Rochester Memorial School
16 Pine Street
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RMS School Council Meeting Minutes

Tuesday, September 29, 2026

Members Present:

Heidi Letendre, Principal, Leigh Beson, First Grade Teacher, Tracey Forns, Sixth Grade Teacher, Catherine Staier, First Grade Teacher, Mr. Douglas-Sims, parent; Mrs. Ashley Rounseville, parent; and Mr. Joe Smith, parent
Absent: Mr. Lazaro-Rosa, parent,

1. Meeting called to order at 3:28
2. Meeting Minutes from May 19, 2026….
    a. Minutes attached to May agenda
    b. Review minutes
    c. Minutes approved, Mrs Letendre will send to Mrs Wilcox
3. Role & responsibilities- mandated by the State. Equal rep of staff and community members. PTO & Mrs Letendre crafted a ballot and sent it out by the treasurer of PTO over the summer.
4. The School Council's main job is to look at strategic plan and write SIP that aligns with SIP, priorities for school, budget pieces, looking at needs for building, programming, etc. If time allows, we can look at the handbook as well. SIP has to be presented to the School Committee each year.
5. We are currently entering year 4 of the 5 year SIP. By MA State Law we need to nominate someone to be co-chair. Mrs Forns nominates Doug, Ashley seconds, All in favor. Doug is officially co-chair. Leigh will be secretary, all in favor.
6. Looking at initiatives under the four categories. Outcomes at the end, what are we hoping to accomplish over the 5 years. We can check off as we go.
    a. Some initiatives pertain to RMS and some do not (ie all are district-wide)
    b. Some initiatives have been accomplished and some we are just tackling.
7. Looking at the current SIP which was approved in June (green complete, pink on hold, yellow in progress). All of this aligns to the strategic plan.

8. School updates/budget- We have received 200,000 from the state, one time funding. With that we were able to recall 2 of the 4 positions that we lost before and hired a 1 year paraprofessional.

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9. School configurations for this year, 5th grade went down to 3 classrooms, 6th grade went from 4 classrooms to 3, 3rd went from 4 to 3 and 4th went from 3 to 4 classrooms.
10. Kate Duggan voted for the school committee chair. There might be talks about prop 2 ½ for this year. Hopeful to have enough time to educate the community on what this could look like. Pending funds from the state and needs at the school.
11. Our town also has provided funds to the school. Circuit breaker funds coming back? When? How much? Usually 1 year to 18 months. Student enrollment this year is currently at 441 students (26 prek 56 k, 51 in 1, 63 in 2nd, 61 in 3rd, 61 in 4th, 62 in 5th, and 61 in 6th). 19-22 new students but a few have left as well (home school, private school, moving). Enrollment is not down.
12. By October-November, the initial budget for the next school year will begin. Mike Perron is interim for this year.
13. Looking at grants versus school budget, when we get grants for things such as HMH when the grant ends the money then needs to come out of the school budget. HMH will be up on the 5 year grant at the end of next school year. Savaas enVisions 2027 version we also got through grant funding this year. Open SciEd and Investigating History being used in 5 and 6 but we did not get grants for 4th and 3rd.
14. The school budget includes all tech, curriculum, facilities, capital planning, etc. This year, the sealcoating of the parking lot was completed in August.
15. New version of SIP from Superintendent Nelson: 2026-2028. Will add RMS CARES/RMS Proud into our document. Rebranding as a district.
    a. Vision of the Graduate- gradual, at HS department heads were trained and talked the staff through. NAESC accreditation dependent upon vision of a graduate.
    b. 1.1 We need to take the vision of a graduate and break down what that looks like at each grade level here at RMS. Curriculum Coordinator, instructional council, PLC time, staff meetings. Big goal for this year as we really unpack this.
        i. Under Vision of the Graduate, a question was asked about exactly what “two aligned learning experiences” exactly means. Mrs. Letendre clarified that it means aligning to two of the 5 indicators with 6 competencies under each.
        ii. This year at RMS, we will break down TWO of those to focus on in aligning learning experiences at each grade level. As a school? As a

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grade-level? Grade-levels across the 3 towns? Aligned staff meetings across the district to allow for grade-level work, but then got changed to a smaller committee, brought back to grade-level, then make decisions. (Still need some clarification on next steps for elementary schools in the tri-town)

iii. When will we do this? Staff meeting and PLC meetings? Or better in a small group and then share out? Small groups could be curriculum coordinators, administrators with Shari etc. Could also happen during the Instructional Council. Not sure which way we're going. Doug mentions knowing that all classrooms are doing it, but need to align/document it and measure it. Report cards need to be redone to align with Core Competencies. HS did all this work during a PD day, Mr Devoll reports it went well. Mrs. Letendre hoping we can do the same here.

c. 1.2 strengthen instruction with clear learning goals, flex learning groups, systems around coordinating reading and math push-in teaching support. MTSS model (tier 1, 2, and 3… fluidity of tier 2 supports depending on needs/growth). Looking to have clear systems in place
   i. Assessments and strategies/practices, what exactly does this wording mean? Align with DCAP? Common tier 1 practices, yes. Relook at this language. What are the 5 agreed indicators?
   ii. Doug is curious what "push-in" teaching means? Intervention staff pushing in. We do not have push-in support for tier 1 at our building. Currently, Reading Specialists push into K for the 1st half of the year. In other grade-levels, we are utilizing them as tier 2.
d. 1.3 Reading and math programs, DLLT works together on a literacy action plan to update and upgrade, instructional maps and scope and sequence, curriculum resources may not address all grade level standards.
e. 1.4 benchmark assessments 3x per year- a moment in time, but we compare data over time and look for areas of strength and weakness. This year, we are also using IXL assessments to have an additional data point in math and ELA this year.
f. 1.5 Writing and curriculum connection- The Writing Revolution, some staff had an introduction but will have training on November 9th. Writing is a

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weak area across the boards looking at MCAS data. HMH has writing but not very comprehensive.

g. TWR has a model of teaching writing we can use for common language/templates/organizers in teaching writing to aid in student success in writing.

Pausing at 4:34
Public Comments?
Dates?

Tuesdays work for all; Monthly Meeting Dates:
10/20, 11/17, 12/15, 1/19, 2/23, 3/23, 3/30, 4/13, 5/18, 6/8

Adjourned at 4:40pm

VISION OF THE GRADUATE ACTION PLAN