



# Town of Littleton School Committee

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



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 29, 2024**  
**7:00 PM**

[Link to School Committee Meetings](#)

School Committee Meetings can be seen on Comcast channel 22

**\*\*\*AGENDA\*\*\***

VIDEO OR CALL WILL BE MUTED UPON JOINING MEETING.

Please use the "RAISE YOUR HAND" feature in the zoom meeting to ask to speak.

PARTICIPANTS/ATTENDEES ARE REMINDED THAT BY JOINING THIS MEETING THAT YOU CONSENT TO YOUR LIKENESS AND AUDIO BEING USED  
AND REBROADCAST BY LCTV

This Rebroadcast meeting can be viewed online at LCTV On-Demand at <https://littleton.vod.castus.tv/vod>

**\*\*\*AGENDA\*\*\***

*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 – February 8, 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

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

*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.*

**7:15 IV. PRESENTATIONS**

- 1. Energy Update:** (10min) *Energy Educator/Manager, Dave Riley will give an Energy Update on the Littleton Public School District.*
- 2. Subscribing to School Calendars - Video Tutorial:** (5min) *Julie Lord will present on the new CalendarAdd [Subscribe to School Calendars](#)*
- 3. Update on the LHS Vision of a Graduate** (15min) *LHS Principal John Harrington will give an update on the LHS Vision of a Graduate.*
- 4. Draft 2024-2025 School Calendar:** (15min) *Director of Teaching and Learning, Mrs. Steele will discuss the requested changes to the 2nd Draft of the 2024-2025 School Calendar (District)*

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

**8:00 V. INTERESTED CITIZENS**

**8:10 VI. SUBCOMMITTEE REPORTS**

- 1. PMBC**
- 2. Budget Subcommittee**
- 3. Policy Subcommittee:** (see LPS website to view all policies)  
**Motion to accept the second reading of the following modified Policies:**
  - CA - ADMINISTRATION GOALS
  - CBD - SUPERINTENDENT'S CONTRACT
  - CBI - EVALUATION OF THE SUPERINTENDENT
  - CHA/CH - DEVELOPMENT AND DISSEMINATION OF PROCEDURES
  - CHCA - APPROVAL OF HANDBOOKS AND DIRECTIVES**Motion to accept the second reading of the following Policies as current:**
  - CE - ADMINISTRATIVE COUNCILS, CABINETS, AND COMMITTEES
  - CH - POLICY IMPLEMENTATION
  - CHD - ADMINISTRATION IN POLICY ABSENCE
- 4. Shaker Lane Building Committee Update** (*Stacy Desmarais, Superintendent Clenchy*)

**8:15 VII. ADJOURNMENT**

**March 14, 2024 PUBLIC HEARING (FY25 Budget @ 7:10 p.m.)**

**Next School Committee Meeting  
Littleton Police Station Community Room**

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## SCHOOL COMMITTEE MINUTES February 8, 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 Stacy Desmarais it was voted to approve the January 25, 2024, consent agenda as presented. (AYE: Unanimous).

### INTERESTED CITIZENS

None

### RECOGNITION

1. Superintendent Clenchy recognized the Littleton High School indoor track team. They took the Midwatch League for the 5th time in a row. The music department put on their annual Town Wide band concert. Thank you to the music directors and students.

### FINCOM SCHOOL REPRESENTATIVE INTERVIEW/APPOINTMENT

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34 The School Committee interviewed candidate Mike Proulx by asking him to give a brief explanation of his  
35 credentials to fill the FinCom School Representative Seat for the remainder of the 3-year term ending in May  
36 2026.

37

38 On a motion by Justin McCarthy and seconded by Elaine Santelmann it was voted to elect Mike Proulx as the  
39 FinCom School Representative from February 2024 - May 2026.

40

## 41 **PRESENTATIONS**

42 **1. Financial Update: Please see the presentation in the packet.** Steve Mark stated that we are in good  
43 shape and we are not anticipating any shortfalls this year.

44 **Binal Patel:** Has the transportation and the bus cost been what we expected?

45 **Steve Mark:** We are right on track.

46

47 **2. Middle School & High School Character Education Presentation: Please see the presentation in the**  
48 **packet.**

49

50 Jason Everhart presented the LMS Connections Series advisory program for student-teacher relationships.

51

52 The Mission of Connections:

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

60

61 What does Connections Look Like?

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

71

72 Indicators of Success

- 73 ● Students talking with teachers and other students.
- 74 ● Sharing personal information.
- 75 ● Increased empathy from students and educators.
- 76 ● Lesson plan development that features student voice and greater relevance to their interests and lives.

77

78 **Binal Patel:** How are the advisory groups created, selected and then paired with teachers? What do you think  
79 about affinity groupings for advisory (like race based)?

80

81 **Justin Everhart:** We take the first few weeks and then we let teachers sit down and create the groups based  
82 on what they know to be true and who they think will work well together and who's a good fit for what  
83 teacher. We haven't tried affinity groupings for advisory at LMS in my experience as an educator. We haven't

84 discovered a way of doing this where it wouldn't look like we are segregating one group of kids to be in a  
85 group.

86 **Stacy Desmarais:** Do the kids have any choice on who they're grouped with or is that something the staff  
87 navigates through?

88 **Justin Everhart:** Sometimes we'll do it when there is a student with anxiety or insecurity or a child has no  
89 one to talk to. So we take that into consideration.

90

91 John Harrington presented the Littleton High School Character Strong curriculum overview.

92

93 LHS launched Character Strong, an SEL (social emotional learning) Curriculum for Monday Advisory  
94 Sessions in September 2023. Character Strong focuses on 3 main outcomes:

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

98

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

- 100 ● 30 minute lessons; Plug and play interactive Google Slides
- 101 ● Every lesson has 5 parts: Welcome, Community Builders, Content, To Be List, Closing
- 102 ● Lessons offer student choice; Different activities for grades 9-12 that focus on a common theme
  - 103 ● 9th: Belonging: How can we create a place where everyone feels like they belong?
  - 104 ● 10th: Well-Being: How can I cultivate well-being in my life and in the lives of others?
  - 105 ● 11th: Engagement: What can I do to fully engage in my life now that prepares me for a meaningful
  - 106 life after high school?
  - 107 ● 12th: Leadership: How can we work to build a better world through personal influence and
  - 108 effective teamwork?

109

110 **Stacy Desmarais:** Discussed the difference between how advisory groups form at the middle school versus  
111 the high school.

112 **John Harrington:** Each school and advisory are different. Maybe we will look into that.

113 **Binal Patel:** Thank you for this. I appreciate the Social and Emotional Learning Curriculum.

114 **Justin McCarthy:** I love the formalized approach. Is this basically every other Monday?

115 **John Harrington:** Depends on the month and Holidays, make up days, etc..

116 **Elaine Santelmann:** Are you seeing any overlap with your DEIB initiatives?

117 **John Harrington:** In order to explicitly give you the best answer possible we would really have to look into  
118 this.

119

120 **3. Draft 2024/2025 Calendar:** Elizabeth Steele presented to the school committee the new 2024/2025  
121 school year calendar. The school committee discussed changing half day Wednesdays to a Monday or a Friday  
122 (possible long weekend Fridays) along with the full day conference dates to be on a Monday or a Friday.  
123 They feel this would eliminate many daycare situations with many parents both working and often traveling to  
124 Boston/work; however not as many travel to their offices on Fridays and/or Mondays. This would also  
125 eliminate a break in the weeks as the half days are shown scheduled on Wednesdays. The School Committee  
126 would like this to be re-reviewed, discussed with LEA and to revisit this at the next school committee  
127 meeting.

128 **Superintendent Clenchy:** We began this process about a month ago. We have discussed with stakeholders  
129 including the School Committee along with the consideration of discussions from last year. We try to be as  
130 consistent as we can. We focus on optimizing student learning and Teacher learning/Professional  
131 Development. We understand half days are difficult for families. The earlier we get the calendar out the  
132 better for our community and Parks and Recreation for planning purposes. It is a nice realization that with our  
133 change in the beginning of the school year we are getting out earlier than ever in past years. Change in

134 design has made it easier to review and move through. Julie Lord has created a procedure for our community  
135 to connect our calendar to their calendars. This will be demonstrated at a future School Committee meeting.

136 **Elizabeth Steele:** We find that consistency is important to our students and families. When we look at the  
137 content, we build it in consideration that our students are the center of the calendar. We are proposing what is  
138 best for our students. We reflect on last year's calendar, feedback etc. We are adjusting our early release days  
139 to not be the week before school vacations to allow a consistent school week leading into a school week that is  
140 inconsistent to our students. We also heard last year that having a consistent calendar for our families is  
141 important. In order for us to do this we made it so our early release days and conferences are consistently on  
142 Wednesdays. Families will know that they will need child care on Wednesdays. One exception is Friday, May  
143 23rd. Due to MCAS schedules it is very difficult to move this early release day. We tried to space out the days  
144 to have as many consistent weeks along with starting school again the week before labor day as last year.

145 **Elaine Santelmann:** Is there a way to hear from families on how they feel about when our half days are  
146 scheduled? Family Survey?

147 **Elizabeth Steele:** When people want to provide feedback we do hear from them. We do not have a  
148 formalized format to gather this information.

149 **Superintendent Clenchy:** Our school committee is very helpful in letting us know what they are hearing  
150 from the community. We do our best with our PD to help our teachers grow. We do as good as we can and to  
151 make sure that when we offer PD that it is an optimal time for presenters to come in. It is a puzzle. We have  
152 research from MTSS (Multi-Tiered System of Support). They recommend 49 hours of PD to be offered to our  
153 educators. Education changes. We need to make sure that our teachers are adjusted to their learning. Littleton  
154 has at least 43 hours that we are able to offer.

155 **Justin McCarthy:** The month of November is always a tough month to get around. Why not move the parent  
156 teacher conference as early as November 4th or November 20th conference day to November 12th? This  
157 would make it easier for parents to have a long weekend for daycare planning purposes and have the two days  
158 off in a row with Monday already being impacted with a Holiday (Veterans Day). Less interruption for  
159 families.

160 **Elizabeth Steele:** Conference days are chosen by our terms and report cards. Three out of four of our schools  
161 are on trimesters, while the high school is on quarters.. The 2024-2025 calendar year report cards will come  
162 out on the 12th for the high school. It is beneficial to have the report cards come out prior to the conference  
163 date. If on the 4th or the 12th you are looking at quite a break. So many days off, a long stretch. Either way,  
164 in November this will happen. The impact from Wednesday to Friday is that service providers have to make  
165 changes so that could impact provider prep time. The PD providers make their own schedules so Friday  
166 afternoon could be difficult; I have asked. Friday afternoons last year; we have data that the attendance is  
167 particularly low when tied to a long weekend. Many do not say no to taking a long weekend when there is an  
168 opportunity. We are not as highly attended on those Fridays. We also have data that shows that our  
169 attendance, particularly tied to a long weekend, is much lower with Friday PD days. Chronic Absenteeism is  
170 a main topic in many schools and although our schools are not as chronic as many this too would add to  
171 chronic absenteeism.

172 **Stacy Desmarias:** Vacation weeks. How much would we break the school year if we used March as a  
173 vacation month and not February.

174 **Elizabeth Steele:** The MCAS would make this tricky. The one thing is that once February break is here it is  
175 time to go. Ready for vacation in February, always a good time to clear/clean out the building.

176 **Justin McCarthy:** Are we good with the way the calendar is presented tonight? Are we good with moving  
177 all ER/PD/Conferences to Fridays? I would like to ask that the calendar committee go back and think about it,  
178 ask all parties involved and come back to the School Committee at the February 29th meeting. Great  
179 discussion. Key is to take care of all parties as best we can.

180 **Superintendent Clenchy:** The only thing that is difficult is we do not want to see PD on Fridays. How do  
181 we tease this out to work for all?



**Elizabeth Steele:** If we do a family survey we would need to do an educator survey. ER dates on average Wednesday we have 109 absences. ER days on Fridays we have on average 184 absences. This data is from Friday PD days from the 2022-2023 calendar year.

**Superintendent Clenchy:** We are proposing this calendar to the School Committee tonight as scheduled. I would like to Propose ER date of Wednesday, October 23rd to move to Friday, October 25th. Conference date Wednesday, November 20th to move to Friday, November 15th. ER date of Wednesday, December 11th to move to Friday, December 13th. ER date of Wednesday, January 8th to move to Friday, January 10th and conference date Wednesday, March 12th to Friday, March 14th. Leaving September, February, March and April Wednesday ER/PD days as presented.

**Elizabeth Steele:** Now all of those are attached to 2 day weekends, last year they were attached to 3 day weekends. This is different than last year.

**Justin McCarthy:** I do not want to vote tonight as we need feedback at the next meeting.

**Superintendent Clenchy:** In all fairness we will go back and consider all of these changes and we will come together at the February 29th meeting.

**4. Proposed 2024/2025 School Committee Calendar:** On a motion by Justin McCarthy and seconded by Elaine Santelmann with moving the retreat to one day only on August 15th. **(AYE: Unanimous).**

#### INTERESTED CITIZENS

**Kelli Harte, LEA President/Teacher:** I wanted to spend time talking about the impact on staff. I'm concerned that moving conferences to a Friday or a Monday and having parents have the opportunity to go away or to do something else, it sends the message that conferences and especially in person conferences which are sort of the most productive don't mean as much and it's sending the wrong message out to the community. Problem with moving PD from Wednesdays to Fridays is that it does make it difficult for service providers to flip from Wednesdays to Fridays; kids will miss services and they are going to have to be made up at some point. Two years ago when we had ½ day Fridays the general opinion of educators was that it didn't work. Friday afternoon for PD after teaching makes for a very long week. A Friday afternoon is not the best time to learn something new. I would not teach my students something new on a Friday afternoon and I feel it would not be a good time for a School Committee meeting to be on a Friday night. I think it's really important for you to listen to your staff.

#### SUBCOMMITTEE REPORTS

**1. PMBC: No report**

**2. Budget Subcommittee: No report**

**3. Policy Subcommittee: No report**

**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

232 **On a motion by Binel Patel and seconded by Justin McCarthy to accept the first reading of the**  
233 **following modified policies: CA, CBD, CBI, CHCA, (AYE: Unanimous)**

234

235 **On a motion by Binel Patel and seconded by Justin McCarthy the first reading of the following policies**  
236 **as current: CE, CH, CHD, (AYE: Unanimous)**

237

238 **On a motion by Binel Patel and seconded by Justin McCarthy to rescind the following policies: CAA,**  
239 **CL, (AYE: Unanimous)**

240

241 **4. Shaker Lane Building Committee Update:** Designer walked through yesterday, selection committee will  
242 work through those proposals and make recommendations to MSBA and then MSBA will decide which  
243 design firm they choose for Littleton.

244

245 **5. Technology Subcommittee:** Elaine Santelmann met with Julie Lord and Natalie Crouteau on a 5 year  
246 technology plan. They explained how this is done in Littleton. Julie explained that things that can be planned  
247 are planned, such as anticipated expenses to replace student devices and upgrade the network. The things that  
248 aren't knowable aren't locked into a five year plan, since educational technology is a rapidly growing field.  
249 They did a fantastic job in explaining their system.

250

#### 251 **ADJOURNMENT**

252 **On a motion by Justin McCarthy and seconded by Binal Patel it was voted to adjourn at 9:36PM. Roll**  
253 **Call Vote: Justin McCarthy, AYE; Elaine Santelmann, AYE; Binal Patel, AYE; and Stacy Desmarais,**  
254 **AYE.**

255

256

257

**NEXT MEETING DATE**

258

**February 29, 2024**

259

**7:00PM**

260

#### 261 **DOCUMENTS AS PART OF MEETING**

262 **Financial Update**

263 **Middle School & High School Character Education Presentation**

264 **Draft 2024/2025 Calendar**

265 **Proposed 2024/2025 School Committee Calendar**



# Energy Program Update

Littleton Public Schools

February 29, 2024



# Topics

- Energy program overview
- Impacts on savings
- How we have saved energy & money
- Energy use & cost reductions
- Cumulative cost savings
- Cumulative green house gas reduction
- Future projects
- Questions

# Energy Program Overview

- 2008 School Committee
  - Adopts Energy management & Conservation Program & sign a 4-year contract with Cenergistic
  - Hire energy manger
- Components of energy program
  - Energy Policy, general & classroom guidelines
  - EnergyCAP Professional – online database
  - Energy audits
  - Communication
  - [Energy management & conservation website](#)
  - [www.littletonenergyprogram.org](http://www.littletonenergyprogram.org)

# Littleton Public School's Energy Management and Conservation Program



## Home

[Program Overview](#)[Energy Policy](#)[Energy Guidelines](#)[Classroom Guidelines](#)[Heating Operation](#)[Green Community Grant Award Letter 2020](#)[Savings Through 1/21/2024](#)[Energy Star](#)[K-12 Energy Lessons/Projects](#)[Earth Day 2024](#)[Energy Vampires](#)[Save Energy At Home](#)[Energy Savers](#)[Plastic 101](#)[Green Ribbon Schools](#)[The Green Team](#)[QR Code](#)[Contact](#)[Weather Data](#)[Home Savings - Mass Save](#)

## Welcome to the Littleton Public School's Energy Management and Conservation website.

In June of 2008 the School Committee of the Littleton Public Schools adopted an Energy Management and Conservation Policy. To facilitate and implement an energy management and conservation program the school committee entered into a four year contract with Cenergistic. of Dallas, Texas (see Program Overview).

This site is to inform the Littleton community how and what we have been doing with our energy management program. Awards, accomplishments, memberships, and educational links for teachers and students are also on the site.

One of the most important things we do, In order to manage and conserve our energy, is to track all of our usage. We use Energy CAP Professional software from EnergyCap, Inc.

To help promote energy conservation the school community has become an Energy Star Partner. ENERGY STAR is a joint program of the U.S. Environmental Protection Agency and the U.S. Department of Energy helping us all save money and protect the environment through energy efficient products and practices (see Energy Star History).

David Riley

# Impacts on Savings

- Increase on building usage
- Covid-19 Protocols
- Tigers Den – Shaker Lane School
- New football field & concession stand
- Added AC - 58,412 ft<sup>2</sup>
- Increased Rates
  - Electricity 28%
  - Natural Gas 90%
  - Water 75%
  - Irrigation 75%



# How we have saved energy & money

## LED Lights





# VFD's

- A Variable Frequency Drive is a type of motor controller that drives an electric motor by varying the frequency and voltage supplied to the electric motor depending on demand .

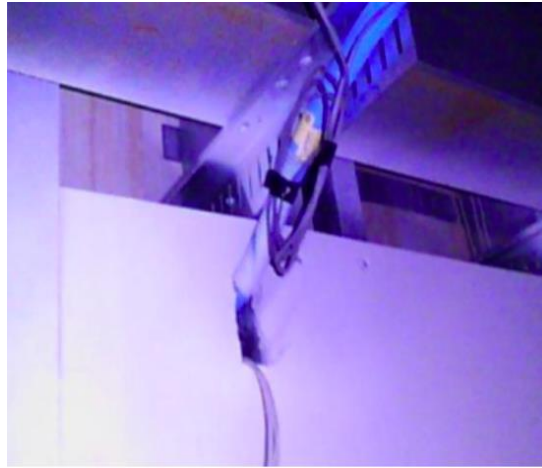
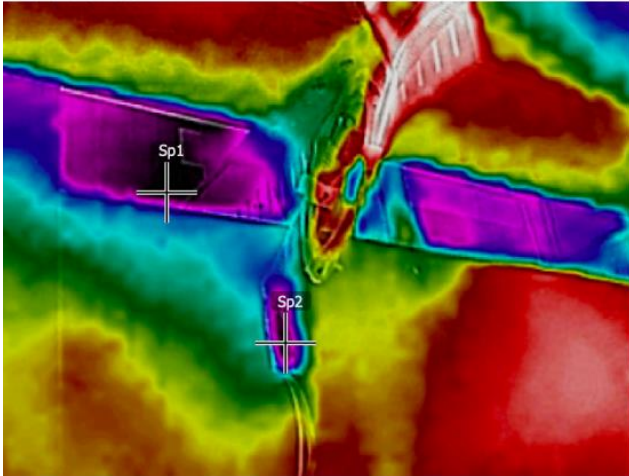


# Building Management System Upgrade High School



Water control valves will modulate to respond to required heating load, and outside air dampers will modulate to correspond with occupancy levels and will be closed during off-school and unoccupied time.

# Weatherization





# Capacitors to Improve Power Factor High School



These projects were awarded  
**\$752,000.00**  
through the Green Community  
Competitive Grant Process.



Thank You  
Fernando Fernandez, EMS Controller  
Steve Mark, Business Manager  
Dianne Dickerson, Special Projects Coordinator

# Capital Projects

## Boiler Rooms - Insulation Project

Project Cost: \$27,767.00

National Grid Grant: \$20,316.00

***Cost to Littleton: \$ 7,451.00***



ROI= 1.55 years



# Cost & Use Avoidance

- Natural Gas  
Usage = 36.6.%  
Cost = 36.9 %
- Electric  
Usage = 33.8 %  
Cost = 33.8 %
- Water  
Usage = 14.9%  
Cost = 17.2 %



# Cumulative Cost Avoidance

***\$ 3,363,958.00***



# Cumulative Greenhouse Gas Reduction

## Energy Reduction Impact:

- 161,811 MMBTU's = 6,417 tons of CO<sub>2</sub>



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## This is equivalent to the following:

- 1,231 cars not driven for one year
- 149,267 tree seedlings grown for 10 years



# New Projects

- Solar
- Led Lighting – Classrooms
- Heat Pumps

# Questions



# **Subscribing to School Calendars**

## **Video Tutorial**

<https://drive.google.com/file/d/1ZCDbRLYcHB7RIftR5mZIVZQopV1bxE7m/view>





**LITTLETON  
HIGH SCHOOL**  
*VISION OF A  
GRADUATE*



**COMMUNICATOR**



**CRITICAL THINKER**



**LEARNER**



**COLLABORATOR**



**BALANCED LIFE**



**ENGAGED CITIZEN**



**LITTLETON HIGH SCHOOL**  
56 KING STREET | LITTLETON, MA 01460

# Littleton Public Schools 2024-2025 School Calendar

Approved by: SC 00/00/2024

## AUGUST

26<sup>th</sup>\* - Staff Return  
27<sup>th</sup>\*\* - K-12 Start of School  
30<sup>th</sup> - All Schools Closed

## SEPTEMBER

2<sup>nd</sup> - All Schools Closed (Labor Day)  
3<sup>rd</sup>\*\*\* - PreK Start of School  
11<sup>th</sup> - All District 3hr. Early Release  
25<sup>th</sup> - 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)

14<sup>th</sup> - All Schools Closed (Columbus Day/ Indigenous Peoples' Day)  
23<sup>rd</sup> - All District 3hr. Early Release

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	

### November 2024 (15)

1<sup>st</sup> - All Schools Closed (Diwali)  
5<sup>th</sup>\* - No School (Staff PD Day/Election Day)  
11<sup>th</sup> - All Schools Closed (Veteran's Day)  
20<sup>th</sup> - No School (Full Day Conference)  
27<sup>th</sup> - All District 3hr. Early Release  
28<sup>th</sup> - 29<sup>th</sup> - All Schools Closed (Thanksgiving Break)

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)

11<sup>th</sup> - All District 3hr. Early Release  
23<sup>rd</sup> - Jan. 1<sup>st</sup> - All Schools Closed (Holiday Break)

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			

### January 2025 (21)

1<sup>st</sup> - All Schools Closed (New Year's Day)  
8<sup>th</sup> - All District 3hr. Early Release  
20<sup>th</sup> - All Schools Closed (Martin L. King Day)

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)

5<sup>th</sup> - All District 3hr. Early Release  
17<sup>th</sup>-21<sup>st</sup> - All Schools Closed (Winter Break)

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

### March 2025 (20)

5<sup>th</sup> - All District 3hr. Early Release  
14<sup>th</sup> - No School (Full Day Conference)

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)

4<sup>th</sup> - All District 3hr. Early Release  
14<sup>th</sup>-18<sup>th</sup> - All Schools Closed (Spring Break)

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		

### May 2025 (21)

2<sup>nd</sup> - All District 3hr. Early Release  
23<sup>rd</sup> - All District 3hr. Early Release  
26<sup>th</sup> - All Schools Closed (Memorial Day)

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)

16<sup>th</sup> - Tentative last day of school  
19<sup>th</sup> - All Schools Closed (Juneteenth)

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				

**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 14	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 4 (Friday)	Professional Development
May 2 (Friday)	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 14 (Friday)	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](http://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

## 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

**Revised: January 23, 2024**

## 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  
Revised: 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

January 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