UNION #55  
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	5	6	7	1	2	2	3	4	5	6
8	9	10	11	12	12	13	14	8	9	9	10	11	12	13
15	16	17	18	19	19	20	21	22NT	23	16	17	18	19	20
22	23	24	25	26	26TM	27TM	28*	29	30E**	23	24	25X	26	27
29	30	31								30				
7/4 - Independence Day					NT- New Teacher Orientation TM-Teachers Meeting *OPENING DAY - ALL E**- Kindergarten First Day and Early Dismissal for Students & Teachers					9/2 - Labor Day X - Prof. Dev. All Schools Early Release				
3 days					3 days					20 days				
23 days accrued					23 days accrued					23 days accrued				
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. Dev. Day      11/11 - Veterans' Day E- Early Dismissal for Students & Teachers 11/28-29 Thanksgiving Vacation					E- Early Dismissal for Students & Teachers 12/25- Christmas Vacation				
22 days					17 days					15 days				
45 days accrued					62 days accrued					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						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 Vacation					X - Prof. Dev. All Schools Early Release				
21 days					15 days					21 days				
98 days accrued					113 days accrued					134 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	3	4	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	28X	29	30	30				
4/21- Patriots' Day Vacation					5/26 - Memorial Day X - Prof. Dev. All Schools Early Release					* 180th Day, **185th day      6/19 - Juneteenth				
17 days					21 days					8 days				
151 days accrued					172 days accrued					180 days accrued				

Holidays - No School for Students and Teachers		Early Dismissal Times (Codes X E)		Code P
7/4 - Independence Day	Start & End Times:	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.
10/14- Columbus Day	7:20 a.m. to 2:04 p.m.	Sippican School	12:20 p.m.	11:30 a.m.
11/11 - Veterans' Day (Observed)	ORR High School :	Rochester Memorial School	12:30 p.m.	12:30 p.m.
11/28 - Thanksgiving Day	7:30 to 2:03 p.m.	<b>Telephone Numbers</b>		
12/25- Christmas day	Center School & OHS :	Superintendent's Office 508-758-2772		
1/1- New Year's Day	8:30 a.m. to 2:45 p.m.	Old Rochester Regional High School 508-758-3745		
1/20 - Martin Luther King, Jr. Day	Sippican School:	Old Rochester Regional Junior High School 508-758-4928		
2/17 - Presidents' Day	8:40 a.m. to 2:57 p.m.	Sippican School 508-748-0100		
4/21- Patriots' Day	Rochester Memorial School:	Center School 508-758-2521		
5/26 - Memorial Day	8:40 a.m. to 3:00 p.m.	Old Hammondtown 508-758-6241		
6/19 - Juneteenth		Rochester Memorial School 508-763-2049		
		<a href="http://www.oldrochester.org">www.oldrochester.org</a>		

Approved by the Joint School Committee 01.29.2024