



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

JEN GOLD, Vice Chair
STACY DESMARAIS, Member

JUSTIN MCCARTHY, Chair

BINAL PATEL, Member
ELAINE SANTELMANN, Clerk

School Committee Meeting
Littleton Police Station Community Room
500 Great Road
In-person and Hybrid
February 8, 2024
7:00 PM

[Link to School Committee Meetings](#)

School Committee Meetings can be seen on Comcast channel 22

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

*The Littleton Public Schools' **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. As a district, we commit to evolve together as a diverse community through education, accountability, and compassion.*

7:00 I. ORGANIZATION

1. Call to Order
2. Pledge of Allegiance
3. Consent Agenda
 - Minutes – January 25, 2024
 - Oath to Bills and Payroll

7:05 II. INTERESTED CITIZENS

7:10 III. RECOGNITION

1. **Student Representative(s) Report:** *Student Representative(s), will give a report of events for each school.*
2. Other

7:15 IV. FINCOM SCHOOL REPRESENTATIVE INTERVIEW/APPOINTMENT

The School Committee will Interview candidate Mike Proulx to fill the FinCom School Representative Seat for the remainder of the 3-year term ending in May 2026.

Potential Motion: *Motion to appoint Mike Proulx as the FinCom School Representative from February 2024 - May 2026.*

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 Lyn Snow, District Equity Coordinator at 978-540-2500, lsnow@littletonps.org or 33 Shattuck Street, P.O. Box 1486, Littleton, MA 01460.

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7:20 V. PRESENTATIONS

- 1. Financial Update (District): (5 Min)** *Business Manager Steve Mark will give a financial update*
- 2. Middle School & High School Character Education Presentation (School-based) (25 Min):** *Middle School Principal Jason Everhart & High School Principal John Harrington will provide an update on Middle School and High School Character Education program.*
- 3. Draft 2024/2025 Calendar: (10 min)** *Director of Teaching and Learning, Mrs. Steele, will present the draft 2024/2025 school year calendar.*

Potential Motion: *Motion to adopt the 2024/2025 school year calendar as presented/amended.*

- 4. Proposed 2024/2025 School Committee Calendar: (10 Min)** *Superintendent Clenchy will present the proposed 2023/2024 School Committee Calendar.*

Potential Motion: *Motion to adopt the 2024/2025 school committee calendar as presented.*

8:15 VI. INTERESTED CITIZENS

8:20 VII. SUBCOMMITTEE REPORTS

- 1. PMBC**
- 2. Budget Subcommittee**
- 3. Policy Subcommittee: (see LPS website to view all policies)**
Motion to accept the first reading of the following modified Policies:
CA - ADMINISTRATION GOALS
CBD - SUPERINTENDENT'S CONTRACT
CBI - EVALUATION OF THE SUPERINTENDENT
CHCA - APPROVAL OF HANDBOOKS AND DIRECTIVES
Motion to accept the first reading of the following Policies as current:
CE - ADMINISTRATIVE COUNCILS, CABINETS, AND COMMITTEES
CH - POLICY IMPLEMENTATION
CHD - ADMINISTRATION IN POLICY ABSENCE
Motion to Rescind the following Policies:
CAA - ANNUAL OPERATIONAL PLANS/OBJECTIVES
CL - ADMINISTRATIVE REPORTS
- 4. Shaker Lane Building Committee Update** *(Stacy Desmarais, Superintendent Clenchy)*
- 5. Technology Subcommittee:** *Elaine Santelmann will give an update from the Technology Subcommittee meeting.*

8:30 VIII. ADJOURNMENT

**Next School Committee Meeting
February 29, 2024
7:00PM
Littleton Police Station Community Room**

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SCHOOL COMMITTEE MINUTES January 25, 2024 7:00PM

PRESENT: Justin McCarthy
Stacy Desmarais
Elaine Santelmann
Binal Patel

ALSO PRESENT: Kelly Clenchy
Steve Mark
Dorothy Mulone
Karen Solomonides

NOT PRESENT: Jen Gold

CALL TO ORDER

Justin McCarthy called the meeting to order at 7:00p.m.

On a motion by Justin McCarthy and seconded by Binal Patel it was voted to approve the January 11, 2023, consent agenda as presented. (AYE: Unanimous).

INTERESTED CITIZENS

None

RECOGNITION

- 1. Student Representative(s) Report:** Student Representative, Jacinda Sanders gave an update of events for each school.
- 2. Superintendent Clenchy recognized the LMS musical cast and crew and the drama program for a wonderful performance of The Little Mermaid Jr. I would like to recognize Tracy Turner for running kindness week at the high school, the students decorated the doorways with kind words. Thank you to the Department of Health for supplying us with Covid tests.**

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PRESENTATIONS

1. Littleton's 2024 Playbook Initiative, Student Roster and Team Trainers: Assistant Principal Mathew LeVangie from LMS and Lyn Snow discussed the playbook initiative which is a partnership between Project 351 and the Boston Celtics. It's facilitated by our high school facilitators, Haaris Khan and Kierob Cherubino. They are leading these kids in discussions around Diversity, Equity, Inclusion and Belonging. He introduced students from LHS and LMS who participated in the program and spoke about different scenarios about the program.

Lyn Snow talked about how proud she is of the participation from the students.

Stacy Desmarais: I really appreciate you guys all coming here and allowing us to be a part of this, even just these few minutes of having you guys together so inspiring that you guys are going to be mentors to your peers and say younger generations coming through. So proud of all you guys participating in this. And I hope this is something we can continue to do.

Elaine Santelman: I'm impressed by the fact that so many of you are taking this so seriously that you would come to a school committee meeting to talk about it. The other thing that impressed me was it must have been very well facilitated for so many of you to feel vulnerable enough to share your stories, because it can be tough to break that ice, and especially in a larger group.

2. New School Improvement Plan Updates, Standard 3 Community Engagement/Communication:
Please see presentation in packet. Michelle Kane, Cheryl Temple, Jason Everhart and John Harrington gave an update on their school improvement plans.

Shaker Lane Goals:

- Effectively communicate the district's core values, vision, mission and beliefs within the community.
- Creatively and effectively utilize technology and media to communicate with all LPS constituents.
- Strengthen partnerships with businesses, civic organizations, and community members at large.

Action Steps:

- Maintain and enhance New Family Buddy Program.
- Continue Kindergarten Ambassador Program.
- Continue to implement and/or develop consistent and efficient communication methods to be used between Shaker Lane and the community.
- Maintain podcast with second-grade students.
- Continue partnership with LHS students to serve as academic tutors/role models/volunteers for Shaker Lane students.
- Continue relationships/partnerships with local community members, organizations & businesses in an effort to provide our students with a variety of authentic community service opportunities.
- Continue school-wide community-building events.

Indicators of Success:

- Feedback from Families.
- Attendance at Kindergarten Ambassador Feedback from families.
- Weekly newsletters, Upcoming survey for SLS Newsletter feedback.
- Podcasts recorded Emails to families through Fridays Newsletters.
- LHS students at SL. Currently we have 6 students across K-2 classrooms.
- Community Meeting Compassion, Projects Anton's Coats for Families, Clear Path for Veterans, The Wish Project.
- Shakey Storytime, Springfest Evening, Book Fair Cultural Fair.

Stacy Desmarais: You're doing a wonderful job building a great foundation for this younger generation.

Russell Street Goals:

- Effectively communicate the district's core values, vision, mission and beliefs within the community.
- Creatively and effectively utilize technology and media to communicate with all LPS constituents.
- Strengthen partnerships with businesses, civic organizations, and community members at large.

Action Steps:

- Continue to implement and/or develop consistent and efficient communication methods.
- Offer Empowering Families 101 forums to support families and students.
- Continue to partner with other LPS schools.
- Continue to identify and implement ways to increase public awareness of positive happenings with students and school events.

Indicators of Success:

- Weekend Update, Grade level websites/blogs, Classroom communication RSS postcards.
- Family events, PTA sponsored family events, Think Tank activities.
- Mentoring program LMS and LHS.
- Build partnerships in the community and with local educational institutions/organizations.

Stacy Desmarais: A lot of us don't know how to subscribe to the calendar and a lot of us are manually entering dozens of dates and times. It's actually very hard on our website to find where to subscribe to those calendars. So I just feel like, if there was some education at the beginning of the year, all the schools for parents for a step by step tutorial or a way to find it faster on the school website.

Littleton Middle School Goals:

- Create more opportunities for family-school connections scheduled throughout the school year.
- Maintain or improve our current level of partnership and two-way communication with LMS families and community.

Action Steps:

- Assess our current levels of welcomeness to families, particularly those who are traditionally outside of school-home partnerships.
- Add at least one new event each year for three years.
- Review what is working well and why we are successful.
- Review what is not working well and make adjustments.

Indicators of Success:

- Improved diversity of families participating in school events.
- Sustained relationships that build over the course of three years.
- Continued positive feedback and appreciation from families regarding frequency and timeliness of communication.
- Adoption of new methods of communication.

Littleton High School Goals:

- Effectively communicate the district's core values, vision, mission, and beliefs within the Community.
- Creatively and effectively utilize technology and media to communicate with all LPS constituents.
- Strengthen partnerships with business, civic organizations, and community members at large.

Action Steps:

- NEASC re-accreditation preparation.
- Continue to implement and improve consistent and efficient communication methods and share positive messages and updates about school events and student accomplishments.
- Host Principal Roundtables and Coffees with parents and caregivers about important and relevant topics: Cybersafety, SEL Curriculum, Media, Vision of Graduate, School Climate & Culture.
- Promote, enhance, & highlight civic education and engagement Re: Civics - Center for Instructional Support.

Indicators of Success:

- Survey parents, students, staff members about the Vision of Graduate, Publish Vision of Graduate narrative and visual, Form Steering Committee, Form Self-Reflection Committee, Host NEASC Collaborative Conference, Create a Budget for anticipated re-accreditation expenses.
- Updated school website, Improved Newsletter & Social Media Postings, Partnership with LCTV.
- Scheduled Roundtables and Coffees
- History Department will update Program of Studies, Feature student-led Civics Projects, Document student-led Civics projects in US History II & AP US History Courses, Host voter registration drive, Host special guest speaker (s) emphasizing the importance of civic engagement, Book Guest Speakers.

Elaine Santelmann: I'm glad you made that connection with the student-led civics projects, and the level of student agency that we saw here tonight with the students that came here. I think both of those initiatives attack that same goal of students becoming educated on something that matters to them. And then speaking out and trying to make a difference in the world.

NEW BUSINESS

1. CASE Collaborative Annual Report: Please see presentation in packet. Superintendent Kelly Clenchy talked about the different special education programs for students, tuition costs, transportation and enrollment.

Elaine Santelmann: Thank you for highlighting this. I think you know it can tend to be a little behind the scenes with other things that we tend to talk about. But it's really such an important program. I'm impressed with the role that you've been playing in this regionalized effort. So thank you for everything you're doing with this.

Justin McCarthy: So based on this report we've got, we have 3 students and 3 Littleton residents that are in this case collaborative. We can consider these out of district placements. But like we said before, this isn't the only option for these folks. So how do we make a referral for these folks?

Superintendent Kelly Clenchy: We work with parents and we give them a choice and we work with the parents to give them a placement.

INTERESTED CITIZENS

None

SUBCOMMITTEE REPORTS

1. PMBC: High school roof should be completed next week, we had some issues with the materials.

2. Budget Subcommittee: School committee had a joint meeting with the Finance Committee and the select board. On Tuesday we had an opportunity at their request to present a revised fiscal year 2025 budget. So I just want to thank Superintendent Clenchy and business manager Steve Mark, as well as Jen Gold, who's the other subcommittee member for the work that went into getting really, really, really close

to meeting the town's ask and also want to thank the select board and the finance committee for a collaborative approach on the budgeting cycle this year. It's a difficult upcoming year for the town. Visiting with each department and asking each department to take a closer look. For those that are at home what we did was we had our initial budget, and then we were asked to revise our budget by \$270,000. We're able to take a closer look, not cut any services, not offer anything less than the plans to but present an appropriate budget for \$250,000 less than the additional ask. We are in a very good position with a healthy school choice balance, so in the event that we run into these extra \$250,000 expenses we will use the School Choice funds.

3. Policy: We have just met. And you can look forward to the grouping of the C policies at the next meeting.

4. Shaker Lane Building Committee Update: So our request for designer services was approved by MSBA, which is a good sign. So we can start to put out the project for designers to start to give us proposals. I believe the language for the job posting has been put together, and that's going out within the next few weeks. I don't know if we have a deadline on that just yet. It gets published in the Center Register on the 31st, and then it goes in the newspaper, the Lowell Sun. I think it might go in tomorrow, but certainly by next week. Then we'll be receiving those proposals, and then by March 26th we have to make a designer committee selection.

ADJOURNMENT

On a motion by Justin McCarthy and seconded by Elaine Santelmann it was voted to adjourn at 8:44PM. Roll Call Vote: Justin McCarthy, AYE; Elaine Santelmann, AYE; Binal Patel, AYE; and Stacy Desmarais, AYE.

NEXT MEETING DATE

February 8, 2023

7:00PM

DOCUMENTS AS PART OF MEETING

CASE Collaborative Annual Report

New School Improvement Plan Updates, Standard 3 Community Engagement/Communication

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
Reviewed:	February 6, 2020



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SCHOOL COMMITTEE SEEKS INTERESTED CITIZENS TO FINANCE COMMITTEE APPOINTMENT

The Littleton School Committee is seeking an interested citizen to fulfill a three-year term on the Littleton Finance Committee, expiring in May 2026. Kindly forward a letter of interest and a resume which details your qualifications by March 17, 2023.

Littleton School committee
c/o Chairperson
P.O. Box 1486
33 Shattuck Street
Littleton, MA 01460

Interviews of interested candidates will be scheduled. This process will follow procedures as set forth in the Town of Littleton code and School Committee Policy.

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Town of Littleton

YEAR-TO-DATE BUDGET REPORT FY 2024

FY 2023-2024 ACTUALS THROUGH JAN 3, 2024

FOR 2024 99

ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
310 REGULAR EDUCATION 9,654,287.00	0.00	9,654,287.00	4,366,113.70	10,158.61	5,278,014.69	45.3%
311 SPECIAL EDUCATION 6,509,160.00	0.00	6,509,160.00	2,385,254.74	13,511.15	4,110,394.11	36.9%
312 STUDENT & SUPPORT STAFF 1,483,782.00	0.00	1,483,782.00	755,359.20	4,321.05	724,101.75	51.2%
313 OTHER INSTRUCTION 310,425.00	0.00	310,425.00	144,645.93	18.23	165,760.84	46.6%
314 SYSTEM ADMINISTRATION 1,608,547.00	0.00	1,608,547.00	904,411.40	441.15	703,694.45	56.3%
315 SCHOOL ADMINISTRATION 1,402,102.00	0.00	1,402,102.00	761,768.27	0.00	640,333.73	54.3%
316 TRANSPORTATION AND BUSING 1,543,733.00	0.00	1,543,733.00	1,017,025.22	0.00	526,707.78	65.9%
317 FACILITY & MAINTENANCE 1,921,226.00	0.00	1,921,226.00	1,227,394.04	44,215.17	649,616.79	66.2%
GRAND TOTAL 24,433,262.00	0.00	24,433,262.00	11,561,972.50	72,665.36	12,798,624.14	47.6%


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

LMS Connections

Advisory Program for Student-Teacher Relationships
February 8, 2024

LMS Connections 2023-2024

- **The Mission of Connections:**

- To facilitate the building of positive, supportive relationships that foster a culture of belonging and community for all students through authentic and personalized connections.
 - To address obstacles to an effective advisory program: preparation, educator comfort, student participation, reflection.
 - To bridge personal experiences between students and staff, finding connections with personal experiences with empathy/sympathy.
 - To use personal and cultural connections to develop shared experiences, goals for academic progress.
- 

LMS Connections 2023-2024

- **What does Connections Look Like?**
 - Topic assigned each session, as well as talking points (if needed)
 - Flexibility to implement your own style within the circle
- **The Essential “Bones” of Connections Circles**
 - Repeatable and predictable format
 - Everyone facing one another in a circle
 - Every student is greeted by name or otherwise acknowledged
- **What Does a Connections Circle Look Like?**
 - Everyone has a chance to participate
 - A student can pass but everyone is expected to stay in the circle

Indicators of Success

- Student talking with teacher and other students.
- Sharing personal information.
- Increased empathy from students and educators.
- Lesson plan development that features student voice and greater relevance to their interests and lives.





LHS Update for School Committee

February 8, 2024



CharacterStrong Curriculum Overview

LHS launched *CharacterStrong*, an SEL (social emotional learning) Curriculum for Monday Advisory Sessions in September 2023.

CharacterStrong focuses on 3 main outcomes:

- a sense of belonging for all students
- improving skills that support student well-being
- deepening student engagement in their academics, in their school, and in their community.

Our September 13th Early Release Professional Development was dedicated to providing staff members with specific information and implementation steps

CharacterStrong Sessions

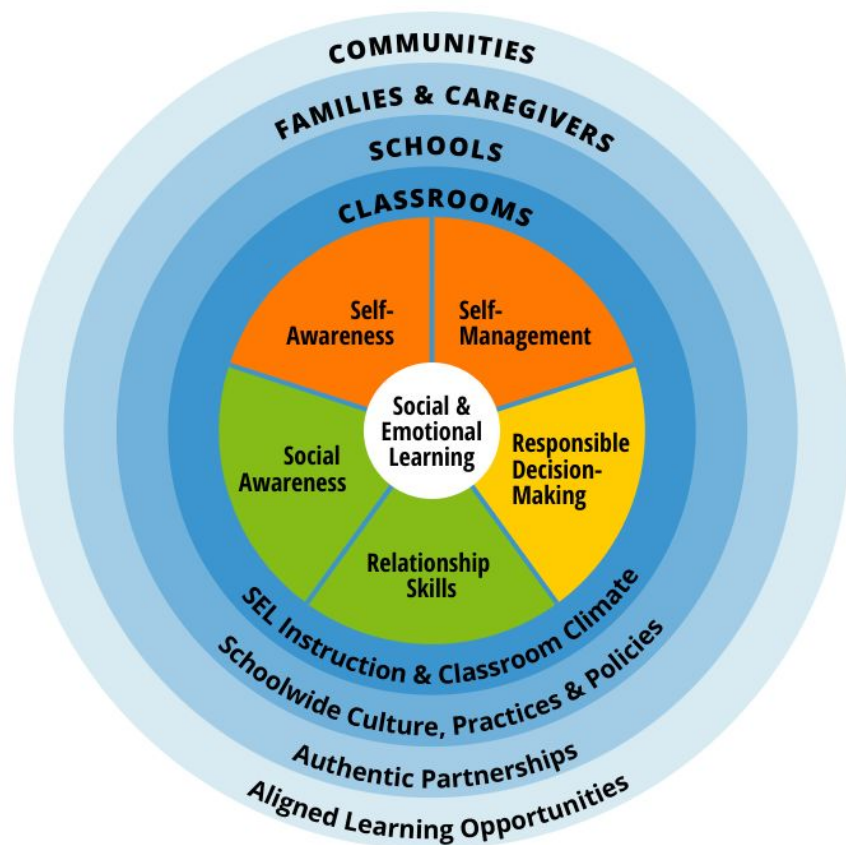
There are a total of 15 sessions scheduled throughout the school year with the following Structure/Style:

- *30 minute lessons; Plug and play interactive Google Slides*
- *Every lesson has 5 parts: Welcome, Community Builders, Content, To Be List, Closing*
- *Lessons offer student choice; Different activities for grades 9-12 that focus on a common theme*
 - *9th: **Belonging**: How can we create a place where everyone feels like they belong?*
 - *10th: **Well-Being**: How can I cultivate well-being in my life and in the lives of others?*
 - *11th: **Engagement**: What can I do to fully engage in my life now that prepares me for a meaningful life after high school?*
 - *12th: **Leadership**: How can we work to build a better world through personal influence and effective teamwork?*



CharacterStrong Purpose

Research supports the effectiveness of social & emotional learning in schools to increase student's academic success and college & career readiness.



September

First Session: (9/18/23) - Welcome.

This session helped set the stage for the “What,” the “How,” and the “Why” for this year. It helped create clarity for both the educator and students which sets the program up for success.



Ré nao (热闹)

[rheera-nao]

The Chinese word **ré nao** is usually translated as ‘lively’ or ‘bustling.’ It refers to a fun and lively place with an inviting vibe that makes you want to be there.

PROMPT // What makes a place feel inviting to you?

October

- Ninth grade focused on connecting with peers and beginning to build friendships and relationships that are important for their sense of belonging and can lay a good foundation for creating a sense of safety and community in the classroom.
- Tenth grade focused on getting to know each other better by finding things they have in common.
- Eleventh grade focused on discussing, in groups, ways to make school more engaging.
- Twelfth grade worked together to reflect on their high school experience and ways they might help younger students have a positive experience at school.

November

To Be Lists

This session introduces the importance of identifying our values through the concept of a 'To Be' List, which differs from a typical to-do list. Additionally, this session presents the 'To Be Challenge,' which provides a way to put our values into action. Grade 9 & 10 start to discuss *Belonging* and *Building a Mental Health Foundation*.

TO BE Engaged

Show up at 1 school event (club meeting, sports game, or activity) that you don't normally attend.



TO BE Appreciative

Thank 1 person who has supported your well-being. Be sure to tell them at least 1 specific way that they have helped you.





December

Grade 9 - Introducing Perspective-Taking

In this session topic of perspective-taking is introduced to teach the importance of building relationships, resolving conflicts, and putting empathy into action.

Grade 10 - Mental Health Foundations, Part II

In this session, we focus on understanding the different elements of well-being.

Grades 11: Understanding Ourselves

In this session, we begin this process by looking at ourselves and reflecting and sharing how we see ourselves and how others see us.

Grade 12: What Does it Mean to Lead?

In this session, we begin to explore how we can all be positive leaders by influencing others.



January

Grade 9 - Perspective Taking / Helpful Helping

In these sessions, we explore our own and others' opinions and we reflect on and learn about ways to ensure that the support we provide to others is truly helpful.

Grade 10 - Values and Well Being / To Be Goal, Part I

During these sessions, we further explore our personal well-being ideas by identifying and discussing 1 personal value that each of us would like to prioritize throughout the year.

Grades 11 - Connecting Through Story

In these sessions, we think about others and work to try to understand their stories. We continued connecting with others by sharing important things about ourselves.

Grade12 - Pursuing Purpose

In these sessions, we started to work on defining a sense of purpose for ourselves and to identify a sense of purpose that combines what we are good at and like to do with something that is needed in our community or world.



February

Grade 9 - Helpful Supports

In this session we focus on ways to ask others for, and overcome barriers to seeking, social support.

Grade 10 - To Be Goal, Part II

In this session, our focus remains on strengthening our well-being by identifying actionable steps we can take to improve how we demonstrate our chosen To Be (value) word from the previous session.

Grades 11 - Reflecting on Our Stories

In this session, we take stock and reflect together on what we've learned over the last several sessions.

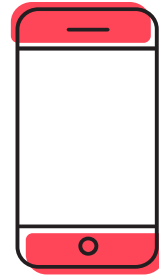
Grade 12 - Dream Discussions

In this session, we reflect on our dreams and explore ways they may connect to our sense of purpose.



7 Categories

Choose 1 of the **7 categories**. Next, choose 1 of the 3 numbers that appear. That number will lead you to a question.



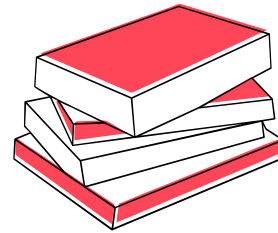
Media



Rather?



Dreams



Learning



Identity



What If?



Feels

Back

Category: Media



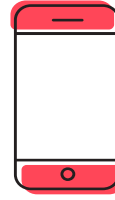
1

2

3

Back

Category: Media



1

2

3

1

What is your
current favorite
musical group,
artist, or
podcast? Why?



Next Steps

- Five sessions left for this year
- Reflect and gather feedback from staff and students in the spring of 2024
- OnDemand Professional Development available 2024-2025
 - Webinars & Resources
 - Sample Topics:
 - MTSS
 - Trauma Informed Practices
 - SEL/Mental Health Literacy
- **Reference Information: Character Strong, Website:**
<https://curriculum.characterstrong.com/>

Thank you to the working group of administrators, teachers, counselors, and students who reviewed and recommended SEL programs in the summer.



Littleton Public Schools 2024-2025 School Calendar

Approved by: SC 00/00/2024

AUGUST

26th* - Staff Return

27th** - K-12 Start of School

30th - All Schools Closed

SEPTEMBER

2nd - All Schools Closed (Labor Day)

3rd*** - PreK Start of School

11th - All District 3hr. Early Release

25th - All District 3hr. Early Release

August/September 2024 (23)

M	T	W	TH	F
26*	27**	28	29	30
2	3***	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

October 2024 (22)

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

14th - All Schools Closed (Columbus Day/ Indigenous Peoples' Day)

23rd - All District 3hr. Early Release

1st - All Schools Closed (Diwali)

5th* - No School (Staff PD Day/Election Day)

11th - All Schools Closed (Veteran's Day)

20th - No School (Full Day Conference)

27th - All District 3hr. Early Release

28th - 29th - All Schools Closed
(Thanksgiving Break)

November 2024 (15)

M	T	W	TH	F
				1
4	5*	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

December 2024 (15)

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

11th - All District 3hr. Early Release

23rd - Jan. 1st - All Schools Closed
(Holiday Break)

1st - All Schools Closed (New Year's Day)

8th - All District 3hr. Early Release

20th - All Schools Closed (Martin L. King Day)

January 2025 (21)

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

February 2025 (15)

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

5th - All District 3hr. Early Release

17th-21st - All Schools Closed
(Winter Break)

5th - All District 3hr. Early Release

12th - No School (Full Day Conference)

March 2025 (20)

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

April 2025 (17)

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

2nd - All District 3hr. Early Release

14th-18th - All Schools Closed
(Spring Break)

30th - All District 3hr. Early Release

23rd - All District 3hr. Early Release

26th - All Schools Closed (Memorial Day)

May 2025 (21)

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

June 2025 (11)

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

16th - Tentative last day of school

19th - All Schools Closed (Juneteenth)

K-12 School Starts: Aug. 27, 2024 - Preschool Starts Sept. 3, 2024. Student Days Schedule 185 days - June 24, 2025. 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 16, 2025**. When determined; the last day of school will be a 3-hr. Early Release.

Key

- All District PreK-12 3hr. Early Release
- No School (Full Day Conference)
- All Schools Closed
- Back to School Curriculum Nights

LITTLETON PUBLIC SCHOOLS

2024-2025 School Calendar

STARTING DATES

August 26	Staff return*
August 27	K-12 Start of School **
September 3	Preschool Start of School***

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

August 30	No School
September 2	Labor Day
October 14	Columbus Day / Indigenous Peoples' Day
November 1	Diwali
November 5	Staff PD Day/Election Day
November 11	Veteran's Day
November 20	Full Day Conference
Nov. 28 – 29	Thanksgiving Break
Dec. 23 – Jan. 1	Holiday Break
January 20	Martin L. King Day
February 17 -21	Winter Break
March 12	Full Day Conference
April 14-18	Spring Break
May 26	Memorial Day
June 19	Juneteenth

BACK TO SCHOOL CURRICULUM NIGHTS

Thursday, Sept. 5	HS Back to School Night
Monday, Sept. 9	MS Back to School Night
Tuesday, Sept. 10	SL Back to School Night
Monday, Sept. 16	RS Back to School Night

EARLY RELEASE – ALL SCHOOLS (Wednesdays unless specified)

September 11	Professional Development
September 25	Professional Development
October 23	Professional Development
November 27	Thanksgiving Break
December 11	Professional Development
January 8	Professional Development
February 5	Professional Development
March 5	Professional Development
April 2	Professional Development
April 30	Professional Development
May 23 (Friday)	Professional Development

June 16 (Monday) Tentative Last Day of School

NO SCHOOL - FULL DAY CONFERENCE

November 20	Full Day Conference
March 12	Full Day Conference

STARTING & DISMISSAL SCHEDULE

School	Start	Dismissal	Early Dismissal
High School	8:05AM	2:35PM	11:35AM
Middle School	7:55AM	2:20PM	11:20AM
Russell Street	8:45AM	3:10PM	12:10PM
Shaker Lane	8:55AM	3:20PM	12:20PM
Full-Day PreK	9:00AM	2:30PM	11:30AM
AM PreK	9:00AM	11:30AM	
PM PreK	12:00PM	2:30PM	

SCHOOL CLOSING / DELAY ANNOUNCEMENTS

Web: Littletonps.org

TV: WBZ (4), WCBV (5), WHDH (7), NBC 10 (10) and FOX 25 (25)

Twitter: [Kelly Clenchy @kbstcl](#)

High School Graduation Date – May 30, 2025



Gr. 8 Promotion Ceremony – June TBD, 2025



Tigers' Den will close at 4:00pm on 11/27/24,

and on the last day of school.

MAJOR RELIGIOUS & CULTURAL HOLIDAYS & HOLY DAYS

October 2	Rosh Hashanah
October 12	Yom Kippur
November 1	Diwali
December 25	Chanukah
December 25	Christmas
December 26	Kwanza
January 29	Lunar New Year
April 18	Good Friday
April 20	Easter Sunday
April 12	Passover
June 19	Juneteenth

MARKING PERIODS

Preschool/Kindergarten Period Ends:

January 17, June 16

T-5 Marking Period Ends:

December 2, March 14, June 16

Middle School Marking Period Ends:

December 2, March 14, June 16

High School Marking Period Ends:

October 31, January 24, April 4, June 16



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



JEN GOLD, Vice Chair
STACY DESMARAIS, Member

JUSTIN MCCARTHY, Chair

BINAL PATEL, Member
ELAINE SANTELMANN, Clerk

DRAFT

SCHOOL COMMITTEE MEETING CALENDAR July 1, 2024 – June 30, 2025 7:00PM

All meetings are at the *Littleton Police Department Community Room* unless otherwise noted.
Meeting dates do change. Please feel free to call the School Department, check the district website at www.littletonps.org, or check the Town Hall meeting postings.

August 15 & 16, 2024 (Summer Retreat LHS Library Seminar Room)

September 12, 2024

September 26, 2024

October 10, 2024

October 24, 2024

November 7, 2024

November 21, 2024

December 12, 2024

January 9, 2025

January 23, 2025

February 6, 2025

February 27, 2025

March 13, 2025 **Public Hearing (Budget @ 7:10 p.m.)**

March 27, 2025

April 10, 2025

May 1, 2025

May 15, 2025

May 29, 2025

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.

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

SOURCE: MASC - Updated 2022

Adopted: January 12, 1995
Revised: September 30, 2000
Reviewed: October 20, 2011
Reviewed: November 12, 2015
Reviewed: February 6, 2020
Reviewed: January 23, 2024

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 - Updated 2022

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 - Updated 2022

LEGAL REF: M.G.L. 30A:18-25

603CMR35.00

Adopted: January 12, 1995

Reviewed: August 30, 2000

Reviewed: October 20, 2011

Reviewed: November 12, 2015

Revised: January 10, 2019

Reviewed: February 6, 2020

Reviewed: January 23, 2024

APPROVAL OF HANDBOOKS AND DIRECTIVES

The law directs that in each school building containing the grades nine to twelve, inclusive, the Principal, in consultation with the school council, shall prepare and distribute to each student a handbook setting forth the rules pertaining to conduct of students. The school council shall review the handbook each spring to consider changes in the disciplinary policy to take effect in September.

It is essential that the contents of all handbooks conform to School Committee policies. It is also important that all handbooks bearing the name of the school system or one of its schools be of a quality that reflects credit on the school department. Therefore, the committee expects handbooks requiring approval to be approved prior to publication by the committee and/or the Superintendent.

Committee approval will be necessary for any handbooks that pertain to required standards of conduct for employees or students so that their contents may be accorded the status of committee-approved policy or regulation. The Superintendent will use his judgment as to whether other specific handbooks need committee approval; however, all handbooks published will be made available to the committee for informational purposes.

SOURCE: MASC - Updated 2022

LEGAL REFS.: M.G.L. 71:37H

Adopted: January 12, 1995
Revised: August 30, 2000
Reviewed: October 20, 2011
Reviewed: November 12, 2015
Reviewed: January 23, 2024

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 - Updated 2022

Adopted: January 12, 1995 Reviewed:

August 30, 2000 Reviewed:

October 20, 2011 Reviewed:

November 12, 2015 Revised:

January 10, 2019 Reviewed:

February 6, 2020

February 23, 2024 Reviewed

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.

SOURCE: MASC - Updated 2022

Adopted: January 12, 1995

Reviewed: August 30, 2000

Revised: October 20, 2011

Reviewed: November 12, 2015

Reviewed: February 6, 2020

Reviewed: January 23, 2024

ADMINISTRATION IN POLICY ABSENCE

When action must be taken within the school system where the committee has provided no guides for administrative action, the Superintendent will have the power to act. The Superintendent's decisions, however, will be subject to review by the committee.

SOURCE: MASC - Reviewed 2022

Adopted: November 15, 1973

Reviewed: July 12, 2000

Reviewed: August 30, 2000

Reviewed: October 20, 2011

Reviewed: October 11, 2020

Reviewed: January 23, 2024

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 20, 2020
RESCIND: January 23, 2024

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
RESCIND:	January 23, 2024