

**Old Rochester Regional School Committee  
Policy Subcommittee  
Superintendent's Conference Room  
135 Marion Road, Mattapoisett, MA 02739**

**September 25, 2025 at 4:30 p.m.**

**SCHOOL COMMITTEE MEMBERS PRESENT:**

Mary Beaugard, Marion School Committee (in-person), Cristin Cowles, Mattapoisett School Committee (in-person), Frances-Feliz Kearns, ORR School Committee (remote), Margaret McSweeney, ORR School Committee (in-person), Joseph Pires, ORR School Committee (remote) and Joshua Trombly, Rochester School Committee (in-person).

**OTHERS PRESENT:**

Michael S. Nelson, Superintendent, Shari Fedorowicz, Assistant Superintendent of Teaching and Learning, Jaime Curley, Assistant Superintendent of Student Services and Melissa Wilcox, Executive Assistant to the Superintendent.

**MEETING TO ORDER**

The meeting was called to order at 4:30pm by member McSweeney. Chairperson McSweeney stated in accordance with Massachusetts Open Meeting Law, the Agenda has been set and unless there are any emergencies that need to be added, the Agenda will be followed as outlined. Member McSweeney added that the meeting is being conducted via hybrid format and the public has the ability to participate in-person or remotely through zoom with the link provided.

**I. Approval of Minutes – May 22, 2025 Minutes**

**Motion** to approve the minutes from May 22, 2025 by Margaret McSweeney

**Seconded** by Mary Beaugard

**Motion Carries 6-0**

**Roll Call:** Beaugard (yes), Cowles (yes), Kearns (yes), McSweeney (yes), Pires (yes), Trombly (yes)

**II. Reorganization**

That the School Committee appoint a Chairperson for the Policy Subcommittee for the 2025-2026 school year. Superintendent Nelson explained that according to School Committee policy, a Chairperson should be elected at the first meeting of each school year.

**Motion** to nominate Margaret McSweeney as Chairperson by Cristin Cowles

**Seconded** by Mary Beaugard

**Motion Carries 5-0-1**

**Roll Call:** Beaugard (yes), Cowles (yes), Kearns (yes), McSweeney (abstain), Pires (yes), Trombly (yes)

**III. Review MASC Policy Recommendations**

In response to state regulation changes, requests from districts, and staff review, MASC provides the following new and updated model policies to ensure districts are in compliance federal and state law and regulation.

**i. Raffles and games of chance:**

Raffles and other games of chance are very strictly regulated in Massachusetts. School districts may not be sponsoring organizations; students may not participate in organization of or sales for raffles. While parent groups supporting schools may conduct such activities, they are bound by the state laws and regulations surrounding such games. The following updates to current policies ensure this is made clear.

**a. GBEBC – Gifts to and Solicitation By Staff**

This updates current model policy to note that staff may not organize raffles while acting as employees, as the district cannot be a sponsoring organization.

b. **JJE – Student Fund-Raising Activities**

This updates current model policy to add that student organizations may not organize such games as fundraisers.

c. **KBE – Relations with Parent/Booster Organizations**

This updates current model policy on parent organizations, including booster clubs, to add language clarifying that, should they wish to organize such fundraisers, they are expected to follow the law and regulation in doing so.

Chairperson McSweeney reviewed the above policy recommendations listed above from MASC related to raffles and games of chance. The Subcommittee members discussed the revisions which were updated based on current state law along with current fundraising activities in the schools. Ms. Kearns asked how the information if approved would be shared with known organizations within the schools. Superintendent Nelson shared a memo would be distributed.

**Motion** to recommend the revisions of GBEBG Gifts to and Solicitation by Staff, JJE Student Fund-Raising Activities and KBE Relations with Parent/Booster Organizations as presented to the Joint School Committee by Cristin Cowles

**Seconded** by Josh Trombly

**Motion Carries 6-0**

**Roll Call:** Beauregard (yes), Cowles (yes), Kearns (yes), McSweeney (yes), Pires (yes), Trombly (yes)

ii. **Visitors and facilities:**

Ensuring that access to school facilities is covered by district policy allows the School Committee oversight of the safety of students and staff and the security of the substantial investment of buildings and grounds. The following updates are suggested.

a. **ECAB – Access to Buildings and Grounds**

This new model policy provides an outline, to be adapted locally, for access to buildings and grounds during both the school day and during non-school hours.

Superintendent Nelson added Mr. Jones, Facilities Director, reviewed and supports this policy. The Subcommittee recommended adding ‘as designated’ to the following sentence “During outside of school hours and on non-school dates, the public is welcome to use school grounds from dawn until dusk as designated under procedures promulgated by the Superintendent.

**Motion** to recommend the new policy ECAB Access to Buildings and Grounds with the discussed revision to the Joint School Committee by Cristin Cowles

**Seconded** by Mary Beauregard

**Motion Carries 6-0**

**Roll Call:** Beauregard (yes), Cowles (yes), Kearns (yes), McSweeney (yes), Pires (yes), Trombly (yes)

b. **KI – Visitors to the Schools**

This redrafts our model policy on visitors to provide more broadly for the array of those who visit schools and school grounds. This should be adapted to local needs. It is expected that administration will create ancillary procedure.

Superintendent Nelson shared that procedures are already in place, with each school using Raptor software to sign-in all guests to all schools with appropriate identification, etc. Mr. Jones also reviewed this policy. The Subcommittee discussed replacing authorized with encouraged in the following: Staff are ~~authorized~~ encouraged to greet visitors in the hall and ensure they are proceeding to the space directed.

**Motion** to recommend the changes to KI Visitors to the Schools with the discussed revision to the Joint School Committee by Cristin Cowles

**Seconded** by Mary Beauregard

**Motion Carries 6-0**

**Roll Call:** Beauregard (yes), Cowles (yes), Kearns (yes), McSweeney (yes), Pires (yes), Trombly (yes)

iii. **EFBA – School Food and Nutrition – Meal Modifications**

In response to recent DESE Coordinated Program Review reporting and in consultation with DESE School Food and Nutrition Program, MASC is providing a model policy for meal modification. All school districts must provide meal modifications, at no extra charge, for students with disabilities or other special dietary reasons that restrict the student’s diet on a case-by-case basis, per USFDA requirement.

Superintendent Nelson added that Ms. Henesey, Food Service Director, reviewed and supports this policy.

**Motion** to recommend EFBA School Food and Nutrition – Meal Modifications as presented to the Joint School Committee by Cristin Cowles

**Seconded** by Mary Beauregard

**Motion Carries 6-0**

**Roll Call:** Beauregard (yes), Cowles (yes), Kearns (yes), McSweeney (yes), Pires (yes), Trombly (yes)

iv. **KBG – Parent Advisory Councils (PACs)**

Massachusetts state law requires the formation and support of specific Parent Advisory Councils for Special Education and English Language Learners. This model policy outlines the district obligations and cross references the DESE guidance for PACs.

Dr. Curley shared there has always been DESE guidance on PACs and this new policy reinforces the DESE guidance. The Subcommittee discussed updates parents to parents/guardians throughout, except in the title.

**Motion** to recommend KBG Parent Advisory Councils with the discussed revisions to the Joint School Committee by Cristin Cowles

**Seconded** by Josh Trombly

**Motion Carries 6-0**

**Roll Call:** Beauregard (yes), Cowles (yes), Kearns (yes), McSweeney (yes), Pires (yes), Trombly (yes)

IV. **Review Policy Recommendations from School Committee and Community Members**

- a. **BAA – Evaluation of School Committee Operational Procedures** – The Policy Subcommittee reviewed this policy at the May 2025 meeting based on a recommendation from community member Anne Fernandes. Ms. Cowles reviewed and edited the policy based on current practice for the Policy Subcommittee to discuss.

Ms. Cowles reviewed the proposed changes stating she is open to discussion and edits. She reviewed other districts practice and some include this in policy BA, which was shared with the Subcommittee for reference. She proposed revisions to enable a formal process if the school committee elects to do so without making it a requirement.

**Motion** to recommend BAA Evaluation of School Committee Operational Procedures as presented to the Joint School Committee by Mary Beauregard

**Seconded** by Josh Trombly

**Motion Carries 6-0**

**Roll Call:** Beauregard (yes), Cowles (yes), Kearns (yes), McSweeney (yes), Pires (yes), Trombly (yes)

- b. **IN – Artificial Intelligence** – The Joint School Committee approved a new policy, IN – Artificial Intelligence in June 2025. Rochester School Committee Chairperson Kate Duggan recommended further review by the Policy Subcommittee to discuss acceptable use and disclosure of AI use within the policy. Ms. McSweeney added that this policy is currently inclusive and equitable. AI is constantly changing and MASC has workshops coming up related. Ms. Cowles agreed that it is important that AI be embraced. Ms. McSweeney discussed potential concerns for academic integrity.

**Motion** to table the discussion about IN Artificial Intelligence and for the Subcommittee to bring ideas/revisions to the next meeting by Margaret McSweeney

**Seconded** by Cristin Cowles

**Motion Carries 6-0**

**Roll Call:** Beauregard (yes), Cowles (yes), Kearns (yes), McSweeney (yes), Pires (yes), Trombly (yes)

- c. **BGB – Policy Adoption** – Rochester School Committee and Policy Subcommittee member Josh Trombly recommended revisions to policy BGB.

Mr. Trombly explained his concerns with BGB including in his opinion it is not clear on what ‘committees’ it means – current practice is if the Policy Subcommittee voted down an items, it is not shared with the Joint School Committee. He feels that BDE if the Subcommittee is not able to act for the

full committee, then all should be presented to the Joint School Committee. He also shared concerns that public comment is not available at Policy Subcommittee meetings, but it is at Joint. Ms. McSweeney confirmed that is the Subcommittee voted down a policy or recommendations that would be shared with Joint as well. Mr. Trombly agreed. Ms. Kearns added that public comment is at the discretion of the chair and governed by their current policy. Ms. Cowles shared that she reports back to the Mattapoissett School Committee on the yes and no votes of the Subcommittee in the reports section of their regular meeting. Ms. McSweeney questioned the need of the Policy Subcommittee if all are to be shared with Joint School Committee. Ms. McSweeney recommended holding on any changes for the time being. Superintendent Nelson asked for the Subcommittee to consider he obtain feedback from legal as well.

**Motion** to hold any revisions to BGB Policy Adoption for Superintendent Nelson to obtain feedback from the District's legal team and for Subcommittee members to review further by Margaret McSweeney

**Seconded** by Mary Beauregard

**Motion Carries** 6-0

**Roll Call:** Beauregard (yes), Cowles (yes), Kearns (yes), McSweeney (yes), Pires (yes), Trombly (yes)

## V. Informational

### a. JFAE - Middle School Pathway Exploration Policy

Massachusetts state regulations (603 CMR 4.00) require sending districts to CTE schools and programs to maintain a districtwide Middle School Pathway Exploration Policy that documents how middle school students in the district are made aware of, and gain exposure to, career technical education (CTE) schools and programs available to them in their district, regional, agricultural, and other public high schools. Our administrative team is currently developing a draft policy for the Policy Subcommittee to review in October.

Superintendent Nelson shared that this policy is being drafted per DESE requirements and will be shared with the Subcommittee next month as it must be submitted to DESE on November 1<sup>st</sup>. Dr. Fedorowicz added that many of the required steps by DESE for the policy are already taking place at ORR Junior High School.

## VI. ADJOURNMENT

**Motion** to adjourn at 5:25pm by Cristin Cowles.

**Seconded** by Mary Beauregard

**Motion Carries** 6-0

**Roll Call:** Beauregard (yes), Cowles (yes), Kearns (yes), McSweeney (yes), Pires (yes), Trombly (yes)

## Meeting Resources

Agenda

May 22, 2025 Minutes Draft

GBEBC Gifts and Solicitations by Staff Draft

JJE Student Fund-Raising Activities Draft

KBE Relations with Parent Guardian Organizations Draft

ECAB Access to Buildings and Grounds Draft

KI Visitors to the Schools Draft

EFBA School Food and Nutrition Meal Modifications Draft

KBG Parent Advisory Councils Draft

BAA Evaluation of School Committee Operation Procedures Draft

BA School Committee Operational Goals (for reference with BAA)

IN AI Policy

BGB Policy Adoption Recommendation from Josh Trombly

BGB discussion points form Josh Trombly

BDE Subcommittees of the School Committee (for reference with BGB)

Pursuant to Chapter 30A of the Massachusetts General Laws, you are hereby notified of the following meeting:

**Old Rochester Regional School Committee  
Policy Subcommittee  
Superintendent's Conference Room  
135 Marion Road, Mattapoisett, MA 02739**

**September 25, 2025 at 4:30 p.m.**

**ZOOM LINK:**

<https://oldrochester-org.zoom.us/j/93373812694?pwd=pISzg4wa3LcOkZkbtia0t3EqjGADxa.1>

Meeting ID: 933 7381 2694

Passcode: 162359

**SCHOOL COMMITTEE MEMBERS:**

Mary Beauregard, Marion School Committee, Cristin Cowles, (Jack LeBrun alternate) Mattapoisett School Committee, Frances-Feliz Kearns, ORR School Committee, Margaret McSweeney, ORR School Committee, Joseph Pires, ORR School Committee and Joshua Trombly, Rochester School Committee.

*This meeting will be conducted in a hybrid format. School Committee, Administrators and public will have the option of meeting in person in the Superintendent's Conference Room at 135 Marion Road, Mattapoisett, MA 02739 or via zoom.*

**MEETING TO ORDER**

**I. Approval of Minutes – May 22, 2025 Minutes**

**II. Reorganization**

That the School Committee appoint a Chairperson for the Policy Subcommittee for the 2025-2026 school year.

**III. Review MASC Policy Recommendations**

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safety of students and staff and the security of the substantial investment of buildings and grounds. The following updates are suggested.

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iii. **EFBA – School Food and Nutrition – Meal Modifications (NEW)**

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iv. **KBG – Parent Advisory Councils (PACs) (NEW)**

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**VI. ADJOURNMENT**

The list of agenda items are those reasonably anticipated by the Chair to be discussed at the meeting. If you need more information or reasonable accommodations for this meeting, please contact the Superintendent's Office at 508-758-2772 ext. 1956. Meeting resources, minutes and recordings are available on the School Committee webpage: <https://www.oldrochester.org/district/sc>



**Old Rochester Regional School Committee  
Policy Subcommittee Minutes**

*Thursday, May 22, 2025 at 4:30 p.m.  
Superintendent's Conference Room  
135 Marion Road, Mattapoisett, MA 02739  
Hybrid via Zoom*

**SCHOOL COMMITTEE MEMBERS PRESENT:**

Mary Beauregard, Marion School Committee (remote), Cristin Cowles, Mattapoisett School Committee (remote), Frances-Feliz Kearns, ORR School Committee (remote), Margaret McSweeny, ORR School Committee (in-person) and Joshua Trombly, Rochester School Committee (in-person).

**SCHOOL COMMITTEE MEMBERS ABSENT:** Joseph Pires, ORR School Committee

**OTHERS PRESENT:** Michael S. Nelson, Superintendent of Schools (in-person), Jaime Curley, Assistant Superintendent of Student Services (in-person), Josh Coleman, Attorney, Murphy, Lamere & Murphy, P.C. (remote) and Melissa Wilcox, Executive Assistant to the Superintendent (in-person).

**MEETING TO ORDER at 4:33 p.m. by Ms. Kearns.**

**1. Approval of Minutes – April 10, 2025 Minutes**

**Motion** to approve the minutes from April 10, 2025 by Ms. McSweeny

Second by Mr. Trombly

ROLL CALL

Motion Carried: Beauregard: yes, Cowles: abstain, Kearns: yes, McSweeny: yes, Trombly: yes

**2. Review Policy Recommendations**

Title IX

These policies were reviewed by the District's legal team for revisions to ensure compliance with current regulations.

- Policy Revisions
  - **AC – Non-Discrimination Policy Including Harassment And Retaliation**
  - **AC-R – Procedures for Responding to Complaints of Discrimination, Harassment and Retaliation**
  - **ACAB – Sexual Harassment**
  - **ACAB-R – Grievance Procedure for Complaints of Sexual Harassment Under Title IX of the Education Amendments of 1972**
- Policy Remove
  - **ACA – Non-Discrimination on the Basis of Sex**

Attorney Coleman reminded the subcommittee that the amended regulations in 2024 were struck down by the current presidential administration therefore 2020 regulations were back in place. The legal team reviewed the policies and amended based on the regulations to ensure compliance in the District's policies. He provided an overview of the revisions and explained ACA is being removed as a separate policy because it is included in the revisions.

Ms. Kearns inquired if MASC had provided any guidance. Attorney Coleman confirmed they had submitted revisions but have since reverted back to 2020 based on the happenings at a federal level.

Mr. Trombly inquired about the removal of due process rights. Attorney Coleman explained that the legal team separated the policy and procedures so due process rights are now found in ACAB-R which is the procedure. The legal team has found that separating the two in most districts provided more clarity and is more user friendly. Attorney Coleman also added that there are still state laws in Massachusetts that provide greater protections for employees and students above these federal laws.

**Motion** to approve the revisions AC – Non-Discrimination Policy Including Harassment And Retaliation, AC-R – Procedures for Responding to Complaints of Discrimination, Harassment and Retaliation, ACAB – Sexual Harassment and ACAB-R – Grievance Procedure for Complaints of Sexual Harassment Under Title IX of the Education Amendments of 1972 and the removal of ACA – Non-Discrimination on the Basis of Sex in order to recommend to the Joint School Committee by Ms. Kearns

Second by Ms. Cowles

ROLL CALL

Motion Carried: Beauregard: yes, Cowles: yes, Kearns: yes, McSweeney: yes, Trombly: yes

### **3. Review Policy**

#### **BAA – Evaluation of School Committee Operational Procedures**

Community member Anne Fernandes requested the Policy Subcommittee review this policy based on current practice as it has not been reviewed in some time.

Superintendent Nelson explained that he discussed this policy with MASC – Mr. Glenn Koocher – and learned that this is optional for school committees. MASC shared that many districts have generic objectives such as a balanced budget or a current policy manual, etc. He added that Mr. Koocher explained that a lot of school committees use the strategic plan, and/or Superintendent’s goals as their objectives because they are approved and adopted by the Joint School Committee and updates are provided regularly.

Ms. Cowles shared that she is thankful Ms. Fernandes brought this up and she would prefer not to have policy that is just checking a box. She would be willing to edit this policy to current practice in order to make it more generic or including language that makes it optional so the members are not going against a policy. Ms. Kearns added that items should only be included that are actually in the school committee’s purview.

**Motion** for Ms. Cowles to develop a revised version of policy BAA to bring forward at the next meeting by Ms. Cowles

Seconded Ms. Beauregard

ROLL CALL

Motion Carried: Beauregard: yes, Cowles: yes, Kearns: yes, McSweeney: yes, Trombly: yes

### **4. Informational**

The draft of the Subcommittee Roles is available for school committee review. This information will also be shared at the Joint School Committee meeting for feedback.

Superintendent Nelson explained this is a non-voting item but the members can share any feedback with Ms. Wilcox. This document will be used for reorganization and website descriptions.

### **ADJOURNMENT**

**Motion** to adjourn at 5:07 p.m. by Ms. McSweeney

Second by Mr. Trombly

ROLL CALL

## **GIFTS TO AND SOLICITATIONS BY STAFF**

### Gifts

The acceptance of gifts worth \$50 or more by school personnel in a calendar year when the gift is given because of the position they hold, or because of some action the recipient could take or has taken in their public role, violates the conflict of interest law. Acceptance of gifts worth less than \$50, while not prohibited by the conflict of interest law, may require a written public disclosure to be made.

In keeping with this policy, no employee of the school district will accept a gift worth \$50 or more that is given because of the employee's public position, or anything that the employee could do or has done in their public position. Gifts worth less than \$50 may be accepted, but a written disclosure to the employee's appointing authority must be made if the gift and the circumstances in which it was given could cause a reasonable person to think that the employee could be improperly influenced. The value of personal gifts accepted is aggregated over a calendar year (4 gifts of \$20 value is the same as 1 gift of \$80 if given in the same calendar year).

In general, homemade gifts without retail value are permissible because a reasonable person would not expect an employee would unduly show favor to the giver, so no disclosure is required. Such gifts could include homemade food items (cookies, candy, etc), handpicked flowers, and handmade gifts worth less than \$10 (ten) dollars.

### Class Gifts

There is a specific exception to the prohibition against accepting gifts worth \$50 or more, when the teacher knows only that the gift is from the class, not from specific donors. A single class gift per calendar year valued up to \$150 or several class gifts in a single year with a total value up to \$150 from parents/guardians and students in a class may be accepted provided the gift is identified only as being from the class and the names of the givers and the amounts given are not identified to the recipient. The recipient may not accept an individual gift from someone who contributed to the class gift. It is the responsibility of the employee to confirm that the individual offering such gift did not contribute to the class gift.

### Gifts for School Use

Gifts given to a teacher solely for classroom use or to purchase classroom supplies are not considered gifts to an individual employee and are not subject to the \$50 limit. However, an employee who accepts such gifts must keep receipts documenting that money or gift cards were used for classroom supplies.

### Solicitations

In spirit, the School Committee supports the many worthwhile charitable drives that take place in the community and is gratified when school employees give them their support. However, the solicitation of funds from staff members through the use of school personnel and school time is prohibited by the conflict of interest law. Therefore, no solicitations of funds for charitable purposes should be made among staff members. Staff members of course remain free to support charitable causes of their own selection.

### Raffles and Games of Chance

By state law and regulation, raffles and games of chance may not be organized by schools as the sponsoring organization. Employees are thus barred from participating in such activities unless doing so as a member of a sponsoring organization, such as a parent or booster organization, as defined by state law and regulation.

### Acceptance By the School Committee

All gifts and donations to the district must be accepted by a vote of the School Committee.

~~SOURCE: MASC - Updated 2022~~

LEGAL REFS.: M.G.L. 268A:3; 268A:23  
930 CMR 5.00  
MGL 271:7A  
940 CMR 12.00

CROSS REFS.: KHA, Public Solicitations in the Schools  
GBEBD, Online Fundraising and Solicitations – Crowdfunding  
KCD, Public Gifts to Schools  
KBE, Relations with Parent/Booster Organizations

SOURCE: MASC - Updated 2025

## **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.

Students and student groups are barred by state law and regulation from organizing raffles or games of chance, participating in sales of, or purchasing tickets of such games.

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

LEGAL REFS.: MGL 271: 7A  
940 CMR 12.00

SOURCE: MASC Updated 2023~~5~~

CROSS REFS.: [KHA](#), Public Solicitations in the Schools

*Approved by the Joint School Committee on ~~June 20, 2024~~.*

## RELATIONS WITH PARENT/BOOSTER ORGANIZATIONS

To enhance communications between parents/guardians and school officials, the Committee encourages the maintenance of formal parent organizations, including booster organizations, at each school building. For this purpose, the Committee will officially recognize parent organizations. These procedures will be observed:

1. Organizations will be officially recognized upon request by the building Principal who will file a copy of the organizational papers with the Superintendent.
2. A vote, open to all parents/guardians of children enrolled, will designate the organization to be recognized if more than one organization with the same purpose makes the request.
3. All parent organizations shall obtain 501C3 status and file appropriate paperwork with state authorities and make proof of such status available to school district administration.
- 3.4. Parent/booster organizations wishing to conduct raffles and games of chance must comply with all applicable required federal, state, and local laws and regulations, including but not limited to the receipt of all necessary permits, and the filing of all required reports and schedules.
- 4.5. All parent organizations need to recognize that spending on student activities must comply with federal law relating to equity among student genders.

LEGAL REFS: Title IX, Education Amendments of 1972  
MGL 271:7A  
Massachusetts Attorney General's Guidance on Raffles  
940 CMR 12.00

CROSS REFS: ACA – Nondiscrimination on the Basis of Sex  
KHA – Public Solicitation in Schools

SOURCE: MASC - Updated 202~~5~~2

## **ACCESS TO BUILDINGS AND GROUNDS**

The buildings and grounds of the Old Rochester Regional School District and Massachusetts Superintendency Union #55 schools represent a significant community investment. The primary purpose of that investment is for the students of the school district.

It is in the best interest of the public that this investment be secured while nonetheless providing maximum possible community use of the district buildings and grounds.

During school hours when school is in session, access to the buildings and grounds of the Old Rochester Regional School District and Massachusetts Superintendency Union #55 schools are limited to district students, staff, and those with legitimate business with the school or district. Those visiting for recognized business must follow the district visitor policy and accompanying procedures. Access to school grounds during the school day, except for recognized school or district activities, is prohibited.

During outside of school hours and on non-school days, the public is welcome to use school grounds from dawn until dusk under procedures promulgated by the Superintendent. Such use is secondary to use by any school or district activity or to any community use as provided through rental or donation.

Access to school buildings after school hours and on non-school days is only for attending school and district events or for uses authorized by the Superintendent or their designee. Access within the building will be limited to only those participating in the authorized event. Such access will be limited to those rooms and spaces required by the event, including appropriate restroom access.

The superintendent will ensure that procedures enacting this and related policies are created and enforced.

CROSS REFS:        ECA, Buildings and Grounds Management  
                          IHBAA, Observations of Special Education Programs  
                          KF, Community Use of School Facilities  
                          KF-R, Community Use of School Facilities  
                          KI, Visitors to the Schools

**NOTE: Districts should ensure non-school-related access is shaped to suit local buildings and grounds and appropriate local expectations. Districts also should adapt language for school facilities not owned by, but used by, the district.**

SOURCE: MASC 2025

## VISITORS TO THE SCHOOLS

“Visitors” in this policy refers to anyone who is not a current student, a school staff member assigned to work in that specific building, or a district-level staff member with legitimate district business in the school building.

The Superintendent shall develop procedures for visitor check-in and access to buildings.

Observations of educational spaces and programs by all visitors including parents/guardians will be governed by procedures developed by the Superintendent and/or their designee.

Once authorized, visitors are to proceed directly to the space in the building where the business they are attending to will be held. Staff are authorized to greet visitors in the hall and ensure they are proceeding to the space directed.

While in the building, visitors may not disrupt the building operations or go to spaces to which they are not invited or authorized. Visitors may not record or photograph students or staff while in the building without explicit prior permission of the superintendent or their designee; any such recording or photos must be done in alignment with district policies regarding staff and student privacy.

During non-school hours or on non-school days, access to the school buildings is limited to those attending school and district events or for uses authorized by the Superintendent or their designee. Building access will be allowed only to those participating in or attending authorized events. Such access will be limited to only sections of the building required by the event authorized, including appropriate bathroom access.

The Superintendent will ensure procedures enacting this, and related policies, are enacted and followed.

CROSS REFS:       ECAF, Security Cameras in Schools  
                      IHBAA, Observations of Special Education Programs  
                      KF, Community Use of School Facilities  
                      KF-R, Community Use of School Facilities  
                      KI, Visitors to the Schools

**NOTE: Committees may wish to designate others who are not here defined “as visitors” as not subject to this policy. Specifics of what is required for check in may also be more specifically defined within this policy. Should identification be required, the school committee should specify, making provision for those without documentation, ensuring all members of the community have the capacity to adhere to the requirement and that any such requirement is equitable in its impact. The above should also be adapted to fit local district process and district buildings.**

~~The School Committee encourages parents and guests to visit classrooms to observe and learn about the instructional programs taking place in our schools. Such visits can prove most beneficial in promotion of greater school-home cooperation and community understanding of how we carry out the school system's mission and goals.~~

~~Visits by parents to several classrooms in a given grade for the purposes of comparing teaching styles to provide a basis for a request for student assignment to a particular teacher are strongly discouraged because the School District's policy of assigning a student to a particular class is the sole responsibility of the building Principal in consultation with the staff of that school.~~

~~The following guidelines to classroom and school visits should be followed:~~

- ~~1. Parental requests for classroom visitations will be welcomed as long as the educational process is not disrupted. To this end we request that such requests be made at least forty-eight hours in advance to allow for proper arrangements to be made.~~
- ~~2. The building Principal has the authority to determine the number, times, and dates of observations by visitors. This will be done in consultation with staff members so as to give adequate notice to the staff members of the impending visits.~~
- ~~3. For security purposes it is requested that all visitors report to the Principal's office upon entering and leaving the building and sign a guest log showing arrival and departure times. Teachers are encouraged to ask visitors if they have registered in the Principal's office.~~
- ~~4. Under ordinary circumstances classroom observations will be strongly discouraged during the first three weeks of school in September and during the month of June.~~
- ~~5. Any student who wishes to have a guest in school MUST ask permission of one of the administrative staff 24 HOURS in advance of the proposed visit. If permission is granted, the guest is expected to follow the standards of behavior expected of all students. Upon arrival the guest must register in the office. Any guest who fails to comply with student regulations will be asked to leave the school building and grounds immediately.~~

~~CROSS REF.: IHBAA, Observations of Special Education Programs~~

## **SCHOOL FOOD AND NUTRITION - MEAL MODIFICATIONS**

Old Rochester Regional School District and Massachusetts Superintendency Union #55 is committed to complying with USDA nondiscrimination regulation (7 CFR 15b) governing the Child Nutrition Program and DESE's Office for Food and Nutrition Programs requirements.

In compliance with USDA and DESE regulations, the Old Rochester Regional School District and Massachusetts Superintendency Union #55 will provide substitutions to the school food service program's regular school meals at no extra cost for children who are unable to eat meals served because of their disabilities or other special dietary reasons.

1. Our programs will ensure that school meals offered through the district meet the meal pattern requirements set by the USDA.
2. We will make substitutions to meals at no extra charge for students with disabilities or other special dietary reasons that restrict the student's diet on a case-by-case basis.
3. Families must complete the necessary request form that can be provided by the School Food and Nutrition Program staff, or accessed via in the link below.

LEGAL REF: [USDA SP 59-2016: Policy Memorandum on Modifications to Accommodate Disabilities in the School Meal Programs and CACFP 14-2017, SFSP 10-2017 Modifications to Accommodate Disabilities in the Child and Adult Care, Program \(SFSP\) sponsors DESE Meal Modifications in Child Nutrition Programs Meal Modification Request Form](#)

CROSS REF: STUDENT HANDBOOKS

*Note: Program Operators/SFAs are encouraged but not required to consider children's cultural, religious, and ethnic preferences when planning and preparing meals. Variations must be consistent with meal pattern regulations for children's meals to be eligible for reimbursement.*

*This information should be included in all student handbooks so that parents have access/knowledge of this federal requirement.*

SOURCE: MASC 2025

## **PARENT ADVISORY COUNCILS (PACs)**

Massachusetts General Law requires the formation and support of specific Parent Advisory Councils. These PACs can provide valuable feedback for School Committees. Committees should engage with their PACs to encourage stakeholder feedback by both designating liaisons to their PACs as with other groups and inviting the PACs to present updates on their activities to the Committee on a regular basis.

PACs must be granted access to district resources to assist them in their operations and activities where available, including but not limited to spaces for meetings and the ability to communicate with parents in the manner most accessible. PACs will not be charged for using district facilities.

### **Special Education Parent Advisory Councils**

Every district in Massachusetts and their school committee are responsible for the establishment and support of a Special Education Parent Advisory Council, or SEPAC, in their city or town.

The “duties of the SEPAC, shall include but not be limited to: advising the school committee on matters that pertain to the education and safety of students with disabilities: meeting regularly with school officials to participate in the planning, development, and evaluation of the school committee’s special education programs.”

If a district does not have an established SEPAC, the School Committee, in conjunction with the district, shall solicit volunteers to form an interim SEPAC board. The interim board shall then work independently to create bylaws following the guidance put forth by DESE and hold formal elections by the end of the current school year.

In the absence of a SEPAC, the Student Services Department will hold the required annual Basic Rights workshop until one is established.

### **English Learner Parent Advisory Councils and Multilanguage Learner Parent Advisory Councils**

ELPACs, or MLPACs, are required in Massachusetts under the following conditions:

“School districts or charter schools operating a language acquisition program for ELs serving 100 or more ELs or in which ELs comprise at least five percent of the school district’s or charter school’s student population, whichever is less; and/or

“Schools designated as underperforming or chronically underperforming and operating a program for ELs

ELPACs and MLPACs “are intended by law to advise school districts and schools regarding matters that impact ELs, such as providing advice on English learner education programs, meeting regularly with school officials about educational opportunities for ELs, and providing input on school or district improvement plans as they relate to ELs.”

Schools and/or districts will provide notification to parents/guardians annually in a language that is accessible to them.

LEGAL REFS: MGL Ch 71B, Section 3  
603 CMR 28.07 (4)  
603 CMR 28.03 (1) (a) (4)  
"Act Relative to Language Opportunity for Our Kids,"  
[Chapter 138 of the Acts of 2017](#) (The LOOK Act)

OTHER REFS: Guidance for Special Education Parent Advisory Councils - DESE 2010  
Guidance for English Learner Parent Advisory Councils - DESE 2018

SOURCE: MASC 2025

## **BAA - EVALUATION OF SCHOOL COMMITTEE OPERATIONAL PROCEDURES**

The School Committee will periodically establish realistic objectives related to Committee procedures and relationships. ~~At the end of a specified length of time~~In due course and as appropriate, the Committee will measure its performance against the stated objectives.

The following areas of School Committee operations and relationships are representative of those in which objectives may be set and assessed ~~progress appraised~~:

1. Communication with the public
2. School Committee - Superintendent relationships
3. School Committee member development and performance
4. Policy development
5. Educational leadership
6. Fiscal management
7. School Committee meetings
8. Performance of subcommittees of the School Committee
9. Interagency and governmental relationships

When the Committee has completed its assessment self-evaluation, the members will discuss the results in detail and formulate a new series of objectives, as appropriate. ~~At the same time, the Committee will set an approximate date on which the next evaluation will be conducted.~~

Implied in the concept of evaluation is an assumption that individuals and Committees are capable of improvement. The School Committee believes that its performance will be improved if evaluation is carried out systematically in accordance with good planning, conscientious follow-through, and careful assessment of results.



## AI Policy Discussion from Kate Duggan:

First, the policy is understandably broad and vague, but I think it is missing some critical elements. The policy seems to be written with administrative uses in mind - that is, uses of AI by the District as a whole. It does not touch on acceptable use in individual classrooms. I don't mean we set out how AI can and can't be used in each class (that would be in the procedures that are to be developed), but some guidance for individual teachers and students might be helpful. Importantly, disciplinary procedures should be referenced and it should be made clear that uses of AI that are unauthorized or otherwise inconsistent with this policy constitute a breach of academic integrity, to be then referred to the same disciplinary procedures as any other academic code violation (like 'traditional' cheating during a test).

Further, there is no mention of disclosure of the use of AI in any of the contexts mentioned. Whether it's being used by the central office, a student on a report, a teacher to make a lesson plan, etc., these uses should all be noted to anyone reviewing them as having used AI.

## IN - ARTIFICIAL INTELLIGENCE (AI) POLICY

### Purpose

The influence of Artificial Intelligence (AI) in education is a rapidly evolving landscape. As such, it is challenging to develop a single policy that fully addresses the concerns around access, privacy, copyrights, and academic standards. This policy aims to ensure that AI tools are used responsibly to enhance student learning while maintaining academic integrity and complying with relevant laws.

### Scope

This policy applies to all predictive and generative AI tools used by students, staff and administrators in the district.

### Policy Statement

The Old Rochester Regional School District and Massachusetts Superintendency Union #55 (the District) School Committees acknowledge the growing influence of artificial intelligence in education. The District is committed to preparing students for their futures by fostering fluency in digital technologies and critical thinking skills. AI tools should be used to complement, not replace, the role of educators, ensuring that student learning is enhanced in a responsible and meaningful way. The Committee will direct the Administration to develop procedures in line with current district policies, state and federal laws, including those regarding the protection of students' information.

### Guidelines

- **Ethical Use:** AI tools must support personalized learning, engage students, and help develop critical thinking skills, without replacing the teacher-student relationship.
- **Privacy:** AI tools will comply with the FERPA (Family Educational Rights and Privacy Act), COPPA (Children's Online Privacy Protection Act), and other student data protection laws, ensuring student information is secure and used only for educational purposes.
- **Equity:** AI tools will be selected based on their ability to serve all students fairly and without bias, and their impact will be regularly assessed.
- **Transparency:** Clear communication will be provided regarding the use of AI tools, data collection, and educational goals.
- **Student Engagement:** AI will be used as a tool for enhancing learning experiences, such as research, project-based learning, and individualized instruction, to support students in their academic journey.

### Review and Revision

The district will review and revise this policy regularly, ensuring that it aligns with new developments in AI and remains in compliance with academic standards and privacy laws.

CROSS REF:

File: [IJND](#) - ACCESS TO DIGITAL RESOURCES

File: [IJNDB](#) - USE OF TECHNOLOGY IN INSTRUCTION

File: [IJNDB-E-1](#) - ELEMENTARY SCHOOL ACCEPTABLE USE AGREEMENT

File: [IJNDB-E-2](#) - SECONDARY SCHOOL ACCEPTABLE USE AGREEMENT

File: [IJNDB-E-3](#) - STAFF ACCEPTABLE USE AGREEMENT

File: [IJNDBA](#) - CLASSROOM USE OF AUDIO-VISUAL MATERIALS POLICY

File: [IJNDC](#) - INTERNET PUBLICATION

File: [IJNDD](#) - POLICY ON SOCIAL MEDIA

File: [JRA](#) - Student Records

Student Handbooks

Approved by the Joint School Committee on 6.12.2025

**File: BGB - POLICY ADOPTION**

Any member of the School Committees of the Old Rochester Regional School District/Massachusetts Superintendency Union #55, staff member, or community resident may suggest a new or revised policy for School Committee consideration, subject to the following:

- a) Anyone suggesting a new policy or a change in an existing policy shall provide the Superintendent of Schools with a written statement of the policy along with the justification for the proposal.
- b) The suggested policy or amended existing policy will be referred to the policy sub-committee of the School Committee for review.
- c.) The policy sub-committee will review the suggested policy or proposed policy amendment. After the review, the policy sub-committee will vote on a recommendation for adoption. The suggested policy or proposed policy amendment, as well as the policy subcommittee's recommendation, will be placed on the next regular Joint School Committee agenda for discussion.
- ~~e) If, after the review, the policy is approved by a majority vote of the Committees, it will be placed on the next regular School Committee agenda for discussion.~~
- d) A new policy requires a 2/3 majority vote of the entire School Committee for adoption.
- e) Existing policy may be amended or repealed by a two-thirds vote of the entire School Committee.
- f) Policies will be effective upon the date set by the School Committee. This date will ensure that affected persons have an opportunity to become familiar with the requirements of the new policy prior to its implementation.
- g) A policy of the School Committee is to remain in full force unless specifically changed by a two-thirds vote of the School Committee.
- h) The School Committee may dispense with the above sequence to meet emergency conditions.
- i) The Superintendent's office will be responsible for maintaining the official copy of the policy manual.

Good morning,

I am submitting a policy amendment for policy BGB Policy Adoption for the following reasons:

1.) Section "C" is not clear as to who the "committees" are that will be approving policy by majority vote.

2.) The current practice, evidenced by the policy subcommittee minutes of December 21, 2023 and the following Joint School Committee minutes of January 29th, 2024 as well as the policy subcommittee minutes of January 9th, 2025, and the following Joint School Committee minutes of January 23, 2025, appear to show that a policy voted down by the policy subcommittee is not placed on the agenda at the next Joint School Committee.

I believe this violates policy BDE section 4, which states that " The subcommittee may make recommendations for Committee(s) action, but it may not act for the School Committee(s)."

3.) The policy subcommittee has no public comment period; however, the Joint School Committee and other school committees do.

I believe the proposed language change would solve all of these issues.

A recommended "no" vote from the policy subcommittee would carry weight at the Joint School Committee without acting in place of it. The Joint School Committee would be made aware of policy proposals it may otherwise not be aware of, and most importantly, the public would have an opportunity to comment.

I know it's short notice and may not be possible to get this on Thursday's agenda but I would like to get it on whatever the next earliest agenda is.

Thank you,

Josh Trombly

**File: BDE - SUBCOMMITTEES OF THE SCHOOL COMMITTEE**

The School Committee(s) shall appoint members to subcommittees at their annual organizational meeting for a period of one year. These subcommittees may be created for a specific purpose and to make recommendations for Committee action.

1. The subcommittee will be established through action of the Committee(s).
2. The subcommittee(s) shall organize annually at the first meeting of the school year to appoint a chairperson from their membership.
  - a. The subcommittee chairperson shall consult with the Superintendent in the planning of the subcommittee's agendas.
  - b. The subcommittee chairperson shall confer with the Superintendent on crucial matters that may occur between subcommittee meetings pertinent to that subcommittee's purpose.
  - c. The subcommittee chairperson shall be the public spokesperson for the subcommittee at all times except as this responsibility is specifically delegated to others in their respective Committee work.
3. The subcommittee will be provided with a list of its functions and duties.
4. The subcommittee may make recommendations for Committee(s) action, but it may not act for the School Committee(s).
5. All subcommittees of the School Committee(s) are subject to the provisions of the Open Meeting Law.

LEGAL REF.: M.G.L. [30A:18-25](#)

CROSS REF.: [BEC](#), Executive Sessions

Approved by the Joint School Committee 1.23.2025