



Town of Littleton School Committee

33 Shattuck St. * P.O. Box 1486 * Littleton, MA 01432
Phone: (978) 540-2500 * Fax: (978) 486-9581 * Website: www.littletonps.org

JEN GOLD, Vice Chair
STACY DESMARAIS, Member

JUSTIN MCCARTHY, Chair

BINAL PATEL, Member
ELAINE SANTELMANN, Member

School Committee Meeting

Littleton Police Station Community Room
500 Great Road
In-person and Hybrid
May 11, 2023
7:00 PM

You are invited to a Zoom webinar.

When: May 11, 2023 07:00 PM Eastern Time (US and Canada)

Topic: School Committee meeting of May 11th, 7p, 2023

Please click the link below to join the webinar:

<https://littletonma.zoom.us/j/83026775502?pwd=MGtlb1lFdGR0OGxMenpEbXFZZ1U3Zz09>

Webinar ID: 830 2677 5502

Passcode: 175841

Or One tap mobile :

+13017158592,,83026775502# US (Washington DC)

+13052241968,,83026775502# US

Or Telephone:

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

+1 301 715 8592 US (Washington DC) +1 305 224 1968 US +1 309 205 3325 US +1 312 626 6799 US (Chicago)
+1 646 931 3860 US +1 929 205 6099 US (New York) +1 253 205 0468 US +1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston) +1 360 209 5623 US +1 386 347 5053 US +1 507 473 4847 US +1 564 217 2000 US
+1 669 444 9171 US +1 669 900 6833 US (San Jose) +1 689 278 1000 US +1 719 359 4580 US

Webinar ID: 830 2677 5502

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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. School Committee Reorganization: Superintendent Clenchy will facilitate the Election of the New School Committee Chair. The School Committee Chair will conduct elections for Vice-Chair and Clerk.

a. Election of Chair, Vice-Chair, Clerk

3. Subcommittee Appointments: Newly elected Chair will facilitate the appointments for the 2023-2024 School Committee Subcommittees.

4. Consent Agenda

-Minutes – May 4, 2023

-Oath to Bills and Payroll

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

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7:15 II. INTERESTED CITIZENS

7:20 III. NEW BUSINESS

1. Littleton Education Association three year agreement:

The School Committee negotiating team will discuss the LEA three year agreement that was recently ratified. 10 min.

2. Revised 2023-2024 School Calendar: *Superintendent Kelly Clenchy and Director of Teaching and Learning Elizabeth Steele will review the revised 2023-2024 School Calendar with the School Committee.*

Motion to accept the amended calendar as presented. 10min.

7:40 IV. INTERESTED CITIZENS

7:50 V. 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

May 18, 2023

7:00PM

(Littleton Police Department Community Room)

LITTLETON PUBLIC SCHOOLS
SCHOOL COMMITTEE SUBCOMMITTEES/ASSIGNMENTS
2022-2023

SUBCOMMITTEES:

1. **Bradford Sampson Scholarship Trust** – This committee becomes active during the month of May; usually requires three meetings to determine the distribution of available scholarship money to graduating seniors and alumni.

Current Assignment: Brad Austin

2. **Evaluation** – This assignment involves management of the superintendent's evaluation including compilation of individual member's ratings and presentation of results.

Current Assignment: Justin McCarthy

3. **Municipal Building Committee** – This is a town committee appointed by the selectmen to plan for and oversee construction (reuse or new) of town and school buildings.

Current Assignment: Stacy Desmarais

4. **Technology Committee** – Updates district's technology plan and makes recommendations for development and implementation of technology program.

Current Assignment: Jen Gold

5. **Legislation** – This assignment involves keeping up-to-date on pending legislation, working together with the superintendent on keeping the School Committee informed of legislative matters, and occasionally expressing the committee's opinion on legislative matters to our representatives.

Current Assignment: Justin McCarthy

6. **Policies** – Full Committee Responsibility – One member will be asked to take an organizational lead for this work.

Current Assignment: Brad Austin and Binal Patel

7. **Oath to Bills and Payroll** - Requires ability to stop by Central Office, usually every Friday morning, to sign school department payroll as officially designee representative of the School Committee.

Current Assignment: Justin McCarthy

8. **Liaison with Town Government** – To serve as School Committee contact with Town Boards.

Current Assignment: Jen Gold

9. **Negotiations** – To work with the School Committee’s attorney and the superintendent during negotiations with collective bargaining units.

Current Assignment: Justin McCarthy and Binal Patel

10. **Representative to Community Services/Park and Recreation Dept.**

Current Assignment: Jen Gold

11. **Budget Subcommittee**

Current Assignment: Justin McCarthy and Jen Gold

12. **Safety & Security**

Current Assignment: Stacy Desmarais

13. **SEPAC**

Current Assignment: Brad Austin

14. **Master Plan Implementation**

Current Assignment: Stacy Desmarais

15. **School Start Time Committee**

Current Assignment: Jen Gold and Binal Patel



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JEN GOLD, Vice Chair
STACY DESMARAIS, Member

JUSTIN MCCARTHY, Chair

BRAD AUSTIN, Clerk
BINAL PATEL, Member

SCHOOL COMMITTEE

MINUTES
May 4, 2023
7:00PM

PRESENT: Justin McCarthy
Brad Austin
Jen Gold
Stacy Desmarais
Binal Patel

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 Jen Gold and seconded by Stacy Desmarais it was voted to approve the April 13, 2023, agenda as presented. (AYE: Unanimous).

INTERESTED CITIZENS

None

RECOGNITION

- LMS NELMS Recognition:** Representatives, Jason Webster and Jeff Rodman from New England League of Middle Schools (NELMS) recognized Littleton Middle School in rewarding them with a Spotlight School Award.
- Justin McCarthy School Committee Chair recognized Brad Austin for his years of service (2020-2023) as the Clerk and Member of the Town of Littleton School Committee.

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- 34 3. The School Committee Chair, Justin McCarthy recognized Littleton High School Student John Feltus
35 for his year of service (2022-2023) as the Student Representative to the School Committee.
36
- 37 4. **Student Representative Report:** Chair, Justin McCarthy, gave an update of the events happening at
38 each school.
39
- 40 5. **Town Meeting:** Superintendent Kelly Clenchy recognized the LHS student who sang the National
41 Anthem at the Annual Town Meeting. Superintendent Kelly Clenchy also recognized the LHS student
42 who won the Town Report cover Art Contest. He also thanked the Community for supporting the
43 school district FY24 budget.
44
- 45 6. The district met with Dee Bus this week and are now able to present the school start times as well.
46 Letter with start times will be emailed to all families.
47
48

49 **PRESENTATIONS**

- 50 1. **Two of the Curriculum Coordinators presented their State of Curriculum reports within the**
51 **following subjects:**
52

53 **State of the Curriculum K-12 Health/PE** presentation was presented by Meredith Perry, who
54 highlighted the following:

55 **Major Accomplishments**

56 Still waiting for updated Curriculum Frameworks (1999)

- 57 • SRO connections in the MS curriculum
 - 58 • Back to “normal” after COVID
 - 59 ○ Brought back the fun
 - 60 • Universal Mental Health Screening - Grades 7, 9-12
 - 61 ○ Depression, Anxiety, Suicide
 - 62 • Signs of Suicide
 - 63 ○ 6th grade - Screening
 - 64 ○ 8th grade – refresher
- 65

66 **Current Focus**

- 67 • Updating curriculum once new frameworks are released.
 - 68 • Looking at the whole student to help figure out where they are at and how we can get them to
69 where they need to be.
 - 70 • Social and Emotional Wellness for students and staff
 - 71 ○ Modifications for students struggling with regulating their emotions.
 - 72 ○ Incorporating SEL practices into the classroom
- 73

74 **Professional Development**

- 75 • Culturally Responsive Teaching
 - 76 • UDL - Universal Design for Learning
 - 77 • Online courses
 - 78 ○ Strength Training for Women
 - 79 ○ Motivating the Unmotivated
- 80

81 **Shaker Lane Happenings**

82 Students have been trying obstacle courses. This helps students develop strength and balance, practice
83 motor skills, and develop body awareness.

84 **Russell Street Happenings**

85 Every 6-8 weeks, students participate in wellness classes focused on breathing, mindfulness, and mindful
86 movement exercises.

87
88 **Middle School Happenings**

89 Detective Meg visits

90 Collaborative Activities

91 Instant Activities

92 Mindfulness

93 LMS/LHS Archery

94 PALS

95 Journaling

96 Moving/Dancing/Playing/Socializing

97 Coloring Mandalas

98
99 **High School Happenings**

100 Meditation in Fit for Life

101 Strength & Conditioning

102 Fit for Life

103 Health

104
105 Brad Austin – I’m glad you are supplementing with other standards. Can you give us an overview when
106 we start to talk to our students about sexual and reproductive health?

107 Meredith Perry – We start in Grade 5, we continue in middle school and most students take their health
108 class in grade 9 at the high school. But they are always welcome to reach out to Meredith Perry at any
109 time.

110
111 **State of the Curriculum 6-12 World Language** presentation was presented by Elizabeth Kelley, who
112 highlighted the department’s accomplishments:

113
114 **LPS Department Updates 2023**

- 115 • Recognition & Merci: Jenene Allison’s retirement
- 116 • Seal of Biliteracy Yearly Schedule
- 117 • Fourth Year of Streamlined Unleveled Courses
- 118 • Dual Enrollment with Middlesex Community College

119
120 **Professional Development**

- 121 • ACTFL meeting in Boston, November
- 122 • Book Club for Common Ground
- 123 • District-Wide: Adaptive X early adopters, Universal Design for Learning
- 124 • DESE’s World Language Leaders Network Meetings, EMFLA
- 125 • Prior Learning Assessments and College Credits for Languages
- 126 • Faculty-Led: MA State WL Frameworks

127
128 **Proficiency Goals**

- 129 • SOBi awarded for Intermediate High
- 130 • Language Acquisition Takes Time
- 131 • More time = Higher proficiency

132
133

134 **Engaging Class Activities**

- 135 • Reading in class
136 • Reading to other classes!
137 • School yard clean up.
138 • Socratic Seminar
139

140 **Student Engagement outside of Class**

- 141 • Worcester Art Museum
142 • Classics Day at Boston University
143 • Roman Trivia Ite Championships
144 • Spain trip
145

146 Stacey Desmarais – Love to see the high school students coming to Russell Street. How are we funding
147 these trips to Europe? How much are these trips?

148 Elizabeth Kelley – These trips are not school funded. They are sponsored by parents and students. The
149 price varies but it is about \$4,000-\$5,000 a trip.
150

151 Brad Austin – The dual enrollment. Are there two levels?

152 Elizabeth Kelley – It depends on the school. At Middlesex Community College it is level 3 & 4.
153

154 Brad Austin – To become proficient it is suggested that you start to learn a language at an earlier age.

155 Elizabeth Kelly – It is not feasible to start earlier in many districts due to funding. But I would like to see
156 our district start a little earlier. The introduction to all three world language choices in grade 6 is great but
157 might not be as beneficial as if the student only had one language all year instead.
158

159 Justin McCarthy – Is the Latin trend gaining in popularity in Littleton?

160 Elizabeth Kelley – The fact that we can maintain three languages in our small district is impressive. I do
161 think our students are interested in learning Latin, and the students are having fun learning it.
162

- 163 **2. 2022-2023 District Slide Presentation:** Superintendent Clenchy presented the 2022-2023 District
164 Slideshow. The video was shown to the public.
165

166 **RECOMMENDED SCHOOL CHOICE SLOTS FOR FY24**

- 167 **1. School Choice FY24:** Superintendent Kelly Clenchy asked the SC to approve the recommended School
168 Choice seats for FY24. An overview of the projected school choice enrollment numbers was included in
169 the packet.
170

171 Stacey Desmarias – It would be nice to know how many classes there are in each grade. Average class
172 size?

173 Kelly Clenchy – At grade K–5 we have 6 classes in each grade. We try to keep our number of students to
174 23-25 students in each class.
175

176 Justin McCarthy – I support the School Choice numbers. How does the number fit for grade 6?

177 Jason Everhart – Our 6th grade team has suggested creating two ELA classes. One for reading and one for
178 writing to support our students. This will spread the students out to more classrooms.
179

180 Justin McCarthy – I'm not sure if Transitional class is still necessary going forward?

181 Kelly Clenchy – Although the number of districts offering transition classrooms has decreased throughout
182 the state; I want to be sensitive to our community and to the students who need a little extra support before
183 moving forward into 1st grade.

Brad Austin – I really like the Transitional program. I have never heard any stigma behind this.

Justin McCarthy – The School Committee gave their consent to the School Choice number presented.

NEW BUINSESS

1. High School Tennis Courts: Adding two courts: Business Manager Steve Mark discussed the potential addition of two tennis courts at Littleton High School. Park & Rec are hoping to build four tennis courts at the high school. The timeframe is to have a warrant ready at the November town meeting.

2. Light Pole Request/RSS Track: Chair Justin McCarthy discussed the requests from families to place another light pole close to the RSS track for safety in walking the track in the evenings. The request was agreed upon and voted on.

On a motion by Brad Austin and seconded by Jen Gold it was voted to allow the LEW to install a light pole near the RSS Track with no cost to the school department. (AYE: Unanimous). Roll Call Vote: Justin McCarthy, AYE; Brad Austin, AYE; Stacey Desmarais, AYE; Binal Patel, AYE; and Jen Gold, AYE.

3. MASC Delegate Form: School Committee discussed if a member would attend the MASC Conference as the Delegate Representative in November 2023. A participant will be determined later.

4. Handbook Update: Director of Student Services, Lyn Snow, provided an update on additional language recommended for the Handbooks. The revised language was included in the packet.

On a motion by Brad Austin and seconded by Jen Gold it was voted to approve the additional language in the school handbooks as presented. (AYE: Unanimous). Roll Call Vote: Justin McCarthy, AYE; Brad Austin, AYE; Stacey Desmarais, AYE; Binal Patel, AYE; and Jen Gold, AYE.

INTERESTED CITIZENS

None

SUBCOMMITTEE REPORTS

1. PMBC: None

2. Budget Subcommittee: School Budget was approved at Town Meeting this past Monday.

3. SEPAC: Now is the time to start thinking about the next school year. Elections will be held in June.

4. Policy: None

ADJOURNMENT

On a motion by Justin McCarthy and seconded by Stacey Desmarais it was voted to adjourn at 8:41PM 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

May 18, 2023

7:00PM

234	
235	
236	<u>DOCUMENTS AS PART OF MEETING</u>
237	State of Curriculum – Health / PE
238	State of the Curriculum -World Language
239	School Choice policy JFBB
240	School Choice recommendation
241	MASC letter
242	Handbook language revision

Littleton Public Schools

DRAFT

2023-2024 School Calendar

Approved by: SC 00/00/2023

AUGUST - SEPTEMBER (21)

M	Tu	W	Th	F
*28	**29	30	31	1
4	***5	6	7	8
11	12	13A	14	15
18	19	20	21	22
25	26	27A	28	29

*Staff Start **K-12 Start of School

***Preschool Start

OCTOBER (21)

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

NOVEMBER (17)

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

*Staff PD / Election Day

DECEMBER (16)

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

JANUARY (21)

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

FEBRUARY (16)

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

MARCH (20)

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

APRIL (17)

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

MAY (22)

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

JUNE (9)

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

***Tentative Last Day of School

**K-12 School Starts: Aug. 29, 2023 –
Preschool Starts Sept. 5, 2023.**

Student Days Scheduled 185 days –
June 21, 2024. Any unused “snow
days” will be used to adjust the
School Calendar to the State
requirement of 180 days. If no days
are lost due to weather or for other
reasons, students could be dismissed
as early as **June 13, 2024.** When
determined; the last day of school will
be a 3-hr. Early Release.

KEY

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

Conf. = No School - Full Day Conference

BACK TO SCHOOL NIGHTS

() = School Days Per Month

Yellow Box = All Schools Closed

LITTLETON PUBLIC SCHOOLS

2023-2024 School Calendar

DRAFT

STARTING DATES

August 28	Educators return*
August 29	K-12 Start of School **
September 5	Preschool Start of School***

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

September 1	Labor Day Friday
September 4	Labor Day
September 25	Yom Kippur
October 9	Columbus Day / Indigenous Peoples' Day
November 7	PD Day/Election Day
November 10	Veteran's Day
November 12	Diwali (Sunday)
November 29	Full Day Conference
Nov. 23 – 24	Thanksgiving Break
Dec. 25 – Jan. 1	Holiday Break
January 15	Martin L. King Day
February 19 -23	Winter Break
March 13	Full Day Conference
April 15-19	Spring Break
May 27	Memorial Day
June 19	Juneteenth

BACK TO SCHOOL CURRICULUM NIGHTS

Wednesday, Sept. 6	SL K, T & Unified Arts Back to School Night
Thursday, Sept. 7	HS Back to School Night
Monday, Sept. 11	MS Back to School Night
Thursday, Sept. 14	RS Back to School Night
Tuesday, Sept. 19	SL Grade 1, 2 Back to School Night

EARLY RELEASE – ALL SCHOOLS (Wednesdays unless specified)

September 13	Professional Development
September 27	Professional Development
October 18	Professional Development
November 22	Thanksgiving Break
December 20	Professional Development
January 10	Professional Development
February 7	Professional Development
March 6	Professional Development
April 3	Professional Development
May 1	Professional Development
May 24 (Friday)	Professional Development
June 13 (Thursday)	Tentative Last Day of School

NO SCHOOL - FULL DAY CONFERENCE

November 29	Full Day Conference
March 13	Full Day Conference

STARTING & DISMISSAL SCHEDULE

School	Start	Dismissal	Early Dismissal
High School	8:05AM	2:35PM	11:35AM
Middle School	7:55AM	2:20PM	11:20AM
Russell Street	8:45AM	3:10PM	12:10PM
Shaker Lane	8:55AM	3:20PM	12:20PM
Full-Day PreK	9:05AM	2:50PM	11:35AM
AM PreK	9:05AM	11:35AM	
PM PreK	12:20PM	2:50PM	

SCHOOL CLOSING / DELAY ANNOUNCEMENTS

Web: Littletonps.org

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

Twitter: [Kelly Clenchy @kbstcl](https://twitter.com/kbstcl)

High School Graduation Date – June 7, 2024



Gr. 8 Promotion Ceremony – June TBD, 2024



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

MAJOR RELIGIOUS & CULTURAL HOLIDAYS & HOLY DAYS

Sept. 15 – Sept. 17	Rosh Hashanah
September 25	Yom Kippur
November 12	Diwali
Dec. 7 – Dec. 15	Chanukah
December 25	Christmas
December 26	Kwanza
February 10	Lunar New Year
March 29	Good Friday
March 31	Easter Sunday
April 22	Passover
June 19	Juneteenth

MARKING PERIODS

Preschool/Kindergarten Period Ends:

January 19, June 13

T-5 Marking Period Ends:

December 1, March 15, June 13

Middle School Marking Period Ends:

December 1, March 15, June 13

High School Marking Period Ends:

November 3, January 26, April 5, June 13