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

Heidi J. Letendre, Principal
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Charles West, Assistant Principal
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Meeting Minutes:

School Council Meeting November 18, 2025

In attendance:
Heidi Letendre, Principal, Leigh Beson, First Grade Teacher, Tracey Forns, Sixth Grade Teacher; Mrs. Ashley Rounseville, parent; Mr. Lazaro-Rosa, parent; and Ms. Barbara Lee, parent.

Not in attendance:
Mr. Douglas-Sims, parent and Catherine Staier, First Grade Teacher

Meeting notes:
Meeting started: 3:31 PM
Prior meeting minutes approved

School updates:
Budget subcommittee - Question remains on the state funding. Discussed the salary increased based on contracts. Did propose a special ed teacher and a lunch/recess monitor. Did propose a team chair as either a stipend or a .4, flexible as to how it may look.

Holiday Shop is being worked on with Anne R and the Hour of Code will be happening Dec 8th -12th. Holiday concerts are coming up for grades 5 & 6. Student ambassadors are meeting for 5 & 6 and are working on spirit days. Project 351 just had a model workshop and will be creating a kindness tree. High school students will be coming to help on the ½ day prior to Thanksgiving.

Goal planning:
2024-2026 - Reviewing where we are in this plan to be shared out the plan.

4.5 - Ongoing working on professional development to support the implementation. Changed to Green and bold

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4.6 - Working on current transitions for new students and activities for the following year. Changed to yellow. Will be checking with the different grades regarding scheduling and ideas.

School Improvement Plan Goals: 5.1, 5.2, 5.3, 5.4, 5.5 - Completed and ongoing

Future thinking - Adding topics to the Principal meeting agenda regarding Branding and Portrait of a Graduate from the Strategic Plan.

1.2 - Implement a curriculum review for 2024 and is green and bold as ongoing
1.3 - Establishing elementary leaders - on hold for additional clarification on next steps
1.4 - Establishing common assessment practices for literacy and math - ongoing and will need some updating for Envisions; pacing guide and assessment paperwork
1.5 - Ongoing and may need adjustments once Instructional Leaders are hired
2.1 - Professional development plan and support equitable and effective teaching amongst each school. Ongoing and may need adjustments. MTSS audit was completed this year and a meeting has been scheduled to review the audit feedback with the administrative team.
2.3 - Aligning curriculum and instructional practices. All items and curriculum need to be added to Atlas. Social Studies in the works on the curriculum.

Next agenda items will look at goals 1-5 measuring impact and then the outcomes to highlight the outcomes.

No meeting in December. Next meeting date January 20th 3:30PM

Meeting Adjourned: 4:15PM