

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

January 15, 2026 at 4:30 p.m.

SCHOOL COMMITTEE MEMBERS:

Mary Beauregard, Marion School Committee (remote), Cristin Cowles, Mattapoisett School Committee (in-person), Frances-Feliz Kearns, ORR School Committee (in-person), 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 (arrived 4:43pm), Jaime Curley, Assistant Superintendent of Student Services, Doreen Lopes, Early Education Coordinator and Melissa Wilcox, Executive Assistant to the Superintendent (all in-person).

MEETING TO ORDER

The meeting was called to order at 4:33pm 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 – September 25, October 9 and December 11, 2025 Minutes

Motion to approve the minutes from September 25, October 9 and December 11, 2025 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)

Review Revision to policy JFAD – ORRHS Admission Policy for Vocational Technical Education Programs

In the fall, the District submitted it's policy to DESE in alignment with the CTE regulations that the Board of Elementary and Secondary Education amended last spring. This month, the District received feedback for revisions to ensure alignment with the regulations related to the application process, selection process and record maintenance.

Ms. Lopes reviewed the feedback provided by DESE/AIR (the organization supporting DESE in reviewing these policies) which included clarifying that applications will be made available no later than November 1 and the application deadline, more information about the lottery process, a description of how the district will retain students enrolled in the program and further details on maintain records of applicants, enrolled students and students placed on a waitlist.

School Committee Feedback:

Ms. Cowles discussed the lottery and preference given to residents and how that relates to school choice. Mr. Trombly suggested replacing 'to' with 'or' in section VII. "The applicant's random number will be placed ~~to~~ or entered into a manual or electronic randomizer."

Motion to recommend policy JFAD ORRHS Admission Policy for Vocational Technical Education Programs with the revisions discussed to the Joint School Committee by Frances-Feliz Kearns

Seconded by Cristin Cowles

Motion Carries 6-0

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

II. Review Policy Recommendations from School Committee and Community Members

a. GBEBC – Gifts to and Solicitation by Staff

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. 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. The Policy Subcommittee reviewed and recommended the revised policy at the September 25, 2025 meeting and it was discussed at the Joint School Committee meeting on October 9, 2025. Mr. Matthew Monteiro inquired about the section Raffles and Games of Chance in the policy, recommending maybe to further clarify the language that staff would be barred in their professional activities or at school to be more specific and it was recommended to be reviewed again by the Policy Subcommittee.

Chairperson McSweeney reviewed the feedback from the Joint School Committee. The Subcommittee discussed options to further clarify the section Raffles and Games of Chance. They decided upon updating the second line in this section to be “Employees, *acting in their professional capacity*, 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.” Ms. Kearns recommended removing the section ‘Acceptance by the School Committee’ because this is already incorporated and required by policy KCD Public Gifts to Schools.

Motion to recommend policy GBEBC Gifts to and Solicitation by Staff with the revision to the *Raffles and Games of Chance* section and the removal of the section *Acceptance by the School Committee* as discussed to the Joint School Committee by Frances-Feliz Kearns

Seconded by Josh Trombly

Motion Carries 6-0

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

b. 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 on September 25, 2025 which recommended this policy to the Joint School Committee on October 9, 2025. At this meeting, the Joint School Committee discussed it further and ultimately decided to refer it back to the Policy Subcommittee to consider the additional feedback shared by members at the Joint School Committee meeting.

Chairperson McSweeney reviewed the feedback from the Joint School Committee but believes the current version with revisions offers flexibility for each individual school committee. Ms. Cowles agreed.

Motion to recommend policy BAA Evaluation of School Committee Operational Procedures as presented to the Joint School Committee by Frances-Feliz Kearns

Seconded by Cristin Cowles

Motion Carries 6-0

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

c. IN – Artificial Intelligence – The Joint School Committee approved this 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 which took place at the September 25, 2025 meeting. At that meeting, the Policy Subcommittee discussed AI constantly changing, MASC workshops and concerns for academic integrity. Ultimately, the Subcommittee decided to revisit this policy at its next meeting.

Chairperson McSweeney provided an overview of the revisions presented based on clarification within the policy, Ms. Duggan’s feedback and DESE guidance on AI. Ms. Cowles supported the revisions and language that brings responsibility to the use of AI. Ms. Kearns inquired about the use of ‘content’ in the Academic Integrity and Ethical Use section and suggesting using ‘work product’ instead. Chairperson McSweeney supported this revision.

Motion to recommend policy IN Artificial Intelligence with the additional amendment to change 'content' to work product, to the Joint School Committee by Frances-Feliz Kearns

Seconded by Cristin Cowles

Motion Carries 6-0

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

- d. **BGB – Policy Adoption** – Rochester School Committee and Policy Subcommittee member Josh Trombly recommended revisions to policy BGB which were discussed at the Subcommittee's meeting on September 25, 2025. The Policy Subcommittee at this time recommended to hold any revisions to review further. After that meeting, community member Lazaro Rosa of Rochester submitted what he believes is an edit that would clear up any confusion with how the policy is currently worded and would align it with current practice.

Superintendent Nelson reviewed the above information and Mr. Trombly added that legal was going to be consulted. Superintendent Nelson confirmed that the legal team supports our current practice which is common among other districts as well. Our structure makes things more complicated. Mr. Trombly said if legal supports the practice, then he does as well and is supportive of Mr. Rosa's recommendation to further clarify the policy which would support our current practice. Ms. Cowles suggested adding new or revised in part c to match the beginning of the policy. Ms. Kearns agreed and also recommended the word obsolete, as the Policy Subcommittee also recommends to delete policies sometimes. The Subcommittee agreed.

Motion to recommend policy BGB Policy Adoption revisions as discussed to the Joint School Committee by Frances-Feliz Kearns

Seconded by Cristin Cowles

Motion Carries 6-0

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

III. ADJOURNMENT

Motion to adjourn at 5:14pm by Frances-Feliz Kearns

Seconded by Cristin Cowles

Motion Carries 6-0

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

Meeting Resources

Agenda

September 25, 2025 Minutes Draft

October 9, 2025 Minutes Draft

December 11, 2025 Minutes Draft

JFAD Ch. 74 Admissions Revisions

GBEBC Gifts and Solicitations by Staff

BAA Evaluation of School Committee Operational Procedures

IN Artificial Intelligence Policy

BGB Policy Adoption - Recommendation from Josh Trombly

Policy discussion points from Josh Trombly

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

BGB Policy Adoption edits Lazaro Rosa

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

Revised 1.12.26

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

January 15, 2026 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 – September 25, October 9 and December 11, 2025 Minutes

- II. Review Revision to policy JFAD – ORRHS Admission Policy for Vocation Technical Education Program**
In the fall, the District submitted its policy to DESE in alignment with the CTE regulations that the Board of Elementary and Secondary Education amended last spring. This month, the District received feedback for revisions to ensure alignment with the regulations related to the application process, selection process and record maintenance.

III. Review Policy Recommendations from School Committee and Community Members

a. GBEBC – Gifts to and Solicitation By Staff

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. 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. The Policy Subcommittee reviewed and recommended the revised policy at the September 25, 2025 meeting and it was discussed at the Joint School Committee meeting on October 9, 2025. Mr. Matthew Monteiro inquired about the section Raffles and Games of Chance in the policy, recommending maybe to further clarify the language that staff would be barred in their professional activities or at school to be more specific and it was recommended to be reviewed again by the Policy Subcommittee.

- b. 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 on September 25, 2025 which recommended this policy to the Joint School Committee on October 9, 2025. At this meeting, the Joint School Committee discussed it further and ultimately decided to refer it back to the Policy Subcommittee to consider the additional feedback shared by members at the Joint School Committee meeting.

- c. IN – Artificial Intelligence** – The Joint School Committee approved this 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 which took place at the September 25, 2025 meeting. At that meeting, the Policy Subcommittee discussed AI constantly changing, MASC workshops and concerns for academic integrity. Ultimately, the Subcommittee decided to revisit this policy at its next meeting.

- d. **BGB – Policy Adoption** – Rochester School Committee and Policy Subcommittee member Josh Trombly recommended revisions to policy BGB which were discussed at the Subcommittee’s meeting on September 25, 2025. The Policy Subcommittee at this time recommended to hold any revisions to review further. After that meeting, community member Lazaro Rosa of Rochester submitted what he believes is an edit that would clear up any confusion with how the policy is currently worded and would align it with current practice.

IV. 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.olderochester.org/district/sc>

**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 Beauregard, 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 Beauregard

Motion Carries 6-0

Roll Call: Beauregard (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 Beauregard

Motion Carries 5-0-1

Roll Call: Beauregard (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 item, 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 Mattapoisett 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 1st. 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)

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

October 9, 2025 at 12:00 p.m.

SCHOOL COMMITTEE MEMBERS PRESENT:

Mary Beauregard, Marion School Committee, Cristin Cowles, 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 (all remote).

OTHERS PRESENT:

Michael S. Nelson, Superintendent, Shari Fedorowicz, Assistant Superintendent of Teaching and Learning, Doreen Lopes, Early Education Coordinator, Lauren Millette, High School Assistant Principal, Christina Cioffi, Director of Guidance and Melissa Wilcox, Executive Assistant to the Superintendent.

MEETING TO ORDER

The meeting was called to order at 12:04pm by Chairperson 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. Chairperson McSweeney added that the meeting is being conducted remotely through zoom with the link provided.

I. JFAE – Middle School Pathway Exploration Policy

- a. 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 has developed a draft policy for review by the Policy Subcommittee. This Policy must be submitted to the State by November 1st.

Superintendent Nelson explained that all districts in the Commonwealth are required to develop this policy and with the support of the Policy Subcommittee, this policy will be presented to the Joint School Committee this evening. The administrative team present took the lead on reviewing the guidance and requirements from DESE. Ms. Lopes added that the policy is to ensure all families have access and resources to be aware of all the options for the student. She added that the majority of the items in the policy were already in place at ORR Junior High School.

School Committee Feedback:

Ms. McSweeney confirmed the administrative team is confident in the October 15th date as described in the policy. Ms. Beauregard suggested changing ‘families’ and ‘parents’ to parents/guardians throughout the policy to be consistent with other policies amended in recent years.

Motion to approve JFAE Middle School Pathway Exploration Policy with the recommended revisions by Frances-Feliz Kearns.

Seconded by Cristin Cowles

Motion Carries 6-0

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

II. ADJOURNMENT

Motion to adjourn at 12:12pm by Frances-Feliz Kearns.

Seconded by Josh Trombly

Motion Carries 6-0

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

Meeting Resources
Agenda
JFAE Middle School Pathway Exploration Policy Draft

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

December 11, 2025 at 12:00 p.m.

SCHOOL COMMITTEE MEMBERS PRESENT:

Mary Beauregard, Marion School Committee, Cristin Cowles, Mattapoisett School Committee, Margaret McSweeney, ORR School Committee, Joseph Pires, ORR School Committee and Joshua Trombly, Rochester School Committee (all remote).

SCHOOL COMMITTEE MEMBERS ABSENT: Frances-Feliz Kearns

OTHERS PRESENT:

Michael S. Nelson, Superintendent, Shari Fedorowicz, Assistant Superintendent of Teaching and Learning, Doreen Lopes, Early Education Coordinator, Michael Devoll, High School Principal and Melissa Wilcox, Executive Assistant to the Superintendent.

MEETING TO ORDER

The meeting was called to order at 12:14pm by Chairperson 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. Chairperson McSweeney added that the meeting is being conducted remotely through zoom with the link provided.

MEETING TO ORDER

I. JFAE – Middle School Pathway Exploration Policy (Revision)

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 has developed a policy for review by the Policy Subcommittee which was approved, and also approved by the Joint School Committee. This Policy was submitted to the State by November 1st. We have received feedback to revise the policy to include how the district will document participation in tours and other elements of the policy.

Superintendent Nelson explained this policy was recently approved by the Joint School Committee and submitted to the state prior to the November deadline. The district has received feedback to revise the policy and added the section entitled Maintenance of Records which states ‘Old Rochester Regional Junior High School will maintain a record of all on-site presentations, assemblies, and student tours to CTE schools, along with other relevant information about collaboration between the district and member CTE/vocational schools. These records will be made available to DESE upon request.’

Motion to approve JFAE Middle School Pathway Exploration Policy with the recommended revisions by Margaret McSweeney.

Seconded by Cristin Cowles

Motion Carries 4-0-1

Roll Call: Beauregard (yes), Cowles (yes), McSweeney (yes), Pires (yes), Trombly (abstain –technical difficulties)

II. IKFE – COMPETENCY DETERMINATION (New) and IKF – GRADUATION REQUIREMENT (New)

DESE has shared guidance for districts regarding the required Competency Determination policy. The guidance document, which can be found on DESE’s website, requires that all districts submit a Competency Determination policy approved by their committees along with their IKF - Graduation Requirement policy no later than December 31, 2025.

Superintendent Nelson explained that state mandate this year is requiring the addition of these two policies related to graduation and competency determination and they must be submitted by December 31, 2025. Mr. Devoll explained IKF Graduation Requirements are local requirements and mirror the language previously approved in the ORRHS Student Handbook. Action on this policy is to incorporate it into the policy manual for the district as recommended by the state and MASC. IKFE Competency Determination is a new policy related to changes at the state level due to MCAS requirements being voted down in the last major elections in the Commonwealth. He reminded the members that last school year, the district worked on a competency determination for the Class of 2025. Due to anticipated additional guidance from the state by the end of this school year, Mr. Devoll anticipates this policy will likely apply to the Classes of 2026 and 2027 and changes will be forthcoming as the state continues to determine requirements in lieu of MCAS through its Graduation Council. IFKE incorporates state and local requirements in order to position graduates as best as possible and demonstrate how the district will get students where they need to be in order to graduate. There are two pieces, passing the coursework and demonstrating mastery in specific subject areas as defined locally.

School Committee Feedback:

Ms. Cowles inquired as to 60% or better to determine mastery of skills in IKFE but IKF states 65%. Mr. Devoll explained that 60% is what the state considers a passing score on a formative or summative assessment but locally, a 65% or higher is set as the requirement for passing a class. Ms. Cowles also inquired about science mastery being demonstrated on MCAS with scores of partially meeting expectations or better, but math and English Language Arts require meeting or exceeding expectations for mastery. Mr. Devoll explained that this aligns with the state and the state set higher requirements for math and English Language Arts. He added the focus for this policy was current students and they anticipate further recommendations from the state later this school year. Ms. Cowles suggested defining the Arts in IFK. Mr. Devoll agreed.

Motion to approve IKF Graduation Requirement and IFKE Competency Determination with the change discussed to define the arts within the policy IKF by Margaret McSweeney.

Seconded by Cristin Cowles

Motion Carries 5-0

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

III. ADJOURNMENT

Motion to adjourn at 12:29pm by Margaret McSweeney.

Seconded by Cristin Cowles

Motion Carries 5-0

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

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.

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

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.

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

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Guidelines

- **Academic Integrity & Ethical Use:** AI should be used as a support tool for critical thinking and personalized learning, not as a replacement for student-teacher interaction. Students must generate their own content and staff shall be responsible for communicating to students AI usage expectations for student-generated content consistent with district policies regarding acceptable use.
- (MOVED)• **Student Engagement & Educator Judgement:** AI will be used by staff as a tool for enhancing learning experiences, such as research, project-based learning, and individualized instruction, to support students in their academic journey, while upholding our district values of academic excellence and integrity.
- (MOVED)• **Equity & Bias Awareness:** AI tools will be selected based on their ability to serve all students fairly and without bias, and ongoing training will be provided for students and faculty on how to identify AI misinformation and bias.
- **Privacy & Data Security:** Students shall have access to age-appropriate AI tools that support their learning and creativity while ensuring the privacy and security of their data and AI-generated content. 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.

Recommended Revisions from Chairperson McSweeney

- **Transparency & Accountability:** Users are prohibited from inputting sensitive, proprietary, or confidential information into AI systems. The district commits to transparent communication regarding AI goals and data use.

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.

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.

File: BGB - POLICY ADOPTION

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- b) The suggested policy or amended existing policy will be referred to the policy sub-committee of the School Committee for review.
- c) 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.

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- 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.~~
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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

CURRENT WRITING

File: BGB - POLICY ADOPTION

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REVISED WRITING – Revisions are highlighted

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Mr. Nelson,

I hope this email finds you well, I attended yesterday's policy subcommittee meeting via zoom and listened in on the conversation regarding Policy BGB. I also found the policy slightly confusing. I believe that some very simple edits would be all that is needed to alleviate any confusion. Attached are my suggested edits.

Thank you

Lazaro N. Rosa
Resident Rochester, MA