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

*Heidi J. Letendre, Principal*
heidiletendre@oldrochester.org

*Charles West, Assistant Principal*
charleswest@oldrochester.org

**RMS Meeting Minutes for Tuesday, January 21, 2024**

*In attendance:* Heidi Letendre, Interim Principal; Bridgit Wollenhaupt, Grade 4 Special Education Teacher; Leigh Beson, 1st Grade Teacher; Donna Cisco, Paraprofessional; Mr. Douglas-Sims, parent; Mrs. Ashley Rounseville, parent; Mr. Lazaro-Rosa, parent, and Ms. Barbara Lee, parent.

*Absent:* Donna Cisco

*Meeting Notes:* Meeting started at: 3:27PM

Principal updates:

Initial budget talks are happening.

Hired a bus monitor.

1. School Updates
    a. Curriculum, Instruction and Assessment
        i. Incident report review, completed an assembly regarding see somethings, say something with 3-6. Will do grades through 3rd, will happen shortly.
        ii. School Budget subcommittee to propose to the school committee.
        iii. Hired a bus monitor and a posting for a para to support 2nd and 4th grade.
        iv. Solar canopy - question as to whether it's income based and whether it's doable.

FY 2026 School Calendar - Reviewed the district 25-26 School calendar. Suggestions for 12/23 either being day off or ½ day and possibly returning the 2nd. Making Good Friday April 4th to no school. Suggestion to to move conferences to December, from October.

Provide updates to current School Improvement Plan Goals 5

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

*Heidi J. Letendre, Principal*
heidiletendre@oldrochester.org

*Charles West, Assistant Principal*
charleswest@oldrochester.org

- To review and add: Internet device safety and proper use of Ipad and Chromebook safety.
- Is this something that could be taught for the kids and what would be suggested and where would it be?

Notes on Objective 1 -
1.1 - Work to do: Need to work on Portrait of a Graduate
1.3 - Work in progress - Looking to post and hire school-based curriculum leaders
1.4 - Looking at Aimsweb math assessments and looking at possible other data points for math
1.5 - Atlas is where the curriculum lies with the exception of Into Reading as it is a newer curriculum.
2.1 - Looking at the data from staff surveys for feedback for professional development considerations
2.3 - More to be completed regarding a writing curriculum.
2.4 - Aligns with 1.1 - POG Portrait of a Graduate. Still working on how that's going to roll out at the elementary level
2.5 - Literacy Action plan team (SSLT) - ongoing and updating district wide that meets monthly.

3.1 - Continue to work on Tier 2 and 3 academic Social emotional/behavioral interventions. Actions steps - Suggestion on doing a flex block for math.

Suggestion for a resource room for Special Ed students.

3.5 - Suggestion to create a step up day to meet the teachers and set expectations for next year. Possibly have the 6th graders help out with the kindergarteners.

Next meeting - look at action steps and whether to make changes.

Draft Calendar FY 2026:

- Good Friday, April 3rd we are open but other schools are closed and causes an issue of childcare

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

*Heidi J. Letendre, Principal*
heidiletendre@oldrochester.org

*Charles West, Assistant Principal*
charleswest@oldrochester.org

- Tuesday, December 23rd an early release day
- Parent/guardian conferences: Move them up to the first week of December-November is already disrupted

Meeting ended: 4:20 PM