



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

BRAD AUSTIN, Clerk
BINAL PATEL, Member

School Committee Meeting Littleton Police Station Community Room 500 Great Road In-person and Hybrid March 2, 2023 7:00 PM

You are invited to a Zoom webinar.

When: Mar 2, 2023 07:00 PM Eastern Time (US and Canada)

Topic: School Committee meeting of Mar. 2, 7p, 2023

Please click the link below to join the webinar:

<https://littletonma.zoom.us/j/84456898797?pwd=a3pYUWt2aVNDR2UrZ1BtY0JydUM2UT09>

Webinar ID: 844 5689 8797

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

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

AGENDA

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.

7:00 I. ORGANIZATION

1. Call to Order
2. Pledge of Allegiance
3. Consent Agenda
 - Minutes – February 9, 2023
 - 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 or 33 Shattuck Street, P.O. Box 1486, Littleton, MA 01460.

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7:15 IV. PRESENTATION

1. **Recognition of Religious Holidays** - *Students of the LHS DEI Club will present to the School Committee about religious holidays. (10 Min)*

7:25 V. NEW BUSINESS

1. **Draft 2023-2024 School Calendar** - *Initial review. Further discussion and a vote is scheduled for March 9, 2023, School Committee meeting. (5 Min)*
2. **Transportation Bid Discussion** - *Business Manager, Steve Mark, and Superintendent Clenchy will present an overview of potential costs over a three year period. School Committee will continue to discuss the school start time proposal as it relates to the cost projection included in the transportation bid. Potential discussion and vote is scheduled for the March 9, 2023 School Committee meeting. (50 Mins)*
3. **Financial Update** - *Business Manager, Steve Mark, will provide a financial update. (5 Min)*
4. **Town of Littleton 3-year financial forecast** - *Town Administrator, Mr. Anthony Ansaldi will present a 3-year financial forecast for the Town of Littleton.*
5. **Littleton Youth Baseball/Softball Sponsorship:** *Discussion and Vote-request for signage on baseball/softball fields.*
6. **FinCom School Committee Representative Term Expiration**
Notification: *Per Policy AFC, Superintendent Kelly Clenchy will notify current Fincom member Tyler Gray that he may reapply for an additional term if interested. Term expiration date: May 8, 2023.*

8:25 VI. OLD BUSINESS

1. **Discussion regarding the potential removal of Religious Holidays from the School Calendar-** *Further discussion and vote is scheduled for the March 9, 2023 SC meeting. (5Min)*
2. **MSBA Enrollment Letter and Certification:** *MSBA request to Certify Enrollment for the Shaker Lane Building project.*

8:30 VII. INTERESTED CITIZENS

8:35 VIII. SUBCOMMITTEE REPORTS

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

8:45 IX. ADJOURNMENT

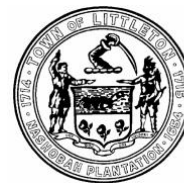
NEXT MEETING DATE(s)

March 9, 2023

March 16, 2023 7:10 PM PUBLIC HEARING BUDGET - Littleton Police Department Community Room

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SCHOOL COMMITTEE

MINUTES

February 9, 2023

7:00PM

PRESENT: Brad Austin
Stacy Desmarais
Binal Patel

ALSO PRESENT: Kelly Clenchy
Steve Mark
Bettina Corrow
Dorothy Mulone

NOT PRESENT: Justin McCarthy & Jen Gold

CALL TO ORDER

Brad Austin called the meeting to order at 7:01p.m.

On a motion by Stacy Desmarais and seconded by Binal Patel it was voted to approve the Jan. 26, 2023, agenda as presented. (AYE: Unanimous).

INTERESTED CITIZENS

Rabbi Eve Eichenholtz, Leominster – Recognizing diversity is very important. Being able to celebrate your religion is very important and makes a student feel important. We should celebrate all majority and minority.

Littleton High School students; Aarya Wachasunder, Giselle Kiernan & Rachael Friedman – What we have heard from the majority of high school students is that these three holidays are important to them, and their families, and they would prefer them not to be taken away. If these holidays were taken away, you would not be able to celebrate with your family. It is important for the students who celebrate as well as the students who do not celebrate these holidays. It is really important to be able to celebrate without having to worry about schoolwork, sports etc.

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NAME – being able to celebrate Diwali for one year and then having it taken away is tough. It is really hard to be Jewish and not able to celebrate the holidays. It makes it hard for a student to choose. Go to school or celebrate with my family. I hope you will keep these three holidays on the calendar. Maybe consider starting before Labor Day so we would end the school year earlier even with three holidays.

Brad Austin – We do not have a vote scheduled on this issue tonight. We do want to find some more time for the community to voice their concerns and opinions. We will let the community know once we plan to vote on this topic.

Binal Patel – Thank you to everyone who has emailed us. We really appreciate all the comments we have received thus far.

RECOGNITION

1. Student Representative(s) Report: Student Representative, John Feltus, gave an update of the events happening at each school.
2. Superintendent Clenchy congratulated the Athletic Director Mike Lynn, who has been awarded the MSSADA District Award of Merit for his many years of service as the Head Football Coach for Littleton.
3. Help Local Children in Need with Beds. Flyer included in the packet.
4. Rise Against Hunger – Flyer included in the packet.
5. Superintendent thanked the Rotary Club for donating \$1,000 towards the Humanitarian club towards “Children in Need with beds”, another \$1,000 for “Rise against Hunger”, and \$500 towards the “Kindness Week” at LHS and lastly \$1,000 to the robotics club as well.
6. Open House on Saturday Feb. 10th for the public to tour the old Indian Hill Building, which the Town is hoping to purchase and relocate the Central office staff and Park and Rec.

PRESENTATIONS

1. **School-based wellness update (Schools and District):** Presented by Clinical Team, Wellness Committee, and APs (Academic and Behavioral Wellness)

National School Counseling week is Feb. 6-10, 2023.

Presentation overview:

- Update on Care Solace Utilization
- Establishment of CBHCs
- District Initiatives
- Wellness Committee update
- Mental Health & Wellness update
- Universal Mental Health Screener update
- Social Emotional Learning update

Care Solace

April 2022 - January 2023	Total
inbound interactions	1039
communications saved	7005
warm handoffs	66
family-initiated cases	30
total appointments into care	42
anonymous searches	147



Brad Austin – Is Care Solace only for Littleton families?

Lyn Snow – It is for all Littleton families, students and staff as well as all school employees.

Community Behavioral Health Centers (DBHCs)

- Services (in person and via telehealth)
- Same-Day evaluation and access to treatment with timely follow-up appointment
- Evening and weekend hours
- Behavioral health urgent care
- Evidence-based treatment for mental health conditions and substance use disorders
- 24/7 community-based locations
- Crisis stabilization beds
- These centers serve all ages and all communities across the Commonwealth.

Brad Austin – Are we reaching capacity? Is it because of the lack of beds?

Lyn Snow – Instead of people going into an ER, this gives them an alternative.

District Initiatives

Through the offices of
Teaching & Learning and Student Services

- Wellness Workshops
 - Mindfulness
- Family Engagement & Education
 - Parent Connections
 - Anxiety & Behavior (LPS/SEPAC)
- Staff Professional Development
 - Consultation
 - Training



Wellness Committee Update

- Middlesex Partnership for Youth (MPY)
- Nutrition updates
- Amazing SEL events happening at all schools.
- Affordable Connectivity Program – Available for all families

Staff Wellness

- Monthly Mindfulness workshops
- MIIA monthly sessions for staff to take part in
- Headspace library

Mental Health & Wellness – Shaker Lane

Tier 2

- Friendship Lunch Bunch
- Social Skills Group
- Get Ready Groups
- Exercise Group
- Targeting ADHD and Sensory Needs
- Parent and Teacher Consultations
- Collaboration with Outside Providers

Tier 3

- Individual Counseling Services
- Direct & Related Services
- (individual & small group)
- Consultation
- Individualized Behavior Support Plans



Mental Health & Wellness – Russell Street

Tier 2:

- Anxiety strategies and understanding the effects it has on your body
- Emotional regulation activities and Zones of Regulation
- Individualized and group counseling focusing on positive growth mindset, resilience, stress regulation, and emotional regulation.

Tier 3:

- Individualized and Targeted Behavior Support Plans and Mental Health Services



change your
mindset
and the results will
follow

Universal Mental Health Screening – Middle School

Overview

- Mental health screenings are integrated through health curriculum
- Referrals made to Care Solace

Grade 6

- Students participated in a 90-minute presentation about depression and suicide
- School adjustment counselor, psychologist and student resource officer helped to facilitate discussion
- 6th graders screened for depression/suicide

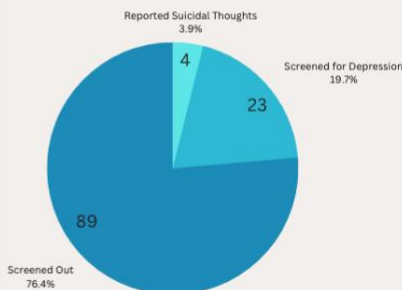
Grade 7

- Anxiety screening being given in March
- SBIRT (substance abuse screening) in June

Grade 8

- SOS refresher and screening for depression and suicide
- Refresher will happen in May.

Signs of Suicide Screener (SOS)
6th Grade Results - 116 Total Respondents



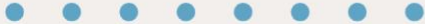
Mental Health & Wellness – Middle School

Tier 2:

- Consultation/presentations by clinical staff to classrooms
- Universal screenings
- Collaboration between clinical staff and administration regarding discipline
- Mediation and de-escalation strategies
- Team meetings
- Student Support Team
- New student orientation/intros as well as 6th grade introductions
- Individual counseling services

Tier 3:

- Individualized and Targeted Behavior Support Plans and Mental Health Services

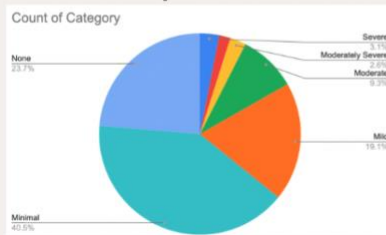


Universal Mental Health Screening – High School

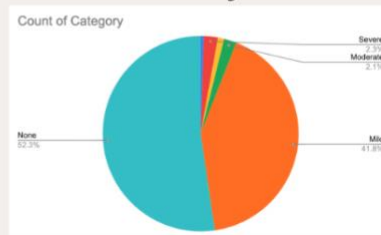
Overview

Students in grades 9-12 were screened for depression using the Personal Health Questionnaire-9, and anxiety using the Severity Measure for Generalized Anxiety Disorder. Data for the school is as follows:

Depression



Anxiety



Mental Health & Wellness – High School

	Academic	SEL	Mental Health
Tier 3 (Core + More + More)	Learning Center (IEP) PACE Program Transition program (18-22) C-grid academic offerings Co-taught classes	Bridge Program PACE Program Transition Program Direct & Related Services	Psychological Testing IEP-based Individual counseling
Tier 2 (Core + More)	Home & Hospital Tutoring 504s MCAS Support Academic Support Center Peer Tutoring	Young Men's Group Transition Program Group	Care Solace (MH referral services) CBT/DBT Groups Individual counseling Re-entry Meetings MH screening for students with IEP goals
Tier 1 (Core)	Flex BlockDCAPStandards-based curriculumDirected StudyPost-grad planningGuidance SeminarTeacher drop-ins	CASEL Advisory and assigned advisor Access to a school counselor (School Adjustment Counselor & School Psych as needed) School Nursing Administrator support Screening - Universal (anxiety/depression), SBIRT, Emerson YRBS Presentations/speakersWellness day (Spring) Parent connections evening, SEPAC workshops Teacher professional development Social media presence, weekly newsletter Therapy dogs	

Binal Patel – Comparing grade 6 to high school. Has there been a chance since before Covid?
Sarah Dorfman – I do not have an answer. I see the same number of students now as I did before Covid. I have had many conversations with students, and they all have some unique views of how they lived through Covid. Some had positive experiences, others did not.

Stacy Desmarais – How do we screen the younger students?

Lyn Snow – With our younger students, it is really teacher driven. Our teachers know their students best and can communicate through their students' behavior. If a student suddenly changes their way, we know that something might be up. The teacher will consult with our adjustment counselor as well as we have a full-time school psychologist at both schools.

Sarah Dorfman – Always important that a parent lets us know if there is a change in their child, their family life etc.

Stacy Desmarais – How do we engage the students to “if you see something, say something”?

Sarah Dorfman – We stress to the students that they need to look out for one another. We try to make sure that each student has one adult they feel they can trust and come to with any issue.

Brad Austin – The grade 6 number is a large number, but I am glad we are taking the time to screen each student and helping the students that are in need.

Social Emotional Learning

Shaker Lane School:

- Little Friends, Big feelings
- Greeting every morning from all staff members
- Different tools used in classrooms.
- Calm corners
- Daily positive affirmations
- “I” messages
- Feeling journals & Class check ins
- Heart jars

Russell Street School

- SEL is built into the daily schedule.
- Grade Level classrooms have a scheduled SEL instructional block.
- Wednesday WIN Elective block
- Guidance counselor & School Psychologist

Middle School

- Advisory
- Tech breaks
- Brain breaks
- Mindfulness
- Journaling

High School

- Advisory
 - Small groups with consistent students and staff for four years
 - Periodic advisory topics

- Flex block
- Wellness day in the spring
- Therapy dogs
- Weekly drop-in times
- Guidance seminar
- Restorative justice model
- SEL Instructional strategies PD for teachers

Stacy Desmarais – SOS program. How are we transitioning the students from high school to college?

Keith Comeau – We have replaced the SOS program with the Universal screening for all students. We are teaching them to advocate for themselves.

Brad Austin – Haven't seen much about alcohol and substances abuse?

Keith Comeau – We do have presenters coming to the high school and presenting to the students. More of an educational piece to present to the students.

Kelly Clenchy – Ongoing support at the high school for substance abuse. We have several conversations throughout the year about this topic.

- 2. Review of Strategic Plan Standard 4: Climate/Culture** – Schools discussed SIPs specific to goals for the 2022/2023 school year, discuss major accomplishments, challenges, and any suggested revisions or addition of Goals that should be taken into consideration as we review Standard 5 as part of the process for creating an updated Strategic Plan, 2023- 2028.

Goals

1. Review, maintain, and modify protocols and procedures that provide all students and staff with a safe and secure learning and work environment.
2. Ensure the district and school are free from discrimination and harassment and support student wellness.
3. Review and revise the District Maintenance Plan.
4. Continue to support the district's energy and environmental conservation initiatives.

Shaker Lane - Accomplishments

- School Safety Drills (2 x year)
- Door signage
 - Internal "Do not prop doors open"
 - External for visitors
- Lights off, Shades Drawn, Devices unplugged/shut down
- All staff on duty greeting students
- Second Step SEL Curriculum
- Social Thinking 6-week lessons
- Monthly Classroom Diversity Readings
- Monthly Community Meetings
- Weekly Positive Affirmations
- Spirit Days
- Family invitations for cultural celebrations
- School Vision
 - We are building a safe, caring, and ready to learn community

Shaker Lane - Challenges

- Support students and staff with continued challenges

220 **Shaker Lane - Revisions / Goals to Consider**

- 221 ● Provide additional structures for supporting students
222 ● Provide continued opportunities for social interactions amongst students
223

224 Brad Austin – Social interaction. Do you have coaching or structure templates?

225 Michelle Kane – For some students it's hard to lose a game and that is a teachable moment.
226

227 **Russell Street - Accomplishments**

228 Fire Drills and Safety Drills

229 Signage on doors

230 SEL classes (Anti-bullying, anxiety/stress reduction strategies, executive functioning...)

231 Health units in PE

232 Addition of a school psychologist at RSS

233 UDL

234 WIN Elective

235 Outdoor spaces - picnic tables, outdoor classroom, gates

236 **Russell Street - Challenges**

237 Continue to update safety protocols

238 Continue to support student wellness

239 Continue to monitor and support staff wellness

240 **Russell Street - Revisions / Goals to Consider**

241 Consider post-pandemic concerns regarding stress, anxiety, wellness for students and staff
242

243 Binal Patel – Make sure our families feel they are being seen and heard. To continue to expand that area.

244 Brad Austin – Really glad we had the conversation about safety earlier in the year.
245

246 **Littleton Middle School: Accomplishments**

247 ● Building Safety

248 ○ Fire drills, signage, etc.

249 ○ New locks on exterior doors and offices

250 ○ Enhanced security camera coverage

251 ○ Scheduled lunch and hallway duties for teachers

252 ● Creation of behavior response guidelines for all staff

253 ● Adoption of Universal Mental Health Screening for 7th and 8th grade, SOS for 6th grade

254 **Littleton Middle School: Challenges**

255 ● Responding to post-pandemic social and emotional issues

256 **Littleton Middle School: Revisions/Goals to Consider**

257 ● Provide increased opportunities for student socialization

258 ● Assess current mental health supports and recommend changes if necessary

259 ● Continue to promote anti-racist and non-discriminatory practices, revise as needed.
260

261 Brad Austin – Teach students how to use electronics appropriately.
262

263 **Littleton High School - Accomplishments**

264 ● Adoption of Universal Mental Health Screening

265 ● Great Kindness Challenge and No Name-calling week

266 ● Great Kindness Recognition Breakfast

267 ● DEI Club

268 ● Fun events for students: Homecoming Dance and Semi-formal

269 ● Unified Basketball and Bowling

- Tiger Pride Awards
- New Clubs: DECA, Film, Book
- Second annual Student Wellness Day planned for May
- Additional Cameras to enhance school safety
- Flex block activities each day: for socializing, playing games, providing extra help and counseling support, convening clubs
- Strengthened Advisory connections
- Wellness Day, and College Fair
- Festive Fridays
- Spirit Weeks in October, January, March
- Two Therapy dogs

Littleton High School - Challenges

- Responding to post-pandemic social and emotional issues
- Continue to effectively balance challenging student schoolwork while monitoring and supporting student stress

Littleton High School - Revisions / Goals to Consider

- Follow up Fall 2022 meaningful connections activity for staff with a survey of students in Winter 2023
- Financial Literacy Fair in May 2023
- Career Fair in 2024
- Creation of School Culture Team made up of students and staff in Fall 2023

Stacy Desmarais – How are you trying to help our students to de-stress?

John Harrington – We do try to give the students a break. Students often have other commitments outside of the school as well. Our students are pretty good at communicating if they are overwhelmed and need some extra time to finish their workload of homework etc.

Kelly Clenchy – That was one of the concerns when we had at round table conversations a few years ago. We are trying to make sure that students do not have 3 hours of homework every night. We used to have homework-free weekends.

Brad Austin – I am glad you are pointing this out. Especially as we are trying to make a calendar decision. It is about time management systems. We have to be really clear when we are working with administration to work and protect those holidays.

John Harrington – It provides us with opportunities for a homework break for our students.

- School Handbook Updates:** Ms. Lyn Snow, Director of Student Services discussed recent updates based on revised student discipline statutes as well as the need to align with our updated civil rights policies.

On a motion by Binal Patel and seconded by Stacy Desmarais it was voted to approve the revised handbook, as presented. (AYE: Unanimous).

INTERESTED CITIZENS

None

SUBCOMMITTEE REPORTS

1. PMBC: None

2. Budget Subcommittee: None

3. SEPAC: None

320 **4. Policy:** None
321

322
323 **ADJOURNMENT**

324 On a motion by Bin al Patel and seconded by Stacy Desmarais it was voted to adjourn at 9:26 PM. Roll Call
325 Vote: Brad Austin, AYE; Binal Patel, AYE; and Stacy Desmarais, AYE.
326

327 **NEXT MEETING DATE**

328 **March 2, 2023**

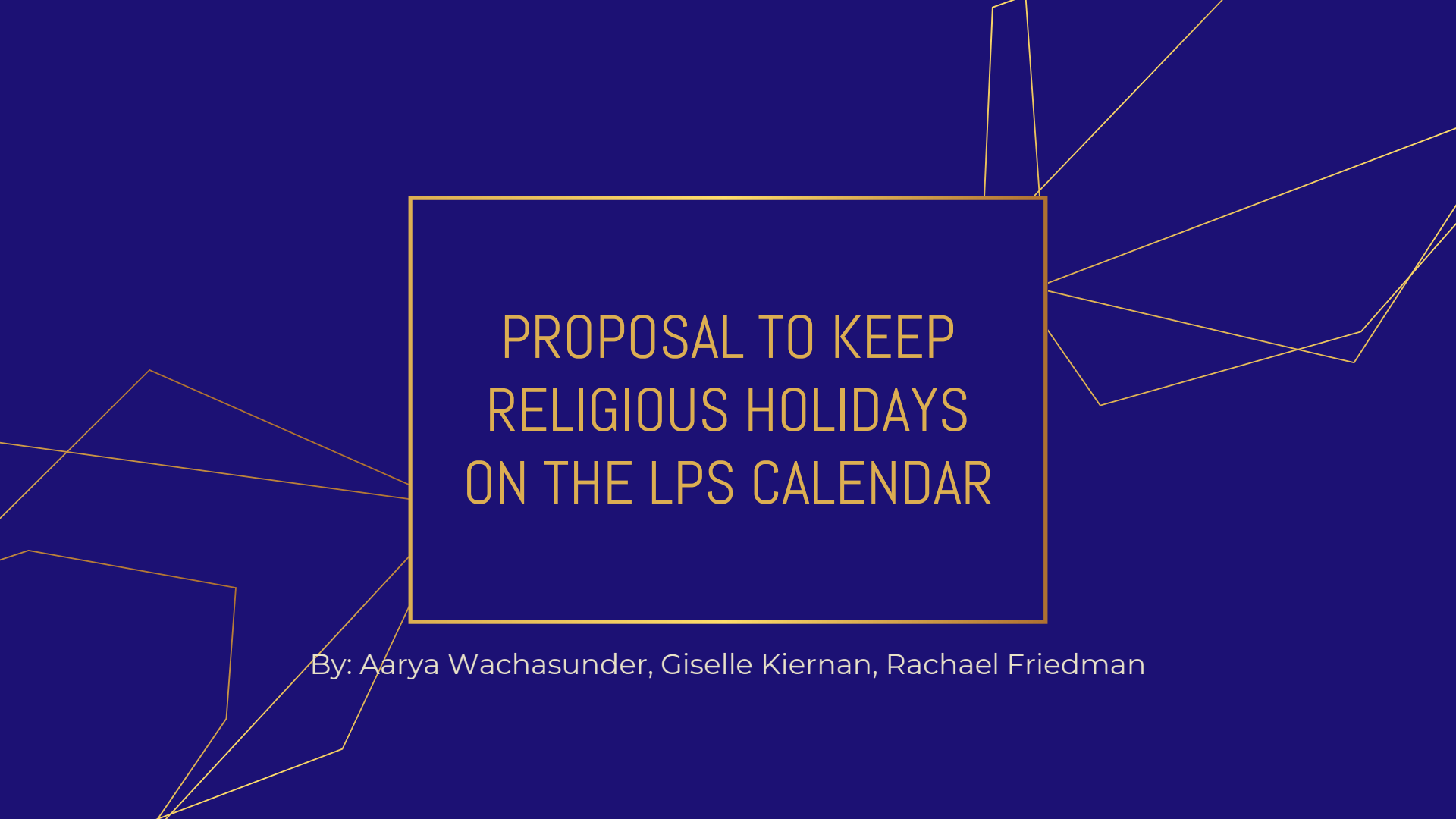
329 **7:00PM**
330

331 **DOCUMENTS AS PART OF MEETING**

332 School-based wellness update

333 Strategic Plan Standard 4: Climate/Culture

334 School Handbook update

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PROPOSAL TO KEEP RELIGIOUS HOLIDAYS ON THE LPS CALENDAR

By: Aarya Wachasunder, Giselle Kiernan, Rachael Friedman

Mission Statement

To ensure that Littleton does not take a step back in terms of inclusivity, school committee members should vote to resume the affirmation of religious observances through district-wide holidays.

LITTLETON DEMOGRAPHICS AND STATISTICS

As mentioned in our Diwali presentation from last year, recent years have led to an exorbitant growth in this town's Asian population. An easy comparison can be made by showing Massachusetts Department of Elementary and Secondary Education statistics of the 2012-2013 Littleton Public Schools year and the 2022-2023 year by race/ethnicity enrollment. The enrollment of Asian students has **grown from 4% to 14.7%** in the past decade, **a 367.5% increase**. This totals to about **242 Asian students** across LPS schools.

Enrollment by Race/Ethnicity (2012-13)		
Race	% of District	% of State
African American	1.3	8.6
Asian	4.0	5.9
Hispanic	1.3	16.4
Native American	0.1	0.2
White	91.4	66.0
Native Hawaiian, Pacific Islander	0.4	0.1
Multi-Race, Non-Hispanic	1.5	2.7

Enrollment by Race/Ethnicity (2022-23)		
Race	% of District	% of State
African American	1.2	9.4
Asian	14.7	7.3
Hispanic	3.6	24.2
Native American	0.1	0.2
White	77.8	54.4
Native Hawaiian, Pacific Islander	0.4	0.1
Multi-Race, Non-Hispanic	2.2	4.4

<https://profiles.doe.mass.edu/profiles/student.aspx?orgcode=01580000&orgtypecode=5&>

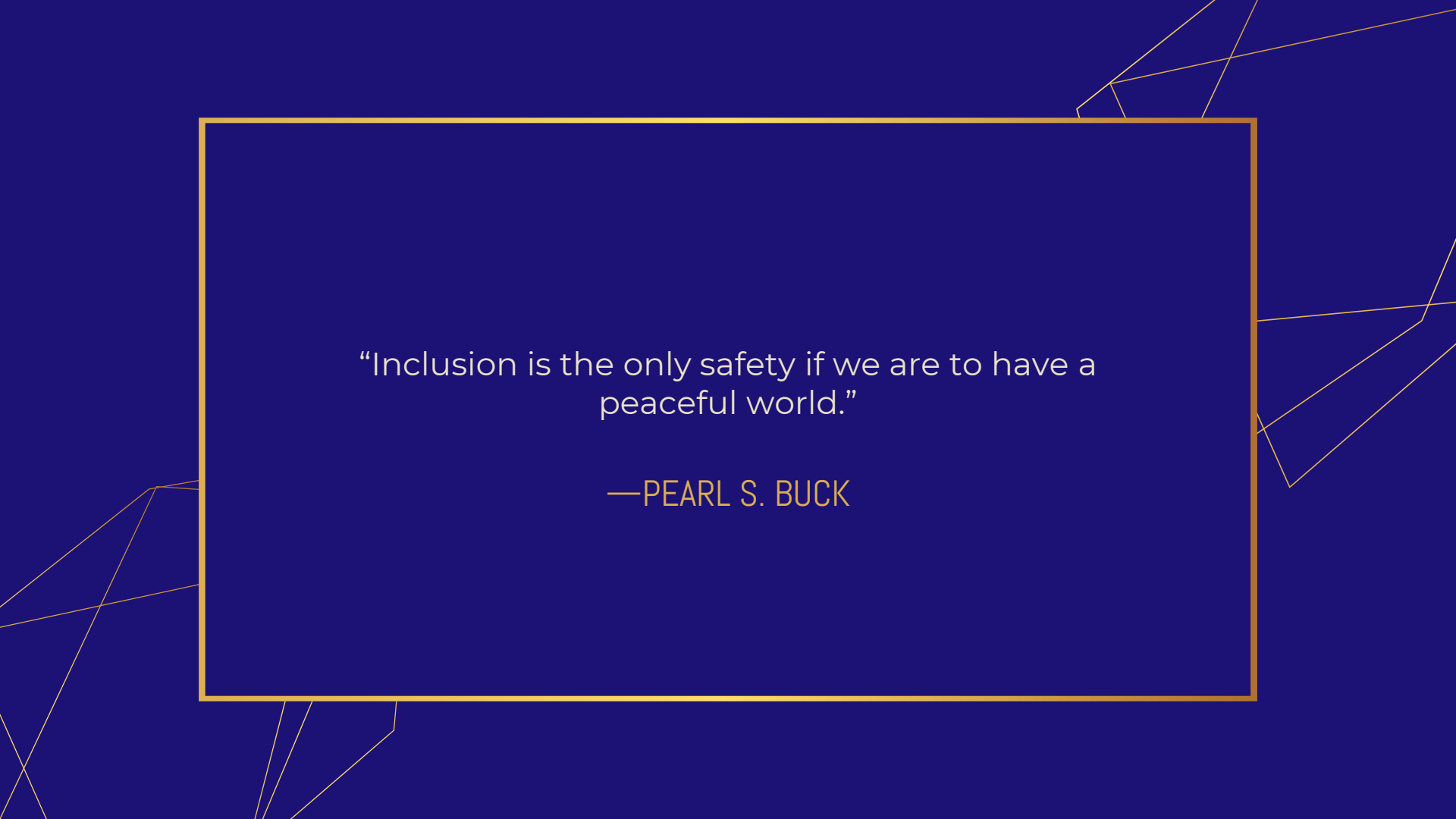
MENTAL HEALTH AND STRESS

- One of the biggest concerns for many students, especially at the high school, is mental health and being able to properly manage the stress of extracurriculars and academics.
- For students who celebrate religious holidays, even with excused absences, which are not properly enforced most of the time, it's difficult to catch up on work. Students can also feel conflicted between choosing to participate in their faith as opposed to furthering their learning. Having religious holidays eliminates this worry for these students.
- Not only that, but at the January 27th LHS meeting, our peers pointed out that non-religious students use these holidays as a time to regroup, catch up on work, or just as a day to relax.

CHILDCARE OPTIONS

While it may be a concern that there is lack of childcare options, this worry is unneeded.

- The school calendar comes out about half a year in advance (as in, before the new school year), so parents/guardians get plenty of time to secure a plan for their children if they are unable to be at home that day
- Tigers Den is open most days, including during religious holidays
- LHS puts up job/volunteering opportunities out for students, and many of them are able to babysit for parents who are out working
- Littleton has a very tight-knit community, and online parent-run group chats can be an easy way to see if a child can spend the day with a friend and their family while you have to be at work

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“Inclusion is the only safety if we are to have a
peaceful world.”

—PEARL S. BUCK

Littleton Public Schools

DRAFT

2023-2024 School Calendar

Approved by: SC 00/00/2023

SEPTEMBER (17)				
M	Tu	W	Th	F
				1
4	*5	**6	7	8
***11	12	13A	14	15
18	19	20	21	22
25	26	27	28	29

*Staff Start **K-12 Start of School

***Preschool Start

OCTOBER (21)				
M	Tu	W	Th	F
2	3	4A	5	6
9	10	11	12	13
16	17	18A	19	20
23	24	25	26	27
30	31			

NOVEMBER (18)				
M	Tu	W	Th	F
		1A	2	3
6	*7	8	9	10
13	14PreK/EC MSC	15	16EC/MSC	17
20	21	22A	23	24
27	28	29PreK/EC MSC	30	

*Staff PD / Election Day

DECEMBER (16)				
M	Tu	W	Th	F
				1
4	5	6A	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

JANUARY (21)				
M	Tu	W	Th	F
1	2	3	4	5
8	9	10A	11	12
15	16	17	18	19
22	23	24A	25	26
29	30	31		

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

MARCH (20)				
M	Tu	W	Th	F
				1
4	5	6A	7	8
11	12	13EC	14	15
18	19	20EC/MSC	21EC/MSC	22
25	26	27	28	29

APRIL (17)				
M	Tu	W	Th	F
1	2	3A	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

MAY (22)				
M	Tu	W	Th	F
		1A	2	3
6	7	8	9	10
13	14	15	16PreK	17
20	21	22	23PreK	24A
27	28	29	30	31

JUNE (12)				
M	Tu	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	***18	19	20	21
24	25	26	27	28

***Tentative Last Day of School

**K-12 School Starts: Sept. 6, 2023 –
Preschool Starts Sept. 11, 2023.**

Student Days Scheduled 185 days –
June 25, 2024. 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, 2024.** When determined; the last day of school will be a 3-hr. Early Release.

KEY

A = All District PreK-12 – 3 hr. Early Release

PreK = Pre-School Conf.

EC = K-5 Elementary Conferences/
3 hr. Early Release

MSC = MS Conferences 3 hr. Early Release

☐ = BACK TO SCHOOL NIGHTS
AND/OR Evening Conferences

() = School Days Per Month

■ = All Schools Closed

LITTLETON PUBLIC SCHOOLS

2023-2024 School Calendar

DRAFT

STARTING DATES

September 5	Teachers returns*
September 6	K-12 Start of School **
September 11	Preschool Start of School***

NO SCHOOL – HOLIDAYS/VACATION DAYS/ PROFESSIONAL DEVELOPMENT

September 4	Labor Day
September 25	Yom Kippur
October 9	Columbus Day / Indigenous Peoples' Day
November 7	PD Day/Election Day
November 10	Veteran's Day
November 12	Diwali (Sunday)
Nov. 23 – 24	Thanksgiving Break
Dec. 25 – Jan. 1	Holiday Break
January 15	Martin L. King Day
February 19 -23	Winter Break
March 29	Good Friday
April 15-19	Spring Break
May 27	Memorial Day
June 19	Juneteenth

BACK TO SCHOOL CURRICULUM NIGHTS

Tuesday, Sept. 12	SL K, T & Unified Arts Back to School Night
Thursday, Sept. 14	HS Back to School Night
Monday, Sept. 18	MS Back to School Night
Thursday, Sept. 21	RS Back to School Night
Tuesday, Sept. 26	SL Grade 1, 2 Back to School Night

EARLY RELEASE – ALL SCHOOLS (Wednesdays unless specified)

September 13	Professional Development
October 4	Professional Development
October 18	Professional Development
November 1	Professional Development
November 22	Thanksgiving Break
December 6	Professional Development
January 10	Professional Development
January 24	Professional Development
February 7	Professional Development
March 6	Professional Development
April 3	Professional Development
May 1	Professional Development
May 24 (Friday)	Professional Development
June 18 (Tuesday)	Tentative Last Day of School

EARLY RELEASE – PARENT CONFERENCES

Tuesday, Nov. 14	Pre-school – Gr 5 Elementary Conf.
Tuesday, Nov. 14	Middle School Conference
Thursday, Nov. 16	K-5 Elementary Conference
Thursday, Nov. 16	Middle School Conference
Wednesday, Nov. 29	Pre-school – Gr 5 Elementary Conf.
Wednesday, Nov. 29	Middle School Conference
Wednesday, March 13	K-5 Elementary Conference
Wednesday, March 20	K-5 Elementary Conference
Wednesday, March 20	Middle School Conference
Thursday, March 21	K-5 Elementary Conference
Thursday, March 21	Middle School Conference
Thursday, May 16	Pre-School Conference
Thursday, May 23	Pre-School Conference

EVENING PARENT CONFERENCES

Thursday, Oct. 12	High School Evening Conference
Tuesday, Nov. 14	Pre-School – Gr 2 Elementary Evening Conf.
Thursday, Nov. 16	3-5 Elementary Evening Conference
Wednesday, Nov. 29	Middle School Evening Conference
Thursday, March 7	High School Evening Conference
Wednesday, March 13	Middle School Evening Conference
Wednesday, March 20	K-2 Elementary Evening Conference
Thursday, March 21	3-5 Elementary Evening Conference
Thursday, May 23	Pre-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), NBC 10 (10) and cable channel 3
Twitter: Kelly Clenchy @kbstcl

High School Graduation Date – June 7, 2024



Gr. 8 Promotion Ceremony – June TBD, 2024



Tigers' Den will close at 4:00pm on 11/22/23, and on the last day of school.

MAJOR RELIGIOUS & CULTURAL HOLIDAYS & HOLY DAYS

Sept. 15 – Sept. 17	Rosh Hashanah
September 25	Yom Kippur
November 12	Diwali
Dec. 7 – Dec. 15	Chanukah
December 25	Christmas
December 26	Kwanza
March 29	Good Friday
March 31	Easter Sunday
April 22	Passover
June 19	Juneteenth

MARKING PERIODS

Preschool/Kindergarten Period Ends:
 January, June 18

T-5 Marking Period Ends:
 December, March, June 18

Middle School Marking Period Ends:
 December, March, June 18

High School Marking Period Ends:
 November, January, April, June 18

FY 2024 Budget Drivers

School Choice Usage FY 2024+

[illegible]

FY 2024 Budget Drivers

School Choice Usage FY 2024+

	FY 2025					
		Estimated Annual Receipts	\$450,000			Note: Need to accept 10 additional students into the Littleton Choice Program in order to maintain current Level of Choice Funding
		Use for Busing Contract Year 1 - 2 tiered bus model		-\$178,063		(\$267k shortfall for bus contract less 1/3 moved to appropriated budget request)
		Estimated COLA for Bus Contract		-\$62,370		
		Payroll		-\$250,000		Assumes that Town Appropriated Request includes increased funding for bus contractual costs
		SPED Administrative Support		-\$50,000		
		SPED OOD Tuitions (% inc cola for SPED OOD unknown at this time)		-\$102,730		(\$180,000 inc (14%) less \$77k added to budget)
		Estimated FY 2025 Ending School Choice Balance -->		-\$643,163	\$2,344,972	
	FY 2026					
		Estimated Annual Receipts	\$450,000			Note: Need to accept 11 additional students into the Littleton Choice Program in order to maintain current Level of Choice Funding
		Use for Busing Contract Year 1 - 2 tiered bus model		-\$89,031		
		Estimated COLA for Bus Contract		-\$65,489		
		Payroll		-\$250,000		
		SPED Administrative Support		-\$50,000		
		SPED OOD Tuitions (% inc cola for SPED OOD unknown at this time)		-\$120,000		
		Estimated FY 2026 Ending School Choice Balance -->		-\$574,520	\$2,220,453	
	FY 2027					
		Estimated Annual Receipts	\$450,000			
		Use for Busing Contract Year 1 - 2 tiered bus model		-\$89,032		
		Payroll		-\$250,000		
		Estimated COLA for Bus Contract		-\$68,763		
		SPED Administrative Support		-\$50,000		
		SPED OOD Tuitions (% inc cola for SPED OOD unknown at this time)		-\$120,000		
		Estimated FY 2027 Ending School Choice Balance -->		-\$577,795	\$2,092,658	
		Possible FY 2025 Budget Request Increases	THESE ARE VERY EARLY ESTIMATES ONLY - SUBJECT TO CHANGE			
		Salaries - Steps/Lane - ESTIMATED		\$850,000.00		
		Bus Contract Increases (1/2 of \$180k)		\$89,032.00		
		HVAC Maint Contract (in year 4 of 5 year contract to Aug 2024)				
		(Expect 10% increase in price of contract when bid in July 2024)		\$15,000.00		
		Staffing Requests - ??? unknown needs at this time		\$130,000.00		
		Other Operational increases, utilities, service costs, electrical, trash, plumbing etc.		\$30,000.00		
		Total FY 2025 Budget Possible Increase		\$1,114,032.00		
				4.56% over projected fy24 budget		

Financial Forecast



SELECT BOARD, FINANCE COMMITTEE,
SCHOOL COMMITTEE
OCTOBER 24, 2022



Current Economic Conditions

From PR News Wire October 13, 2022

- More than half of U.S. CEOs say they are considering reducing their workforces within the next six months to prepare for a recession
- Nearly 60% of business leaders said that they plan to “pause or reconsider” their company’s projects
- *‘Around 90% of CEOs believe a recession is coming Half of them are already planning for layoffs’* - Tristan Brove, Yahoo
- More than 33% of CEOs said the biggest global challenge facing their company by year-end will be political and governmental instability



Littleton Current Economic Conditions

Motor Vehicle Excise trending downward for FY22, based on current trends by \$45,576.02 or 2.22% below FY21.

Town of Littleton

MV Excise Taxes Compare 2022 to 2021

	2022		2021		Difference	
	Qty	Amount	Qty	Amount	Qty	Amount
Commitment 1	10,092	\$1,450,933.09	9,835	\$1,351,454.76	257	\$99,478.33
Commitment 2	596	\$199,950.52	1,160	\$362,992.73	-564	-\$163,042.21
Commitment 3	404	\$95,142.95	397	\$99,949.05	7	-\$4,806.10
Commitment 4	329	\$81,397.08	328	\$54,603.12	1	\$26,793.96
Total	11,421	\$1,827,423.64	11,720	\$1,868,999.66	-299	-\$41,576.02



Littleton Current Economic Conditions

Building Permits are down 19% or reduction of (\$6,747,000 in residential value)

Q1 = \$6,964,490 * 4 Quarters = \$27,857,960 on par with 2020

BUILDING PERMITS

		For Calendar Year				
		<u>2022 (1)</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>
Residential:						
Number		141	591	516	470	382
Value		\$6,964,490	\$34,604,960	\$27,045,838	\$38,471,161	\$21,251,014
Non-Residential:						
Number		23	67	46	54	51
Value		\$2,540,720	\$25,508,080	\$19,282,687	\$3,327,356	\$6,905,877

(1) As of October 1, 2022.

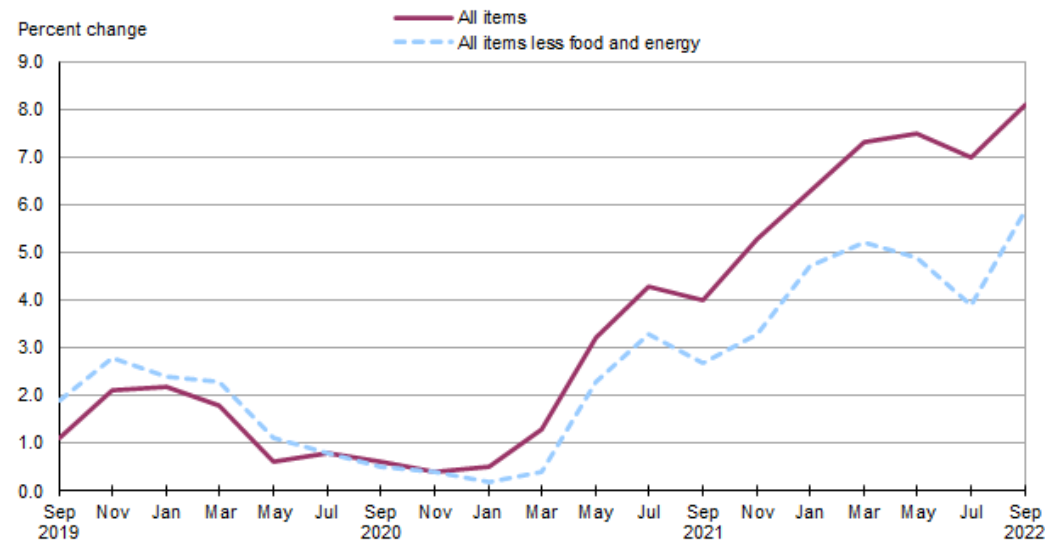
We are down 53 permits and 34 inspections.





Littleton Economic Conditions

Chart 1. Over-the-year percent change in CPI-U, Boston-Cambridge-Newton, MA-NH, September 2019–September 2022



Source: U.S. Bureau of Labor Statistics.

Interest Rates (%)

	9/30/22	1 Mth Ago	1 Yr Ago
Prime Rate	6.25	5.50	3.25
Federal Funds Rate	3.09	2.30	0.09
Libor Rate 30 Day	3.14	2.55	0.08
Libor Rate 3 Months	3.75	3.10	0.13
30yr Fixed Mortgage	6.70	5.66	3.01

Consumer Price Index (CPI) Chart

The Consumer Price Index (CPI) is a measure of the average change in prices over time in a fixed market basket of goods and services. The Boston-Cambridge-Newton, Mass.-N.H. Core Based Statistical Area covered in this release is comprised of Essex, Middlesex, Norfolk, Plymouth, Suffolk Counties in Massachusetts; Rockingham, Strafford Counties in New Hampshire.

Interest Rates graph from September 2022 Rockland Trust Market Watch

Littleton Financial Policies

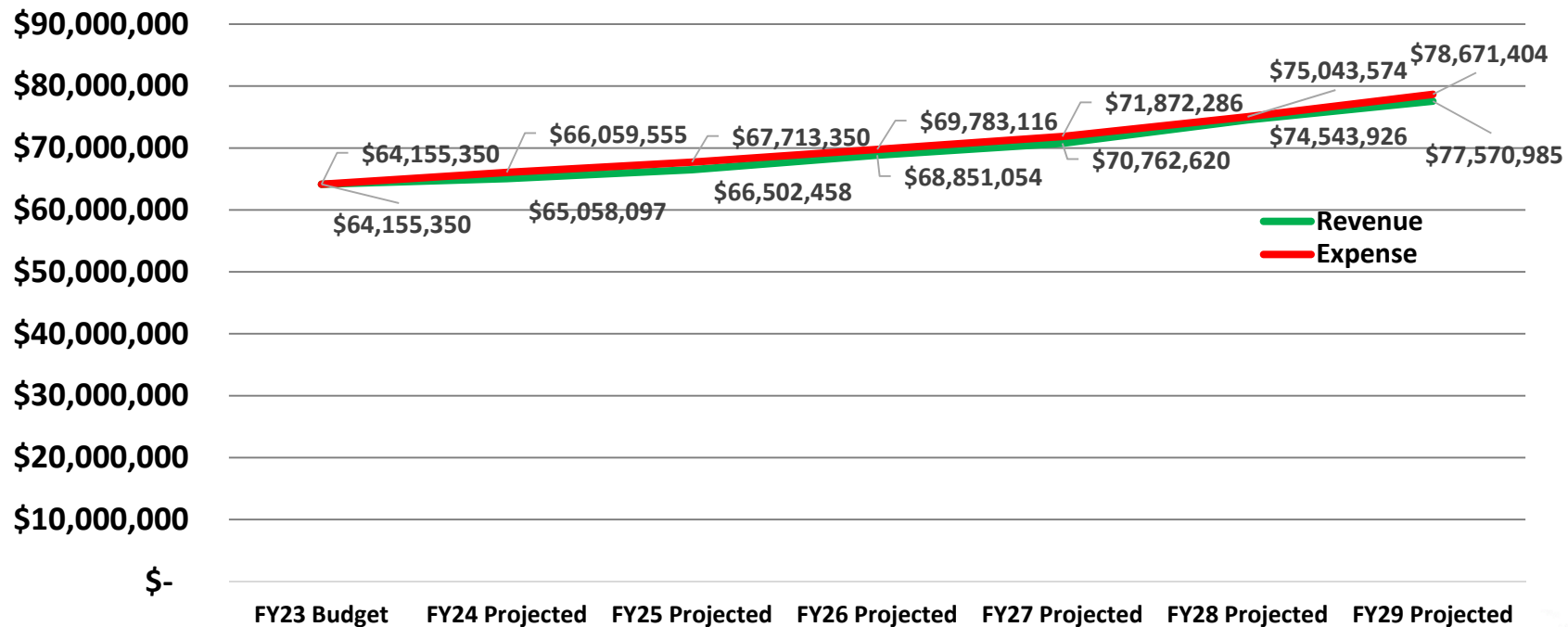
- Maintain Undesignated Fund Balance at 5% of the total operating budget
- Capital Projects appropriate up to 2.5% of the operating budget
- Minimum of 5% of operating budget must be maintained in the Stabilization fund
- Revenues are conservative estimates
- Capital expenses are more than \$5,000 (facility, equipment, vehicle or asset)
- A minimum appropriation to the Capital Stabilization fund will be made in the amount of at least 1% of the total general fund capital plan



Projected Revenue & Expense Forecast FY22 - FY25

Total Conservative Estimated Revenue \$65,058,097

Total Estimated Expenditures \$66,059,555



Revenue Assumptions

Property Tax: 2.5% Levy limit increase + \$500k conservative new growth annually

State Aid: Approximately 1% annual increases (conservative estimate)

Local Receipts: Reduced due to downward trend in motor vehicle excise and building permits estimating a conservative increase in the out-years

Other revenues: A combination of transfers from other funds (bond premiums) and ambulance revenues.

Free Cash: Used as a funding source for cash capital and stabilization funding.



5-YEAR REVENUE PROJECTION

	<i>FY23 Budget</i>	<i>FY24 Projected</i>	<i>FY25 Projected</i>	<i>FY26 Projected</i>	<i>FY27 Projected</i>	<i>FY28 Projected</i>	<i>FY29 Projected</i>
<u>Revenue</u>							
Levy Limit	46,619,800	48,368,788	50,048,850	51,724,364	53,597,634	55,214,345	57,135,375
Other Funds							
Free Cash	5,485,553	4,929,061	4,929,061	4,550,000	5,900,000	6,100,000	6,600,000
Cherry Sheets - Town State Aid	915,210	951,357	960,871	970,480	980,184	980,599	990,405
Cherry Sheets - School State Aid	5,060,235	5,145,072	5,196,523	5,248,488	5,300,973	5,300,973	5,353,983
		-	-	-	-	-	-
Stabilization/Overlay Surplus & Other	1,416,955	1,622,606	1,000,000	1,700,000	-	2,000,000	2,500,000
Other Available Funds	931,370	780,612	731,433	748,858	598,191	594,814	560,389
Local Receipts	3,726,227	3,260,600	3,635,720	3,908,864	4,385,637	4,353,195	4,430,834
Total Other Funds	17,535,550	16,689,309	16,453,608	17,126,690	17,164,986	19,329,581	20,435,610
Total Revenue/Available Funds	64,155,350	65,058,097	66,502,458	68,851,054	70,762,620	74,543,926	77,570,985

**Note: Revenue Estimates based on current assumptions subject to change as we go through the budget process each year.*

\$ Change from Previous Year	\$ 902,747	\$ 1,444,361	\$ 2,348,596	\$ 1,911,566	\$ 3,781,306	\$ 3,027,060
% Change from Previous Year	1.4%	2.2%	3.5%	2.8%	5.3%	4.1%

Note: Awaiting DOR Free Cash certification to accurately calculate stabilization allocations



Expense Assumptions

Town Operating Budget: 4% increase to cover contracts, salaries, & incorporate inflation

School Operating Budget & Assessments: 5% estimated annual increase; assessments are enrollment driven (placeholder)

Other Charges: 4% increases

Debt Service: Current debt service schedule, not including upcoming issues

Employee Benefits: Increase of 8% annually with biggest driver as health insurance



5-YEAR EXPENSE FORECAST

<i>Expenses</i>	<i><u>FY23 Budget</u></i>	<i><u>FY24 Budget</u></i>	<i><u>FY25 Budget</u></i>	<i><u>FY26 Budget</u></i>	<i><u>FY27 Budget</u></i>	<i><u>FY28 Budget</u></i>	<i><u>FY29 Budget</u></i>
Town Operating Budgets	14,276,060	15,561,417	16,183,873	16,831,228	17,504,477	18,248,418	19,023,976
School Dept Appropriation	23,050,247	24,255,704	25,468,489	26,741,913	28,079,009	29,482,959	30,957,107
School Dept Reserve Spending	-	-	-	-	-	-	-
Tech School Assessments	738,406	797,478	829,377	862,552	897,054	935,179	974,924
Other Charges, Facilities & Infrastructure	1,626,211	1,857,995	1,932,315	2,009,608	2,089,992	2,178,817	2,271,417
Debt Service	3,554,872	3,343,532	3,465,693	3,102,237	3,616,440	3,240,501	2,845,083
Employee/Retiree Benefits	11,237,675	11,996,066	12,955,751	13,992,211	15,111,588	16,320,515	17,626,156
Total Operating Budget	54,483,471	57,812,192	60,835,498	63,539,749	67,298,560	70,406,389	73,698,663
<i>Total Municipal Budget</i>	54,483,471	57,812,192	60,835,498	63,539,749	67,298,560	70,406,389	73,698,663
Capital Planning and Warrant Articles	2,674,250	2,129,061	2,406,044	1,022,723	1,018,402	1,064,081	1,349,760
Total Appropriations	57,157,721	59,941,253	63,241,542	64,562,472	68,316,962	71,470,470	75,048,423
Other Reserves	4,588,189	3,491,606	1,805,645	2,529,820	839,641	852,219	862,367
Cherry Sheet Charges & Offsets - Town	158,910	164,273	165,916	167,575	169,251	169,453	172,653
Cherry Sheet Charges & Offsets - School	1,750,530	1,782,423	1,800,247	1,818,249	1,836,432	1,836,432	1,867,961
Allowance for Abatements	500,000	680,000	700,000	705,000	710,000	715,000	720,000
Total Other Amounts	6,997,629	6,118,302	4,471,808	5,220,645	3,555,324	3,573,104	3,622,981
Total Expenditures	64,155,350	66,059,555	67,713,350	69,783,117	71,872,286	75,043,574	78,671,404
Net Budget Variance	-	(1,001,459)	(1,210,892)	(932,063)	(1,109,666)	(499,648)	(1,100,419)

**Note: Net Budget Variance based on current assumptions subject to change as we go through the budget process each year.*

\$ Change from Previous Year	\$ 1,904,205	\$ 1,653,795	\$ 2,069,767	\$ 2,089,169	\$ 3,171,288	\$ 3,627,830
% Change from Previous Year	3.0%	2.5%	3.1%	3.0%	4.4%	4.8%



Analysis & Next Steps

- FY24 projection is 3% greater than the previous year based on our current assumptions and inflation.
- We will further refine the projection when we review budget changes and priorities.
- We will work with departments to reduce operating costs.
- These projections are very preliminary and will be refined for the budget due at the end of December.
- We will work with departments on their capital needs.



Capital Planning

- Estimated FY24 Operating Budget \$57,812,192 * 2.5% = \$1,445,305 we can appropriate for capital.





In Conclusion

- **Operating expenses & Balancing Capital**– Cash capital and debt financing are between the 5% – 10% funding targets per the financial policy. Capital assets should remain proportional with operational budget changes. Balancing these two will be important in mitigating against deficit projections in the out years.
- **Opportunity Costs** – The estimated senior center debt, newly borrowed library debt, and current authorized sewer debt will take up most of the debt capacity until closer to FY30 when more outstanding debt falls off. Additionally debt service will take up around 6% of the operating expense budget.
- **Assumptions & Costs may change** - Interest rates, project costs/timelines
- **The amount requested per year is too high to fund all the projects.** The Select Board, Finance Committee, and School Committee will need to review the department budget and capital projects in detail.
- **Preliminary operating and capital budgets to be presented in December.**

Thank you. Any questions?

Dear School Committee Members,

LYBS (Littleton Youth Baseball and Softball) is requesting your re-approval for LYBS placing sponsorship banners at the baseball and softball fields listed below. These banners are placed seasonally and removed for the late fall and winter months. Approval for this arrangement was originally granted by the School Committee in January 2020 and we have been asked by Mike Lynn to obtain re-approval.

Placement: banners would be placed along the fences at the following school fields:

Shaker Lane Field

Ken White Field

Couper Field

Jet Field

Shattuck Field (library field)

Dates: Mid-April through Early-November

Background:

- In January 2020, LYBS asked for and received approval from the School Committee for the placement of seasonal sponsorship banners along the fences at our Littleton ball fields.
- Previous to that, we were required to individually put up and take down the banners for each game on each field throughout the season. Parents and coaches arrived early and stayed late to each game for this task. It was a very time consuming process and took away from the time our coaches spent working with the players.
- After approval in 2020 we moved to a more workable solution, yet still temporary, where we were permitted to zip tie the banners to the fences and keep them up for the season, removing them in the fall & winter months.
- This new process worked smoothly for our organization and took additional workload off of our coaches.
- In 2022 Mike Lynn expressed concern about the banners, specifically in regards to the location for Jet Field. In 2022 the banners were placed along the outfield fence rather than the previous years' location which was behind the bleachers and home team bench where they were not as visible.

Sponsors are a crucial part of LYBS funding and help us in supplying uniforms, umpires, field fees and equipment for the many Littleton families who participate in youth baseball and softball. The sponsorships help LYBS reduce the cost to our player families making participation more equitable and accessible to all. It also helps in funding families where we waive fees due to hardship. We request your approval for LYBS to continue working with our sponsorship banners in this seasonal way to help support our program and to continue to help make baseball and softball accessible to all Littleton families.

We have included photos of the banners at Shaker Lane Field and Jet Field below for your reference.

Regards,

Kathleen Ioan

LYBS Sponsorship Coordinator







Littleton Public Schools

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

KELLY R. CLENCHY, Ed.D., SUPERINTENDENT OF SCHOOLS

Elizabeth M. Steele, Director of Teaching and Learning
Lyn A. Snow, Director of Student Services
Steven F. Mark, Business Manager

Natalie A. Croteau, Technology Systems Coordinator
Julie Lord, Instructional Technology Coordinator

February 21, 2023

Mr. Tyler Gray
5 Cobb Lane
Littleton, MA 01460

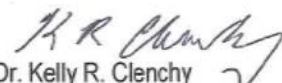
RE: Finance Committee Appointment

Dear Tyler,

This will serve as notification to you per Policy AFC, Finance Committee Appointments, when an incumbent's term will expire. The School Committee will inform the incumbent in writing that they may reapply for an additional term if interested.

Enclosed is a copy of the notice that the School Committee is seeking interested citizens for the Finance Committee appointment. Please note that the deadline for forwarding a letter of interest and resume is March 17, 2023.

Sincerely,


Dr. Kelly R. Clenchy
Superintendent of Schools

Enclosure
cc: Littleton School Committee

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.

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.



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

BRAD AUSTIN, Clerk
BINAL PATEL, Member

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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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.

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



Massachusetts School Building Authority

Deborah B. Goldberg
Chairman, State Treasurer

James A. MacDonald
Chief Executive Officer

John K. McCarthy
Executive Director / Deputy CEO

February 23, 2023

Mr. Anthony Ansaldi, Town Administrator
Town of Littleton
Littleton Town Offices
37 Shattuck Street, Third Floor, Room 306
Littleton, MA 01460

Re: Town of Littleton, Shaker Lane Elementary School

Dear Mr. Ansaldi:

I would like to thank representatives of the Town of Littleton (the “District”) for meeting with Massachusetts School Building Authority (the “MSBA”) staff on December 8, 2022, and for the additional materials provided on January 4, 2023, to review enrollment projections and methodologies for the Shaker Lane Elementary School project (the “Proposed Project”). As discussed, the next critical step is for the MSBA and the District to agree on a design enrollment for the Proposed Project.

The MSBA works with local communities to create affordable, sustainable, and energy efficient schools across Massachusetts. A critical early component in achieving these objectives begins with an appropriate design enrollment that positions the District to efficiently meet space capacity needs throughout potential future enrollment variations.

The MSBA uses a data driven enrollment projection methodology based on the widely accepted modified grade-to-grade cohort survival methodology (the “enrollment methodology”). The MSBA’s enrollment methodology generates a baseline enrollment projection as discussed during the December 8, 2022, enrollment meeting, and as further described on the MSBA’s website found under the ‘Building With Us’, ‘MSBA Enrollment Methodology’ section. For specifics on how the MSBA’s methodology impacts the Proposed Project, please refer to the District’s Enrollment Projection package, provided to the District on December 6, 2022.

Based on information supplied by the District, data from sources such as the Department of Elementary and Secondary Education (“DESE”) and Department of Public Health, and discussion with the District, the MSBA has been able to create an enrollment projection for the Proposed Project, as follows.

The Shaker Lane Elementary School presently serves the District’s grade PreK-2 enrollment. As discussed during the enrollment meeting on December 8, 2022, PreK enrollment is not included

in these projections and the determination for required space will be determined in the early phase of the feasibility study portion of the grant program. Accordingly, this analysis will be focused on the enrollment projections for grades K-2. The table below illustrates the District's K-12 enrollment during the most recent ten-year period, including enrollment for the most recent school year (2022-2023) as reported by DESE.

School Year	K-5	6-8	9-12	Total
2013-2014	704	375	439	1,518
2014-2015	718	366	445	1,529
2015-2016	747	355	448	1,550
2016-2017	763	351	467	1,581
2017-2018	770	362	463	1,595
2018-2019	771	364	450	1,585
2019-2020	768	390	439	1,597
2020-2021	691	393	432	1,516
2021-2022	741	398	447	1,586
2022-2023	766	385	476	1,627

A version of the above table with more detail regarding the District's historic enrollment may also be found in the District's Enrollment Projection package.

The total grade K-5 enrollment in the Town of Littleton as reported by the District for the 2022-2023 school year was 766 students, which reflects an increase of 22 students (2.9%) from the grade K-5 enrollment reported in 2018, which was the maximum grade K-5 enrollment reported in the preceding ten years. Additionally, the current year's grade K-5 enrollment reflects a decrease of approximately 5 students (-0.7%) from the average grade K-5 enrollment reported during the preceding ten-year period. The MSBA understands that the District is proposing a design enrollment to accommodate approximately 507 students in grades PreK-2 at the Shaker Lane Elementary School. The enrollment in grades PreK-2 reported to DESE for the 2022-2023 school year was 436 students.

With respect to future enrollments, the MSBA's base enrollment projection indicates the District's grade K-5 enrollment will continue to experience an increasing trend through the 2032-2033 school year as illustrated in the Enrollment Projection package. In accordance with the MSBA's Enrollment Methodology, the baseline enrollment is calculated using the ten-year average of projected enrollments. As such, the average grade K-2 base enrollment projection for the Shaker Lane Elementary School through the 2032-2033 school year is 400 students.

As a result of a sensitivity analysis performed by the MSBA on this base enrollment projection and further discussion with the District, the following adjustment has been made to the base enrollment projection:

Out-of-District Enrollment

- In order to adjust for fluctuations to the out-of-district enrollment patterns of the District's residents over time, the MSBA has made an additional adjustment to the base enrollment projection.
- In order to make this adjustment, the MSBA adjusted the grade-to-grade survival ratios for grades K-2 by a total of 3.3 % throughout a four-year period in the projection.

This adjustment added 5 students to the base grade K-2 enrollment as compared to the projection without this adjustment. Development

- Based on the discussions between the District and the MSBA, the anticipated development information provided by the District and potential zoning changes accommodating transit-oriented development, the MSBA enrollment model has been adjusted to use the five-year 75th percentile cohort survival rate for 2025 rather than the five-year average cohort survival rate, which is utilized throughout the base enrollment projection.
- This adjustment coupled with the potential impact of the King Street Common development added a total of 30 students to the base grade K-2 enrollment as compared to the projection without this adjustment.

As a result of analysis on the average base enrollment projection, the adjustment to the base enrollment projection described above and based on the historical enrollment trends of the District, the MSBA recommends a design enrollment of 435 students in grades K-2 for the Shaker Lane Elementary School proposed project.

The MSBA believes that this design enrollment recommendation will position the District to efficiently meet space capacity needs throughout future enrollment variations. Please sign and return the attached certification within 21 calendar days to confirm agreement on this design enrollment. If the District feels that this design enrollment does not meet the needs of the District, please respond to this letter via e-mail to Brittany Gomes and propose three meeting/conference call times for which the District can be available to discuss enrollment.

If you have any questions regarding this matter, please do not hesitate to contact me or Brittany Gomes (Brittany.Gomes@MassSchoolBuildings.org) at 617-720-4466.

Sincerely,



Mary Pichetti
Director of Capital Planning

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February 23, 2023

Littleton, Shaker Lane Elementary School Enrollment Letter

Cc: Legislative Delegation

Matthew Nordhaus, Chair, Littleton Select Board

Justin McCarthy, Chair, Littleton School Committee

Dr. Kelly R. Clenchy, Superintendent, Littleton Public Schools

Steven Mark, Business Manager, Transportation Manager, Littleton Public Schools

File: 10.2 Letters (Region 2)

MASSACHUSETTS SCHOOL BUILDING AUTHORITY

**TOWN OF LITTLETON
SHAKE LANE ELEMENTARY SCHOOL
DESIGN ENROLLMENT CERTIFICATION**

As a result of a collaborative analysis with the Massachusetts School Building Authority (the “MSBA”) of enrollment projections and space capacity needs for the proposed project at the Shaker Lane Elementary School, the Town of Littleton hereby acknowledges and agrees that the design of the proposed project at the Shaker Lane Elementary School shall be based on an enrollment of no more than 435 students in grades K-2. The Town of Littleton further acknowledges and agrees that pursuant to 963 CMR 2.00 *et seq.*, the MSBA shall determine the square feet per student space allowance and total square footage for an elementary school serving 435 students. The Town of Littleton acknowledges and agrees that it has no right or entitlement to any particular design enrollment, square feet per student space allowance, or total square footage and that it has no right or entitlement to a design enrollment any greater than 435 students for the Shaker Lane Elementary School, and further acknowledges and agrees that it shall not bring any claim or action, legal or equitable, against the MSBA, or any of its officers or employees, for the purpose of obtaining an increase in the design enrollment of the Shaker Lane Elementary School that it has acknowledged and agreed to herein. The Town of Littleton further acknowledges and agrees that, among other things, the design enrollment, square feet per student space allowance, and total square footage of the Shaker Lane Elementary School shall be subject to the approval of the MSBA’s Board and that the final approval of a proposed project at the Shaker Lane Elementary School shall be within the sole discretion of the MSBA’s Board.

The undersigned, for themselves and the Town of Littleton, hereby certify that they have read and understand the contents of this Design Enrollment Certification and that each of the above statements is true, complete and accurate. The undersigned also hereby certify that they have been duly authorized by the appropriate governmental body to execute this Certification on behalf of the Town of Littleton and to bind the Town of Littleton to its terms.

Chief Executive Officer

Duly Authorized Representative of School
Committee

Date

Date

Superintendent of Schools

Date