



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, January 23, 2020**

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* ****

6:30 PUBLIC FORUM

- 1. LYBS's request to place lighting at the Shaker Lane Baseball Field.**
- 2. LYBS's request for displaying advertising signage during the playing season.**

7:00 I. ORGANIZATION

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Consent Agenda**
 - Minutes – January 9, 2020**
 - 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. ExxonMobil Educational Alliance Program:** *Dr. Clenchy will recognize that Littleton High School has received a \$500. grant from the ExxonMobil Educational Alliance program to support the school's math and science programs.*
- 3. 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 \$6,800.00.*

7:15 IV. OLD BUSINESS

- 1. Draft Calendar 2020/2021 School Year:** *Second reading of proposed 2020-2021 School Calendar. Motion to approve the 2020/2021 School Year calendar as presented.*

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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7:20 V. PRESENTATION

1. **Preschool Presentation:** *Principal Michelle Kane, Director of Pupil Personnel Services, Justine Muir and Preschool Educators will give a presentation on the Shaker Lane Elementary School Preschool Program.*
2. **Financial Update:** *Business Manager, Steve Mark will present a Financial update.*

8:00 VI. INTERESTED CITIZENS

8:05 VII. SUBCOMMITTEE REPORTS

1. **PMBC**
2. **Budget Subcommittee**
3. **Policy Subcommittee:** (see LPS website to view all policies)

Motion to accept for 1st reading the following MODIFIED policy:
ADC – Use of Tobacco Products on School Property

Motion to accept for 1st reading the following REVIEWED as current policies:

| | <u>SCHOOL COMMITTEE PACKET FOR REVIEW</u> |
|-----|---|
| AA | School District Legal Status |
| AB | The People and Their School District |
| AC | Nondiscrimination |
| ACA | Nondiscrimination on the Basis of Sex |
| ACE | Nondiscrimination on the Basis of Handicap/Disability |
| AFC | Finance Committee Appointments |
| CA | Administration Goals |
| CAA | Annual Operational Plans/Objectives |
| CBD | Superintendent's Contract |
| CBI | Evaluation of the Superintendent |
| CE | Administration Councils, Cabinets and Committees |
| CH | Policy Implementation |
| CL | Administrative Reports |

| | |
|-----|--|
| DA | Fiscal Management Goals/Priority Objectives |
| DB | Annual Budget |
| DBJ | Budget Transfer Authority |
| DGA | Authorized Signatures |
| DI | Fiscal Accounting and Reporting |
| DIE | Audits |
| DJ | Purchasing |
| DK | Payment Procedures |
| DKC | Expense Reimbursements |
| FA | Facilities Development Goals |
| FBF | Naming School Department Facilities |
| FCB | Retirement of Facilities |
| LA | Education Agency Relations Goals |
| LB | Relations with Other Schools and School Districts |
| LDA | Student Teaching, Internships, Research Partnerships |

<http://www.littletonps.org/school-committee/school-committee-policies>

8:15 VIII. ADJOURNMENT/EXECUTIVE SESSION

Motion to move into Executive Session for the purpose of contract negotiations with no intention to return to Open Session.

NEXT MEETING DATE
February 6, 2020
Littleton Police Department Community Room
500 Great Road

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LITTLETON YOUTH BASEBALL AND SOFTBALL (LYBS) SHAKER LANE ENHANCEMENTS PROPOSAL

Littleton School Committee Presentation

November 21, 2019

AGENDA

- Background and Context
- Shaker Lane Enhancements
- LYBS Fundraising Requests

BACKGROUND

- Over the past 3 years, total yearly registrations in LYBS has grown by ~40%
 - Total yearly registrations now over 350 players
- During this period, we have been able to provide additional benefits to our players and parents
 - Free indoor winter whiffle-ball for boys and girls K-2nd grade
 - Free indoor pre-season hitting practice at local batting cages
 - Free cross-training classes for our oldest players (and parents) at Title Boxing
 - Free pre-season practices for all teams inside Littleton gyms (Thank you!)
 - New safety gear (softball masks, catching equipment, softee balls)
 - New bats for all baseball teams to comply with new national bat standards
 - New field maintenance equipment (rakes, drags, lining machines)
 - Free Season Opening Event with pizza party for all LYBS families
- To date, all of these additional perks and purchases have been made possible through internal fundraising efforts

CONTEXT

- Beyond these benefits for the players in the league, we have now started to set our sights even higher and have developed a capital priorities list to enhance our program in the medium to longer term
- These plans require significantly more funding and requires input/approval from the School Board
- **Of note, our intent is to continue to completely self-fund all projects through LYBS fundraising efforts (i.e. we are not asking for the School Committee or Town of Littleton to provide any funding)**
- Today, we would like to:
 - *Review our Shaker Lane proposed enhancements*
 - *Receive endorsement for some proposals to enable additional fundraising*
 - *Address any questions or concerns you may so we can return for approval at a subsequent meeting*

SHAKER LANE ENHANCEMENTS

- 1. Add field lighting to Shaker Lane Field**
- 2. Add new scoreboard to Shaker Lane Field**

SHAKER LANE FIELD LIGHTS

Drivers:

- Shaker Lane Field is our signature youth baseball field
- Increased registrations, coupled with increased demand from other groups (i.e. Littleton Adult Softball), field usage is becoming one of our key challenges
- Building additional fields is a costly, timely (and politically charged) venture
- However, increasing the ability to use our existing fields more would be both a cost-effective solution as well as potentially allow for some revenue generation for the town
 - Anticipated spring usage will increase nightly by ~ 45 minutes – 1 hour (allow for games to reach natural conclusion rather than called early due to darkness)
- Importantly, given location of field and LED technology lighting will have no impact on surrounding community

SHAKER LANE SCOREBOARD

Drivers:

- Shaker Lane Field actually has had a scoreboard (inoperable) for many years, however existing scoreboard is not repairable
- Scoreboards enhance the overall experience
- With additional advertising panels, scoreboards can be cost neutral or even revenue-generating



SHAKER LANE FIELD LIGHTING AND SCOREBOARD LAYOUT



A1, A2, B1, B2 = Pole
Location

C1 =
Scoreboard Location

LYBS FUNDRAISING

- Our fundraising efforts have shifted over the past several years
 - Historically, all of our fundraising came from a combination of “Can Day”, a small number of local business sponsors and a relatively unsuccessful calendar raffle
 - Several years ago, we sought approval from the School Board (via Park and Rec) to allow for sponsor signage at our ball fields during the spring season (~mid April to end of June)
 - 6' x 3' banners placed on outside fences of all baseball/softball fields prior to games and removed after games
 - However, we are bumping up against a fundraising cap due to logistical constraints
 - Time consuming (~20 minutes) given the number of sponsors/banners
 - Takes away from coaches' time to get teams warmed up and ready to play
 - We instituted a yearly “Hit-A-Thon” fundraiser to generate additional funds to support our capital projects
 - We have also worked with our State Representatives to get a one-time \$50K earmark in this year's State Budget to help defray some costs for field improvements
- **Ask: Similar to surrounding town with their sponsorship banners, can we put the banners up at the beginning of the season and remove at the end of the season (~10 weeks)?**
- **Ask #2: Can we utilize the outfield fence at Shaker Lane Field for larger banners?**

NEXT STEPS

- We at LYBS are very excited about these projects and have a lot of positive momentum behind our fundraising and support from our families
- We'd like to move forward with the Shaker Lane projects next spring and wanted to get your input on our plans but also address any questions you have as well as ensure that we are meeting any and all requirements for the Board and Town in order to proceed
- Ideally, we'd like to form a closer partnership between LYBS and the School Board directly to ensure that our interests are aligned and we are able to proceed with activities expeditiously
- **Ask #3: Do you support the addition of both field lighting and a scoreboard for Shaker Lane Field?**
- **Ask #4: If so, what questions do we need to address before we can proceed?**

BACK-UP

SHAKER LANE FIELD PROJECTED LIGHT LEVELS



With specially designed field lighting, light focus on playing field only with no additional light pollution for surrounding area



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SCHOOL COMMITTEE MINUTES January 9, 2020 7:00 PM

PRESENT: Mike Fontanella
Matthew Hunt
Daryl Baker
Jennifer Wilson

ALSO PRESENT: Kelly Clenchy
Bettina Corrow
Maddy O'Meara (7:30PM)

NOT PRESENT: Steve Mark

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 Dec. 12, 2019 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. Superintendent Clenchy acknowledged a community member for donating \$500 to our School Lunch Program to be put towards outstanding balances. The donor would like to remain anonymous.
3. Superintendent Clenchy acknowledged Shayna Garlisi, a Grade 2 teacher, who is the featured educator from MassCUE for the month of January.

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NEW BUSINESS

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

The School Committee discussed the next steps to fill the available seat for the School Committee Representative to the Finance Committee. The seat needs to be posted for an interim for the remainder of this term (until June 2020) and then posted again in June 2020 for a permanent spot.

2. **Delayed School Openings:** Superintendent Clenchy made a request to have the ability to cancel afternoon professional development and/or parent teacher conferences during delayed school openings and hold afternoon classes for students and staff.

On a motion by Daryl Baker, and seconded by Matthew Hunt, it was voted to approve the request to grant the Superintendent the approval to reschedule a professional development and/or parent teacher conferences during delayed school openings and hold afternoon classes for students and staff if needed. (AYE: Unanimous). Motion carried.

PRESENTATION

1. **Hour of Code** presented by Heidi MacGregor, K-5 STEM Teacher and Todd Shoemaker, Middle School Technology Teacher. Mrs. MacGregor presented the various programs being used in Grade 1 through Grade 5. She showed a short video that was presented to the students, which explained the importance of technology and all the different venues where technology is being used. It brought a better understanding to the students about the importance of Hour of Code. She thanked the RSS and LMS PTA, who has sponsored the purchase of five (5) Drones, which are being used at both schools. The Drones' get programmed through coding and has created a lot of "buzz" in the two schools.

Mr. Shoemaker presented the three different projects used in Grades 6, 7 and 8, that students used during hour of code. The "Hour of Code" ended up being a week and a half, as the students really enjoyed the different projects and activities they were working on. One of the programs used in Grade 7 is also being used at the High School, so it is a great way to introduce coding and spark an interest with the students. Mr. Shoemaker mentioned how many jobs that would be vacant within coding once the students graduate. The U.S. Bureau of Labor Statistics estimates there will be 1.4 million computing jobs but only 400,000 computer-science graduates with the skills to fill them.

Mr. Shoemaker also thanked the PTA for the Drone purchases and said he'll start using them in his engineering club and then move them into his regular classroom.

2. **2020-2021 School Calendar** presented by Superintendent Clenchy. The 2020-2021 will start before Labor Day but with a four-day long weekend. Elementary Staff have requested to move scheduled parent/teacher conferences from December to November. If dates are finalized prior to next meeting, Superintendent Clenchy will present the final 2020-2021 School Calendar and ask the School Committee for their approval.

3. **2020-2021 School Committee Calendar** presented by Superintendent Clenchy

On a motion by Daryl Baker, and seconded by Matthew Hunt, it was voted to approve 2020-2021 School Committee Calendar with added date of June 17, 2021. (AYE: Unanimous). Motion carried.

INTERESTED CITIZENS

None

SUBCOMMITTEE REPORTS

1. **PMBC:** School Improvement plan requests are open, and Daryl Baker suggested that "Replacement roof for the High School" gets added to the list.

2. **Budget Subcommittee:** Waiting to hear from the Board of Selectmen in regard to Capital Request and Operation budget.

3. **Safety and Security:** None

91
92 4. Policy Subcommittee: Second Reading of Policy IMG: Therapy Animals in Schools
93

94 Second Reading of the following reviewed Policy
95

96 On a motion by Daryl Baker, and seconded Jennifer Wilson, it was voted to accept the second reading of
97 the following policy IMG with recommended changes as reviewed and presented. (AYE: Unanimous).
98 Motion carried.
99

100 **ADJOURNMENT**

101 On a motion by Daryl Baker and seconded by Jennifer Wilson it was voted to adjourn at 7:47PM. Roll Call
102 Vote: Jennifer Wilson, AYE; Daryl Baker, AYE, Matthew Hunt, AYE; and Mike Fontanella, AYE.
103

104 **NEXT MEETING DATE**
105 **Thursday, January 23, 2020**
106 **7:00PM**
107 **Littleton High School**
108

109 **DOCUMENTS AS PART OF MEETING**

110 Hour of Code
111 2020-2021 School Calendar
112 2020-2021 School Committee Calendar
113 Policy IMG

News Release
January 2020

ExxonMobil Educational Alliance Program

Littleton High School has received a \$500. grant from the ExxonMobil Educational Alliance program to support the school's math and science programs. King Street, Energy North # 320122 coordinated this effort and is credited with meeting the necessary criteria to obtain the grant on behalf of Littleton High School.

The ExxonMobil Educational Alliance program is designed to provide Exxon and Mobil retailers with an opportunity to invest in the future of their communities through educational grants to neighborhood schools. Hundreds of schools throughout the Northeast will receive educational grants for materials and programming such as learning tools, and lab supplies.

News Release
January 2020

ExxonMobil Educational Alliance Program
Grant Awarded to Littleton High School

Gary Archer, owner of Archer's Mobil located at 500 King Street, Littleton, MA recently presented Littleton High School with a \$500. Grant from ExxonMobil Educational Alliance. Mr. Archer has secured this grant for Littleton High school for a number of years.

ExxonMobil has a long history of supporting educational programs which provide funding for areas of study in math and science to improve STEM opportunities for students of all ages from pre-school to higher education. ExxonMobil believes in the importance of encouraging and preparing the next generation to pursue studies and careers in these fields.

Littleton High School is grateful to ExxonMobil and the Archer family for their generosity and commitment to the students of Littleton.

2020-2021 School Calendar

Approved by: SC _/_/_

SEPTEMBER (18)

| M | Tu | W | Th | F |
|----|----|-----|----|----|
| | | | | |
| | *1 | **2 | 3 | 4 |
| 7 | 8 | 9 | 10 | 11 |
| 14 | 15 | 16A | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |
| 28 | 29 | 30 | | |

*Staff meeting day **Start of School

OCTOBER (21)

| M | Tu | W | Th | F |
|----|----|-------|-------|----|
| | | | 1 | 2 |
| 5 | 6 | 7A | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21A | 22 | 23 |
| 26 | 27 | 28MSC | 29MSC | 30 |

NOVEMBER (17)

| M | Tu | W | Th | F |
|----|------|-----|---------|----|
| | | | | |
| 2 | *3 | 4 | 5EC/MSC | 6 |
| 9 | 10EC | 11 | 12EC | 13 |
| 16 | 17 | 18A | 19 | 20 |
| 23 | 24 | 25A | 26 | 27 |
| 30 | | | | |

*Staff PD / Election Day

DECEMBER (17)

| M | Tu | W | Th | F |
|----|----|----|----|----|
| | | | | |
| | 1 | 2A | 3 | 4 |
| 7 | 8 | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |
| 28 | 29 | 30 | 31 | |

JANUARY (19)

| M | Tu | W | Th | F |
|----|----|-----|----|----|
| | | | | 1 |
| 4 | 5 | 6 | 7 | 8 |
| 11 | 12 | 13A | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | 27A | 28 | 29 |

FEBRUARY (15)

| M | Tu | W | Th | F |
|----|----|-----|----|----|
| | | | | |
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10A | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |

MARCH (23)

| M | Tu | W | Th | F |
|----|----|----------|----------|----|
| | | | | |
| 1 | 2 | 3A | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17EC | 18 | 19 |
| 22 | 23 | 24EC/MSC | 25EC/MSC | 26 |
| 29 | 30 | 31 | | |

APRIL (16)

| M | Tu | W | Th | F |
|----|----|-----|----|----|
| | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14A | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |

MAY (20)

| M | Tu | W | Th | F |
|----|----|----|----|-----|
| | | | | |
| 3 | 4 | 5A | 6 | 7 |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28A |
| 31 | | | | |

JUNE (14)

| M | Tu | W | Th | F |
|----|----|----|----|--------|
| | | | | |
| | 1 | 2 | 3 | 4 |
| 7 | 8 | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | ***18A |
| 21 | 22 | 23 | 24 | 25 |
| 28 | 29 | 30 | | |

***Tentative Last Day of School

School Starts: September 2, 2020
 Student Days Scheduled 185 days –
June 25, 2021 Any unused “snow days” will be used to adjust the School Calendar to the State requirement of 180 days. If no days are lost due to weather or for other reasons, students could be dismissed as early as **June 18, 2021**. When determined; the last day of school will be a 3-hr. Early Release.

KEY

- A** = All District PreK-12 – 3 hr. Early Release
- EC** = K-5 Elementary Conferences/
3 hr. Early Release
- MSC** = MS Conferences 3 hr. Early Release
- () = School Days Per Month
- BACK TO SCHOOL NIGHTS AND/OR Evening Conferences**
- Yellow Box** = All Schools Closed

DRAFT**LITTLETON PUBLIC SCHOOLS****2020-2021 School Calendar****DRAFT****STARTING DATES**

September 1 Teachers return*
 September 2 Start of School **

NO SCHOOL – HOLIDAYS/VACATION DAYS/**PROFESSIONAL DEVELOPMENT**

September 4 Labor Day break
 September 7 Labor Day
 September 28 Yom Kippur
 October 12 Columbus Day
 November 3 PD Day/Election Day
 November 11 Veteran's Day
 Nov. 26 – 27 Thanksgiving Break
 Dec. 24 – Jan. 1 Holiday Break
 January 18 Martin L. King Day
 February 15 -19 Winter Break
 April 2 Good Friday
 April 19-23 Spring Break
 May 31 Memorial Day

BACK TO SCHOOL CURRICULUM NIGHTS

Thursday, Sept. 10 SL K & Transitional Back to School Night
 Monday, Sept. 14 MS Back to School Night
 Tuesday, Sept. 15 RS Back to School Night
 Thursday, Sept. 17 HS Back to School Night
 Tuesday, Sept. 22 SL Grade 1, 2 Back to School Night

EARLY RELEASE – ALL SCHOOLS (Wednesdays)

September 16 Professional Development
 October 7 Professional Development
 October 21 Professional Development
 November 18 Professional Development
November 25 Thanksgiving Break
 December 2 Professional Development
 January 13 Professional Development
 January 27 Professional Development
 February 10 Professional Development
 March 3 Professional Development
 April 14 Professional Development
 May 5 Professional Development
 May 28 (Friday) Professional Development
June 18 (Friday) Tentative Last Day of School

EARLY RELEASE – PARENT CONFERENCES

Wednesday, Oct. 28 Middle School Conference
 Thursday, Oct. 29 Middle School Conference
 Thursday, Nov. 5 Middle School Conference
 Thursday, Nov. 5 K-5 Elementary Conference
 Tuesday, Nov. 10 K-5 Elementary Conference
 Thursday, Nov. 12 K-5 Elementary Conference
 Wednesday, March 17 K-5 Elementary Conference
 Wednesday, March 24 K-5 Elementary Conference
 Wednesday, March 24 Middle School Conference
 Thursday, March 25 K-5 Elementary Conference
 Thursday, March 25 Middle School Conference

EVENING PARENT CONFERENCES

Thursday, Oct. 8 High School Evening Conference
 Thursday, Oct. 28 Middle School Evening Conference
 Thursday, Nov. 5 K-2 Elementary Evening Conference
 Tuesday, Nov. 10 3-5 Elementary Evening Conference
 Wednesday, March 10 High School Evening Conference
 Wednesday, March 17 K-2 Elementary Evening Conference
 Wednesday, March 24 3-5 Elementary Evening Conference
 Thursday, March 25 Middle School Evening Conference

STARTING & DISMISSAL SCHEDULE

| School | Start | Dismissal | Early Dismissal |
|----------------|---------|-----------|-----------------|
| High School | 7:25AM | 1:56PM | 10:55AM |
| Middle School | 7:20AM | 1:45PM | 10:45AM |
| Russell Street | 8:05AM | 2:30PM | 11:30AM |
| Shaker Lane | 8:50AM | 3:15PM | 12:15PM |
| Full-Day PreK | 9:00AM | 2:45PM | 11:30AM |
| AM PreK | 9:00AM | 11:30AM | |
| PM PreK | 12:15PM | 2:45PM | |

SCHOOL CLOSING / DELAY ANNOUNCEMENTS

Web: Littletonps.org **Radio:** WBZ (1030), WCAP (980), WRKO (680)
TV: WBZ (4), WCBV (5), WHDH (7), and cable channel 3
Twitter: Kelly Clenchy @kbstcl

High School Graduation Date – June 4, 2021**Gr. 8 Promotion Ceremony – June 14, 2021**

Tigers' Den will close at 4:00pm on 11/25/20 and the last day of school.

MAJOR RELIGIOUS & CULTURAL HOLIDAYS & HOLY DAYS

Sept. 18 – Sept. 20 Rosh Hashanah
 September 28 Yom Kippur
 November 14 Diwali begins
 December 10-18 Chanukah
 December 25 Christmas
 December 26 Kwanza
 March 27 Passover
 April 2 Good Friday
 April 4 Easter Sunday

MARKING PERIODS**K-5 Marking Period Ends:**

December 4, March 19, June 18

Middle School Marking Period Ends:

November 20, March 5, June 18

High School Marking Period Ends:

November 6, January 22, April 9, June 18

Inclusive Preschool Program

— at the Shaker Lane School —

Inclusion in Preschool

Inclusion in preschool/early childhood programs refers to:

- including children with disabilities in early childhood programs together with their peers without disabilities;
- holding high expectations and intentionally promoting participation in all learning and social activities facilitated by individualized accommodations;
- and using evidence-based services and supports to foster their development in the areas of cognitive, language, communication, physical, behavioral, and social-emotional, as well as fostering friendships with peers, and sense of belonging.

This applies to all young children with disabilities, from those with the mildest disabilities, to those with the most significant disabilities.

From the September 2015 joint *Policy Statement on Inclusion of Children with Disabilities in Early Childhood Programs* by the U.S. Departments of Education (ED) and Health and Human Services (HHS)

Program Review Timeline

June

- Established priorities for 2019-2020 school year

September - December

- Staff discussions
- Review of local preschools
- Site visits and meetings with local preschools
 - NMRSD Integrated Preschool Program
 - Preschool at Hanscom

Program Review Timeline - continued

December - February (ongoing)

- Early Childhood Associates (ECA) Program Evaluation
 - Dr. Linda Warren,
 - Katie Miksis
 - Lisa Sullivan
- Process
 - Classroom and Therapy Observations
 - IEP Meeting Observation
 - File and Document Review
 - Interviews and Surveys

Evaluation Findings Highlights

- Increase **inclusive practices** including a co-teaching embedded therapy model.
- Allocate staff to implement **targeted instruction** in small group settings to support students with more significant needs.
- Increase time for staff to engage in **collaboratively planning**.
- Restructure **service options** including hours of operation, schedules, and classroom environment features.
- Improve the **child assessment** and **IEP** development processes.

Proposed Programming

- Additional day for 2 preschool teachers
- 2 Four-Day Morning Preschool Programs (3 year-old)
- 2 Four-Day Afternoon Preschool Programs (4 year-old)
- Four-day Full-day Preschool Program (mixed age)
- Five-day Full-day Preschool Program (4 year-old)
 - 2020-2021 only
 - 2021-2022 will become four-day full-day

Side-by-Side Comparison - Four Day Morning Program

| 2019-2020 (current) Program | Proposed 2020-2021 Program |
|--|---|
| Three-Day Morning Preschool Program <ul style="list-style-type: none">• The three-day morning program is for children who will be 3 years old as of September 1, 2019.• Sessions are held on Mondays, Tuesdays and Wednesdays from 9:00am to 11:30am. | Four-Day Morning Preschool Program <ul style="list-style-type: none">• The four-day morning program is for children who will be 3 years old as of September 1, 2020.• Sessions are held on Mondays, Tuesdays, Wednesdays, and Thursdays from 9:00am to 11:30am. |
| <p><u>Similarities:</u></p> <ul style="list-style-type: none">• Same age group (3 year olds)• Same hours daily (9:00am to 11:30am) <p><u>Differences:</u></p> <ul style="list-style-type: none">• Added an additional day per week (from 3 to 4 days) | |

Side-by-Side Comparison - Four Day Afternoon Program

| 2019-2020 (current) Program | Proposed 2020-2021 Program |
|--|---|
| <p data-bbox="92 380 620 409">Four-Day Afternoon Preschool Program</p> <ul data-bbox="125 423 919 587" style="list-style-type: none"><li data-bbox="125 423 919 500">● The four-day afternoon program is for children who will be 4 years old as of September 1, 2019.<li data-bbox="125 511 919 587">● Sessions are held on Mondays, Tuesdays, Wednesdays and Thursdays from 12:15pm to 2:45pm. | <p data-bbox="977 380 1505 409">Four-Day Afternoon Preschool Program</p> <ul data-bbox="1010 423 1804 587" style="list-style-type: none"><li data-bbox="1010 423 1804 500">● The four-day afternoon program is for children who will be 4 years old as of September 1, 2020.<li data-bbox="1010 511 1804 587">● Sessions are held on Mondays, Tuesdays, Wednesdays, and Thursdays from 12:15pm to 2:45pm. |
| <p data-bbox="92 786 247 815"><u>Similarities:</u></p> <ul data-bbox="125 829 697 906" style="list-style-type: none"><li data-bbox="125 829 697 862">● Same age group (4 year olds)<li data-bbox="125 873 697 906">● Same hours daily (12:15pm to 2:45pm) | |

Side-by-Side Comparison - Four-Day Full-Day Program

| 2019-2020 (current) Program | Proposed 2020-2021 Program |
|-----------------------------|--|
| n/a - new program | <p data-bbox="973 470 1474 500">Four-Day Full-Day Preschool Program</p> <ul data-bbox="1006 516 1779 678" style="list-style-type: none"><li data-bbox="1006 516 1779 590">• The four-day full-day program is multi-age. Children must be 3 years of age as of September 1, 2020.<li data-bbox="1006 603 1779 678">• Sessions are held on Mondays, Tuesdays, Wednesdays, and Thursdays from 9:00am to 2:45pm. |

Side-by-Side Comparison - Five-Day Full-Day Program

| 2019-2020 (current) Program | Proposed 2020-2021 Program |
|---|---|
| Five-Day Full-Day Preschool Program <ul style="list-style-type: none">• The five-day full-day program is multi-age. Children must be 3 years of age as of September 1, 2019.• Sessions are held Monday, Tuesday, Thursday and Friday from 9:00am to 2:45pm and Wednesdays from 9:00am to 11:30am. | Five-Day Full-Day Preschool Program <ul style="list-style-type: none">• The five-day full-day program is for children who will be 4 years old as of September 1, 2020.• Sessions are held Monday, Tuesday, Thursday and Friday from 9:00am to 2:45pm and Wednesdays from 9:00am to 11:30am. |
| <p><u>Similarities:</u></p> <ul style="list-style-type: none">• Same schedule weekly• Same hours daily <p><u>Differences:</u></p> <ul style="list-style-type: none">• Accepting community peers who will be 4 years old for 2020-2021• For the 2021-2022 school year, this program will become the four-day full day. | |

Program Changes

5th Day

- Playgroup
- Targeted Instruction Group
- Kid Talk &/OR Assessment
- Collaborative, Co-Teaching and Embedded Classroom-Based Therapy Planning

Tuition Rates & Changes

Four-Day Afternoon Program

- Tuition remains \$2,750

Five-Day Full-Day Program

- Tuition remains \$5,750

Four-Day Morning Preschool Program

- Additional day
- \$3,000 (increase of \$500)

Four-Day Full-Day Preschool Program

- \$5,500

Thank You

Preschool Team
Service Providers
Team Chairperson
Dr. Linda Warren
Kate Miskis
Lisa Sullivan



LITTLETON Massachusetts

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4083smark

|Town of Littleton
|YEAR-TO-DATE BUDGET REPORT FY 2020
YEAR TO DATE THROUGH DECEMBER 2019

|P 1
|glytdbud

FOR 2020 06

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 | -88,820 | 8,212,412 | 2,699,112.75 | 27,364.46 | 5,485,934.79 | 33.2% |
| 311 Special Education | 6,468,394 | -187,080 | 6,281,314 | 1,537,782.89 | 900.74 | 4,742,630.37 | 24.5% |
| 312 Student & Support Staff | 1,023,276 | 27,400 | 1,050,676 | 431,694.01 | 8,454.54 | 610,527.45 | 41.9% |
| 313 Other Instruction | 271,424 | 14,000 | 285,424 | 112,790.22 | 671.24 | 171,962.54 | 39.8% |
| 314 System Administration | 1,324,707 | -3,500 | 1,321,207 | 549,336.66 | 2,081.80 | 769,788.54 | 41.7% |
| 315 School Administration | 1,119,264 | 2,000 | 1,121,264 | 494,948.49 | .00 | 626,315.51 | 44.1% |
| 316 Transportation and Busing | 1,178,832 | 0 | 1,178,832 | 383,768.16 | .00 | 795,063.84 | 32.6% |
| 317 Facility & Maintenance | 1,415,063 | 251,689 | 1,666,752 | 683,620.04 | 317,745.88 | 665,386.08 | 60.1% |
| GRAND TOTAL | 21,102,192 | 15,689 | 21,117,881 | 6,893,053.22 | 357,218.66 | 13,867,609.12 | 34.3% |

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

USE OF TOBACCO PRODUCTS ON SCHOOL PROPERTY

The United States Office of the Surgeon General issues research based evidence documenting the effects of smoking, noting significant risk of heart disease and lung cancer. The impact to youths include additional risk in significantly reducing lung function and causing early cardiovascular damage. Furthermore, the reports conclude that there is no risk-free level of exposure secondhand smoke. ^[1,2]

Use of any tobacco or “electronic cigarette” products within the school buildings, school facilities, or on school grounds or school buses by any individual, including school personnel and students, is prohibited at all times.

The term “**electronic cigarette**” means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other substance, and the use or inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed or sold as e-cigarettes, e-cigars, e-pipes, or under any other product name or descriptor.

This policy is in effect twenty-four hours a day, seven days a week, for all school and nonschool functions, and applies to anyone present in the school buildings and on school property. There are to be no exceptions to this policy.

This policy shall be promulgated to all staff and students in appropriate handbook(s) and publications.

Signs shall be posted in all school buildings and at all entrances to school property, informing the general public of the district policy and requirements of state law.

SOURCE: MASC

LEGAL REFS. MGL 71:37H Town of Littleton
Code 224B-4

REFERENCES

- 1: “The Health Consequences of Smoking – 50 Years of Progress”, Office of US Surgeon General, 2014
 - 2: “Smoking and Youth”, Office of the US Surgeon General, 2014
- Adopted: September 19, 1991
Revised: August 12, 1993
Reviewed: October 14, 1993
Revised: October 14, 1999
Reviewed: October 4, 2012
Revised: December 10, 2015
Revised: October 9, 2018

SCHOOL DISTRICT LEGAL STATUS

The legal basis for public education in the district is vested in the will of the people as expressed in the Constitution of Massachusetts and state statutes pertaining to education.

Under the General Laws of Massachusetts,

“... Every town shall maintain...a sufficient number of schools for the instruction of all children who may legally attend a public school therein.”

The public educational system of Littleton structurally is a department of the town operated under laws pertaining to education and under regulations of the Massachusetts Board of Education. The area served by the Littleton Public Schools is coterminous with the Town of Littleton.

Established by law

Source: MASC

LEGAL REFS.: Constitution of Massachusetts, Part II, Chapter V, Section II
M.G.L. 71:10

CROSS REF.: BB, School Committee Legal Status

Adopted: October 27, 1994
Reviewed: October 14, 1999
Reviewed: October 4, 2012
Reviewed: November 12, 2015
Reviewed: February 6, 2020

THE PEOPLE AND THEIR SCHOOL DISTRICT

The school committee has the dual responsibility for implementing statutory requirements pertaining to public education and local citizen's expectations for the education of the community's youth. It also has an obligation to determine and assess citizen's desires. When citizens elect delegates to represent them in the conduct of public education, their representatives have the authority to exercise their best judgment in determining policies, making decisions, and approving procedures for carrying out the responsibility.

The school committee therefore affirms and declares its intent to:

1. Maintain two-way communications with citizens of community. The public will be kept informed of the progress and problems of the school system, and citizens will be urged to bring their aspirations and feelings about their public schools to the attention of this body, which they have chosen to represent them in the management of public education.
2. Establish policies and make decisions on the basis of declared educational philosophy and goals. All decisions made by this committee will be made with priority given to the purposes set forth, most crucial of which is the optimal learning of the children enrolled in our schools.
3. Act as a truly representative body for members of the community in matters involving public education. The committee recognizes that ultimate responsibility for public education rests with the state, but individual school committees have been assigned specific authority through state law. The committee will not relinquish any of this authority since it believes that decision-making control over the children's learning should be in the hands of local citizens as much as possible.

Source: MASC

Adopted: October 27, 1994
Reviewed: October 28, 1999
Reviewed: October 4, 2012
Reviewed: November 12, 2015
Reviewed: February 6, 2020

NONDISCRIMINATION

Public schools have the responsibility to overcome, insofar as possible, any barriers that prevent children from achieving their potential. The public school system will do its part. This commitment to the community is affirmed by the following statements of school committee intend to:

1. Promote the rights and responsibilities of all individuals as set forth in the State and Federal constitutions, pertinent legislation, and applicable judicial interpretations.
2. Encourage positive experiences in human values for children and youth and adults, all of whom have differing personal and family characteristics and who come from various socioeconomic, racial and ethnic groups.
3. Work toward a more integrated society and to enlist the support of individuals as well as groups and agencies, both private and governmental, in such an effort.
4. Use all appropriate communication and action techniques to air and reduce the grievances of individuals and groups.
5. Carefully consider, in all the decisions made within the school system, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
6. Initiate a process of reviewing policies and practices of the school system in order to achieve to the greatest extent possible the objectives of this statement.

The committee's policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business; No person shall be excluded from or discriminated against in admission to a public school of any town or in obtaining the advantages, privileges, and courses of study of such public school on account of race, color, sex, gender identity, religion, national origin, sexual orientation or disability. If someone has a complaint or feels that they have been discriminated against because of their race, color, sex, gender identity, religion, national origin, sexual orientation or disability, their complaint should be registered with the Title IX compliance officer.

SOURCE: MASC

LEGAL REFS.:

Title VI, Civil Rights Act of 1964
 Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972
 Executive Order 11246, as amended by E.O. 11375
 Equal Pay Act, as amended by the Education Amendments of 1972
 Title IX, Education Amendments of 1972
 Rehabilitation Act of 1973
 Education for All Handicapped Children Act of 1975
 M.G.L. 71B:1 et seq. (Chapter 766 of the Acts of 1972)

M.G.L. 76:5
M.G.L. 76:16
DESE Regulations 602 CMR 26.00
DESE Regulations 603 CMR 28.00

| | |
|-----------|-------------------|
| Adopted: | October 27, 1994 |
| Revised: | October 14, 1999 |
| Revised: | February 26, 2009 |
| Revised: | October 4, 2012 |
| Revised: | November 12, 2015 |
| Reviewed: | February 6, 2020 |

NONDISCRIMINATION ON THE BASIS OF SEX

The school committee, in accordance with Title IX of the Education Amendments of 1972, declares that the school system does not and will not discriminate on the basis of sex in the educational programs and activities of the public schools. This policy will extend not only to students with regard to educational opportunities, but also to employees with regard to employment opportunities.

The school committee will continue to ensure fair and equitable educational and employment opportunities, without regard to sex, to all of its students and employees.

The Superintendent or designee will serve as the school system's Title IX compliance officer. All students and employees will be notified of the name and office address and telephone number of the compliance officer.

LEGAL REFS.:

Title IX of the Education Amendments of 1972
45 CFR, Part 86, (Federal Register, 6/4/75)
M.G.L. 76:5; 76:16 (Chapter 622 of the Acts of 1971)
DESE 603 CMR 26:00

CROSS REF.: AC, Nondiscrimination

| | |
|-----------|-------------------|
| Adopted: | October 27, 1994 |
| Revised: | October 14, 1999 |
| Reviewed: | February 26, 2009 |
| Revised: | October 4, 2012 |
| Reviewed: | November 12, 2015 |
| Reviewed | February 7, 2020 |

NONDISCRIMINATION ON THE BASIS OF HANDICAP

Title II of the Americans With Disabilities Act of 1992 requires that no qualified individual with a disability shall, because the District's facilities are inaccessible to or unusable by individuals with disabilities, be excluded from participation in, or be denied the benefits of the services, programs, and activities of the District or be subject to discrimination. Nor shall the District exclude or otherwise deny services, programs, or activities to an individual because of the known disability of a person with whom the individual is known to have a relationship or association.

Definition: A "qualified individual with a disability" is an individual with a disability who, with or without reasonable modification to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by the District.

Reasonable Modification: The District shall make reasonable modification in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability, unless the District can demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity.

Communications: The District shall take the appropriate steps to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others. To this end, the District shall furnish appropriate auxiliary aids and services where necessary to afford an individual with a disability an equal opportunity to participate in, and enjoy benefits of, a service, program, or activity conducted by the District. In determining what type of auxiliary aid or service is necessary, the District shall give primary consideration to the requests of the individuals with disabilities.

Auxiliary Aids and Services: "Auxiliary aids and services" includes (1) qualified interpreters, note takers, transcription services, written materials, assisted listening systems, and other effective methods for making aurally delivered materials available to individuals with hearing impairments; (2) qualified readers, taped texts, audio recordings, Braille materials, large print materials, or other effective methods for making visually delivered materials available to individuals with visual impairments; (3) acquisition or modification of equipment or devices and (4) other similar services and actions.

Limits of Required Modification: The District is not required to take any action that it can demonstrate would result in a fundamental alteration in the nature of a service, program, or activity or in undue financial and administrative burdens. Any decision that, in compliance with its responsibility to provide effective communication for individuals with disabilities, would fundamentally alter the service, program, or activity or unduly burden the District shall be made by the School Committee after considering all resources available for use in funding and operating the program, service, or activity. A written statement of the reasons for reaching that conclusion shall accompany the decision.

Notice: The District shall make available to applicants, participants, beneficiaries, and other interested persons information regarding the provisions of Title II of the American with Disabilities Act (ADA) and its applicability to the services, programs, or activities of the District. The information shall be made available in such a manner as the School Committee and Superintendent find necessary to apprise such persons of the protections against discrimination assured them by the ADA.

Compliance Coordinator: The District shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under Title II of ADA, including any investigation of any complaint communicated to it alleging its noncompliance or alleging any actions that would be prohibited under ADA. The District shall make available to all interested individuals the name, office address, and telephone number of the employee(s) so designated and shall adopt and publish procedures for the prompt and equitable resolution of complaints alleging any action that would be prohibited under the ADA. The school district receives federal financial assistance and must comply with the above requirements. Additionally, the School Committee is of the general view that:

1. Discrimination against a qualified disabled person solely on the basis of disability is unfair; and
2. To the extent possible, qualified disabled persons should be in the mainstream of life in the school community. Accordingly, employees of the school district will comply with the above requirements of the law and policy statements of this Committee to ensure nondiscrimination on the basis of disability.

Source: MASC

LEGAL REFS.: Rehabilitation Act of 1973, Section 504
Individuals with Disabilities Education Act
M.G.L. 71B:1,
Americans with Disabilities Act of 1992
Board of Education Chapter 766 Regulations, adopted 10/74, as amended
through 3/28/78

CROSS REFS.: IGB, Learning Support Services Programs

| | |
|-----------|-------------------|
| Adopted: | October 14, 1999 |
| Reviewed: | February 26, 2009 |
| Revised: | November 15, 2012 |
| Reviewed: | November 12, 2015 |
| Revised: | October 25, 2018 |
| Reviewed: | February 6, 2020 |

FINANCE COMMITTEE APPOINTMENTS

The Littleton School Committee is responsible for appointing two (2) members to the Littleton Finance Committee. The appointments are for three-year terms and commence the second Monday in May.

In years when an incumbent's term will expire, the School Committee at their first meeting in March will inform the incumbent in writing that he/she may reapply for an additional term if interested. The committee will also advertise the position and request that interested citizens and the incumbent submit a letter of application and a resume two weeks prior to the date set by the School Committee for when they plan to make the appointment. The School Committee will interview candidates prior to making an appointment.

In case of a resignation, the School Committee will set a date to appoint a replacement. The School Committee will accept a letter of application and a resume up to two weeks prior to the Appointment date. The School Committee will interview candidates prior to making an appointment.

All applicants and appointees must meet Littleton town code requirements as specified by Town Code for "Finance Committee Eligibility" and "Boards Appointed: Residency requirements". The School Committee reserves the right to terminate an appointee's membership to the finance committee due to lack of attendance or failure to perform the required duties of the committee.

LEGAL REFS.: 13-1, Town of Littleton Code

| | |
|-----------|-------------------|
| Adopted: | May 27, 1993 |
| Reviewed: | October 14, 1999 |
| Revised: | December 15, 2005 |
| Reviewed: | November 15, 2012 |
| Revised: | November 12, 2015 |

ADMINISTRATION GOALS

It is the intent of the School Committee that the district employ qualified personnel to administer the school system efficiently and to require the Superintendent to organize the administration in a manner that will make clear the functions of each position and the relationships among them.

The Superintendent will establish clear lines of communication, both vertically and horizontally, and will form any staff councils or committees needed to provide for efficient conduct of school business. In order to engage in this process in an orderly and effective fashion, each individual and group will be given particular, clear-cut responsibilities. Channels will be established so that the recommendations and decisions of each group can be heard and reviewed by the chief administrative officer concerned, and, where appropriate, by the Superintendent and School Committee.

The organization and administration of the schools will balance responsibility with commensurate authority, subject to the reserved legal powers of the School Committee. This means that a staff member, when assigned a responsibility or a position, will be given the authority to make the decisions necessary to perform the assigned tasks.

For the schools to operate effectively, each administrative officer will be responsible and accountable for making a plan of development for all certified staff assigned to his area of operation. Development needs of support staff will be addressed in their annual job evaluation.

Adopted: January 12, 1995
Revised: September 30, 2000
Reviewed: October 20, 2011
Reviewed: November 12, 2015
Reviewed: February 6, 2020

ANNUAL OPERATIONAL PLAN/OBJECTIVES

It is requested that the Superintendent work with the School Committee at the beginning of each school year to develop a written statement of operational priorities and objectives, and the methods by which these objectives will be judged.

At the end of each school year, the Superintendent will submit a written report detailing the attainment or lack of attainment of these priorities and objectives.

This statement will establish a limited number of important objectives to which the Superintendent will devote his efforts.

The operational plan will be organized under certain headings which outline the school's role in governing the public education. Such headings may include the following:

- Curriculum Development
- Plant Management
- Job Descriptions
- Policy Development
- Personnel Recommendations
- Budget Recommendations

Proposed: Feb 9, 1984

Reviewed: March 8, 1984

Reviewed: August 30, 2000

Reviewed: October 20, 2011

Reviewed: November 12, 2015

Reviewed: February 6, 2020

SUPERINTENDENT'S CONTRACT

The Committee, upon the appointment of a candidate to be Superintendent will enter into a written contract with the Superintendent which will meet the requirements of law and will protect the rights of both the Committee and the Superintendent. In accordance with said contract or, in the absence of specific contract language, by vote of the members, the Committee may choose to negotiate a successor contract with an incumbent Superintendent.

SOURCE: MASC July 2016

LEGAL REFS.: M.G.L. 71:41; 71:42

Adopted: January 12, 1995

Reviewed: August 30, 2000

Reviewed: October 20, 2011

Reviewed: November 12, 2015

Revised: January 10, 2019

Reviewed: February 6, 2020

EVALUATION OF THE SUPERINTENDENT

Evaluation can serve the purpose of helping educators and educational leaders continually improve their practice.

Through evaluation of the Superintendent, the School Committee will strive to accomplish the following:

1. Ensure the efforts of the Superintendent are focused on district goals and the standards of professional practice established by state regulation are met by the Superintendent.
2. Ensure all Committee members and the Superintendent are in agreement and clear on the role of the Superintendent and the immediate priorities among their responsibilities.
3. Provide excellence in administrative leadership of the school district.
4. Develop a respectful and productive working relationship between the School Committee and Superintendent.

The School Committee and Superintendent will periodically develop a set of performance objectives based on the needs of the school district and in keeping with state regulations for evaluation of the Superintendent. The Superintendent's performance will be reviewed in accordance with specified goals and standards. Additional objectives will be established according to the evaluation cycle agreed upon with the Superintendent.

All School Committee discussion and deliberation related to the Superintendent's performance evaluation shall be conducted in open session in accordance with the open meeting law.

SOURCE: MASC July 2016

LEGAL REF.: M.G.L. 30A:18-25; 603 CMR 35.00

| | |
|-----------|-------------------|
| Adopted: | January 12, 1995 |
| Reviewed: | August 30, 2000 |
| Reviewed: | October 20, 2011 |
| Reviewed: | November 12, 2015 |
| Revised: | January 10, 2019 |
| Reviewed: | February 6, 2020 |

ADMINISTRATIVE COUNCILS, CABINETS, AND COMMITTEES

The Superintendent may establish such permanent or temporary councils, cabinets, and committees as are deemed necessary for assuring staff participation in decision making, for implementing policies, regulations, procedures, and for the improvement of the educational program.

Functioning in an advisory capacity all councils, cabinets, and committees created by the Superintendent may make recommendations for submission to the committee through the Superintendent. Such groups will exercise no inherent authority. Authority for establishing policy remains with the committee and authority for implementing policy remains with the Superintendent.

The membership, composition, and responsibilities of administrative councils, cabinets, and committees will be defined by the Superintendent and may be changed if deemed necessary. However, the School Committee wishes to be kept informed of the establishment and dissolution of these groups as well as their membership and their purpose.

Expenses incurred by such groups for consultative services, materials, and any investigative travel will be paid by the school system, but only within budgetary allotments and when approved in advance by the Superintendent.

SOURCE: MASC July 2016

Adopted: January 12, 1995
Reviewed: August 30, 2000
Reviewed: October 20, 2011
Reviewed: November 12, 2015
Revised: January 10, 2019
Reviewed: February 6, 2020

POLICY IMPLEMENTATION

The Superintendent has responsibility for carrying out policies established by the School Committee.

The policies developed by the committee and the procedures developed to implement policy are designed to increase the effectiveness and efficiency of the school district. Consequently, it is expected that all school district employees will follow district policies.

Administrators and supervisors are responsible for informing staff members in their schools, departments, or divisions of existing policies and regulations and for seeing that they are implemented in the spirit intended.

As long as the Superintendent operates within the guidelines of policy adopted by the Committee, implementations procedures may be developed without prior Committee approval unless Committee action is required by law, or the Committee has specifically asked that certain types of procedures be given Committee approval, or the Superintendent recommends Committee approval in light of strong community attitudes or probable staff reactions.

A regulation concerning a particular group or groups in the schools will be distributed to the group(s) prior to the effective date of the regulation.

Adopted: January 12, 1995
Reviewed: August 30, 2000
Revised: October 20, 2011
Reviewed: November 12, 2015
Reviewed: February 6, 2020

ADMINISTRATIVE REPORTS

The School Committee will require reports from the Superintendent concerning conditions of efficiency and needs of the schools.

School building administrators will be required to keep such records and make reports as the Superintendent may direct or require.

An annual report covering the diversified activities of the school system and the administration's recommendations for their improvement will be prepared by the Superintendent or designee and presented to the School Committee. Upon committee approval, the report will be made available to the public and used as one means for informing parents and citizens, the Commissioner of Education, and others of the programs and conditions of the town's public schools.

Upon receipt of the Superintendent's reports, the committee will take steps to appraise the effectiveness with which the schools are achieving the educational purposes of the school system.

Because statistical information often has a time value, each administrator will give careful consideration to all procedures related to reports, accounting, and general business matters that are required for the administration of the school program and will make accurate and prompt return on scheduled dates of all statistical and other information required.

SOURCE: MASC Policy

LEGAL REFS.: M.G.L. 72:4

| | |
|-----------|-------------------|
| Adopted: | January 12, 1995 |
| Revised: | August 30, 2000 |
| Revised: | October 20, 2011 |
| Reviewed: | November 12, 2015 |
| Reviewed: | February 6, 2020 |

FISCAL MANAGEMENT GOALS

The quantity and quality of learning programs are directly dependent on the effective, efficient management of allocated funds. It follows that achievement of the school system's purposes can best be achieved through excellent fiscal management.

As trustee of local, state, and federal funds allocated for use in public education, the committee will fulfill its responsibility to see that these funds are used wisely for achievement of the purposes to which they are allocated.

Because of resource limitations, there is sometimes a temptation to operate so that fiscal concerns overshadow the educational program. Recognizing this, it is essential that the school system take specific action to make sure education remains central and that fiscal matters are ancillary and contribute to the educational program. This concept will be incorporated into committee operations and into all aspects of school system management and operation.

In the school system's fiscal management, it is the committee's intent:

1. To engage in thorough advance planning, with staff and community involvement, in order to develop budgets and to guide expenditures so as to achieve the greatest educational returns and the greatest contributions to the educational program in relation to dollars expended.
2. To establish levels of funding that will provide high quality education for the students.
3. To use the best available techniques for budget development and management.
4. To provide timely and appropriate information to all staff with fiscal management responsibilities.
5. To establish maximum efficiency procedures for accounting, reporting, business, purchasing and delivery, payroll, payment of vendors and contractors, and all other areas of fiscal management.

SOURCE: MASC Policy

| | |
|-----------|--------------------|
| Adopted: | February 16, 1995 |
| Reviewed: | September 14, 2000 |
| Reviewed: | November 20, 2014 |
| Reviewed: | February 6, 2020 |

ANNUAL BUDGET

The annual budget is the financial expression of the educational program of the school department, and it is aligned with the strategic plan, mission, and vision of the school district.

The budget is more than just a financial instrument and requires on the part of the Committee, the staff, and the community, an orderly and cooperative effort to ensure sound fiscal practices for achieving the educational goals and objectives of the school district.

Public school budgeting is regulated and controlled by legislation, state regulations, and local School Committee requirements. The operating budget for the school district will be prepared and presented in line with state policy and will be developed and refined in accordance with the same requirements.

The Superintendent will serve as budget officer but they may delegate portions of this responsibility to specific. The three general areas of responsibility for the Superintendent as budget officer will be budget preparation, budget presentation, and budget administration.

LEGAL REFS.: M.G.L. 71:34; 71:37 and 71:38N

SOURCE: MASC August 2016

| | |
|-----------|--------------------|
| Adopted: | February 16, 1995 |
| Reviewed: | September 14, 2000 |
| Reviewed: | November 20, 2014 |
| Revised: | January 10, 2019 |
| Reviewed: | February 6, 2020 |

BUDGET TRANSFER AUTHORITY

In keeping with the need for periodic reconciliation of the school department's budget, the Superintendent may reallocate funds between line items as necessary for the proper operation of the District.

The committee wishes to be kept abreast of the need for these adjustments so that it may be properly informed for future budget planning. The Superintendent shall update the Committee on a regular basis, as determined by the committee and financial needs. At the closing of the fiscal year a year end budget report indicating final line expenditures shall be provided to the committee.

All funds in the general account not expended by the close of the fiscal year will be returned to the town.

LEGAL REFS.: Town of Littleton Code, 18-5

SOURCE: Local Policy

| | |
|-----------|--------------------|
| Adopted: | February 16, 1995 |
| Reviewed: | September 14, 2000 |
| Revised: | November 20, 2014 |
| Reviewed: | February 6, 2020 |

AUTHORIZED SIGNATURES

The chairperson of the School Committee or a designee-appointed by the Committee will sign payrolls presented for approval. Annually the School Committee will vote approval to authorize the following required number of signatures for Payroll Warrants as one Signature and forward approval of such motion to the Town Accountant.

Approval of Accounts Payable Warrants shall require a majority of signatures for approval.

The town treasurer, who also serves as the school department treasurer, signs all checks drawn against school department funds. No other signature is valid.

LEGAL REF. M.G.L. 41:41. 41:52, Town of Littleton Code, 18-4

SOURCE: MASC Policy

| | |
|-----------|--------------------|
| Adopted: | February 16, 1995 |
| Revised: | September 30, 2000 |
| Revised: | November 20, 2014 |
| Reviewed: | February 6, 2020 |

FISCAL ACCOUNTING AND REPORTING

The Superintendent will be ultimately responsible for receiving and properly accounting for all funds of the school system.

The accounting system used will conform with state requirements and to good accounting practices, providing for the appropriate separation of accounts, funds, and special monies.

The School Committee will receive periodic financial statements from the Superintendent showing the financial condition of the school department. Such other financial statements as may be determined necessary by either the committee or the administration will be presented as found desirable.

LEGAL REF.: Board of Education 603 CMR 10:00

SOURCE: MASC Policy

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| Adopted: | February 16, 1995 |
| Reviewed: | September 14, 2000 |
| Reviewed: | November 20, 2014 |
| Reviewed: | February 6, 2020 |

AUDITS

An audit of the school department's accounts should be conducted annually. In addition, the Committee may request a private audit of the school system's accounts at its discretion.

The Committee will consider recommendations made by the auditor for maintaining an efficient system for recording and safeguarding the school department's assets.

SOURCE: MASC Policy

Adopted: February 16, 1995
Revised: September 30, 2000
Revised: November 20, 2014
Reviewed: February 6, 2020

PURCHASING

The School Committee declares its intention to purchase competitively without prejudice and to seek maximum educational value for every dollar expended.

The acquisition of materials, equipment and services will be centralized in the Superintendent's office of the school system

The Superintendent or designee will serve as purchasing agent. The purchasing agent will develop and administer the purchasing program for the schools in keeping with legal requirements of MGL 30B and with the adopted school budget.

School purchases will be made only on official purchase orders approved for issuance by the appropriate unit head and signed by the Superintendent or designee, with such exceptions as may be made by the latter for emergency purchases and those made with petty cash funds.

SOURCE: MASC Policy

LEGAL REFS.: M.G.L. 7:22A; 7:22B; 30B; 71:49A

Adopted: October 23, 1975

Effective: November 6, 1975

Revised: February 16, 1995

Reviewed: September 14, 2000

Revised: March 21, 2013

Reviewed: February 6, 2020

PAYMENT PROCEDURES

All claims for payment from school department funds will be processed in accordance with regulations developed by the Superintendent. Payment will be authorized against invoices properly supported by approved purchase orders, with properly submitted vouchers, or in accordance with salaries and salary schedules approved by the School Committee.

As an operating procedure, the Committee will receive monthly lists of bills (warrants) for payment from school department funds. The lists will be certified as correct and approved for payment by the School Committee and then forwarded to the town for processing and subsequent payment by the town treasurer. Actual invoices, statements, and vouchers will be available for inspection by the School Committee.

The Superintendent will be responsible for assuring that budget allocations are observed and that total expenditures do not exceed the amount allocated in the budget for all items.

The school building administrators will be responsible for monitoring budget allocations in their respective schools.

SOURCE: MASC August 2016

LEGAL REFS.: M.G.L. 41:41; 41:52 41:56

Adopted: February 16, 1995
Reviewed: September 14, 2000
Reviewed: March 21, 2013
Reviewed: February 6, 2020

EXPENSE REIMBURSEMENTS

Personnel and school department officials who incur approved expenses in carrying out their authorized duties will be reimbursed by the school department upon submission of a properly completed and approved voucher and any supporting receipts required by the Superintendent.

When official travel by personally-owned vehicle is authorized, mileage payment will be made at the rate currently approved by the Internal Revenue Service (IRS).

To the extent budgeted for such purposes in the school budget, approval of travel requests by School Committee members must have prior approval of the School Committee. Staff travel requests within budgetary limits may be approved by the Superintendent. Staff travel requests that exceed budgetary limits will require the approval of the School Committee and the identification of funding sources by administration. Each request will be judged on the basis of its benefit to the school district.

SOURCE: MASC August 2016

LEGAL REFS.: M.G.L. 40:5; 44:58

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| Adopted: | February 16, 1995 |
| Revised: | September 30, 2000 |
| Revised: | November 20, 2014 |
| Revised: | January 10, 2019 |
| Reviewed: | February 6, 2020 |

FACILITIES DEVELOPMENT GOALS

The School Committee believes that any educational program is influenced greatly by the environment in which its functions. The development of a quality educational program and school facilities that help to implement the program must go hand in hand.

Therefore, it is the committee's goal to provide the facilities needed for the number of students and educational requirements in the school district and to provide the kind of facilities that will best support and accommodate the educational program. To best use local resources, it is the Committee's intent, wherever possible, to partner with the Massachusetts School Building Authority.

Recognizing that school facilities are long-term community investments, the Committee will develop projects that reflect cost-effective designs, are consistent with good engineering practice, and use high quality construction, with attention to current and future technological practices for students, faculty, and school staff. Sites will be chosen to meet the educational need, maximize the use of any available community resources, and minimize any possible adverse education, environmental, social, or economic impacts on the community.

SOURCE: MASC Policy

LEGAL REF.: 603 CMR 26:07

Adopted: October 12, 2000
Reviewed: June 6, 2013
Reviewed: November 12, 2015
Revised: October 9, 2018
Reviewed: February 6, 2020

NAMING SCHOOL DEPARTMENT FACILITIES

Only the School Committee will name school department buildings, facilities, grounds, rooms within school buildings, and any other real property under the purview of the School Committee. Choosing a name is an important matter that deserves thoughtful attention. Personal prejudice or favoritism, political pressure, or temporary popularity should not be an influence in choosing a school name. The committee traditionally chooses names based on physical locations, or geographical areas, but may consider distinguished local, state, and national leaders who are deceased, three or more years, and whose names would lend dignity and stature to the school. A vote of the School Committee is required to name or reconsider the name of school department property.

SOURCE: MASC Policy

Adopted: October 12, 2000
Revised: December 15, 2005
Revised: December 6, 2007
Reviewed: June 6, 2013
Reviewed: November 12, 2015
Reviewed: February 6, 2020

RETIREMENT OF FACILITIES

When a school building becomes inadequate by virtue of age, condition, size of site, lack of need, or other overriding limitations, and cannot reasonably and economically be brought up to the current educational standards, the building should be considered for a comprehensive closing study. The Superintendent will recommend to the School Committee which facilities appear to justify further analysis.

The School Committee may seek both professional advice and the advice of the community in making its recommendations as to the retirement of any school facility. This will permit the public, which originally acquired the property, to benefit from its recycling or retirement.

A closing study will include direct involvement by those neighborhoods considered in the study and will be concerned with all or some of the following factors:

1. Age and current physical condition of the facilities, its operating systems, and program facilities.
2. Adequacy of site, location, access, surrounding development, traffic patterns, and other environmental conditions.
3. Reassignment of children, including alternative plans according to committee policy.
4. Transportation factors, including numbers of children bussed, time, distance, and safety.
5. Alternative uses of the building.
6. Cost/Savings
 - a. Personnel
 - b. Plant Operation
 - c. Transportation
 - d. Capital Investment
 - e. Alternative Use
7. Continuity of instructional and community programs.

SOURCE: MASC Policy

Adopted: October 12, 2000
Reviewed: June 6, 2013
Reviewed: November 12, 2015
Reviewed: February 6, 2020

EDUCATION AGENCY RELATIONS GOALS

The School Committee appreciates the place and importance of an educational system in its greater environment, which includes other organizations and institutions dedicated to education. It believes that much is gained through cooperative endeavors with other agencies.

In order to make a maximum contribution to education, within the school system and to other educational agencies, the Committee establishes these broad goals:

1. To encourage liaison with other educational agencies.
2. To supply educational services to and/or share with other educational agencies.

SOURCE: MASC

Adopted: September 22, 2005
Reviewed: June 6, 2013
Reviewed: November 12, 2015
Reviewed: February 6, 2020

RELATIONS WITH OTHER SCHOOLS AND SCHOOL DISTRICTS

The School Committee will cooperate with other schools and with local, state, and regional agencies and organizations to:

1. Seek solutions of educational problems of common concern.
2. Offer support services of high quality to our children.
3. Equalize educational opportunities for all children.
4. Acquire federal and state grants.
5. Promote local school system involvement in state and federal decision-making.

This cooperation may extend to research, providing transportation for children to special schools and hospitals, coordination of curriculum, student activities and athletics, exchange of information and data, construction of facilities that may be efficiently used on a cooperative basis, and the coordination of school calendars and activities.

Before joining any cooperative programs, education collaborative, or participating in any joint educational services with other school systems, the School Committee wants to be sure that in all instances the best interests of our school children will be served. In carrying out this policy the Superintendent will include in reports to the Committee an evaluation of the desirability and feasibility of cooperation with other schools and agencies on matters of mutual interest.

SOURCE: MASC

LEGAL REFS.:

M.G.L. 40:4E; 71:48; 71:71D; 71B:4; 74:4 through 74:7A; 76:1

Adopted: September 22, 2005

Reviewed: June 6, 2013

Reviewed: November 12, 2015

Reviewed: February 6, 2020

STUDENT TEACHING, INTERNSHIPS, AND RESEARCH PARTNERSHIPS

The Committee encourages the administration to cooperate with teacher-training research institutions in the placement of student teachers, interns, and researchers in the school system. All initial arrangements with the colleges and universities will be subject to Superintendent approval.

The Committee authorizes the administration to honor the reasonable rules and training guidelines of the sending institution.

In all arrangements made with colleges and universities, the school system will be given the privilege of interviewing and accepting or rejecting individual candidates for student teaching, internships, and research partnerships.

The school administration will devise procedures for evaluating the performance of student teachers, interns, and researchers that meet requirements of the sending institution and fit with the Committee's policies.

SOURCE: MASC

Adopted: September 22, 2005
Reviewed: June 6, 2013
Reviewed: November 12, 2015
Reviewed: February 6, 2020