



Town of Littleton School Committee

33 Shattuck St. * P.O. Box 1486 * Littleton, MA 01460-4486 * Phone: (978) 540-2500 * Fax: (978) 486-9581 * Website: www.littletonps.org

MATTHEW HUNT, Vice Chair
DARYL BAKER, Member

MIKE FONTANELLA, Chair

ERICA PODGORNI, Secretary
JENNIFER WILSON, Member

**The Littleton School Committee will meet at the
Littleton Police Department Community Room
500 Great Road
Thursday, November 7, 2019**

Our mission is to foster a community of learners who strive for excellence and prepare each student to be a successful, contributing citizen in a global society.

**** *A G E N D A* * ***

7:00 I. ORGANIZATION

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Consent Agenda**
 - Minutes – October 17, 2019**
 - Oath to Bills -
and Payroll**

7:05 II. INTERESTED CITIZENS

7:10 III. RECOGNITION

- 1. Student Representative(s) Report:** *Student Representative(s), Kriti Sharma and/or Madelyn O'Meara will give a report of events for each school.*
- 2. The Mighty Oak Fund Donation:** *Steve Mark will express appreciation for the donation and request approval from the School Committee to accept a gift in the amount of \$6,500.00.*
- 3. Other**

7:15 IV. PRESENTATION

- 1. PTA:** *Timalyn Russias, PTA representative will give a short presentation on what the PTA has planned for the 2019-2020 School Year.*
- 2. School Improvement Plan (SIP) Updates:** *Principals Jason Everhart and John Harrington will present an update on the major highlights and successes of the 2018-2019 school year.*
- 3. Financial Update:** *Steve Mark, Business Manager will give a Finance Update.*

It is the policy of the Littleton Public Schools not to discriminate on the basis of race, gender, religion, national origin, color, homelessness, sexual orientation, gender identity age or disability in its educational programs, services, activities or employment practices. Further information may be obtained by contacting Justine Muir, District Equity Coordinator at 978-540-2500, jmuir@littletonps.org or 33 Shattuck Street, P.O. Box 1486, Littleton, MA 01460.

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8:15 V. INTERESTED CITIZENS

8:20 VI. SUBCOMMITTEE REPORTS

1. PMBC
2. Budget Subcommittee
3. Policy Subcommittee: (see LPS website to view all policies)
<http://www.littletonps.org/school-committee/school-committee-polices>

8:25 VII. ADJOURNMENT/EXECUTIVE SESSION

NEXT MEETING DATE
November 21, 2019
Littleton Police Department Community Room
500 Great Road

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SCHOOL COMMITTEE MINUTES October 17, 2019 7:00 PM

PRESENT: Mike Fontanella
Matthew Hunt
Daryl Baker
Jennifer Wilson

ALSO PRESENT: Kelly Clenchy
Steve Mark
Bettina Corrow
Kriti Sharma (7:41PM)

NOT PRESENT: Erica Podgorni

CALL TO ORDER

Mike Fontanella called the meeting to order at 7:00p.m.

On a motion by Daryl Baker, and seconded by Jennifer Wilson, it was voted to approve the Oct. 3, 2019 consent agenda as presented. (AYE: Unanimous). Motion carried.

INTERESTED CITIZENS

None

RECOGNITION

1. Kriti Sharma gave a brief overview of the activities taking place at the schools.
2. Superintendent Clenchy acknowledged the Special Education department, that has gone through a Tier Focus Monitoring review and scored the highest possible. Great work by all Special Ed faculties.

OLD BUSINESS

1. Police Chief Matt Pinard and Superintendent Kelly Clenchy presented the MOU as recommended to the School Committee. There was no questions or comments to the MOU as presented.

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35
36 **PRESENTATION**

37 1. 1:1 Chromebook Update by Principal Harrington, Natalie Croteau and Julie Lord

- 38 ● Third year of the LHS 1:1 Program Rollout
- 39 ● Program Options: Lease/Purchase or BYOD – Annual technology fee
- 40 ● All Grades participating (177 students BYOD and 219 students is lease/purchase) Almost 50/50
- 41 split.

42
43 Brief survey sent to LHS Faculty in June 2018 and October 2019;

44 The purpose of the LHS 1:1 Program is to allow students to integrate technology into their day-to-day school
45 experience and best prepare our students for the 21st century. Do you feel that this program is successfully
46 accomplishing this initiative? 75% of the 28 responses answered yes.

47 Do you feel that the LHS 1:1 Program enhances your teaching of curriculum? 57.1% of the 28 responses
48 answered yes.

49 Do you feel that the LHS 1:1 Program benefits student learning? 85.7% of the 28 responses answered yes.

50 How many of your students bring their 1:1 device to class on a regular basis? 42.9% of the 28 responses
51 answered almost all.

52
53 **Positive Highlights:**

54 ● “I’ve really been able to enhance my classroom with the initiative. I think my students are going to be well
55 prepared for the technological aspect of the workplace.”

56 ● “Certainly, encourages a sense of responsibility in terms of ensuring their devices are always charged and
57 respected.”

58 ● “I love the ability to have students write or research when the need arises rather than planning days in
59 advance to have the Chromebook cart or the computer lab reserved.

60 ● “My textbooks are ebooks so this program is amazing for me and my students!!”

61 **Areas for Growth:**

62 ● Strengthening student responsibility for charging and bringing device to class

63 ● Increasing awareness of instructional technology tools that enhance instruction

64 ● Survey Parents and Students for additional feedback after Semester 1.

65
66 Superintendent Clenchy mentioned that the District would like to expand this program to the Middle School
67 as well and is hoping to bring a proposal forward to School Committee in November for a Feb. 2020 start
68 date.

69
70 2. Advanced Placement (AP) Testing - Principal John Harrington and teacher Cheryl Harrington gave a
71 presentation on Advanced Placement scores of the Spring 2019 exams. 101 High School students took AP
72 exams and 91% scored 3 or higher. A total of 208 AP exams were taken. A total of 42 students received
73 AP scholar.

74 Final notes: LHS students are taking multiple AP exams and are excelling in multiple disciplines, 19
75 different subjects were included in the AP Exams.

76 12 AP Courses are currently running at LHS, 91/101 (90%) Students scored at least a 3 on one AP Exam,
77 AP Statistics has two sections this year, LHS is also offering AP Computer Science. Current students have
78 expressed interest in AP Economics.

79
80 3. School Improvement Plan (SIP) updates from Shaker Lane and Russell Street School 2018-2019:

81 ● Curriculum, Instruction and Assessment

82 ● Professional Development

83 ● Community / Communication

84 ● Climate and culture

85 ● Technology

86
87 Mrs. Kane, Principal of Shaker Lane School gave an overview and highlighted the topics within the SIP for
88 her school. She spoke briefly of the many initiatives at Shaker Lane.

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Curriculum/Instruction/Assessment:

Align and enhance curriculum, instruction, and assessment to continually improve student achievement
SL met with the Russell Street staff this year to discuss current practices and possible goals for alignment in all curriculum areas.

Ongoing evaluation of aligning our assessments to ensure they are aligned.

Foundations was piloted in kindergarten and purchased for K-1 for next year.

Standards based report cards were implemented K-2 in 2018-2019 school year.

Fountas & Pinnell assessments, progress monitoring and data meetings for two years.

Student Success Team (SST) review team in place. New data form released to staff with a more thorough detailed report on the student. Working on providing staff with data collection and assessments needed for SST meetings.

Guided math PD: school visit to Westford, PD with Nicki Newton, PD offering and math routines book study with Stephanie Rousseau

Professional Development:

PDC committee, PD offerings and e-communication from Heidi MacGregor re: new technology in the

Imagatorium, SEL 6-week program implemented by Laura Braun and Justine Mathurin.

Study groups and presentations based on chapters from the SEL book from Dr. Clenchy, Additional Second

Step kits purchased for school wide implementation, Mentor Guide, Volunteer Guide

Community and Communication:

Principal’s weekly newsletter

Revised website (surveyed parents, explored other school websites, met with Julie Lord)

Teacher blogs and Twitter feeds, Charity Bell parent presentation, SBRC parent presentation

LHS students working in classrooms and with specialists, Senior community volunteers in K

Community school-wide events, Fall clean-up day, Hat & Mitten Drive for the House of Hope in Lowell

Mother’s Day Gift Bags for The Wish Project in Chelmsford, K Food Drive for Loaves and Fishes in Devens

Art Show, Winterfest, Book Fair, Book Swap, Mass DOT Safe Routes to School, Evaluate drop off and pick up safety procedures, Walk & Roll to School (2 this year)

Climate and Culture:

Safety Committee

Safety Drills

Community Meetings (HEART)

Scheduling Committee

Surveyed parents and staff for Volunteer Guidelines

Developed Building Maintenance Plan (surveyed staff)

Technology:

PD

Imagatorium

Ozbots

Lego Wall

Wind Tunnel

Grants written and awarded for Breakout Edu and Wind Tunnel

Schoolwide participation in Global Stem Day (Make something that does something)

Schoolwide participation in Hour of Code

Second Grade STEAM day

Google Classroom for staff meeting information

Mrs. Temple, Interim Principal of Russell Street School gave an overview and highlighted the topics within the SIP for her school. She spoke briefly of the many initiatives at Russell Street that happened last year. Notes were provided by former principal Bazydlo.

Curriculum/Instruction/Assessment

- Expanded WIN (“What I Need”) intervention block to 45 min
- Utilized Second Step Anti-Bullying program
- Purchased Second Step SEL Program

- 147
148
149 ● Taught ANSWER extended writing protocol (3-5)
150 ● Transitioned to Next-Gen MCAS assessment at all grade levels
151 ● Created first student and staff kiln projects
152

153 **Professional Development**

- 154 ● Provide professional development opportunities
155 ○ K-5 vertical alignment teams
156 ○ Math workshop model
157 ○ Social/Emotional Learning
158 ○ Anxiety/Trauma
159 ○ Marzano/Ribas (Best teaching practice)
160

161 **Community/Communication**

- 162 ● Offered Empowering Families:101 forums on a variety of topics to support RSS families and students
163 ● Continued and expanded partnerships with other LPS schools
164 ○ LMS theatre productions
165 ○ 2nd grade and 5th grade transitions
166 ● Maximized positive outreach to parents/families
167 ● Created grade 3 RSS video tour
168 ● Continues tremendous support from PTA
169

170 **Climate/Culture**

- 171 ● Continued to build capacity of staff around offering an environment that fosters the social and emotional
172 learning of all children
173 ● Implemented a Positivity Theme
174 ○ Friday Musical Moment
175 ○ Student/Staff Shout-Outs
176 ○ Acts of Kindness theme
177 ● Provided Mindfulness club/activities
178 ● Generated student SEL goals in some classrooms
179 ● Expanded ALICE practice drills K-5 – collaborated the planning with Shaker Lane
180

181 **Technology**

- 182 ● Added K-5 STEM Integration Specialist - Transforming the K-5 learning experience
183 ● Utilized Virtual Reality to enhance the learning experience for students
184 ● Enhanced RSS digital citizenship program
185 ● Acquired Pancake Bot / 3D printers
186 ● Technology becoming seamless/Student inspired projects
187

188 Mrs. Temple spoke briefly about one of their new initiatives at RSS “Stripes Program”. Positive notes are
189 being shred on the Stripe’s board in the lobby and the student is also able to bring home a copy for parents and
190 guardians.
191

192 **INTERESTED CITIZENS**

193 None
194

195 **SUBCOMMITTEE REPORTS**

- 196 1. PMBC: Super Saturday has been rescheduled to Feb.
197
198 2. Budget Subcommittee: Meeting last week and work around salary increases and Sped Ed cost has begun.
199
200 3. Safety and Security: None
201
202

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204
205 4. Policy Subcommittee: Second Reading of Policy IJOA
206

207 Second Reading of Policy IJOA: Field Trips
208

209 Second Reading of the following reviewed Policy
210

211 On a motion by Daryl Baker, and seconded Jennifer Wilson, it was voted to accept the second reading of
212 the following policy IJOA as reviewed and presented. (AYE: Unanimous). Motion carried.
213

214 **ADJOURNMENT**

215 On a motion by Daryl Baker and seconded by Jennifer Wilson it was voted to adjourn at 8:05PM. Roll Call
216 Vote: Jennifer Wilson, AYE; Daryl Baker, AYE, Matthew Hunt, AYE; and Mike Fontanella, AYE.
217

218 **NEXT MEETING DATE**
219 **Thursday, November 7, 2019**
220 **7:00PM**
221 **Littleton High School**
222

223 **DOCUMENTS AS PART OF MEETING**

224 MOU

225 Advanced AP Report

226 1:1 Chromebook Update

227 School Improvement Plan (SIP)

228 Policy IJOA

HOLD TO LIGHT TO VIEW WATERMARK IN PAPER HEAT SENSITIVE RED IMAGES DISAPPEARS WITH HEAT GREEN ELEMENTS IN BORDER DISAPPEAR WHEN COPIED

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333



The Mighty Oak Fund
63 Grist Mill Road
Littleton, MA 01460
bobby@themightyoakfund.org

DATE 10/21/19

PAY TO THE ORDER OF

Littleton Public Schools

\$ 6500.00

Six thousand five hundred and 00/100-

DOLLARS



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340 Great Road
Acton, MA 01720

www.TheMightyOakFund.org

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Littleton Middle School School Improvement Plan Updates, Fall 2019

Curriculum, Instruction, & Assessment

- Modified the daily schedule to a full rotation.
- Implementation of civics curriculum in 8th grade history classes
- Continue programs for struggling learners: Math Lab, Literacy Lab, ASC
- Programs for advanced learners: VHS, NJHS
- Interdisciplinary units: 6th The Breadwinner, 8th Science Fair Project, Enterprising People

Professional Development

- Established a Student Support Team to address student concerns and review professional practices to increase opportunities for student success.
- Leadership Team currently developing a peer learning model in which educators will visit classrooms to improve instructional practice and engage in professional discourse for those seeking specific, peer-to-peer feedback on their lessons.
- MCAS data review with curriculum departments to discuss scores and target areas of support.
- In-school professional development focused on increasing student engagement and proficiency.

Community & Communication

- School Council developing communication structure for new families entering the district.
- Development of a Weekend Update website to provide families with real-time updates of news and information for LMS activities and opportunities for connection.
- School Council considering opportunities to increase two-way communication between school and home.

Climate & Culture

- “Stronger Together” the theme for the work we do to promote collaboration and empathy.
- Development and implementation of a revised Advisory program
- Annual review of emergency protocols - police and fire – ALICE and fire drills
- Best Buddies Program and CASE Collaborative
- Continuation of school events to enhance building culture:
 - All school Veteran’s Day Program/Assembly
 - Turkey Trot, Giving Tree
 - Geography Bee and Spelling Bee
 - Family Volleyball Night, Family Corn Hole Tournament
 - Transition night for parents of 5th graders

Technology

- Beginning discussions of how to infuse technology into daily lessons
- Reorganized the Chromebook carts for easier distribution
- Library Chrome Lab available to classes and students all day
- Continued support of the Makerspace C-Lab

LHS SIP Updates 2018-2020 (November 2019)

Curriculum

- We developed an AP Computer Science Principles course for school year. A well-defined Computer Science Program Sequence is a goal for the near future
- Social emotional learning initiatives are well underway. Presentations and follow-up activities about cyber-safety & responsible digital citizenship originally scheduled for October 2019 are postponed TBA
- Documenting how executive skills are taught at LHS at each Grade Level will begin with Grade 9 teacher meeting in November
- Planning for Program Reviews in specific academic areas will be discussed and coordinated with the Director of Curriculum and Curriculum Coordinators

Instruction

- We will continue to emphasize project-based learning activities in each department and document/present exemplars this school year
- Last school year, abundant professional development focused on instructional best practices based on Marzano's *The New Art & Science of Teaching*. All teachers developed goals focused on implementing at least one of Marzano's research proven instructional practices. This year, we are examining a book entitled, *Instructional Practices That Maximize Student Achievement*
- Last year, Mrs. Steele and Mr. Comeau revamped Student Support Team Processes. This year, Mr. Comeau and Ms. Harrington will continue to document clear and shared intervention strategies students struggling with behavioral, academic, and emotional concerns

Assessment

- A collaborative study group about assessment and grading practices at LHS will get underway this school year. Time for this will be provided during Early Release days
- AS noted last May, the creation, coordination, and implementation of student Digital Portfolios may follow LHS development of a *Vision of the Graduate*. This *Vision* will be aligned to the recently redesigned accreditation process and new NEAS&C 2020 Standards. We are revising this goal area to focus on our development of a *Vision of the Graduate*.
- We prepared for and implemented MCAS 2.0 last year
- Begun discussions about coordinating a school assessment calendar

Professional Development

- We continue to provide PD opportunities, including cross-district, related to technology integration & implementation specific to the products/tools currently being used as well as new initiatives. LHS is hosting Cross-District PD with Ayer-Shirley and Harvard Districts this November
- We will continue to link Educator Evaluation Goals to re-certification and PD plans
- We continue to provide professional development focused on improving Social Emotional Learning, Instructional Strategies, Executive Skills, Instructional Technology areas, and Assessment practices

Community/Communication

- We continue to enhance and advance our Dual Enrollment Partnership with MCC. We are exploring other options for student Dual Enrollment via online course offerings such as *Edgenuity*
- We continue to increase Internship & Work-Study opportunities for students
- We will meet with Nashoba Technical High School administrators to see if some seniors students may start in the Tech's post-graduate programs earlier
- We intend to host College and Financial Literacy Fairs this year and a Health Fair the following year
- We will continue to Host Special Guest Speakers about important contemporary topics

Climate/Culture

- We have a special focus on developing and implementing a Climate & Culture Action Plan this school year that is responsive to the findings from the YRBS, VOCAL, Stress/Climate, and Staff surveys
- We will explore the development of a course that directly focuses on developing global competence and understanding. Mrs. Harvey, the new History/Social Science Curriculum Coordinator will facilitate.
- A major focus and explicit goal for this year is the development of student citizenship knowledge/skills and civic engagement
- We received recognition as a Unified Champion School for Inclusion- Track and Basketball
- We continue to review and improve emergency preparedness and protocols in partnership with LPD and LFD. Guidelines from the National Association of Secondary School Principals (NASSP), National Association of School Psychologists (NASP), and the Northeastern Massachusetts Law Enforcement Council (NEMLEC) have been very helpful

Technology

- We plan to revise and update the School Technology Plan
- We have fully implemented the 1:1 Technology Program with a phased-in approach and abundant professional development focused on instructional technology and support for Google Classroom
- We purchased collaborative and innovative technology tools to support student learning in the Library Media Center. Paul Orzech, the new Library Media Specialist has reviewed the generous Kimball Grant plans and purchases and is overseeing the next phase and implementation



LITTLETON Massachusetts

11/01/2019 09:36
4083smark

Town of Littleton
YEAR-TO-DATE BUDGET REPORT FY 2019

P 1
glytdbud

FOR 2020 13

JOURNAL DETAIL 2020 1 TO 2020 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
310 Regular Education	8,301,232	0	8,301,232	1,419,915.17	37,557.92	6,843,758.91	17.6%
311 Special Education	6,468,394	0	6,468,394	755,551.79	858.90	5,711,983.31	11.7%
312 Student & Support Staff	1,023,276	0	1,023,276	284,926.11	20,924.93	717,424.96	29.9%
313 Other Instruction	271,424	0	271,424	44,284.43	1,489.50	225,650.07	16.9%
314 System Administration	1,324,707	0	1,324,707	369,418.46	3,056.75	952,231.79	28.1%
315 School Administration	1,119,264	0	1,119,264	320,256.54	.00	799,007.46	28.6%
316 Transportation and Busing	1,178,832	0	1,178,832	325,627.40	.00	853,204.60	27.6%
317 Facility & Maintenance	1,415,063	0	1,415,063	503,812.29	302,061.69	609,189.02	56.9%
GRAND TOTAL	21,102,192	0	21,102,192	4,023,792.19	365,949.69	16,712,450.12	20.8%

** END OF REPORT - Generated by Steven Mark **