



## ***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](http://www.littletonps.org)

MATTHEW HUNT, Vice Chair  
DARYL BAKER, Member

MIKE FONTANELLA, Chair

ERICA PODGORN, Secretary  
JENNIFER WILSON, Member

### **Littleton School Committee**

You are invited to a Zoom webinar.

When: Apr 30, 2020 07:00 PM Eastern Time (US and Canada)

Topic: School Committee April 30th Mtg 7pm

Please click the link below to join the webinar:

<https://littletonma.zoom.us/j/97051143386?pwd=WVF6bm90Y1dydS9yOXE3ckJtaWx3UT09>

Password: 998874

Or iPhone one-tap :

US: +13126266799,,97051143386# or +19292056099,,97051143386#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 312 626 6799 or +1 929 205 6099 or +1 346 248 7799 or +1 669 900 6833 or +1 253 215 8782 or +1 301 715 8592

Webinar ID: 970 5114 3386

International numbers available: <https://littletonma.zoom.us/j/97051143386>

### **Thursday, April 30, 2020 Public Hearing @ 7:10 PM**

*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.*

#### **Agenda**

- 7:00 I. ORGANIZATION**
- 1. Call to Order**
  - 2. Pledge of Allegiance**
  - 3. Consent Agenda**
    - Minutes – March 5, 2019**
    - Oath to Bills and Payroll**
- 7:10 II. FY21 BUDGET PUBLIC HEARING**
- 8:10 III. PUBLIC COMMENTS**

*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](mailto:jmuir@littletonps.org) or 33 Shattuck Street, P.O. Box 1486, Littleton, MA 01460.*

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8:20 IV. **RECOMMENDED SCHOOL CHOICE SLOTS FOR FY21:**  
*Motion to approve the recommended School Choice Slots for FY21  
As presented.*

8:30 V. **ADJOURNMENT/EXECUTIVE SESSION**  
*Motion to move into Executive Session for the purpose of contract negotiations with  
no intention to return to Open Session*

**Per Governor Baker’s order suspending certain provisions of the Open Meeting Law, G.L. c. 30A sec. 20, the public will not be allowed to physically access this School Committee meeting. In addition to Zoom the events will be rebroadcasted on LCTV On Demand/Education. The School Committee reserves the right to implement additional remote participation procedures and will notify the public of these procedures as soon as practicable.**

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JENNIFER WILSON, Member

## SCHOOL COMMITTEE MINUTES March 5, 2020 7:00 PM

**PRESENT:** Mike Fontanella  
Matthew Hunt  
Daryl Baker  
Jennifer Wilson

**ALSO PRESENT:** Kelly Clenchy  
Steve Mark  
Bettina Corrow  
Maddy O'Meara

### **NOT PRESENT:**

### **CALL TO ORDER**

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

On a motion by Daryl Baker, and seconded by Matthew Hunt, it was voted to approve the Feb. 6, 2020 consent agenda as presented. (AYE: Unanimous). Motion carried.

### **INTERESTED CITIZENS**

None

### **RECOGNITION**

1. Maddy O'Meara gave a brief overview of the activities taking place at the schools.
2. Shaker Lane Principal Mrs. Kane and Unified Art Teacher Mrs. Brazinski presented the World Peace Song 2020. The lyrics were compiled from talking to students about what the word "Peace" means. Video can be viewed within the SC packet.

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### 3. **School Committee Representative to the Town of Littleton Finance Committee:**

Finance Committee Term Expiration: Mike Fontanella notified the School Committee that one of two School Committee-appointed Finance Committee terms is ending. Notice will be posted, and the School Committee is accepting applicants. Term runs May 2020 – May 2023.

4. Superintendent Clenchy congratulated the Winter sport coaches and athletes for another successful season and is looking forward to the spring sport season to start.
5. Superintendent Clenchy thanked everyone involved in getting “Portal to the World” back to Littleton for all the students to enjoy. A Portal Community Event was scheduled for the evening of March 12 at Littleton Middle School library, but had to be cancelled due to COVID-19.

## **PRESENTATION**

1. **Shaker Lane Kindness Rock Project:** Shaker Lane Unified Art staff, Mrs. Brazinski and Ms. Hemmis and two Shaker Lane students gave a brief presentation on the Shaker Lane Kindness Rock Project. “One message at just the right moment can change someone’s entire day, outlook, life.”

### **Let’s make Kindness Rocks:** (Day 1 and Day 1 student work schedule)

Students chose a single color to paint their rock and then they put it on their Ziplock bag on the windowsill to dry.

- While their rocks were drying, students began making a design for their rock on a paper rock. They would complete their design on paper first (planning process) and then transfer it to their painted rock the following week.

Each student completed their design on a paper rock.

- Next, they used oil-based paint pens (special markers) to transfer the design onto their painted rock.
- Then we glued labels on each rock that say’s #shakeypride
- Finally, this week, we are spraying a protective seal on each rock to give it a nice finish and protect it from the elements once it is left outside.

### **Community Involvement**

W.J. Graves graciously donated over 600 rocks to support our Kindness Rock Project.

A stranger learned about our project and helped to purchase supplies.

A parent collected 200 beautiful, smooth stones to contribute to our Kindness Rock Project.

Kindness Rocks have been placed throughout the community. Make sure you look for them!

2. **Kimball Grant:** LHS Library Media Specialist, Paul Orzech gave a brief presentation on the Library Improvement Plan funded by the Kimball Grant for up to \$20,000:

#### **Goal:**

Through the Kimball Grant, the LHS Library strives to **create an unique & safe environment** that is conducive to providing students and faculty with the **resources and services** necessary not only to **support and enhance the curriculum**, but to **inspire creativity, intellectual curiosity, and the passion to become lifelong learners.**

#### **Maximizing the Kimball Grant**

#### **Process: Identifying Needs & Addressing Them...**

#### **→Physical Space & Environment**

Furniture | Promote independent reading spaces: “comfy seating” | Reorganization

#### **→Technology Upgrades**

Interactive TVs | Greenscreen & Video Recording Equipment

#### **→S.E.L. Student Supports**

Fully immersive VR | Lifespan Desks

#### **Supportive Environment:**

- **Students and Faculty alike have requested a “comfy” seating area where students can engage in independent reading → Privilege**

- Trend in libraries at all levels, from Public to University.

- Designated desks for peer tutoring.

- Collaborative spaces.

- Open concept & mobile.

## Technology Upgrades:

“Purchase tools and technologies that will improve students’ ability to gather, organize and present information in a way that will better prepare them for life after high school.”

- Not “toys” or gimmicks
- Looked at trends across US in high Schools, colleges & businesses

## ClearTouch Interactive TVs

- + Replacing SmartBoards
- + Schools & Businesses
- + Unique presentation software & compatible with already existing apps and programs
- + Received **“Innovation of the Year 2019”** at IMPACT Awards

## Green Screen Improvements

- + Based on current projects undertaken at LHS and student & faculty experiences
- + Updating equipment
- + Increasing participation and ease of use.

## Drone & Canon T6: A/V Recording Equipment

- + Primarily for yearbook and covering school events...
- + But there is certainly potential for other projects and opportunities for collaboration

## Student Well-Being: SEL

- SEL is major focus of staff, students & parents
- Spoke with colleagues
- Looked at trends across US in both high schools & colleges

## Bicycle Desks

- + **Proven stress reducer & contributor to overall well-being.**
- + Trend began gaining traction around 2015.
- + Combat increased stress around exams

## Virtual Reality

- + **Recent development used in colleges, high stress businesses & counseling services**
- + **Versus Google Expedition VR headsets**

## Next Steps:

- Set-Up & Reorganize (Summer)
- Desks & Bookshelves and furniture are starting to arrive
- Training & Brainstorming
- Writing Policies
- Feedback & Next Steps

Principal Harrington thanked Mr. Orzech for this work on this grant and all the opportunities these purchases will present to the LHS students and community.

3. **Financial Update:** Steve Mark presented a brief overview of the financial statement year to date. An overview was included in the packet.
4. **Update on the Student Opportunity Act:** Interim Director of Curriculum, Elizabeth Steele, gave a brief update on the Student Opportunity Act (SOA). DESE has provided a menu of evidence-based initiatives from which the district can select to focus on. The focus will be on Elementary Math Curriculum to explore the opportunities and growth.
  - What are the next steps?
  - Develop and propose a 3-year plan with input from local stakeholders
    - Acquire School Committee approval of such plan
    - Submit to the Department of Elementary and Secondary Education by April 1, 2020

The next update will be when the District presents their drafted plan and asking School Committee to vote on the plan prior to it being submitted to DESE.

- 47 5. **Update on the 1:1 Chromebook implementation at LMS:** Superintendent Kelly Clenchy gave a brief  
48 update on the 1:1 Chromebook implementation at LMS. The distribution has gone smoothly, and this  
49 program is allowing us to enhance the student learning and let the students explore more. The  
50 superintendent did remind everyone that just because every student at LMS now has an individual  
51 Chromebook that does not mean that it is being used every single teaching moment in the classroom.  
52

### 53 NEW BUSINESS

- 54 1. **Shaker Lane Statement of Interest:** Business Manager, Steve Mark discussed the Shaker Lane  
55 Statement of Interest and asked the School Committee for their vote.  
56

57 On a motion by Daryl Baker, and seconded by Jennifer Wilson, it was voted to approve the Shaker Lane  
58 School Statement of Interest to the Mass School Building Authority text memo as presented and included  
59 in the packet. (AYE: Unanimous). Motion carried.  
60

- 61 2. **Shared Facility Manager position between the Littleton School Department and The Town of**  
62 **Littleton:** Superintendent Kelly Clenchy discussed the DRAFT job description for the shared Facility  
63 Manager position that is ready to be finalized.  
64

65 On a motion by Matthew Hunt, and seconded by Jennifer Wilson, it was voted to approve to consolidate  
66 administrative functions for the position of Facilities Manager, in accordance with M.G.L. c. 71, §37M.as  
67 presented. (AYE: Unanimous). Motion carried.  
68

- 69 3. Superintendent Clenchy reminded the community that he had emailed out another notice on March 5,  
70 2020 with an update to the COVID-19 virus. A few faculty members had been voluntarily quarantined  
71 but have shown no symptoms of the virus. No students are affected at this time. The District continues to  
72 follow the guidelines set forth by the CDC and MA Department of Public Health.  
73

### 74 INTERESTED CITIZENS

75 None  
76

### 77 SUBCOMMITTEE REPORTS

- 78 1. PMBC: Ongoing improvement at the Police Station and continue with plans for the new Library. Helped  
79 create/set up an electronic filing system.  
80  
81 2. Budget Subcommittee: Mike Fontanella gave an update on the FY21 Budget. He presented a couple of  
82 budget slides which will be included in the overall presentation on March 19<sup>th</sup>, during the Public Hearing.  
83 Currently, the total proposed increase to the overall school budget is \$728,410.  
84  
85 3. Policy Subcommittee:  
86

#### 87 First Reading of the following rescind Policies:

88 JP – Student Gifts and Solicitations

89 KEC – Public Complaints about the Curriculum or Instructional Materials

90 KJA – Relations with Booster Organizations  
91

92 On a motion by Matthew Hunt, and seconded by Jennifer Wilson, it was voted to accept the first reading  
93 of the following rescind policies JP, KEC, and KJA as modified, reviewed and presented.  
94 (AYE: Unanimous). Motion carried.  
95

96 First Reading of Reviewed Policies: AD, ADF, HA, HB, HF, JHA, JI, JIB, JIC, JICA, JICC, JICE, JICFA,  
97 JICFB, JICH, JIE, JIIB, JJIF, JKAA, JLC, JLCD, JQ, KA, KBA, KCB, KCD, KDD, KE, KHA, KHB, and  
98 KLG.  
99  
100  
101  
102

03 First Reading of the following reviewed Policies

04  
05 On a motion by Matthew Hunt, and seconded by Jennifer Wilson, it was voted to accept the first reading  
06 of the following policies AD, ADF, HA, HB, HF, JHA, JI, JIB, JIC, JICA, JICC, JICE, JICFA, JICFB,  
07 JICH, JIE, JIIB, JJIF, JKAA, JLC, JLCD, JQ, KA, KBA, KCB, KCD, KDD, KE, KHA, KHB, and KLG.  
08 as reviewed and presented. (AYE: Unanimous). Motion carried.

09  
10 First Reading of the following modified Policies: ACAB, BEDH, EEAG, JB, JEB, JF, JFBB, JH, JHD,  
11 JIH, JJF, JRA, JRD, KBE, KDB, and KI.

12  
13 On a motion by Matthew Hunt, and seconded by Jennifer Wilson, it was voted to accept the first reading  
14 of the following policies ACAB, BEDH, EEAG, JB, JEB, JF, JFBB, JH, JHD, JIH, JJF, JRA, JRD, KBE,  
15 KDB, and KI as modified, reviewed and presented. (AYE: Unanimous). Motion carried.

16  
17 **ADJOURNMENT**

18 On a motion by Daryl Baker, and seconded by Jennifer Wilson it was voted to adjourn at 8:22PM to go into  
19 Executive Session for the purpose of contract negotiation discussion with no intention to return to Open  
20 Session. Roll Call Vote: Matthew Hunt, AYE; Jennifer Wilson, AYE; Daryl Baker, AYE; and Mike  
21 Fontanella, AYE.

22  
23 **NEXT MEETING DATE**  
24 **PUBLIC HEARING**  
25 **Thursday, March 19, 2020**  
26 **7:00PM**  
27 **Littleton High School**

28  
29 **DOCUMENTS AS PART OF MEETING**

30 Shaker Lane Kindness Rock Project

31 Kimball Grant

32 Financial Statement

33 SOA Update

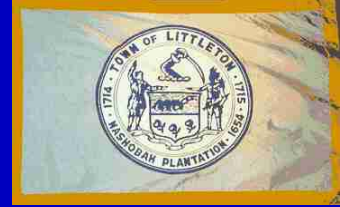
34 1:1 Chromebook

35 Shaker Lane Statement of Interest

36 Shared Facility Manager

37 Budget overview

38 Policies: JP, KEC, KJA, AD, ADF, HA, HB, HF, JHA, JI, JIB, JIC, JICA, JICC, JICE, JICFA, JICFB, JICH,  
39 JIE, JIIB, JJIF, JKAA, JLC, JLCD, JQ, KA, KBA, KCB, KCD, KDD, KE, KHA, KHB, KLG, ACAB, BEDH,  
40 EEAG, JB, JEB, JF, JFBB, JH, JHD, JIH, JJF, JRA, JRD, KBE, KDB, and KI.



# ***Littleton School Department***

## ***FY 2021 Budget***

### ***April 30, 2020***

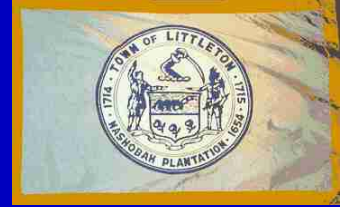
#### **Administrative Team**

**Kelly R. Clenchy, Superintendent**  
**Elizabeth Steele, Director of Curriculum**  
**Justine Muir, PPS Director**  
**Steve Mark, Business Manager**  
**John Harrington, High School Principal**  
**Keith Comeau, High School Assistant Principal**  
**Jason Everhart, Middle School Interim Principal**  
**Elizabeth Morgan, Interim Assistant Principal – Middle School**  
**Cheryl Temple, Russell Street School Interim Principal**  
**Andrea Romano, Russell Street School Assistant Principal**  
**Michelle Kane, Shaker Lane School Principal**  
**Rebecca Deacon, Shaker Lane Assistant Principal**

#### **School Committee**

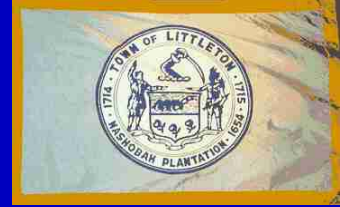
**Mike Fontanella, Chair**  
**Matthew Hunt, Vice Chair**  
**Jennifer Wilson, Member**  
**Daryl Baker, Member**  
**Open Position**





# ***Mission Statement***

***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.***



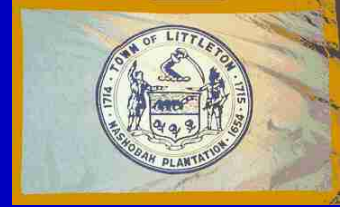
# *Values*

*Respect*

*Responsibility*

*Integrity*

*Accountability*



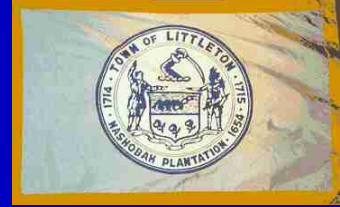
# Accomplishments Elementary Schools

## Curriculum/Instruction/ Assessment

- Implemented Foundations in Kindergarten and Grade 1
- Piloted Foundations in Grade 2
- Installed sensory floor paths at Shaker Lane
- Experienced the Portal to the World
- Explored and implemented guided reading (grades K-2)
- Implemented lessons from Second Step SEL program (grades 3-5)
- Continued focus around SEL Instruction (Social-Emotional Learning in the Classroom by Ribas, Brady, Hardin)
- Continued focus on The Art and Science of Teaching by Robert Marzano
- Continued the intervention block (WIN) at Russell Street
- Implemented the ANSWER protocol for reading/writing (grades 3-5)
- Began discussion of math curriculum

## Professional Development

- Next steps in guided reading
- Mindfulness with Charity Bell
- Faculty-Led PD Sessions included Visuals to Facilitate Language, Number Talks Book Study, Mindfulness and Movement through Storytime & Games, Improved Transitions Between Grades 2-3 and Grades 5-6

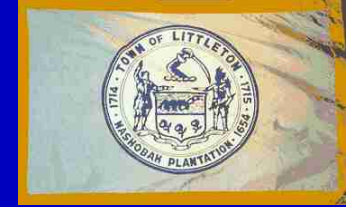


# Accomplishments

## Elementary Schools (cont.)

### Culture / Climate

- Held monthly school-wide meetings showcasing student performances & presentations (grades PK-5)
- Hosted Shakesgiving
- Held monthly staff outings (PK-2)
- Remodeled the Shaker Lane Staff Room
- Initiated STRIPEs Program
- Welcomed Stripes, the mascot
- Introduced Daily Themes: Musical Minute, Mindfulness, Wellness, Kindness, High 5 Friday
- Completed ALICE Safety Drills
- Maintained updated pictures of school events on the Lobby Television
- Planned weekly therapy dog visit
- Continued partnership with Littleton Council on Aging for reading buddies and kindergarten presentation (grades K-2)



# Accomplishments

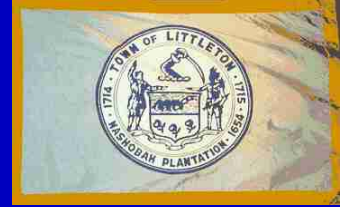
## Elementary Schools (cont.)

### Community/ Communication

- Collaborated with LELD during Public Power Week
- Participated in the Great Kindness Challenge - Kindness Rocks, Kind Coins for Mexico
- Collaborated with LPD to offer RAD Kids
- Participated in Toys for Tots, a collaboration with the Marine Corps
- Partnered with Safe Routes to School
- Students wrote letters to military servicepersons during the holiday season
- Parent-Teacher Math Book Study
- Empowering Families Evenings
- Continued communication by use of School/District Website, Weekend Update each Friday, Twitter, Teacher Blogs
- Held the Student/Staff Basketball Game at Russell Street
- RSS PTA hosted family nights: Game Night in the fall, Bingo Night in the spring
- Updating the RSS Handbook – in progress

### Technology

- Obtained wind tunnel for Shakey's Imagatorium
- Continued Tech Tuesdays
- Continued Hour of Code
- Enhanced our Digital Citizen Program
- Implemented typing program called Typing Club
- Used green screen in video making
- Coded Robots including Ozobots
- Generated Google Accounts for second grade students
- Continued use of Chromebooks in the classroom
- Completed Next Gen MCAS on computers



# Accomplishments

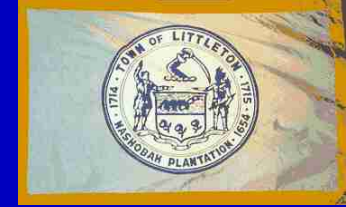
## Middle School

### Curriculum/ Instruction/ Assessment

- Implemented new civics curriculum in 8<sup>th</sup> grade history
- Continued programs for struggling learners: Executive Functioning Workshop, Math Lab, Literacy Lab, ASC
- Continued programs for advanced learners: VHS, NJHS, Problem of the Week
- Modified the daily schedule to include a full 5-day full rotation
- Reviewed science frameworks and curriculum
- Adopted a new Spanish curriculum
- Reviewed and enhanced the Student Support Team (SST) to identify and act on areas of need

### Professional Development

- Teachers attended MassCUE in the fall
- Teachers presented at the NELMS conference in the spring
- Offered PD opportunities in Social/Emotional Learning, student work refusal, technology integration in the classroom
- Continued focus on SEL:
  - Social Emotional Learning in the Classroom by Ribas, Brady and Hardin
  - Social Emotional Learning in the Home by Ribas, Brady, Hardin and Gumlaw
  - Hacking School Discipline by Maynard and Weinstein



# Accomplishments

## Middle School (cont.)

### Culture/Climate

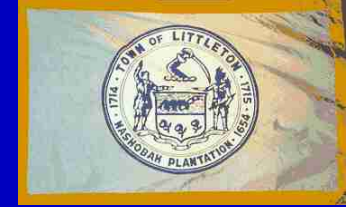
- Developed a revised Advisory program
- Completed annual review of emergency protocols and developed school reunification plan
- Continued partnerships with the Best Buddies Program and CASE Collaborative
- Hosted the all school Veteran's Day Assembly
- Participated in the Turkey Trot and Giving Tree
- Hosted the Geography Bee and Family Volleyball Night

### Community/ Communication

- Participated in the Great Kindness Challenge with activities and discussions
- Developed a one-page brochure for families new to LMS
- Communicated with students, families and community members through a multitude of platforms including weekend update emails, electronic message board, teacher and school websites, Twitter
- Reviewed transitions between RSS to LMS and from LMS to LHS
- Continued annual meeting and visit to Nashoba Valley Technical High School for 8<sup>th</sup> graders

### Technology

- Developed and implemented a 1:1 technology program
- Continued to make the Library Chrome Lab available to classes and students all day
- Continued to integrate VR goggles to implement Google Expeditions
- Continued support of the Makerspace C-Lab
- Created new clubs Girls Who Code Club, Engineering Club

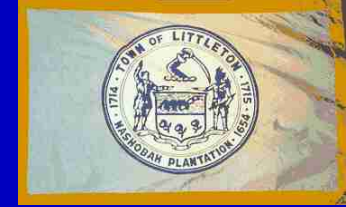


# Accomplishments High School

## Curriculum/ Instruction/ Assessment

- Continued partnership with Middlesex Community College to offer Dual Enrollment courses in Latin, French, Spanish & Statistics
- Implemented the State Seal of Biliteracy to recognize students who have attained a high level of proficiency in English and a second language
- Partnered with DCU to integrate Everfi Financial Literacy Program into Economics & Statistics courses
- Embarked on a new curriculum review cycle
- Adopted new texts for Statistics and Algebra I
- Introduced new AP Computer Science Course and continued into second year of Biotechnology Course
- Started a review of Mid-Year exams and assessment practices
- Participated in Edward M. Kennedy Institute Senate Immersion module
- Participated in the Lemkin Summit in Washington D.C.
- Updated ELA curriculum to match next generation MCAS reading and writing demands
- Continued college essay conference process with English Department
- Integrated *HoloGlobe* real-time data Earth Processes modeling software in Earth Science
- Supported research projects with extensive library media center resources
- Continued updates to Nutrition, Wellness Topics, and Child Development courses to include information about Vaping
- Continued world language instruction with flexible seating arrangements and new strategies focused on comprehensible input and teaching proficiency through reading and storytelling
- Launched and administered new online MCAS platform for ELA and Mathematics





# Accomplishments

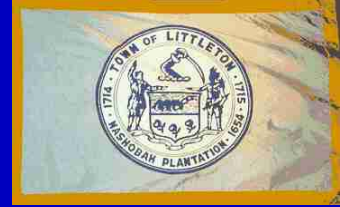
## High School (cont.)

### Professional Development

- Hosted Cross-District PD with Ayer-Shirley and Harvard Public Schools at LHS in November 2019
- Teachers attended conferences on Social and Emotional Well-being - Mindfulness, Mental Health Summit, Wellness Summit
- PD provided for staff in the following areas:
  - Curriculum and Assessment review and design
  - Social and Emotional Learning

### Climate/ Culture

- Continued work on a Climate and Culture Action Plan that is Responsive to Student and Staff Survey and focus group data
- Participated in the Great Kindness Challenge
- Hosted the Acapella Group “Ball in the House” Performance
- Students participated in community service projects throughout the year
- Analyzed results of Grade 10 Youth Risk Behavior Survey (YRBS)
- Continued robust offering of student clubs and activities including National Honor Society, Student Council, Humanitarian & PALS
- Hosted annual events including music concerts, drama productions, art shows, Homecoming Dance, and Winter Semi-Formal
- Recognized as a Unified Champion School in 2019



# Accomplishments

## High School (cont.)

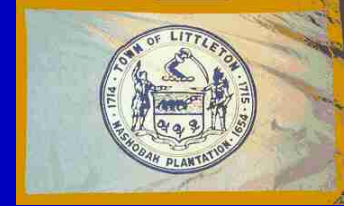
### Community/Communication

- Participated in the Youth Risk Behavior Survey
- Students participated in the RYLA Summer Leadership Conference sponsored by the Littleton Rotary
- Offered new Denise Pagacik Scholarship and sponsorship of Dual Enrollment course at UML sponsored by LLEWD
- Continued collaboration with Littleton Fire Department in providing CPR / AED training to sophomores & seniors annually & staff bi-annually
- Continued to upgrade the Library Media Center to create a more collaborative work space with grant through the Kimball Fund
- Revamped the summer reading program
- Displayed student artwork at Reuben Hoar Library as part of a rotating exhibit
- Expanded opportunities for student internship & work study with local schools, businesses & organizations
- Engaged community with active volunteers through the PTA, LEF, LABA, SEPAC, and Music Boosters

### Technology

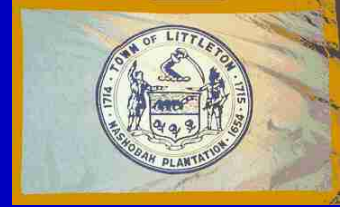
- Completed third year of the 1:1 Chromebook program with BYOD (Bring Your Own Device) Option
- Participated in MassCUE conferences
- Maintained longstanding partnership with Virtual High School (VHS)
- Offered online learning opportunities from Coursera, Harvard edX, Keystone, Apex, and Edgenuity
- Continued to implement digital instructional tools to enhance the student learning experience

# Priorities for 2020/2021

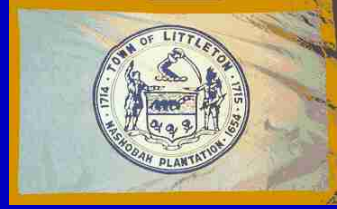


- Continue to meet the learning needs of all students
- Continue assessment of District programming to ensure that students are attaining the skill sets necessary to be College and Career Ready
- Continue emphasis on social and emotional learning and student wellness
- Maintain current student/teacher ratios
- Further develop instructional practices that:
  - Integrate social and emotional skills
  - Support inclusion
  - Advance growth mindset strategies
  - Develop executive functioning skills
  - Reflect Sheltered English Immersion (SEI)
- Foster a professional learning culture that promotes growth and innovation
- Provide Professional Development to support:
  - Actualization of Vision 2020
  - Social and Emotional Learning
  - Writing-Across-The-Curriculum
- Continue cross-district PD collaboration with Harvard Public Schools & Ayer-Shirley Regional School District

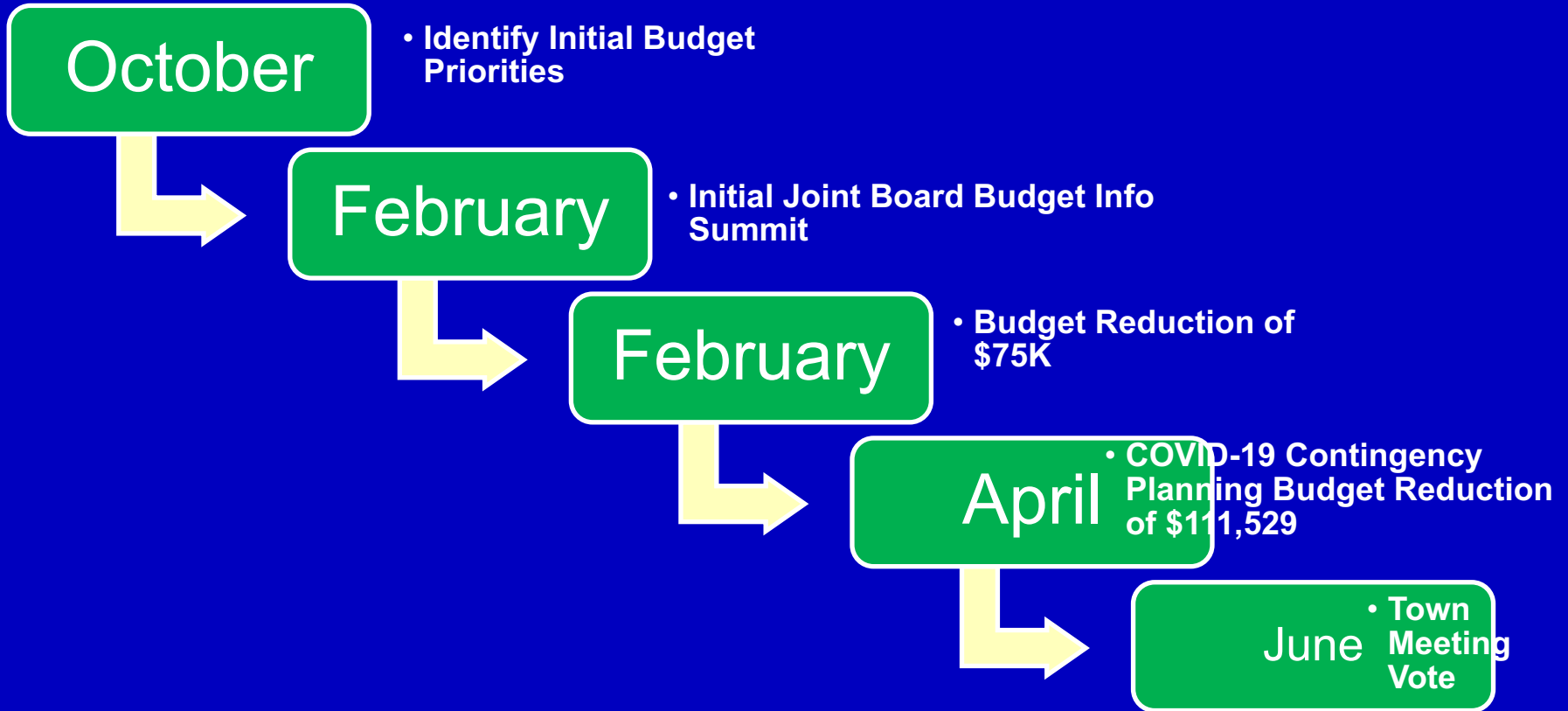
# Priorities for 2020/2021 (cont.)



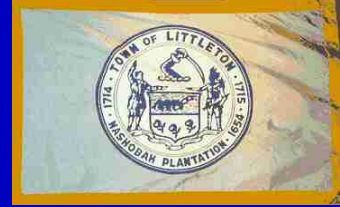
- **Develop a six-year programmatic review cycle**
- **Implement facilities maintenance and repair plan**
- **Strengthen partnerships with Middlesex Community College and other community organizations**
- **Continue transition to Tuition-Free Full Day Kindergarten**
- **Implement the updated MA History and Social Science Curriculum Framework 9-12**
- **Implement the updated MA Arts Curriculum Framework**
- **Review and modify protocols and procedures that provide for a safe and secure learning and work environment**
- **Technology Initiatives:**
  - **Implement site-based technology plans**
  - **Integrate digital tools to enhance curriculum lessons with guidance from the Digital Literacy Computer Science Framework Standards and ISTE Standards (International Society for Technology in Education)**
  - **Formalize K-12 Digital Citizenship Program**
  - **Continue to actualize computer-based assessments including Next-Generation MCAS**
  - **Continue implementation of LHS 1:1 Program**
  - **Implement 1:1 Program at LMS**



# Budget Process Timeline



# ***FY2021 Initial Budget***



## **Projected Increases to maintain Level Staffing and Services**

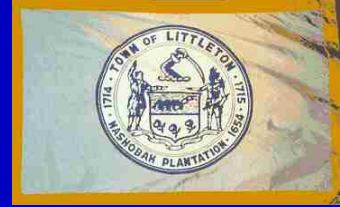
<b>Salary increases to retain current staffing level</b>	<b>\$477,853</b>
<b>SPED OOD</b>	<b>\$0</b>
<b>CASE Transportation</b>	<b>\$36,428</b>
<b>Operational Utilities</b>	<b>\$15,000</b>
<b>School Supplies and Materials</b>	<b>\$10,000</b>
<b>Cafeteria Expenses</b>	<b><u>\$10,000</u></b>
<b>Total Increases for Level Staffing and Services</b>	<b>\$549,281 (2.6%)</b>

## **Additional Staffing and Services**

<b>Tuition Free Full-Day Kindergarten Phase In FY20</b>	<b>\$75,000</b>
<b>Tuition Free Full-Day Kindergarten Phase In FY21</b>	<b>\$75,000</b>
<b>Increase 3 Teachers from .8 to 1.0</b>	<b>\$54,729</b>
<b>Part-Time Central Office Staff (HR and AP)</b>	<b><u>\$49,400</u></b>
<b>Total Increases for Additional Staffing and Services</b>	<b>\$254,129 (1.2%)</b>

**Total Proposed Increase for FY2021 \$803,410 (3.8%)**

# ***FY2021 Adjusted Budget***



**Town Budget Deficit of \$298,000**  
**School Department Budget Reduced \$75,000**

## **Projected Increases to maintain Level Services and Staffing**

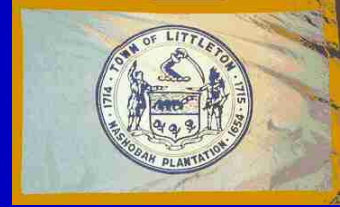
Salary increases to retain current staffing level	\$477,853
SPED OOD	\$0
CASE Transportation	\$36,428
Operational Utilities	\$15,000
School Supplies and Materials	\$10,000
Cafeteria Expenses	<u>\$10,000</u>
<b>Total Increases for Level Staffing and Services</b>	<b>\$549,281 (2.6%)</b>

## **Additional Staffing and Services**

Tuition Free Full-Day Kindergarten Phase In FY20	\$75,000
Tuition Free Full-Day Kindergarten Phase In FY21	\$75,000
Increase 3 Teachers from .8 to 1.0	\$29,129
Part-Time Central Office Staff (HR and AP)	<u>\$0</u>
<b>Total Increases for Additional Staffing and Services</b>	<b>\$179,129 (0.8%)</b>

**Total Proposed Increase for FY2021 \$728,410 (3.4%)**

# ***FY2021 Current Budget***



**COVID-19 Contingency Planning**  
**Town Budget Reduction of \$966,303**  
**School Budget Reduction of \$111,529**

## **Projected Increases to maintain Level Staffing and Services**

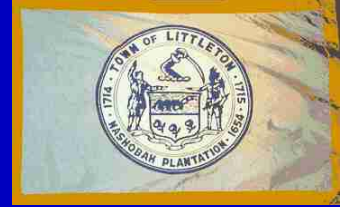
<b>Salary increases to retain current staffing level</b>	<b>\$477,853</b>
<b>SPED OOD</b>	<b>\$0</b>
<b>CASE Transportation</b>	<b>\$36,428</b>
<b>Operational Utilities</b>	<b>\$15,000</b>
<b>School Supplies and Materials</b>	<b>\$10,000</b>
<b>Cafeteria Expenses</b>	<b><u>\$10,000</u></b>
<b>Total Increases for Level Staffing and Services</b>	<b>\$549,281 (2.6%)</b>

## **Additional Staffing and Services**

**Total Increases for Additional Staffing and Services \$67,600 (0.3%)**

**Total Proposed Increase for FY2021 \$616,881 (2.9%)**





# ***FY 2021 Budget Summary of Budget Reductions***

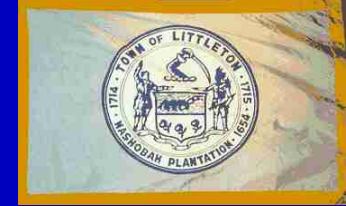
**Initial Budget Increase Request:           \$803,410 (3.8%)**

**Adjustment for Initial Budget Deficit:   (\$75,000)**

**Adjusted Budget Increase Request:   \$728,410 (3.4%)**

**Adjustment for COVID-19 Modelling: (\$111,529)**

**Current Budget Increase Request:       \$616,881 (2.9%)**



# ***FY 2021 Proposed Budget***

	<b>FY 20 Approved Appropriated School Budget</b>	<b>FY 21 Proposed Appropriated School Budget</b>	<b>Difference</b>	<b>% Difference</b>
<b>Salaries</b>	<b>\$15,015,497</b>	<b>\$15,560,949</b>	<b>\$545,452</b>	<b>3.6%</b>
<b>Expenses</b>	<b>\$6,102,384</b>	<b>\$6,173,813</b>	<b>\$71,429</b>	<b>1.2%</b>
<b>Total</b>	<b>\$21,117,881</b>	<b>\$21,734,762</b>	<b>\$ 616,881</b>	<b>2.9%</b>

# ***FY 2021 Proposed Budget Cost Center Summary***



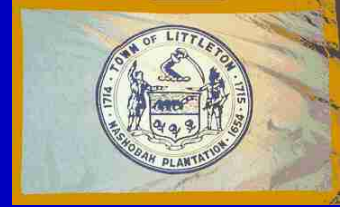
	FY 2020			FY 2021		
	FY20 Appropriated	FY 20 Revolving	FY 20 Total	FY 2021 Appropriated Request	FY 2021 Revolving	FY 2021 Total
1) Regular Education	8,212,412	730,000	8,972,412	8,630,064	697,500	9,327,564
2) Special Education and Pupil Services	6,281,314	1,169,574	7,450,888	6,284,615	1,164,774	7,449,389
3) Student and Staff Support	1,050,676	340,000	1,390,676	1,075,321	340,000	1,415,321
4) Other Instructions	285,424	287,500	572,924	295,425	260,000	555,425
5) System Administration	1,321,207	-	1,321,207	1,371,194	0	1,371,194
6) School Administration	1,121,264	-	1,121,264	1,172,640	0	1,172,640
7) Transportation	1,178,832	120,000	1,298,832	1,215,260	125,000	1,340,260
8) Facilities Management and Operations	1,666,752	35,000	1,701,752	1,690,243	30,000	1,720,243
9) Tiger's Den	-	650,000	650,000		700,000	700,000
<b>TOTALS</b>	<b>21,117,881</b>	<b>3,332,074</b>	<b>24,449,955</b>	<b>21,734,762</b>	<b>3,317,274</b>	<b>25,052,036</b>

# FY 2021 Proposed Budget Cost Center Summary



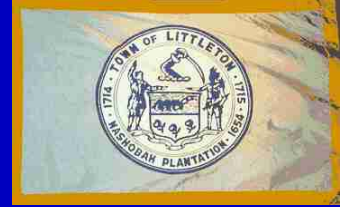
Difference from FY2020 to FY2021

	\$ Change Appropriated	App %	Revolving Fund Use \$ Change	Rev %	Total Change FY 2020 to FY 2021	Total %
1) Regular Education	417,652	5.1%	(32,500)	(4.5%)	385,152	4.3%
2) Special Education and Pupil Services	3,301	.1%	(4,480)	(.4%)	(1,499)	0
3) Student and Staff Support	24,645	2.3%	0	0	24,645	1.8%
4) Other Instructions	10,001	3.5%	(27,500)	(9.6%)	(17,499)	(3.1%)
5) System Administration	49,987	3.8%	0	0	49,987	3.8%
6) School Administration	51,376	4.6%	0	0	51,376	4.6%
7) Transportation	36,428	3.1%	5,000	4.2%	41,428	3.2%
8) Facilities Management and Operations	23,491	1.4%	(5,000)	(14.3)	18,491	1.1%
9) Tiger's Den			50,000	7.7%	50,000	7.7%
<b>TOTALS</b>	<b>616,881</b>	<b>2.9%</b>	<b>(14,800)</b>	<b>.01%</b>	<b>602,081</b>	<b>2.0%</b>



# ***FY 2021 Proposed Budget***

<b>FY20 School Budget</b>	<b>\$ 21,117,881</b>
<b>School Department Increase:</b>	<b><u>\$ 616,881</u></b>
<b>FY 2021 School Requested Budget</b>	<b>\$ 21,734,762</b>
<b>Town request to move Capital items to operational budget ( Technology and Curriculum-Budget Neutral)</b>	<b>\$ 235,000</b>
<b>Total FY 2021 School Appropriated Budget</b>	<b>\$ 21,969,762</b>



# ***Budget Concerns***

**Reduction in Local Aid and other revenue sources due to economic impact of COVID-19**

**Town Appropriation support for structural increases**

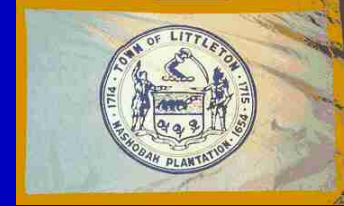
**Ongoing negotiations with LEA on new CBA**

**Ability to maintain School Choice seats and associated revenue**

**Increase in Out of District placements and tuition rate increases**

**New development and housing growth potential impact on classroom space, transportation, SPED**

# ***FY2021 Proposed Budget***

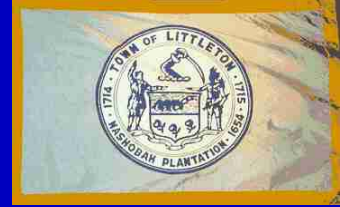


<b>Current Budgeted Increase</b>	<b>\$616,881 (2.9%)</b>
<b>Projected Increases to maintain Level Staffing and Services</b>	<b>\$549,281 (2.6%)</b>
<b>Additional Staffing and Services</b>	<b>\$67,600 (0.3%)</b>

## **Additional Staffing and Services**

<b>Tuition Free Full-Day Kindergarten Phase In FY20</b>	<b>\$75,000</b>
<b>Tuition Free Full-Day Kindergarten Phase In FY21</b>	<b>\$75,000</b>
<b>Increase 3 Teachers from .8 to 1.0</b>	<b>\$54,729</b>
<b>Part-Time Central Office Staff (HR and AP)</b>	<b><u>\$49,400</u></b>
	<b>\$254,129</b>
<b>Remove Part-Time Central Office Staff (HR and AP)</b>	<b><u>(\$49,400)</u></b>
<b>Remaining Funding Required for Priorities</b>	<b>\$204,729</b>
<b>Increase in Appropriation Available for Additional Staffing and Services</b>	<b>(\$67,600)</b>

**Currently Unfunded Priorities**      **DRAFT**      **\$137,129**



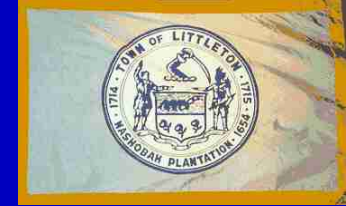
# ***FY2021 Budget***

## **Tuition Free Full-Day Kindergarten Phase-In**

<b>FY2020 Funding</b>	<b>\$75,000</b>
<b>FY2021 Funding</b>	<b>\$75,000</b>
<b>FY2017 Actual Tuition</b>	<b>\$4,057</b>
<b>FY2018 (Phase-In Year 1) Actual Tuition</b>	<b>\$3,300</b>
<b>FY2019 (Phase-In Year 2) Actual Tuition</b>	<b>\$2,500</b>
<b>FY2020 (Phase-In Year 3) Projected Tuition</b>	<b>\$1,750</b>
<b>FY2021 (Phase-In Year 4) Projected Tuition</b>	<b>\$875</b>
<b>FY2022 (Phase-In Year 5) Projected Tuition</b>	<b>\$0</b>

DRAFT





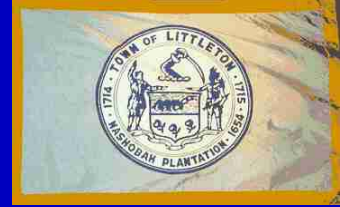
# ***FY2021 Budget***

## **School Choice Revolving Funds**

<b>FY 2020 Carry Forward</b>	<b>\$ 1,648,300</b>
<b>Estimated FY21 Receipts</b>	<b><u>\$ 425,000</u></b>
<b>Estimated FY2021 Balance</b>	<b>\$ 2,073,300</b>

<b>Annual Salary Offset</b>	<b>\$250,000</b>
<b>Unfunded Additional Staffing and Services</b>	<b><u>\$137,129</u></b>
	<b>\$387,129</b>

<b>Additional Amt Used</b>	<b>Remaining Balance</b>	<b>Pct of FY2021 Appropriated Budget</b>
<b>\$250,000 (Salary Offset)</b>	<b>\$1,823,300</b>	<b>8.4%</b>
<b>\$300,000</b>	<b>\$1,773,300</b>	<b>8.1%</b>
<b>\$325,000</b>	<b>\$1,748,300</b>	<b>8.0%</b>
<b>\$350,000</b>	<b>\$1,723,300</b>	<b>7.9%</b>
<b>\$375,000</b>	<b>\$1,698,300</b>	<b>7.8%</b>
<b>\$400,000</b>	<b>\$1,673,300</b>	<b>7.7%</b>
<b>\$425,000</b>	<b>\$1,648,300</b>	<b>7.5%</b>
<b>\$450,000</b>	<b>\$1,623,300</b>	<b>7.4%</b>
<b>\$475,000</b>	<b>\$1,598,300</b>	<b>7.3%</b>
<b>\$500,000</b>	<b>\$1,573,300</b>	<b>7.2%</b>



# ***Thank You!!***

**Littleton School Students  
Littleton School Staff  
PTA  
Parents  
Littleton Residents  
450+ Community Volunteers  
Donelan's Supermarket  
Littleton Businesses  
Littleton Country Gardeners  
Littleton Education Foundation (LEF)  
Littleton Electric Light and Water Department (LELWD)  
Littleton Fire Department  
Littleton Police Department  
Littleton Rotary  
Littleton Scholarship Trust  
Littleton Youth Sports Association (LYSA)**

Projected School Choice and Enrollment  
2020-2021

GRADE	Projected #Students Littleton Residents 2020-21	2019-2020 #SC Students moving to next grade Level in 2020-2021	Projected School Choice SEATS OFFERED 2020-2021	Projected #Students Total School Choice 2020-2021	Projected #Students Total Enrollment 2020-2021
PreK	84 (as of 03.23.20)		0	0	84
K/T	102 (as of 03.23.20)		6	6	108
1	127	3	0	3	130
2	110	7	5	12	122
<b>TOTAL</b>	<b>423</b>	<b>10</b>	<b>11</b>	<b>21</b>	<b>444</b>
3	133	6	0	6	139
4	115	4	6	10	125
5	127	5	0	5	132
<b>TOTAL</b>	<b>375</b>	<b>15</b>	<b>6</b>	<b>21</b>	<b>396</b>
6	128	10	0	10	138
7	137	5	0	5	142
8	117	7	2	9	126
<b>TOTAL</b>	<b>382</b>	<b>22</b>	<b>2</b>	<b>24</b>	<b>406</b>
9	122	3	4	7	129
10	105	6	5	11	116
11	89	10	6	16	105
12	105	5	6	11	116
<b>TOTAL</b>	<b>421</b>	<b>24</b>	<b>21</b>	<b>45</b>	<b>466</b>
<b>Total ALL</b>	<b>1601</b>	<b>71</b>	<b>40</b>	<b>111</b>	<b>1712</b>

FY20-2021 proposing to add (6) School Choice Grade (K/T) Students  
 FY20-2021 proposing to add (5) School Choice Grade (2) Students  
 FY20-2021 proposing to add (6) School Choice Grade (4) Students  
 FY20-2021 proposing to add (2) School Choice Grade (8) Students  
 FY20-2021 proposing to add (4) School Choice Grade (9) Students  
 FY20-2021 proposing to add (5) School Choice Grade (10) Students  
 FY20-2021 proposing to add (6) School Choice Grade (11) Students  
 FY20-2021 proposing to add (6) School Choice Grade (12) Students

Projected Students Littleton Residents 2020-2021 = 1601  
 Projected School Choice Students in 2020-2021 = 111

Currently there are (77) 2019-2020 School Choice Students  
 (6) Grade 12 2019-2020 School Choice Students will graduate

Projected Littleton Student Residents  
to attend  
Parker Charter School and  
Nashoba Valley Technical High School  
2020-2021

**2019-2020 Littleton Student Residents attending Parker Charter School**

Grade 7	6
Grade 8	7
Grade 9	5
Grade 10	2
Grade 11	2
Grade 12	8
	<hr/>
	Total 30

**2020-2021 Projected Littleton Student Residents attending Parker Charter School**

Unknown at this time (June applicants)

**2019-2020 Littleton Student Residents attending Nashoba Valley Tech**

Grade 9	9
Grade 10	8
Grade 11	7
Grade 12	9
	<hr/>
	Total 33

**2020-2021 Projected Littleton Student Residents attending Nashoba Valley Tech**

Grade 9

(18 student's have applied, acceptance unknown at this time)