



## Rochester Memorial School

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



---

Heidi J. Letendre, Interim Principal  
[heidiletendre@oldrochester.org](mailto:heidiletendre@oldrochester.org)

Charles West, Assistant Principal  
[charleswest@oldrochester.org](mailto:charleswest@oldrochester.org)

### **RMS School Council Meeting Agenda**

*Tuesday, October 22, 2024*

*Time: 3:30-4:30*

*Location: Rochester Memorial School-Library*

1. Call Meeting to Order
2. Vote In Co-Chair and Identify Secretary for 24-25 school year
3. School Updates
  - a. Staff Changes/updates
  - b. Curriculum
  - c. School Events
4. Review School Improvement Plan (2 year plan)
  - a. Identify areas working on and needing attention
  - b. Cross reference the district's 5 year Strategic Plan to build a final 2 year plan.
5. Open-Public Comment
6. 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 Mrs. Barbara Lee, parent.



## Rochester Memorial School

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



---

Heidi J. Letendre, Interim Principal  
[heidiletendre@oldrochester.org](mailto:heidiletendre@oldrochester.org)

Charles West, Assistant Principal  
[charleswest@oldrochester.org](mailto:charleswest@oldrochester.org)

### RMS School Council Meeting Minutes

Tuesday, October 22, 2024

Time: 3:30 – 4:30 pm

#### In attendance:

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

Meeting Notes: Meeting started at 3:35 AM

#### Principal updates:

- Discussed Feinstein Foundation and assemblies/coursework for ambassadors and Project 351 students
- School budget 24/25 year approved
- Discussed different assemblies planned as well as looking for ideas for assemblies
- Co-Chair approved for 24/25 year – Douglas Sims
- Secretary approved for 24/25 year – Barbara Lee
- Started search for RMS school secretary and are beginning interviews
- 2024 – 2026 2 year School improvement plan - Approved by the school. Questions on clarifying some of the district wide goals. Goals were approved in August.

Next steps – work on the next year's school improvement plan.

- Review strategic plan Goals 1 & 2:
- Pending additional information regarding Portrait of a Graduate
- 1.3 – Pending budget for elementary curriculum leaders as a stipend post position. Teacher leaders would want to do a stipend for the teachers and to come out of a grant. Once approved, it would have to be observed in the budget for the next 2 years.
- 1.4 – Amesweb for math assessment. Also have math kits available. Will need to complete training and roll out the information. Open SciEd program with a curriculum coming and also in the process of rolling it out.
- 2.1 – Teaching & Learnings – Currently happening and always looking for ways to improve and train. Sped teachers are currently working on the new IEP, CPI training, and de-escalation strategies.
- 2.2 – Leadership team meets to discuss the learnings initiatives.



## Rochester Memorial School

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



---

*Heidi J. Letendre, Interim Principal*  
[heidiletendre@oldrochester.org](mailto:heidiletendre@oldrochester.org)

*Charles West, Assistant Principal*  
[charleswest@oldrochester.org](mailto:charleswest@oldrochester.org)

- 2.3 – Teachers/educational leaders are working on understanding by Design to support consistency.
- District leadership that meets monthly and reviews the data and discusses outcomes.
- Fly Five curriculum for social emotional curriculum is an extension and aligns with Responsive Classroom– in the process of being reviewed
- Next meeting is December 3rd: will review goals 3-5 and begin outlining the final 2 year SIP

Meeting adjourned at 4:30 pm

Next meeting – December 3 3:30 PM