



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 Meeting Minutes

Thursday, December 7, 2023

Time: 3:30-4:30

Location: Rochester Memorial School-Library

In attendance:

Mrs. Letendre, Mrs. Wollenhaupt, Mrs. Mazzuca, Mr. Douglas-Sims, and Ms. Lee.

Absent: Mrs. Cisco, Mrs. Rounseville, and Mr. Lazaro-Rosa.

Meeting Notes:

Meeting started at 3:32PM

- Nov. 28th Meeting Minutes – approved
- Continued working on Initiative 3 - reviewed “Actions” and “Outcomes for objectives” 3.1, 3.2 (pending)

Started Initiative 4:

- 1 – Responsive classroom techniques, providing professional development, and creating a clear outline and procedures.
- 3 – Weekly newsletters (SMORE) are sent out on Sunday afternoons, Blackboard messages are sent, the school website is up to date, and Monday minutes are shared with faculty.
- 4 – Identify project 351, hold monthly meetings, and hold bi-monthly meetings with school ambassadors.
- 5 – Professional training of PowerSchool incident reporting and creating a clear outline.



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Started Initiative 5 – Safe Schools

- 1 – Providing faculty and staff training on school safety & cybersecurity, conduct necessary safety drills, and crisis prevention intervention (CPI). Invite local police and fire dept personnel to visit and walk the schools.

School improvement plan “draft” approved by council.

Next meeting will be Tuesday 12/12/23 at 3:30 PM to review and approve the final School Improvement Plan.

Notes for 2nd year plan:

Safety committee, community night, fire/police demonstration for school (assembly), Cyber safety night, and Cafeteria shades

Meeting adjourned at 4:32 PM