



Rochester Memorial School

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



Heidi J. Letendre, Interim Principal
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Charles West, Assistant Principal
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RMS School Council Agenda

Tuesday, November 14, 2023

Time: 3:30-4:30

Location: Rochester Memorial School

1. Call Meeting to Order
2. Review and Vote Meeting Minutes from October's Meeting
3. Discuss Conflict of Interest Law
4. Budget Update
5. Develop Objectives for SIP from the Strategic Plan
 - a. Work through Strategic Objectives One and Two
6. Open-Public Comment
7. Adjourn Meeting

School Council Members:

Heidi Letendre, Interim Principal; Bridgit Wollenhaupt, Grade 4 Special Education Teacher; Lisa Mazzuca, Academic Interventionist; Donna Cisco, Paraprofessional; Mr. Douglas-Sims, parent; Mrs. Ashley Rounseville, parent; Mr. Lazaro-Rosa, parent, and Ms. Barbara Lee, parent.

In attendance:

Mrs. Letendre, Mrs. Wollenhaupt, Mrs. Cisco, Mr. Douglas-Sims, Mrs. Rounseville, Mr. Lazaro-Rosa, and Ms. Lee.

Absent: Mrs. Mazzuca

Meeting Notes:

Meeting start 3:38

Update from last meeting notes – Confirmed we do need a quorum for our meetings.

Minutes – approved



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Conflict of interest law provided and need to review and notice that it does apply to school council. All school council members were provided a notice for awareness. Members decided to review the details of the Conflict of interest and come back later with questions if necessary.

Budget concern – Working with Howie Barber, Assistant Superintendent of Business and Finance. Not requesting additional programs at this time. Not anticipating an additional cost with Reading program due to grants. New math program for next year, may have an additional cost, but still to be determined if it's for next year (FY 25). There are no new requests, at this time.

To figure out budgeting for the following year, the current enrollment is used, with the exception of the incoming Kindergarteners. Later numbers are determined in January through registration and kindergarten orientation nights. Numbers for budgeting would be needed to determine whether an additional teacher or class would be needed. Projected enrollment numbers are created based on this year's current numbers, excluding Kindergarten. More to come on the budget as it becomes available.

Working goals – Strategic objective 1&2. Principals met and discussed and agreed to specifics to be reviewed.

1.2 – Literacy team in place to review the action plan. Second piece is looking at implementation and see what may be needed. Added additional action steps on professional meetings to discuss details of the project. Looking at details first to come up with the expected outcomes at a later time.

1.4 – Try to have benchmark assessments, beginning, mid, and end of year. Added action step to setup the assessment schedule. Added to outlining literary and math assessments three times a year. Open SciEd units: Teacher training continued. This approach is all about students leading the instruction. Also added to conduct data meetings to inform instructional practices. Progress monitoring through the school year as needed and conduct progress monitoring every 2-4 weeks, for necessary adjustments. Added owner responsible.



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- 1.5 – Instructional council will be reviewing for best practices.
- 2.1 – Determined people responsible to carry out objectives.

Meeting Adjourned at 4:40 PM