



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 Meeting Minutes for Monday, December 16, 2024

In attendance: Heidi Letendre, Interim Principal; Lisa Mazzuca, Academic Interventionist; Leigh Beson Grade 1st Grade; Mrs. Ashley Rounseville, parent; and Mrs. Barbara Lee, parent.

Absent: Bridgit Wollenhaupt, Grade 4 Special Education Teacher; Mr. Douglas-Sims, parent; Mr. Lazaro-Rosa, parent.

Meeting Notes: Meeting started at 3:34

Principal updates:

- Welcome Leigh Beson 1st grade teacher (need more)
- Congratulations to Mrs. Lisa Mazzuca on her retirement
- Spirit week happening this week and the Band/Chorus concert
- Budget is being reviewed and meetings being completed
 - o Advocating for a special Ed teacher, Para, and bus monitor
- Mrs. Campbell had her baby and Mr. Tavares has taken over for Mrs. Campbell.

Curriculum – Aimsweb Math Middle of the Year testing in January.

Math committee working on a math committee to begin the match program.

School events are all posted on the SMORE

Budget discussion – Reviewed enrollment numbers and discussed class sizes for the following school year

Bullying documents for the district have been updated and family/community feedback will be elicited via a Google Form from the Assistant Superintendent of Student Services



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Strategic plan is 5 years and working on the Final 2 Year School Improvement plan 24-26 (SIP).

Reviewed Goals 3 and 4, need to finish 5 at the next meeting

Goal 3 -

Review the triangle to review what is happening within the school currently and determine if it's happening or areas to work on.

Reviewed the details of the Safe and Supportive grants available for the anti-bullying as well as the Building-base Support team. Mr. West attended and provided the 1st set of slides to RMS faculty

3.4 – Overall discussion on needing additional data points for the comprehension. Also discussion in regards to the earlier grades to have a data point for cold reads that may not be visible through the DIBELS.

3.5 – Grade-level transitions – thoughts on doing a step up day for each class.

4.1 – At the district level, they are working on a plan for Responsive Classroom Training. The Into Reading Program identifies SEL associated practices. Fly-five curriculum is associated with the Responsive Classroom and will be rolled out as a pilot with some teachers.

4.2 – Reviewing how to come up with one “Brand” to be district wide.

4.3 - Communication – Weekly smore, facebook, social media, text, etc.

4.4 – Utilizing Student voice and will be meeting with the project 351 students after January to set meeting dates. Possibly review different cultures, facts, positive messages through Bulletin board and morning meetings.

4.5 – Reviewing incidents reports in a central location and with attendance.

Note on next year's plan – Address tardiness and attendance



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Discussion regarding using incident reports and also the time spent by the principals time being a bus monitor. Also a mention to see whether the highschool students could “donate their time” to assist with the bus monitoring.

Identified 2025 Meeting dates –

Jan 21st

Feb 25th

Mar 25

April 29

May 13

May 27

Meeting ended: 4:31 PM