



# 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)

DARYL BAKER, Vice Chair  
MATTHEW HUNT, Member

MIKE FONTANELLA, Chair

JENNIFER WILSON, Secretary  
ERICA PODGORN, Member

**The Littleton School Committee will meet at the  
Littleton Police Department Community Room  
500 Great Road  
Thursday, March 7, 2019**

*Our mission is to foster a community of learners who strive for excellence and prepare each student to be a successful, contributing citizen in a global society.*

## **\*\* \*A G E N D A\* \* \***

### **6:30 I. ORGANIZATION**

1. Call to Order
2. *Motion to move into Executive Session to discuss collective bargaining with the intention to return to Open Session.*
3. Pledge of Allegiance
4. Consent Agenda
  - Minutes – February 7, 2019
  - Oath to Bills -  
and Payroll

### **7:05 II. INTERESTED CITIZENS**

### **7:10 III. PRESENTATION**

1. **State Championship Plaque Presentation:** *Athletic Director, Mike Lynn will present the Girls Indoor Track Team with their Championship Plaques.*
2. **Student Representative(s) Report:** *Student Representative(s), Kriti Sharma will give a report of events for each school.*
3. **Financial Update:** *Business Manager, Steve Mark will give an update on the FY19 Year to Date Budget Report.*

### **7:30 IV. NEW BUSINESS**

1. **Draft Calendar 2019/2020 School Year:** *Request for School Committee to approve calendar as presented.*
2. **Proposed 2019/2020 School Committee Calendar:** *Superintendent Clenchy will present the proposed 2019/2020 School Committee Calendar.*

*It is the policy of the Littleton Public Schools not to discriminate on the basis of race, gender, religion, national origin, color, homelessness, sexual orientation, gender identity age or disability in its educational programs, services, activities or employment practices. Further information may be obtained by contacting Justine Muir, District Equity Coordinator at 978-540-2500, [jmuir@littletonps.org](mailto:jmuir@littletonps.org) or 33 Shattuck Street, P.O. Box 1486, Littleton, MA 01460.*

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**7:40 V. INTERESTED CITIZENS**

**7:45 VI. SUBCOMMITTEE REPORTS**

1. PMBC
2. Budget Subcommittee: *Chair, Mike Fontanella will give an update on the FY20 Budget.*
3. Policy Subcommittee: (see LPS website to view all policies)  
<http://www.littletonps.org/school-committee/school-committee-policies>

**Motion for the 2nd reading of the following revised policies:**

*Policy BBA: School Committee Powers and Duties*  
*Policy BDD: School Committee-Superintendent Relationship*  
*Policy BHE: Use of Electronic Messaging by SC Members*  
*Policy CBD: Superintendent's Contract*  
*Policy CBI: Evaluation of the Superintendent*  
*Policy CE: Administrative Councils, Cabinets, and Committees*  
*Policy CH: Policy Implementation*  
*Policy DB: Annual Budget*  
*Policy DK: Payment Procedures*  
*Policy DKC: Expense Reimbursements*  
*Policy EB: Safety Program*  
*Policy EBB: First Aid*  
*Policy JICH: Alcohol, Tobacco, and Drug Use by Students Prohibited*  
*Policy JHD: Exclusions and Exemptions from School Attendance*  
*Policy JLCD: Administering Medicines to Students*  
*Policy KE: Public Complaints*

**8:00 VII. ADJOURNMENT/EXECUTIVE SESSION**

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

**NEXT SC MEETING DATE**  
**Thursday, March 21, 2019**  
**Littleton Police Department Community Room**  
**500 Great Road**  
**7:00 p.m.**  
**PUBLIC HEARING**  
**@ 7:10 p.m.**

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## SCHOOL COMMITTEE MINUTES February 7<sup>th</sup>, 2019 7:00 PM

**PRESENT:** Mike Fontanella  
Daryl Baker  
Jennifer Wilson  
Erica Podgorni  
Matthew Hunt (7:53PM)

**ALSO PRESENT:** Kelly Clenchy  
Steve Mark  
Bettina Corrow  
Kriti Sharma (7:35PM)

### NOT PRESENT:

### CALL TO ORDER

Mike Fontanella called the meeting to order at 7:01p.m.

On a motion by Daryl Baker, and seconded by Erica Podgorni, it was voted to approve the Jan. 24, 2019 consent agenda with modifications as presented. (AYE: Unanimous). Motion carried.

### INTERESTED CITIZENS

None

### PRESENTATION

1. Steve Mark asked the School Committee for approval to accept a piano given to the Littleton High School from a Littleton resident.

On a motion by Jennifer Wilson, and seconded by Erica Podgorni, it was voted to approve the Yamaha Piano given to Littleton High School as a gift donation as presented. (AYE: Unanimous). Motion carried.

2. Kriti Sharma gave a brief overview of the activities taking place at the schools.

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- 35  
36 3. Elizabeth Kelly, LHS World Language Curriculum Coordinator, and Sue Pettengill, ELL Teacher, gave an  
37 update on the Seal of Biliteracy program and asked the School Committee for their approval.  
38

39 A State Seal of Biliteracy was established in the [LOOK Act](#) (“An Act Relative to Language  
40 Opportunity for Our Kids,”) in November 2017. The first awards under the new law will take place in  
41 2019. Guidance from the Department of Elementary and Secondary Education was released on  
42 January 15.

43 Littleton WL and ESL teachers have been following the Seal Pilot Project for four years through the  
44 workgroup of the Massachusetts Language Opportunity Coalition

45 We have been utilizing their toolkit, Google group, monthly webcasts, and email updates for  
46 information and guidance throughout the planning process.

#### 47 **Purpose and Goals of the Seal**

48 Encourage students to study and master languages;

- 49 ➤ Certify attainment of biliteracy skills;
- 50 ➤ Recognize the value of language diversity;
- 51 ➤ Provide employers with a method of identifying people with language and biliteracy skills;
- 52 ➤ Provide universities with a method to recognize and give credit to applicants for the attainment of
- 53 high-level skills in languages;
- 54 ➤ Prepare students with skills that will benefit them in the labor market and the global society;
- 55 ➤ Strengthen intergroup communication and honor the multiple cultures and language in a community.

#### 56 **Language of the Law Determines**

57 English and the partner language need to be tested by one of the approved tests.

- 58 ➤ The proficiency level is determined by the **lowest** domain/mode score. Speaking, Writing, Reading,
- 59 Listening. \*Latin is only reading
- 60 ➤ The district can add requirements and/or a portfolio to the Seal standard.
- 61 ➤ If the partner language has no test, a portfolio may be used. This would involve an authority in the
- 62 language from the community.

63  
64 Mrs. Kelley did emphasize that the test is geared towards Level 4 and/or 5 language students but feels it is  
65 very beneficial for both students as well as the teachers, as results are available shortly after the test is  
66 completed.  
67

68 On a motion by Daryl Baker, and seconded by Erica Podgorni, it was voted to approve the implementation  
69 for the Seal of Biliteracy Program. (AYE: Unanimous). Motion carried.  
70

- 71 4. LHS Senior Andrew Reilly presented and asked for approval from the School Committee to construct  
72 a covered sitting area and flower bed combo for the Littleton High School. He hopes the project will  
73 be completed by the end of the summer 2019, before the new school year starts.  
74

75 On a motion by Daryl Baker, and seconded by Jennifer Wilson, it was voted to approve the construction of  
76 a covered sitting area and flower bed combo for the Littleton High School. (AYE: Unanimous). Motion  
77 carried.  
78

- 79 5. Beth Steele presented the finalized FAQ’s and added question 5 has been added per request from Erica  
80 Podgorni. Question 5 - Are there specific requirements for the order of assignment completion?  
81 At the elementary level, students will complete the assignments in the order that teachers’ hand  
82 them out. At the secondary level, grades 6-12, all students are required to complete one short  
83 math and one short ELA assignment on the first cancelled day. If there is a second cancelled  
84 day, students in grades 6-9 are required to complete one short science assignment. Once these  
85 specific assignments are completed, students have complete autonomy to choose order of  
86 assignments.  
87  
88

89 She also went through the Roles and Responsibility for Snow Day Cancellation Pilot assignments and  
90 access. Especially pointed out that paraprofessional can make up the missed work day in the event of a  
91 snow day by participating in a Professional Development offering.  
92  
93

#### 94 **INTERESTED CITIZENS**

95 None  
96

#### 97 **SUBCOMMITTEE REPORTS**

- 98 1. PMBC: Request for bids for the Track Pole. Overview of Capital Budget.  
99  
100 2. Budget Subcommittee: Joint meeting took place Feb. 5, 2019. Next meeting is scheduled in two  
101 weeks. Mike Fontanella presented a school choice budget overview which will be added to the School  
102 Committee packet.  
103  
104 3. Safety and Security: None  
105  
106 4. Policy Subcommittee: Second Reading of Policy  
107

##### 108 Second Reading of the following reviewed Policies

109 EBC: Emergency Plans  
110 JICFB: Bullying Prevention  
111  
112

113 On a motion by Erica Podgorni, and seconded by Jennifer Wilson, it was voted to accept the second  
114 reading of the following policy EBC and JICFB as reviewed and presented. (AYE: Unanimous). Motion  
115 carried.  
116

##### 117 First Reading of the following reviewed Policies

118  
119 Policy BBA: School Committee Powers and Duties  
120 Policy BDD: School Committee-Superintendent Relationship  
121 Policy BHE: Use of Electronic Messaging by SC Members  
122 Policy CBD: Superintendent's Contract  
123 Policy CBI: Evaluation of the Superintendent  
124 Policy CE: Administrative Councils, Cabinets, and Committees  
125 Policy CH: Policy Implementation  
126 Policy DB: Annual Budget  
127 Policy DK: Payment Procedures  
128 Policy DKC: Expense Reimbursements  
129 Policy EB: Safety Program  
130 Policy EBB: First Aid  
131 Policy JICH: Alcohol, Tobacco, and Drug Use by Students Prohibited  
132 Policy JHD: Exclusions and Exemptions from School Attendance  
133 Policy JLCD: Administering Medicines to Students  
134 Policy KE: Public Complaints  
135

136 On a motion by Erica Podgorni, and seconded by Matthew Hunt, it was voted to accept the first reading of  
137 the following policies BBA, BDD, BHE, CBD, CBI, CE, CH, DB, DK, DKC, EB, EBB, JICH, JHD,  
138 JLCD, and KE as presented. (AYE: Unanimous). Motion carried.  
139

#### 140 **ADJOURNMENT**

141 On a motion by Daryl Baker, and seconded by Matt Hunt, it was voted to adjourn at 8:24PM. Roll Call Vote:  
142 Matthew Hunt, AYE; Jennifer Wilson, AYE; Daryl Baker, AYE; Erica Podgorni, AYE; and Mike Fontanella,  
143 AYE.  
144

**NEXT MEETING DATE**

**Thursday, March 7, 2019**

**7:00PM**

**Littleton Police Department Community Room**

**DOCUMENTS AS PART OF MEETING**

Seal of Biliteracy Overview

Andrew Reilly's senior project at LHS

LPS FAQ – Snow Day Cancellation Pilot

LPS Roles & Responsibilities - Snow Day Cancellation Pilot

Policy EBC

Policy JICFB

Policy BBA

Policy BDD

Policy BHE

Policy CBD

Policy CBI

Policy CE

Policy CH

Policy DB

Policy DK

Policy DKC

Policy EB

Policy EBB

Policy JICH

Policy JHD

Policy JLCD

Policy KE

LITTLETON PUBLIC SCHOOLS  
FY 2019  
YTD Budget Report -  
Through December 2018

2/26/2019

Cost Center Code Description	Revised Budget	Actual Expenditures	Encumbrances	Open 'Requisitions	Available Budget	CY % of Budget	
						Used	
310 - Regular Ed	\$8,026,717.95	\$2,946,691.86	\$30,230.10	\$97.50	\$5,049,698.49	44.27%	\$8,026,717.95
311 - Special Education	\$5,798,570.08	\$2,269,671.74	\$1,122.56	\$190.00	\$3,527,585.78	51.76%	\$5,798,570.08
312 - Student & Support Staff	\$1,011,013.00	\$442,096.06	\$11,732.01	\$743.00	\$556,441.93	49.96%	\$1,011,013.00
313 - Other Instruction	\$258,797.00	\$146,988.79	\$6,473.53	\$65.00	\$105,269.68	64.83%	\$258,797.00
314 - System Administration	\$1,210,376.00	\$618,433.97	\$2,418.95	\$0.00	\$589,523.08	57.47%	\$1,210,376.00
315 - School Administration	\$963,175.00	\$555,087.42	\$172.44	\$0.00	\$407,915.14	66.37%	\$963,175.00
316 - Transportation and Busing	\$1,128,832.00	\$748,199.76	\$10,400.00	\$0.00	\$370,232.24	72.37%	\$1,128,832.00
317 - Facility & Maintenance	\$1,398,636.00	\$881,069.50	\$9,891.69	\$2,069.00	\$505,605.81	73.62%	\$1,398,636.00
<b>Grand Total</b>	<b>\$19,796,117.03</b>	<b>\$8,608,239.10</b>	<b>\$72,441.28</b>	<b>\$3,164.50</b>	<b>\$11,112,272.15</b>	<b>52.58%</b>	<b>\$19,796,117.03</b>

Original Appropriated Budget	19,774,190	
additional Chap 70 Funds Approved	16,080	19,790,270 Total Appropriated Budget
Fy 18 Encumbrance Carry Forward	5,847	
Total Fy 19 Budget	19,796,117	

**REVOLVING AND OTHER ACCOUNTS SUMMARY 2019**

		Final Balances AS OF JUNE 30, 2018				Final Balances as of February 21, 2019		
		←-----FY 2018-----→				←-----FY 2019-----→		
Fund #	Revolving	As of 6/30/17 End Balance	FY 2018 Receipts	FY 2018 Expenditures	As of 6/30/18 End Balance	FY 2019 Receipts	FY 2019 Expenditures	As of 2/21/19 End Balance
3000	School Choice	1,202,560	500,088	(364,307)	1,338,341	287,309	(204,347)	1,421,303
3799	Circuit Breaker	812,991	856,767	(813,100)	856,658	404,786	(856,767)	404,677
	Circuit Breaker & Choice sub-total	2,015,551	1,356,855	(1,177,407)	2,194,999	692,095	(1,061,114)	1,825,980
	Other Revolving Funds							
3002	Athletic Gate Receipts	2,802	35,349	(38,151)	0	24,608	(621)	23,987
3007	Student Activity	1,956	13,700	(50)	15,606	13,375	0	28,981
3005	Pro-K Tuition	143,151	143,531	(239,125)	47,557	104,299	(121,206)	30,650
3006	Athletic Fund	2,030	136,721	(137,389)	1,363	91,890	(51,091)	42,161
3008	Group Home	135,907	4,000	(47,954)	91,953	0	(6,505)	85,448
3010	Full Day Kindergarten	200,512	288,524	(280,980)	208,056	98,603	(134,060)	172,599
1318	Busing	78,235	115,378	(109,913)	83,700	23,900	(105,873)	1,727
1319	One to One Chromebook Fees	0	6,600	0	6,600	6,800	0	13,400
	Revolving sub-total	564,593	743,803	(853,562)	454,834	363,475	(419,356)	398,953
	School Programs							
3001	Tigers Den	523,824	720,927	(613,314)	631,437	473,994	(302,598)	802,833
3011	School Lunch	0	347,850	(347,850)	0	197,826	(234,031)	(36,205)
3009	HS Auditorium	3,308	131,449	(135,244)	(487)	95,807	(70,903)	24,416
89005350-258005	Building Use-School Use	54,358	46,264	(27,239)	73,383	15,165	(44,895)	43,653
89005350-258010	Building use - Alumni Field	0			0	5,420		5,420
	Program sub-total	581,489	1,246,491	(1,123,647)	704,332	788,212	(652,426)	840,118
	Revolving & Programs - Sub-Total	3,161,634	3,347,148	(3,154,618)	3,354,166	1,843,782	(2,132,897)	3,065,051
	Grants							
260-2424	Title I Academic Achievement-FY18	0	49,630	(47,788)	1,842	0	(802)	1,040
	Title I Academic Achievement-FY19					44,489	0	44,489
260-2425	Title II A -Improving Educator Quality-FY18	0	25,944	(19,453)	6,491	0	0	6,491
	Title II A -Improving Educator Quality-FY19		0	0	0	22,529	0	22,529
	Title IV FY19		0	0	0	3,568	0	3,568
260-2430	Stars Grant	0	2,000	(2,000)	0	6,800	(2,000)	4,800
260-2428	SPED 94-142 240 - FY18	0	349,756	(262,952)	86,804	0	(7,773)	79,031
	SPED 94-142-240 - FY19		0	0	0	353,634	(86,190)	267,444
260-2432	SPED - Early Childhood-FY18-262	0	9,711	(4,789)	4,923		(4,250)	673
	SPED - Early Childhood-FY19-262					10,073	0	10,073
260-2429	Big Yellow School Bus		200	(200)	0	500	0	500
	Grants sub-total	0	437,041	(336,982)	100,059	431,020	(101,015)	430,065
0119	Gifts & Donations	32,159	26,390	(33,606)	24,944	21,039	(21,092)	24,890
	Gifts & Donations sub-total	32,159	26,390	(33,606)	24,944	21,039	(21,092)	24,890
	Grand Total	3,193,793	3,810,579	(3,525,203)	3,479,169	2,295,841	(2,255,004)	3,520,006



Schedule of un-anticipated Repair Costs Year to date - 2019				
		actual/estimate		
Generator Repairs				
	Shaker Lane	1,243	scheduled - April repair	
	Middle School	8,083	scheduled - April repair includes plumbing work by second contractor for valve replacement	
Kitchen Appliances				
	High school Refrigerator - two door unit	3,770	purchased - Dec 2018\	
	Shaker Lane Freezer - 3 door unit	6,043	purchased - Dec 2018	
	Shaker Lane Refrigerator - 2 door unit	3,770	in process	
	Shaker Lane Warmer Holding cabinet	2,698	in process	
	Russell Street - Steam table Serving Station repairs	5,040	Performed Feb vacation	
	High School - Tilt Kettle repairs	859	done Jan 2019	
High School Boiler Repair - water leak from internal steel coils		8,000	schedule for April 2019 Repair	
	<b>Total FY 2019 un-anticipated Repair Costs to date</b>	<b>\$39,506</b>		
High School - damaged Light Pole - estimated cost to repair		3,500	expect to be reimbursed from company who did damage. In Process	

# Littleton Public Schools

DRAFT 03.07.19

## 2019-2020 School Calendar

Approved by: SC \_/\_/\_

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

\*Staff meeting day \*\*Start of School

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

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

\*Staff PD / Election Day

DECEMBER (15)				
M	Tu	W	Th	F
2	3	4A	5EC	6
9	10	11EC	12EC	13
16	17	18	19	20
23	24	25	26	27
30	31			

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

FEBRUARY (15)				
M	Tu	W	Th	F
3	4	5	6	7
10	11	12A	13	14
17	18	19	20	21
24	25	26	27	28

MARCH (22)				
M	Tu	W	Th	F
2	3	4A	5	6
9	10	11	12	13
16	17	18EC	19	20
23	24	25EC	26EC	27
30	31MSC			

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

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

JUNE (14)				
M	Tu	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	***18A	19
22	23	24	25	26
29	30			

\*\*\*Tentative Last Day of School

### School Starts: September 4, 2019

Student Days Scheduled 185 days – **June 25, 2020** 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, 2020**. When determined; the last day of school will be a 3-hr. Early Release.

### KEY

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

# LITTLETON PUBLIC SCHOOLS

## 2019-2020 School Calendar

### STARTING DATES

September 3 Teachers return\*  
September 4 Start of School \*\*

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

September 2 Labor Day  
October 9 Yom Kippur  
October 14 Columbus Day  
November 5 PD Day/Election Day  
November 11 Veteran's Day  
Nov. 28 – 29 Thanksgiving Break  
Dec. 23 – Jan. 1 Holiday Break  
January 20 Martin L. King Day  
February 17 -21 Winter Break  
April 10 Good Friday  
April 20-24 Spring Break  
May 25 Memorial Day

### BACK TO SCHOOL CURRICULUM NIGHTS

Wednesday, Sept. 11 SL K Parent Orientation & Transitional Curriculum  
Thursday, Sept. 12 HS Back to School Night  
Monday, Sept. 16 MS Back to School Night  
Thursday, Sept. 19 RS Curriculum Night  
Tuesday, Sept. 24 SL Grade 1, 2 Night

### EARLY RELEASE – ALL SCHOOLS (Wednesdays)

September 11 Professional Development  
September 25 Professional Development  
October 30 Professional Development  
November 13 Professional Development  
**November 27 Thanksgiving Break**  
December 4 Professional Development  
January 8 Professional Development  
January 29 Professional Development  
February 12 Professional Development  
March 4 Professional Development  
April 15 Professional Development  
May 6 Professional Development  
May 22 (Friday) Professional Development  
**June 18 (Thursday) Tentative Last Day of School**

### EARLY RELEASE – PARENT CONFERENCES

Wednesday, Oct. 23 Middle School Conference  
Thursday, Oct. 24 Middle School Conference  
Wednesday, Nov. 6 Middle School Conference  
Thursday, Dec. 5 K-5 Elementary Conference  
Wednesday, Dec. 11 K-5 Elementary Conference  
Thursday, Dec. 12 K-5 Elementary Conference  
Wednesday, March 18 K-5 Elementary Conference  
Wednesday, March 25 K-5 Elementary Conference  
Thursday, March 26 K-5 Elementary Conference  
Tuesday, March 31 Middle School Conference  
Wednesday, April 1 Middle School Conference

### EVENING PARENT CONFERENCES

Thursday, Oct. 10 High School Evening Conference  
Thursday, Oct. 24 Middle School Evening Conference  
Thursday, Dec. 5 3-5 Elementary Evening Conference  
Wednesday, Dec. 11 K-2 Elementary Evening Conference  
Wednesday, March 11 High School Evening Conference  
Wednesday, March 18 K-2 Elementary Evening Conference  
Wednesday, March 25 3-5 Elementary Evening Conference  
Wednesday, April 1 Middle School Evening Conference

### STARTING & DISMISSAL SCHEDULE

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

### SCHOOL CLOSING / DELAY ANNOUNCEMENTS

(Approximately 5:00AM)

**Web:** Littletonps.org **Radio:** WBZ (1030), WCAP (980), WRKO (680)

**TV:** WBZ (4), WCBV (5), WHDH (7), and cable channel 3

**Twitter:** Kelly Clenchy @kbstcl

**High School Graduation Date – June 5, 2020**



**Gr. 8 Promotion Ceremony – June 15, 2020**



**Tigers' Den will close at 4:00pm on 11/27/19 and the last day of school.**

### MAJOR RELIGIOUS & CULTURAL HOLIDAYS & HOLY DAYS

Sept. 10 – Oct. 1 Rosh Hashanah  
October 9 Yom Kippur  
October 27 Diwali begins  
December 22-30 Chanukah  
December 25 Christmas  
December 26 Kwanza  
April 8 Passover  
April 10 Good Friday  
April 12 Easter Sunday

### MARKING PERIODS

#### K-5 Marking Period Ends:

November 20, March 6, June 18

#### Middle School Marking Period Ends:

November 20, March 6, June 18

#### High School Marking Period Ends:

November 8, January 24, April 3, June 18

# *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)

DARYL BAKER, Vice Chair  
MATTHEW HUNT, Member

MIKE FONTANELLA, Chair

JENNIFER WILSON, Secretary  
ERICA PODGORN, Member

## **SCHOOL COMMITTEE CALENDAR**

**July 1, 2019 – June 30, 2020**

**7:00PM**

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

**August 22 & 23, 2019 (LHS Library Seminar Room)**

**September 19, 2019**

**October 3, 2019**

**October 17, 2019**

**November 7, 2019**

**November 21, 2019**

**December 5, 2019**

**December 19, 2019**

**January 9, 2020**

**January 23, 2020**

**February 6, 2020**

**March 5, 2020**

**March 19, 2020 Public Hearing (Budget @ 7:10 p.m.)**

**April 2, 2020**

**April 16, 2020**

**May 7, 2020**

**May 21, 2020**

**June 4, 2020**

00.00.2019 approved by 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 Justine Muir, District Equity Coordinator at 978-540-2500, [jmuir@littletonps.org](mailto:jmuir@littletonps.org) or 33 Shattuck Street, P.O. Box 1486, Littleton, MA 01460.*

*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.*

## SCHOOL COMMITTEE POWERS AND DUTIES

The school committee has all the powers conferred upon it by state law and must perform those duties mandated by the state. These include the responsibility and right to determine policies and practices and to employ a staff to implement its directions for the proper education of the children of the community.

The committee takes a broad view of its functions. These are seen as:

1. Legislative or policymaking. The committee is responsible for the development of policy as guides for administrative action and for employing a superintendent who will implement its policies.
2. Appraisal. The committee is responsible for evaluating the effectiveness of its policies and their implementation.
3. Provision of financial resources. The committee is responsible for adoption of a budget that will enable the school system to carry out the committee's policies.
4. Public relations. The committee is responsible for providing adequate and direct means for keeping the local citizenry informed about the schools and for keeping itself and the school staff informed about the needs and wishes of the public.
5. Educational planning and evaluation. The committee is responsible for establishing educational goals and policies that will guide the committee and the staff for the administration and continuing improvement of the educational programs provided by the School District.

### **Personnel Matters**

The Superintendent shall be appointed by vote of the Committee and shall directly report to the Committee as provided by law and perform all the duties that are prescribed by law and such other duties, not inconsistent there to, as a majority of the Committee may direct.

The School Committee shall appoint, upon the recommendation of the Superintendent, Assistant/Associate/Deputy Superintendent(s), School Business Administrator, Special Education Administrator, School Physician, School Nurses, and Supervisor of Attendance. Such positions shall not report directly to the School Committee.

SOURCE: MASC July 2016

LEGAL REFS.: M.G.L. 71:37 specifically, but powers and duties of School Committees are established throughout the Massachusetts General Laws.

Adopted: November 17, 1994

Reviewed: July 12, 2000

Reviewed: 21 November 2013

Revised: 10 January 2019

## SCHOOL COMMITTEE-SUPERINTENDENT RELATIONSHIP

The committee will leave to the Superintendent all matters of decision and administration that come within their scope as executive officer or as professional leader of the school district. While the committee reserves to itself the ultimate decision of all matters concerning general policy or expenditures of funds, it will normally proceed in these areas after receiving recommendations from its executive officer. Further:

1. The Superintendent may seek guidance from the Committee with respect to matters of operation whenever appropriate. If it is necessary to make exceptions to an established policy, they will submit the matter to the committee for advice and direction.
2. The Superintendent will assist the committee in reaching sound judgments and establishing policies, and will place before the committee all relevant facts, information, and reports necessary to keep the committee adequately informed of situations or business at hand.

SOURCE: MASC July 2016

Adopted:	November 17, 1994
Revised:	July 12, 2000
Revised:	February 27, 2014
Revised:	January 10, 2019

## USE OF ELECTRONIC MESSAGING BY SCHOOL COMMITTEE MEMBERS

As elected public officials, School Committee members shall exercise caution when communicating between and among themselves via electronic messaging services including, but not limited to, electronic mail (e-mail), text messages, social media postings, Internet web forums, and Internet chat rooms.

Under the Open Meeting Law, deliberation by a quorum of members constitutes a meeting. Deliberation is defined as movement toward a decision including, but not limited to, the sharing of an opinion regarding business over which the Committee has supervision, control, or jurisdiction. A quorum may be arrived at sequentially using electronic messaging without knowledge and intent by the author.

School Committee members should use electronic messaging between and among members only for housekeeping purposes such as requesting or communicating agenda items, meeting times, or meeting dates. Electronic messaging should not be used to discuss Committee matters that require public discussion under the Open Meeting Law.

Under the Public Records Law, electronic messages between public officials may be considered public records. Therefore, in order to ensure compliance, the School Committee chairperson, in consultation with the Superintendent of Schools, shall annually designate a member of the central office staff who shall be copied on all electronic correspondence between and among members of the School Committee, or the district shall provide district e-mail addresses, which are archived. These copies shall be printed and retained in the central office in the same fashion as any other School Committee records. School Committee members who do not have a computer or access to these messages shall be provided copies on a timely basis.

SOURCE: MASC July 2016

Legal References: M.G.L 4:7; 30A:18-25 66:10

Adopted:	July 12, 2000
Revised:	January 15, 2009
Reviewed:	February 27, 2014
Revised:	January 10, 2019



## SUPERINTENDENT'S CONTRACT

The Committee, upon the appointment of a candidate to be Superintendent will enter into a written contract with the Superintendent which will meet the requirements of law and will protect the rights of both the Committee and the Superintendent. In accordance with said contract or, in the absence of specific contract language, by vote of the members, the Committee may choose to negotiate a successor contract with an incumbent Superintendent. SOURCE: MASC July 2016

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

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

## 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.

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

SOURCE: MASC July 2016

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

## ADMINISTRATIVE COUNCILS, CABINETS, AND COMMITTEES

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

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

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

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

SOURCE: MASC July 2016

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

## POLICY IMPLEMENTATION

The Superintendent has responsibility for carrying out, through procedures, the 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 Committee employees and students will carry them out.

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, they may issue procedures without prior Committee approval unless Committee action is required by law, or the Committee has specifically asked that certain types of procedures be given Committee approval, or the Superintendent recommends Committee approval in light of strong community attitudes or probable staff reactions.

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

Adopted: January 12, 1995

Reviewed: August 30, 2000

Revised: October 20, 2011

Reviewed: November 12, 2015

Revised: January 10, 2019

## ANNUAL BUDGET

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

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

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

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

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

SOURCE: MASC August 2016

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

## PAYMENT PROCEDURES

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

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

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

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

SOURCE: MASC August 2016

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

Adopted: February 16, 1995  
Reviewed: September 14, 2000  
Reviewed: March 21, 2013  
Revised: January 10, 2019

## EXPENSE REIMBURSEMENTS

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

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

To the extent budgeted for such purposes in the school budget, approval of travel requests by School Committee members must have prior approval of the School Committee. Staff travel requests within budgetary limits may be approved by the Superintendent. Staff travel requests that exceed budgetary limits will require the approval of the School Committee and the identification of funding sources by administration. Each request will be judged on the basis of its benefit to the school district. SOURCE: MASC August 2016

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

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

## SAFETY PROGRAM

Accidents or other unplanned occurrences can result in tragic consequences such as: bodily harm, loss of school time, property damage, legal action, and even fatality. The School Committee will guard against such occurrences by taking every possible precaution to protect the safety of all students, employees, visitors and others present on school property or at school-sponsored events.

The committee will comply with safety requirements established by governmental authorities and will insist that its staff adhere to recommended safety practices as these pertain, for example, to the school plant, special areas of instruction, student transportation, school sports and occupational safety.

The practice of safety will also be considered a facet of the instructional program of schools. Instruction in accident prevention as well as fire prevention; emergency procedures; traffic, bicycle, and pedestrian safety.

The Superintendent will have overall responsibility for the safety program of the school district. It will be the responsibility of the Superintendent to see that appropriate staff members are kept informed of current state and local requirements relating to fire prevention, civil defense, sanitation, public health, and occupational safety.

Efforts directed toward the prevention of accidents will succeed only to the degree that all staff members recognize that preventing accidents is a daily operational responsibility.

SOURCE: MASC August 2016

### LEGAL REF.

M.G.L. 71:55C

603 CMR 36:00

### CROSS REFS.

EEAE, School Bus Safety Program

IHAM, Health Education

Adopted: March 2, 1995

Revised: September 30, 2000

Revised: 26 February 2015

Revised: 10 January 10, 2019



## FIRST AID

The district attempts to provide a safe environment. If an accident or sudden illness occurs, school personnel will administer first aid and, if warranted, call for emergency medical services. In the case of illness that may include an infectious disease the school physician shall be notified in accordance with law.

First aid is defined as the immediate and temporary care given in case of an accident or sudden illness, which enables the child to be taken safely home or to a physician. It does not include diagnosis or treatment. Any care beyond first aid will not be given.

At each school, procedures will be developed for the proper handling of an injury to, or sudden illness of, a child or staff member. These will be made known to the staff and will incorporate the following requirements:

1. The school nurse or another trained person will be responsible for administering first aid
2. When the nature of an illness or an injury appears in any way serious, every effort will be made to contact the parent/guardian and/or family physician immediately.
3. In extreme emergencies, the school nurse, school physician or Principal may make arrangements for immediate hospitalization of injured or ill students, contacting parent or guardian in advance if at all possible.
4. The teacher or other staff member to whom a child is responsible at the time an accident occurs will make out a report on an official form providing details about the accident. This will be required for every accident for which first aid is given.
5. All accidents to students and staff members will be reported as soon as possible to the Superintendent and, if the Superintendent deems appropriate, to the School Committee.

SOURCE: MASC August 2016

LEGAL REFS.: M.G.L. 71:55A; 71:56

CROSS REF.: JLC, Student Health Services and Requirements

Adopted: March 2, 1995  
Reviewed: September 30, 2000  
Revised: February 26, 2015  
Revised: January 10, 2019

## ALCOHOL, TOBACCO, AND DRUG USE BY STUDENTS PROHIBITED

A student shall not, regardless of the quantity, use or consume, possess, buy or sell, or give away any beverage containing alcohol; any tobacco product, including vapor/E-cigarettes; marijuana; steroids; or any controlled substance. The School Committee prohibits the use or consumption by students of alcohol, tobacco products, or drugs on school property or at any school function, or at any school sponsored event.

Additionally, any student who is under the influence of drugs or alcoholic beverages prior to, or during, attendance at or participation in a school-sponsored activity, will be barred from that activity and may be subject to disciplinary action.

The school district shall utilize, in accordance with law, a verbal screening tool approved by the Department of Elementary and Secondary Education to screen students for substance abuse disorders. The tool shall be administered by trained staff on an annual basis at grades 7 and 9.

Parents/guardians shall be notified prior to the opening of school each year. Parents/guardians shall have the right to opt out of the screening by written notice prior to or during the screening.

All statements made by a student during a screening are confidential and shall not be disclosed except in the event of immediate medical emergency or in accordance with law. De-identified results shall be reported to the Department of Public Health within 90 days of the completion of the screening process. This policy shall be posted on the district's website and notice shall be provided to all students and parents of this policy in accordance with state law. Additionally, the district shall file a copy of this policy with DESE in accordance with law in a manner requested by DESE.

SOURCE: MASC February 2018

LEGAL REF.: M.G.L. 71:2A, 71:96, 71:97, 272:40A

CROSS REF.:

IHAMB, Teaching About Drugs, Alcohol, and Tobacco

GBEC, Drug Free Work Place Policy

[ADC](#), Tobacco Products on School Premises Prohibited

[GBED](#), Tobacco use on School Property by Staff Members Prohibited

Adopted: July, 1970

Revised: March 29, 1973

Revised: June 8, 1995

Reviewed: July 13, 2004

Revised: January 3, 2013

Reviewed: February 25, 2016

Revised: August 25, 2016

Revised: January 10, 2019

## EXCLUSIONS AND EXEMPTIONS FROM SCHOOL ATTENDANCE

### Denial of Admission

Denial of admission means the withholding of the privilege of enrolling in a school of the District.

The following shall be the grounds for denial of admission to school or diversion to an appropriate alternative program:

- Graduation from the twelfth grade of any school or receipt of any document evidencing completion of the equivalent of a secondary curriculum;
- Failure to meet the requirements of age, by a student who has reached the age of six years at a time after the beginning of the school year, as fixed by the School Committee as provided in Massachusetts General Laws;
- Not being a resident of the District and the District has opted not to participate in the School Choice Law;
- Failure to comply with the provisions of the Massachusetts School Entry Immunization Law.

SOURCE: MASC Policy

LEGAL REFS.: M.G.L. 71:37H; M.G.L. 71:37H3/4 76:12; 76:12A; 76:12B 603  
CM 26:00

Adopted: June 8, 1995  
Reviewed: June 10, 2004  
Revised: November 15, 2012  
Revised: June 5, 2014  
Reviewed: February 25, 2016  
Revised: January 10, 2019

## ADMINISTERING MEDICINES TO STUDENTS

Medication may not be administered to students while at school unless such medicine is given to them by the school nurse acting under specific written request of the parent or guardian and under the written directive of the student's personal physician (see below for exceptions). If a student has been approved for self-administration, a student who needs medication during the school day may be reminded to take the medicine by the school nurse or other individual designated by the school nurse in the student's medical administration plan. This provision only applies when the school nurse has a medical administration plan in place for the student. No one but the school nurse, and those others listed in the medical administration plan acting within the above restriction, may give any medication to any student.

### **Exceptions:**

The school district shall, through the district nurse leader, register with the Dept. of Public Health and train personnel in the use of epinephrine auto-injectors.

The school district may, in conjunction with the School Physician and the School Nurse Leader, stock nasal naloxone (Narcan) and trained medical personnel and first responders may administer nasal naloxone to individuals experiencing a life threatening opiate overdose in a school setting.

If the school district wishes medical personnel to train non-medical staff in the administration of nasal naloxone, the School Committee shall vote to approve such training and the Superintendent shall ensure that medical personnel have a written protocol which complies with medical directives and regulations from the Dept. of Public Health.

Following consultation with the school nurse, students who fall into the following exceptions may self-administer medications:

1. Students with asthma or other respiratory diseases may possess and administer prescription inhalers.
2. Students with cystic fibrosis may possess and administer prescription enzyme supplements.
3. Students with diabetes may possess and administer glucose monitoring tests and insulin delivery systems.
4. Students with life threatening allergies may possess and administer epinephrine.

SOURCE: MASC October 2016

LEGAL REF.: M.G.L. 71:54B

Dept. of Public Health Regulations: 105 CMR 210.00; 244 CMR 3.00

Adopted: April 25, 2013

Revised: May 12, 2016

Revised: January 10, 2019

## PUBLIC COMPLAINTS

Although no member of the community will be denied the right to bring their complaints to the Committee, they will be referred through the proper administrative channels for solution before investigation or action by the Committee. Exceptions will be made when the complaints concern Committee actions or Committee operations only.

The Committee believes that complaints are best handled and resolved as close to their origin as possible, and that the professional staff should be given every opportunity to consider the issues and attempt to resolve the problem prior to involvement by the Committee. Therefore, the proper channeling of complaints involving instruction, discipline or learning materials will be as follows:

1. Teacher
2. School building administrator
3. Superintendent
4. School Committee

If a complaint, which was presented to the Committee and referred back through the proper channels, is adjusted before it comes back to the School Committee, a report of the disposition of the matter will be made to the Committee and then placed in the official files.

Complaints about school personnel will be investigated fully and fairly. However, before any such complaint is investigated, the complainant must submit his complaint in writing. Anonymous complaints will be disregarded.

Matters referred to the Superintendent and/or School Committee must be in writing and should be specific in terms of the action desired.

The Committee expects the professional staff to receive complaints courteously and to make a proper reply to the complainant.

SOURCE: MASC October 2016

LEGAL REFS.: MG.L. 76.5

Adopted: September 22, 2005

Revised: November 21, 2013

Revised: January 10, 2019