



# Town of Littleton School Committee

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



JEN GOLD, Vice Chair  
STACY DESMARAIS, Member

JUSTIN MCCARTHY, Chair

BRAD AUSTIN, Clerk  
BINAL PATEL, Member

**School Committee Meeting**  
**March 16, 2023**  
**7:00pm**  
**Littleton Police Station Community Room**  
**500 Great Road**  
**In-person and Hybrid**

You are invited to a Zoom webinar.

When: Mar 16, 2023 07:00 PM Eastern Time (US and Canada)

Topic: School Committee meeting Mar 16, 7p, 2023

Please click the link below to join the webinar:

<https://littletonma.zoom.us/j/85642070447?pwd=UHZGbFhhRkFsak9rUTFjekE1Q1NiUT09>

**Webinar ID: 856 4207 0447**

**Passcode: 292583**

Or One tap mobile :

US: +13052241968,,85642070447# or +13092053325,,85642070447#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 305 224 1968 or +1 309 205 3325 or +1 312 626 6799 or +1 646 931 3860 or +1 929 205 6099 or +1 301 715 8592 or +1 253 215 8782 or +1 346 248 7799 or +1 360 209 5623 or +1 386 347 5053 or +1 507 473 4847 or +1 564 217 2000 or +1 669 444 9171 or +1 669 900 6833 or +1 689 278 1000 or +1 719 359 4580 or +1 253 205 0468

Webinar ID: 856 4207 0447

International numbers available: <https://littletonma.zoom.us/j/85642070447?pwd=UHZGbFhhRkFsak9rUTFjekE1Q1NiUT09>

VIDEO OR CALL WILL BE MUTED UPON JOINING MEETING.

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

PARTICIPANTS/ATTENDEES ARE REMINDED THAT BY JOINING THIS MEETING THAT YOU CONSENT TO YOUR LIKENESS AND AUDIO BEING USED AND REBROADCAST BY LCTV  
This Rebroadcast meeting can be viewed online at LCTV On-Demand at <https://littleton.vod.castus.tv/vod>

## \*\*\*AGENDA\*\*\*

*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 – March 9, 2023
  - Oath to Bills and Payroll

### 7:10 III. FY24 BUDGET PUBLIC HEARING

#### 1. FY 2024 Budget: Presentation, discussion and motion.

*Motion to approve the FY 2024 School Department Budget as follows:*

*Total Town Appropriated Budget for the School Department of \$24,433,262.00,  
and School Revolving Fund Usage of \$4,035,602.00. For a Total FY 2024  
School Department Budget of \$28,468,864.00*

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

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

**7:50 IV. MOTION TO CLOSE THE FY24 BUDGET PUBLIC HEARING:**

- 1. *Potential Motion- Motion to close the FY24 Budget Public Hearing.***

**7:55 V. INTERESTED CITIZENS**

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

**Motion to move into Executive Session for the purpose of Contract  
Negotiations with no intention to return to Open Session.**

**NEXT MEETING DATE**

**March 30, 2023**

**Littleton Police Department Community Room**

**7:00 PM**

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

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



# Town of Littleton School Committee

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

JEN GOLD, Vice Chair  
STACY DESMARAIS, Member

JUSTIN MCCARTHY, Chair

BRAD AUSTIN, Clerk  
BINAL PATEL, Member

## SCHOOL COMMITTEE

### MINUTES

March 9, 2023

7:00PM

**PRESENT:** Justin McCarthy  
Brad Austin  
Jen Gold (7:08PM)  
Stacy Desmarais  
Binal Patel (7:08PM)

**ALSO PRESENT:** Kelly Clenchy  
Steve Mark  
Dorothy Mulone  
Bettina Corrow

### NOT PRESENT:

### CALL TO ORDER

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

On a motion by Brad Austin and seconded by Stacy Desmarais it was voted to approve the March 2, 2023, agenda as presented. (AYE: Unanimous).

### INTERESTED CITIZENS

None

### RECOGNITION

1. Superintendent Clenchy congratulated the Girls Varsity Basketball for their win, good luck as they continue. The Spring sport season is just around the corner. Please register if interested.
2. The Class of 2024 Auction went really well. Lots of great items were auctioned off.

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

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

34 **NVTH INTERVIEW/APPOINTMENT**

- 35 1. Joint appointment with BOS and Town Moderator for the Town of Littleton representation to the Nashoba  
36 Valley Technical High School. Mr. Ed Mullen provided a letter of interest for a 3-year term. Notice has  
37 been posted and the School Committee was accepting applicants until March 2, 2023.

38  
39 On a motion by Timothy Goddard, and seconded by Gary Wilson, it was voted to approve the  
40 appointment of Ed Mullen as the Littleton Alternate District representative to Nashoba Valley Technical  
41 High School for the three-year (2023-2026) term. Roll Call Vote Timothy Goddard, AYE; Charlie  
42 DeCoste, AYE; Gary Wilson, AYE; Mark Rambacker, AYE; Cindy Napoli, AYE; Justin McCarthy, AYE;  
43 Brad Austin, AYE; Jen Gold, AYE; Stacey Desmarais, AYE; and Binal Patel, AYE. Motion carried.

44  
45 **OLD BUSINESS**

- 46 1. **Discussion regarding the potential removal of Religious Holidays from the School Calendar** - The  
47 School Committee Board continued their discussion regarding Religious Holydays. Policy JHA was  
48 included in the packet.

49  
50 Justin McCarthy – I continue to feel that we should remove these three holidays. We may have some  
51 students who choose to take those days off, which is fine, but we are trying to increase the instruction time  
52 for students and have our school year end before the last week of June.

53  
54 Brad Austin – We heard from a lot of students and families, on both sides of the issue. We do have a  
55 whole week to celebrate Christmas and no students have to worry about missing a basketball game, an AP  
56 test or anything like that. If we are looking for equality, it would not be equal if we take these days away. I  
57 think it is important to keep these holidays on the calendar. I really want to keep these holidays on the  
58 calendar.

59  
60 Jen Gold – I feel like keeping the holidays on the calendar as regular school days but keeping in mind that  
61 these days we should not have any tests. Let students be able to take these days off if needed.

62  
63 Binal Patel – If this community sees this as an inclusion, which will benefit everyone, I would like to keep  
64 these holidays on the calendar. Keeping Diwali on the calendar and not having another holiday on the  
65 calendar, does not necessarily keep this equity. That would not be an inclusion.

66  
67 Stacey Desmarais – I feel if we were to vote these holidays off our calendar, it would go against the  
68 message we are trying to teach our students. We teach them inclusion. By taking them away we go against  
69 what we are trying to teach them.

70  
71 **Public Input:**

72 Aarya Washasunder, Giselle Kierman, and Rachael Friedman, High School Students – It seems if we want  
73 to keep with inclusion, that we should keep these holidays on the calendar. We really hope you will keep  
74 them on the calendar going forward.

75 Justin McCarthy showed a graph of surrounding towns who celebrate these holidays as well. I would  
76 support eliminating Good Friday and keeping Diwali and Yom Kippur on.

77  
78 Jen Gold – We did not get one email asking to keep Good Friday on the calendar.

79  
80 Brad Austin – It is possible that we didn't get one email because no one thought that we would remove  
81 that holiday off the calendar.

**Public Input:**

Charlie DeCoste – I do not think you have to remove a Christian holiday to trade one for another. We do not call it Christmas break. We call it winter break. I am asking you not to remove Good Friday from the calendar.

Stacey Desmarias – We are trying to make a balance with these holidays.

Brad Austin – I do not want to surprise the public and just take Good Friday off the calendar.

Binal Patel – If we are inclusive, we should keep the holidays on the calendar.

Jen Gold – We have told everyone we were looking at three holidays. Good Friday is part of these three days. How do we get to the threshold? We need to be fair.

Justin McCarthy – I think as a district we are trying to sway away from these holidays. We are trying to make the calendar more consistent.

Kelly Clenchy – I would caution you to think that people in Littleton do not think that Good Friday isn't important. We have had that holiday on the calendar for years.

On a motion by Justin McCarthy and seconded by Jen Gold it was voted to remove the three holidays for the 2023-2024 calendar. (2 AYE and 3 NAY). Motion was not passed.

On a motion by Justin McCarthy and seconded by Jen Gold it was voted to remove Good Friday as a holiday on the 2023-2024 calendar (4 AYE and 1 NAY). Motion carried.

**2. Draft 2023-2024 School Calendar:** Superintendent Clenchy requested the School Committee to approve the 2023-2024 LPS calendar included in the packet.

Jen Gold – I think we should have the teachers start on Friday Sept. 1<sup>st</sup> so the students can start on Tuesday Sept. 5, which gives us one more day.

Binal Patel – Could we move the Dec. 20 to the Dec. 13<sup>th</sup> as a half day. How about having the first day of school being a half day?

Michelle Kane – We chose to have Dec. 20 as a half day as that week tends to be a little festive so that would be a good week for a half day. Also, this provides two full weeks of continuous learning and momentum for students and staff at the beginning of December. Having the first day as a half day does not seem to be a great idea. The buses tend to run a little late on the first day, so I do not think it would be a good day. We like to have the students in the building for a full first day to learn the routines, procedures etc.

Justin McCarthy – Why don't we make Wednesday Nov. 22 a PD Day instead of the half day on March 6<sup>th</sup>? I think having the first day of school as a half day would be a great idea. It is an interrupted day to begin with and there is plenty of time for the students to learn the routines. They have 179 more days in the calendar.

Brad Austin – I cannot imagine that a lot of good PD will happen on the Wednesday the day before Thanksgiving.

Elizabeth Steele – We have 2 District days, 4 Building based days and 6 faculty led PD Day. I do not know how valuable the PD Day would be on the Wednesday before a long weekend.

Justin McCarthy – I think starting on Sept. 1 for teachers, taking Good Friday away, means we could end on Friday June 14. Parents want the school year to end before the last week of June, when summer camps start.

Kelly Clenchy – I ask that you serve the LEA with a notice if you choose to take away the PD Day on March 6 and have it on Nov. 22<sup>nd</sup> instead.

Jen Gold – We are trying to take away some of the half days we have on this calendar. I think the month of November looks better but I would really like to see if we could get rid of some more half days.

Justin McCarthy – Can we make a motion for a start day on Sept. 1?

Kelly Clenchy – Yes.

Stacey Desmarais – I do agree that it might be hard to stay engaged on the day before a long weekend, but our students stay engaged so why can't the teachers. I think it would be a good move for the district.

On a motion by Brad Austin and seconded by Jen Gold it was voted to approve the 2023-2024 calendar with a start day for staff on Sept. 1 and start day for K-Grade 12 students on Sept. 5 and with removal of Good Friday. (AYE: Unanimous). Motion carried.

- 3. Draft School Committee Calendar 2023-2024:** Superintendent Clenchy requested the School Committee to approve the 2023-2024 school committee calendar as presented.

On a motion by Justin McCarthy and seconded by Brad Austin it was voted to approve the 2023-2024 school committee calendar as presented. (AYE: Unanimous). Motion carried.

- 4. Transportation Bid Discussion:** The School Committee Board continued their discussion regarding the transportation bid. The FY2024 Budget Drivers were included in the packet.

Jen Gold – We will not know for a year or so how this will go. Once we get the two-tier in place it will be worth it.

Binal Patel – We got a lot of feedback. Is this worth it for 25-30 min. I believe it is worth it when I am looking at the bigger picture.

Stacey Desmarais – How much is this 25-minutes actually costing us per year? And what could that number/amount be going to?

Justin McCarthy – It's about \$260,00 a year with a 5% cost of living increase each year.

Kelly Clenchy – We will be using the school Choice funds and then using funds from the appropriated funds. Our school choice funds might go down.

Steve Mark – The School Choice funds. The 5% increase for the school budget is not guaranteed but the town.

Binal Patel – We have gotten many emails from the community asking us not to do this as taxes will increase as a result. Is that true or an assumption?

Justin McCarthy – Yes, the assumption is that this will result in a tax increase and eventually coming from taxpayers' money.

Brad Austin – We can do this for the first couple of years without using taxpayers' money. We have the money in our funds.

Justin McCarthy – It is a large number but when we looked at area districts and their start times, it is the time to do this. Let's reinvest in our district. I do not think it will help all the students, but it will help a lot. If we cannot afford this down the road, we can always take this initiative back.

Jen Gold – It will not help 1,700 students at once but if they stay in Littleton schools it will help them overall.

Brad Austin – This will help a lot of families with consistency in start times.

On a motion by Brad Austin and seconded by Jen Gold it was voted to approve the transportation bid and authorized Steve Mark to sign the contract as presented. (4 AYE & 1 NAY). Motion passes 4-1.

#### **INTERESTED CITIZENS**

None

#### **SUBCOMMITTEE REPORTS**

**1. PMBC:** None

**2. Budget Subcommittee:** Next Meeting is March 16 with Public Hearing.

**3. SEPAC:** Reading for all workshops. Great attendance. Parent & student bowling event coming up.

**4. Policy:** We are currently scheduling a meeting for next week to go through some more policies

#### **ADJOURNMENT**

On a motion by Justin McCarthy and seconded by Jen Gold it was voted to adjourn at 8:40PM to go into Executive Session for the purpose of contract negotiation discussion with no intention to return to Open Session. Roll Call Vote: Brad Austin, AYE; Justin McCarthy, AYE; Jen Gold, AYE; Binal Patel, AYE; and Stacy Desmarais, AYE.

**NEXT MEETING DATE**  
**March 16, 2023**  
**PUBLIC HEARING BUDGET**  
**7:10PM**

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

Notice from School Committee - Vacancy

Letter of interest from Ed Mullen

Policy JHA - Absence to observe religious Holidays

Draft 2023-2024 LPS Calendar

Draft 2023-2023 School Committee Calendar

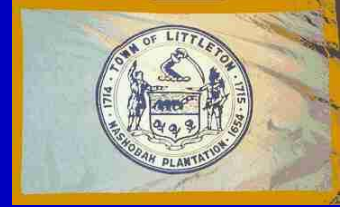




# ***Littleton School Department***

## ***FY 2024 Budget***

### ***March 16, 2023***

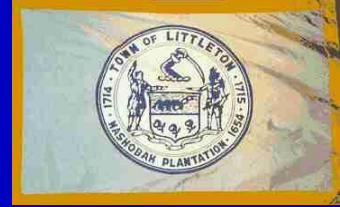


#### **Administrative Team**

**Kelly R. Clenchy, Superintendent**  
**Elizabeth Steele, Director of Teaching and Learning**  
**Lyn Snow, Director of Student Services**  
**Steve Mark, Business Manager**  
**John Harrington, High School, Principal**  
**Keith Comeau, High School Assistant Principal**  
**Jason Everhart, Middle School Principal**  
**Matt LeVangie, Middle School Assistant Principal**  
**Cheryl Temple, Russell Street School Principal**  
**Andrea Romano, Russell Street School Assistant Principal**  
**Michelle Kane, Shaker Lane School Principal**  
**Rebecca Deacon, Shaker Lane Assistant Principal**

#### **School Committee**

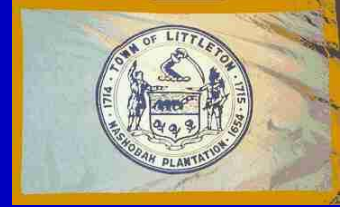
**Justin McCarthy, Chair**  
**Jen Gold, Vice Chair**  
**Brad Austin, Clerk**  
**Binal Patel, Member**  
**Stacy Demarais, Member**



# ***Mission Statement***

***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.***

# ***Values***



***Respect***

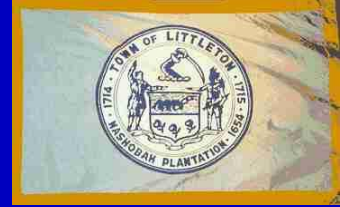
***Responsibility***

***Integrity***

***Accountability***

# ACCOMPLISHMENTS

## Elementary Schools

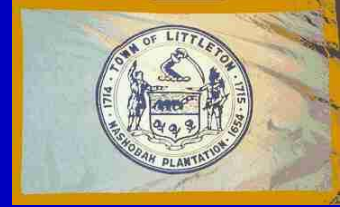


### Curriculum/ Instruction/ Assessment

- Standards-Based Report Cards
- PreK-5 Professional Collaboration for Vertical Alignment
- Math Curriculum Review and Implementation of New Math Program
- Continued Implementation of Writing Program
- Use of Grading Rubrics
- Implementation of 1-1 Chromebooks in Grades 2-5
- Regular Data Provided with MAP Growth and Acadience
- Administered AimswebPlus Early Literacy and Reading Assessments and Shaywitz Screener in grades K-2
- Lexia Programming for all K-2 Students
- Implementation of Heggerty Phonemic Awareness Program in Grades K-1
- Review Literacy Progress through Data Meetings
- Continued Implementation of Foundations in Grades K-2, New to Grade 3
- Reintroduced Curriculum Related Field Trips

# ACCOMPLISHMENTS

## Elementary Schools (cont.)



### Curriculum/ Instruction/ Assessment (cont.)

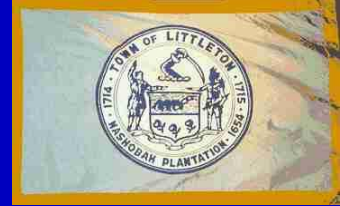
- Implemented Universal Design for Learning Practices for Academics and SEL
- Implemented AIMSWeb Plus Early Literacy, Reading Assessments & Shaywitz Dyslexia Screener (K-2)
- Adapted Targeted Reading Interventions
- Introduced Grade Level Professional Learning Communities (PLC)

### Professional Development

- Provided PD focused on the Writing Curriculum and Math Curriculum
- Continued Practice, Learning and Discussions on Culturally Responsive Instruction
- Focused PD on Universal Design for Learning
- Continued Focus on Equity for All with Ken Williams as part of Cross-District PD Day
- Facilitated Faculty-Led PD

# ACCOMPLISHMENTS

## Elementary Schools (cont.)

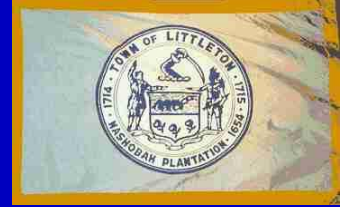


### Culture / Climate

- Completed School Safety Drills and Fire Drills
- Created Door Signage
- Created culture of greeting students
- Continued use of Second Step SEL Curriculum and Social Thinking Lessons
- Continued with SEL classes (anti-bullying, anxiety/stress reduction strategies, executive functioning, etc.)
- Offered health units in physical education
- Continued monthly classroom diversity readings
- Participated in monthly community meetings
- Generated weekly positive affirmations
- Participated in spirit days
- Invited families to share about cultural celebrations
- Created a school vision at Shaker Lane: We are building a safe, caring, and ready to learn community.
- Continued to offer Family STEM Nights - Math and Literacy
- Added a school psychologist at Russell Street
- Offered WIN Elective at Russell Street
- Used outdoor spaces (added gates for safety at Russell Street)

# ACCOMPLISHMENTS

## Elementary Schools (cont.)

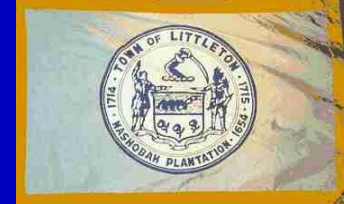


### Community/ Communication

- Offered Kindergarten Ambassador Program
- Created New Family Buddy Program
- Generated Second Grade Podcasts
- Continued Shakey's Virtual Storytime Night
- Continued the Virtual Dance Party
- Created Community Projects
- Continued Publishing Weekly Principal's Newsletter, weekly email communication, blogs, Twitter
- Partnered with LHS to have interns and mentors
- Continued community building events:
  - Springfest at Shaker Lane
  - Book Fairs
- Empowering Families Events
- Family Forums

# ACCOMPLISHMENTS

## Elementary Schools (cont.)



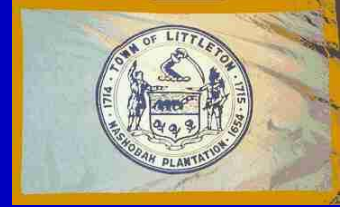
### Technology

- Continued Trimester Based K-5 STEM Projects
- Continued Digital Citizenship Program
- Continued Cross-Curricular Projects
- Adapted to and continuing to update an Online Library System
- Acquired Touch View TVs
- Continued with Technology Teacher Leaders
- Continued to Assess and Implement Applications and Tools designed to enhance learning
- Offered Ongoing Technology Tutorials and PD Opportunities
- Maintained 1:1 Chromebooks (Grade 2-5)
- Offered Family STEM Nights



# ACCOMPLISHMENTS

## Middle School



### Curriculum/ Instruction/ Assessment

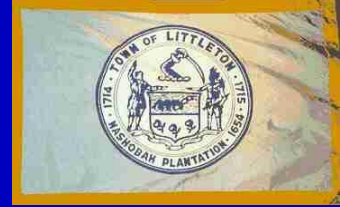
- Aligned ELA curriculum to spiral skills and texts from grades 6-8 and build on previous learning
- Science Department began the process of a curriculum review
- Focused greater attention on MAP scores as an indicator of academic growth and to determine intervention
- Increased expectations for projects and assessments that require students to transfer and apply content knowledge, demonstrate proficiency and reduce homework load
- Continued to create opportunities to enhance relationships building between Students and Staff tailored to Increase Investment and Engagement

### Professional Development

- Continued Focus on Culturally Responsive Instruction and Social Emotional Learning in the Classroom
- Enhanced Advisory Program through Additional Training and Academic Discourse

# ACCOMPLISHMENTS

## Middle School (cont.)



### Professional Development (cont.)

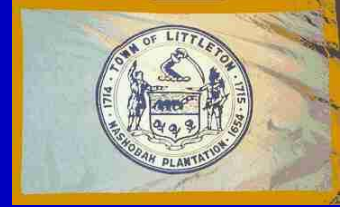
- Focused PD on Universal Design for Learning
- Continued Focus on Equity for All with Ken Williams as part of Cross-District PD Day
- Facilitated Faculty-Led PD

### Culture/Climate

- Enhanced building safety:
  - Fire and safety drills
  - New locks on exterior doors and offices
  - Enhanced security camera coverage
  - Scheduled lunch and hallway duties for teachers
- Created behavior response guidelines for all staff
- Adopted Universal Mental Health Screening for 7th and 8th grade, SOS for 6th grade

# ACCOMPLISHMENTS

## Middle School (cont.)



### Community/ Communication

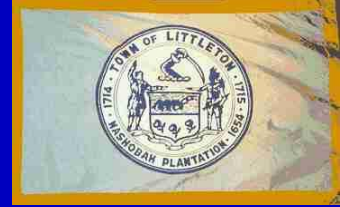
- Created the LMS Roadshow for family outreach
- Implemented the “Handle with Care” initiative
- Partnered with LHS for interns
- Hosted Fundraisers: Loaves & Fishes, hurricane relief, etc.
- Made holiday cards for local retirement center
- Continued the use of the Weekend Update Website for Easy Access to Grade-Level Information and Community Events

### Technology

- Integrated Touch View TVs in all classrooms
- Maker Space Mondays - dedicated time in our library during flex every Monday morning, open to all students and provided opportunities to pursue interests
- Introduced and Piloted Pen Tablets
- Continued to Assess and Implement Applications and Tools designed to enhance learning

# ACCOMPLISHMENTS

## High School



### Curriculum/ Instruction/ Assessment

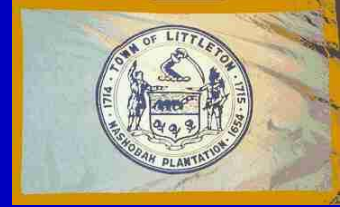
- Focused on incorporating UDL practices and emphasized lesson relevance
- Participated in curriculum review (Science and Art & Music Departments)
- New Financial Algebra Class
- Implemented revised curriculum frameworks
- Offered more electives in Fine & Performing Arts
- Created new PACE Program
- Created new Bridge Program
- Focused on developing reading identities, writing fluency, and self-efficacy
- Focused on identifying and addressing skill gaps

### Professional Development

- Offered PD on Culturally Responsive Instruction and Social Emotional Learning
- Focused PD on Universal Design for Learning
- Continued Focus on Equity for All with Ken Williams as part of Cross-District PD Day
- Facilitated Faculty-Led PD

# ACCOMPLISHMENTS

## High School (cont.)

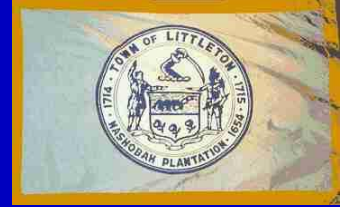


### Climate/ Culture

- Adopted Universal Mental Health Screening
- Participated in the Great Kindness Challenge and No Name-calling Week
- Continued to offer DEI Club
- Offered engaging events for students: Homecoming and Semi-Formal Dance
- Continued Unified Basketball and Bowling
- Offered Unified Track
- Continued Tiger Pride Awards
- Offered New Clubs: DECA, Film, Book
- Collaborate with Student Leaders to plan second Student Mental Health and Wellness Day in May
- Additional cameras to enhance school safety
- Continued implementation of flex block
- Strengthened Advisory Connections
- Continued Festive Fridays

# ACCOMPLISHMENTS

## High School (cont.)



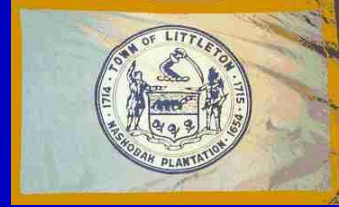
### Community/Communication

- Engaged in Music, Art, Athletic Activities
- Offered student internships through Mass Hire Program
- Continued dual enrollment with Middlesex Community College
- Hosted Holocaust Survivor Presentation
- Hosted College Fair and College Representatives' Visits
- Participated in the Special Olympics Polar Plunge
- Collected donations for Loaves & Fishes, Sleep in Heavenly Peace, Rise Against Hunger, Coat Drive, Red Cross Blood Drive
- Connected with community businesses and organizations: Paul's Diner, Park & Recreation
- Continued RYLA Program with the Rotary

### Technology

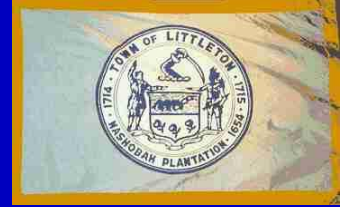
- Integrated Touch View Screens
- Offered PD focused on instructional technology
- Implemented video editing, graphics, fashion design, industrial design using Adobe Creative Cloud Software
- Offered the student-led Tiger Tech Team support for Council on Aging
- Offered online courses

# Priorities for 2023/2024



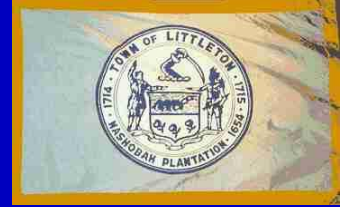
- Continue to meet the learning needs of all students post pandemic
- Continue the ongoing assessment of district programming to ensure that students are attaining the skills necessary to be College, Career and Future Ready
- Continue emphasis on student and staff wellness
- Further develop instructional practices that:
  - Integrate social and emotional skills and wellness
  - Support inclusion, equity, and diversity
  - Advance growth mindset strategies
  - Develop and enhance executive functioning skills
  - Reflect Sheltered English Immersion (SEI)
- Foster a professional learning culture that promotes growth and innovation
- Continue Cross-District PD collaboration with Harvard Public Schools & Ayer-Shirley Regional School District
- Provide Professional Development to support:
  - A Multi-Tiered System of Support
  - The actualization of our District Strategic Plan
  - Equity, Diversity and Inclusion
  - Culturally Responsive Practices
  - Social and Emotional Learning
  - Universal Design for Learning

# Priorities for 2023/2024 (cont.)

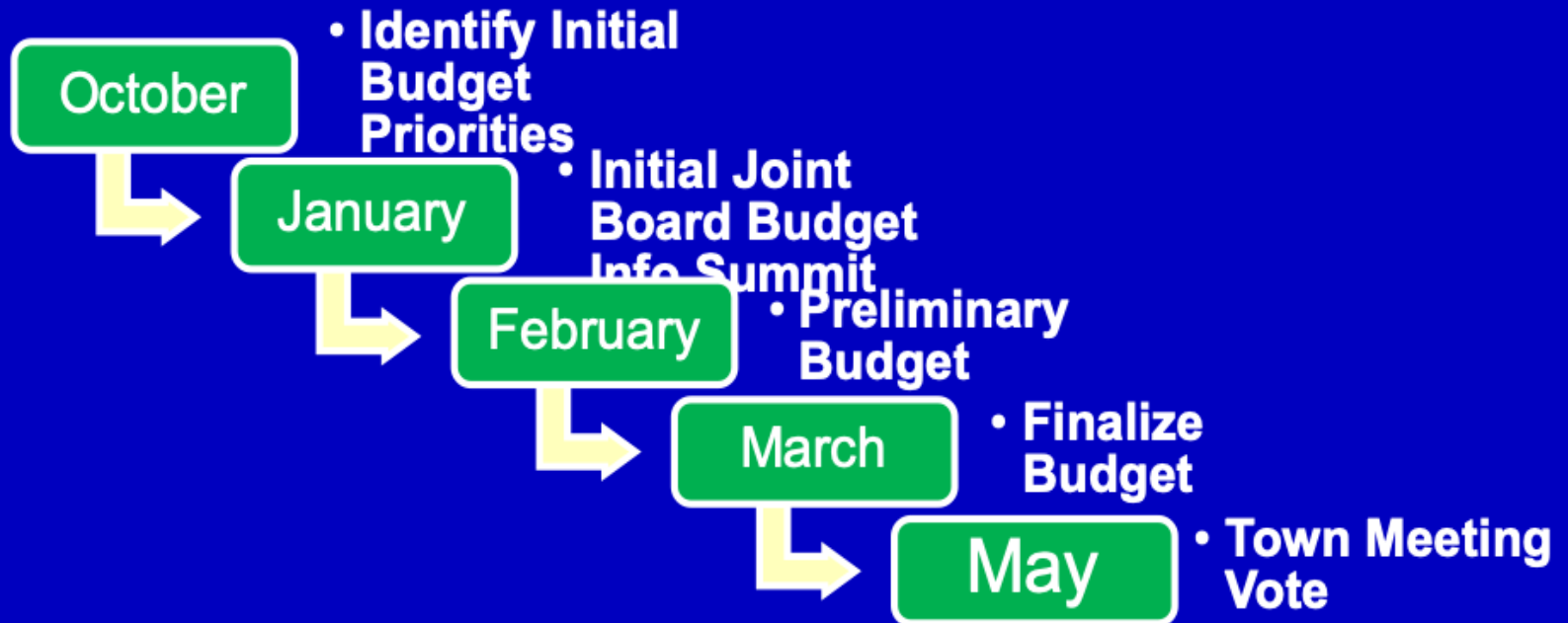


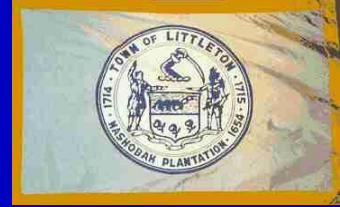
- Participate in curriculum review cycles
- Implement facilities maintenance and repair plan
- Strengthen partnerships with Middlesex Community College and other community organizations
- Continue implementation of K-5 math curriculum
- Implement an Online Registration and Returning Online Registration Feature to Aspen
- Review and modify protocols and procedures that provide for a safe and secure learning and work environment
- Technology Initiatives:
  - Continue to implement site-based technology plans
  - Review and strengthen technology apps and tools for all educators to enhance the learning experience of each student
  - Continue to support staff and students in the implementation of 1:1 technology
  - Integrate digital tools to enhance curriculum lessons with guidance from the Digital Literacy Computer Science Framework Standards and ISTE Standards
  - Continue to support and finalize K-12 Digital Citizenship Program





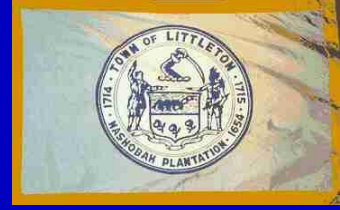
# Budget Process Timeline





# ***Description of Cost Centers***

- 1) Regular Education:**  
All costs associated with regular education programming
- 2) Special Education:**  
All costs associated with special education with the exception of transportation costs
- 3) Student and Staff Support:**  
Includes guidance, nursing , technology, curriculum and professional development
- 4) Other Instruction:**  
Includes co-curricular and extra-curricular cost centers



## ***Description of Cost Centers(Cont.)***

**5) System Administration:**

**Superintendent's office and staff, School Committee costs**

**6) School Administration:**

**Principals and office staff at each building**

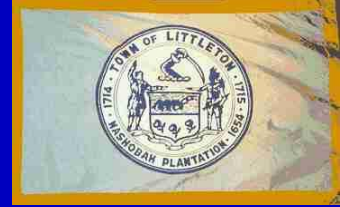
**7) Transportation and Buses:**

**Regular and Special Education transportation costs**

**8) Facilities and Maintenance:**

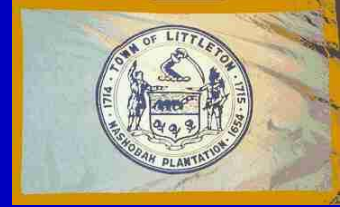
**Operations, maintenance, utilities, custodial costs, contracted services**

# ***FY2024 Initial Budget Request***



Salary increases to retain current staffing level		<b>\$803,678</b>
Team Chair adjustments	<b>26,000</b>	
SPED Administrative Support	<b>50,000</b>	
Teaching Staff – Grade 6	<b>85,000</b>	<b><u>161,000</u></b>
Total Salary Increases for FY 2023		<b><u>\$964,678</u></b>
Utility increases	<b>100,000</b>	
Transportation – Bus projected inc	<b>113,473</b>	
Transportation – additional for 2 tiers	<b>280,000</b>	
Operational Increase	<b>10,000</b>	
Substitute costs	<b>30,000</b>	
OOD Tuitions	<b>205,000</b>	<b><u>\$738,473</u></b>
Total Requested Increase – FY 2024		<b>\$1,703,151</b> <b>7.4%</b>

# ***FY 2024 Proposed Budget*** ***Final Requested Budget***



**Reduction from 7.4% inc. to 6% increase per Town request**

**Total Reduction to budget request of (\$320,136)**

<b>Salaries – teacher assistant positions</b>	<b>(57,406)</b>
---	-----------------

<b>Administrative Support staff</b>	<b>(50,000)</b>
-------------------------------------	-----------------

<b>Operational expenses</b>	<b>(10,000)</b>
-----------------------------	-----------------

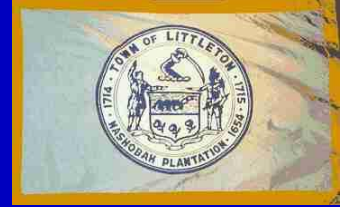
<b>SPED OOD Tuitions</b>	<b>(102,730)</b>
--------------------------	------------------

**(Note: Sped OOD tuitions from School Choice)**

<b>Transportation Inc.</b>	<b>(100,000)</b>
----------------------------	------------------

**(Note: \$100,000 to come from increased bus and athletic fees)**

<b>SPED OOD Tuitions</b>	
--------------------------	--



# ***FY2024 Final Budget Request***

<b>Salary increases to retain current staffing level</b>	<b>\$746,272</b>
--	------------------

<b>Team Chair adjustments</b>	<b>26,000</b>
-------------------------------	---------------

<b>Teaching Staff – Grade 6</b>	<b>85,000</b>
---------------------------------	---------------

<b>Substitute costs</b>	<b>30,000</b>
-------------------------	---------------

<b>Total Salary Increases for FY 2023</b>	<b><u>\$887,272</u></b>
---	-------------------------

<b>Utility increases</b>	<b>100,000</b>
--------------------------	----------------

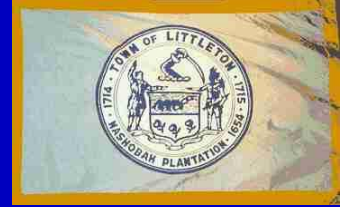
<b>Transportation – Bus projected inc</b>	<b>113,473</b>
---	----------------

<b>Transportation – additional for 2 tiers</b>	<b>180,000</b>
--	----------------

<b>OOD Tuitions ( includes CASE program)</b>	<b>102,270</b>	<b><u>\$495,743</u></b>
--	----------------	-------------------------

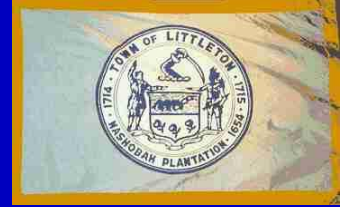
<b>Total Requested Increase – FY 2024</b>	<b>\$1,383,015</b>
	<b>6.0%</b>

# ***FY 2024 Proposed Budget***



<b>FY23 Approved Town Appropriation School Budget</b>	<b>\$23,050,247</b>
<b>School Department FY 2024 Initial Appropriation Increase:</b>	<b><u>\$1,383,015</u></b>
<b>FY 2024 School Requested Town Appropriation Budget</b>	<b><u>\$24,433,262</u></b>

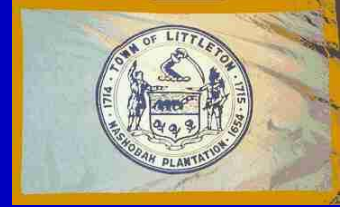
# FY 2024 Proposed Appropriated Budget



	FY 23 Approved Appropriated School Budget	FY 24 Proposed Appropriated School Budget	Difference	% Difference
Salaries	\$17,181,744	\$18,069,016	\$887,272  <i>Includes steps and lane changes, cola, substitute increases</i>	5.1%
Expenses	\$5,868,503	\$6,364,246	\$495,743	8.4%
Total	\$23,050,247	\$24,433,262	\$1,383,015	6.0%

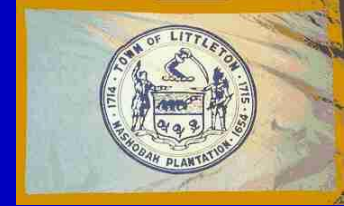


# FY 2024 Proposed Budget Cost Center Summary Appropriated Funds



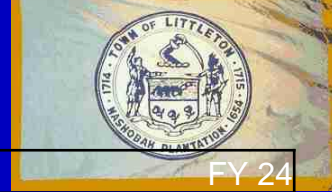
	FY 2023	FY 24	FY 24	FY 24
	Appropriated	Requested	\$ Change	% Change
Regular Education	9,290,764	9,654,287	363,523	3.9%
Special Education and Pupil Services	6,212,852	6,509,160	296,308	4.8%
Student and Staff Support	1,406,715	1,483,782	77,067	5.5%
Other Instruction	295,425	310,425	15,000	5.1%
System Administration	1,564,162	1,608,547	44,385	2.8%
		DRAFT 03.16.23		25

# FY 2024 Proposed Budget Cost Center Summary Revolving Funds, Grants



	FY 2023 Use of Revolving Approved	FY 2024 Estimated Use - Revolving Funds	\$ Change Revolving	% Change Revolving
Regular Education	619,878	767,095	147,217	24%
Special Education and Pupil Services	1,538,429	1,650,507	112,078	7%
Student and Staff Support	340,000	750,000	410,000	121%
Other Instruction	121,500	138,000	16,500	14%
System Administration				
School Administration				
Transportation	100,000	200,000	100,000	100%
Facilities Maintenance and Operations	5,000	5,000	-	0%
Tigers Den	525,000	525,000	-	0%
<b>TOTAL</b>	<b>3,249,807</b>	<b>4,035,602</b>	<b>785,795</b>	<b>24%</b>

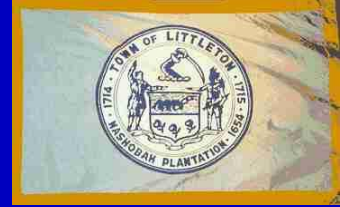
# FY 2024 Proposed Budget Cost Center Summary TOTAL FUNDS



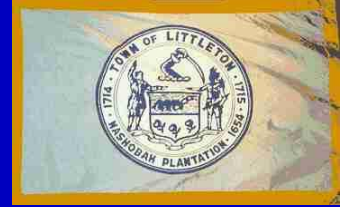
	TOTAL FY 2023 Budget	TOTAL FY 2024 Budget	FY 24	FY 24
	Approp + Revolv	Approp + Revolv	\$ Change	% Change
Regular Education	9,910,642	10,421,382	510,740	5.2%
Special Education and Pupil Services	7,751,281	8,159,667	408,386	5.3%
Student and Staff Support	1,746,715	2,233,782	487,067	27.9%
Other Instruction	416,925	448,425	31,500	7.6%
System Administration	1,564,162	1,608,547	44,385	2.8%
School Administration	1,267,777	1,402,102	134,325	10.6%
Transportation	1,350,260	1,743,733	393,473	29.1%
Facilities Maintenance and Operations	1,767,292	1,926,226	158,934	9.0%
Tigers Den	525,000	525,000	-	0.0%
TOTAL	26,300,054	28,468,864	2,168,810	8.2%

# ***FY 2024***

## ***Use of School Choice Revolving Funds***

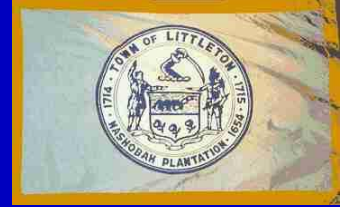


<b>School Choice – Estimated Balance 6.30.23</b>	<b>\$2,757,960</b>
<b>Estimated FY 2024 receipts</b>	<b>\$ 450,000</b>
<b>Annual Salary Offset (FY 2024)</b>	<b>(\$ 250,000)</b>
<b>Busing Contract funding ( 2 tiered change)</b>	<b>(\$ 267,095)</b>
<b>SPED Administrative Support Staff</b>	<b>(\$ 50,000)</b>
<b>SPED Out of District Tuitions</b>	<b>(\$ 102,730)</b>
<b>Total School Choice Use</b>	<b>(\$ 669,825)</b>
<b>Estimated FY 2024 Ending Balance</b>	<b>\$2,538,135</b>
<b>( Represents School Choice Fund Fy2024 ending balance as % of FY2024 Appropriated Budget = 10.3%)</b>	



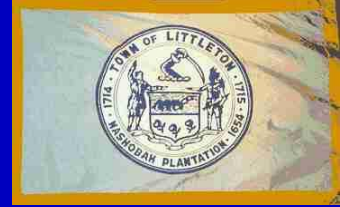
# ***Budget Concerns***

- Recent Inflation factors and impacts on future operations budgets. Natural Gas, Food Prices, Electrical Costs, Salary increases
- Impact of inflation on future contracts for Busing, maintenance service contracts
- Town Appropriation support for structural increases
- Ongoing negotiations with LEA on new CBA
- Ability to maintain School Choice seats and associated revenue
- New development and housing growth potential impact on classroom space, transportation costs, regular and special education programs



## ***Budget Concerns (cont.)***

- FY 2024 – Planned use of ESSER Funds to help address Covid Impacts on mental health, learning, social and emotional impacts
- Increase to transportation reflects increase from 9 buses to 14 buses for a two-tiered bus route system to facilitate the change of start times for all schools.
- Assumes fee increases from Athletic and Bus fees to raise additional \$100,000 to offset cost of additional buses. Balance needed to cover the bus contract to come from School Choice Funds until the Town appropriated budget is increased to help cover these bus contract increases over a 3 year time frame.
- Out of District Tuition increases will be covered by School Choice as needed.
- Long term plans by State for Free meals for all students



# THANK YOU!

Littleton School Students  
Littleton School Staff  
PTA  
Parents  
Littleton Residents  
450+ Community Volunteers  
Donelan's Supermarket  
Littleton Businesses  
Littleton Country Gardeners  
Littleton Education Foundation (LEF)  
Littleton Electric Light and Water Department (LELWD)  
Littleton Fire Department  
Littleton Police Department  
Littleton Rotary  
Scholarship Trust Littleton  
Youth Sports Association (LYSA)  
Littleton Fine Arts Boosters (FABL)