



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

MATTHEW HUNT, Vice Chair
DARYL BAKER, Member

MIKE FONTANELLA, Chair

ERICA PODGORN, Secretary
JENNIFER WILSON, Member

The Littleton School Committee will meet at the Littleton Police Department Community Room 500 Great Road Thursday, June 6, 2019

*Prior to the regularly scheduled school committee meeting at the Littleton Police Station, the School Committee will hold a retirement recognition ceremony at the Shaker Lane Elementary School.
6:00 p.m. – 6:45 p.m.*

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* ****

7:00 I. ORGANIZATION

1. Call to Order
2. Pledge of Allegiance
3. Consent Agenda
 - Minutes – May 23, 2019
 - Oath to Bills -
and Payroll

7:05 II. INTERESTED CITIZENS

7:10 III. RECOGNITION

1. **Student Representative(s) Report:** *Student Representative(s), Kriti Sharma and/or Madelyn O'Meara will give a report of events for each school.*
2. **Other**

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

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7:15 IV. NEW BUSINESS

1. **Signature Authorizations:** *Accounts Payable and Payroll*
2. **PRCE Voter's Petition:** *Chair, Mike Fontanella will discuss the Voter's Petition scheduled for the June 25, 2019 Special Town Meeting. (Article included in School Committee Packet)*

7:25 V. PRESENTATION

1. **Friends of Alumni Field:** *Friends of Alumni Field will be presenting their proposals for sign placement and designs.*
2. **Littleton's Portal to the World:** *MS Social Studies Teacher, Lilly Ogden will discuss the Littleton's Portal to the World Professional Development session that was brought to the District.*
3. **May 2020 Grade 8 Field Trip to Washington, D.C.:** *Request for School Committee Approval: (MS Valerie Finnerty)*
4. **School Improvement Plan updates:** *SL Principal Michelle Kane will review highlights of this year's SIP.*
5. **Review of Alternative Structured Learning Day Programs:** *Interim Curriculum Director will give a review on the Alternative Structured Learning Day Program.*

9:00 VI. INTERESTED CITIZENS

9:05 VII. SUBCOMMITTEE REPORTS

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

9:10 VIII. EXECUTIVE SESSION

Motion to move into Executive Session for the purpose of contract negotiations with intention to return to Open Session.

9:30 IX. ADJOURNMENT

**NEXT MEETING DATE
August 22nd & 23rd
Summer Retreat**

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JENNIFER WILSON, Member

SCHOOL COMMITTEE MINUTES May 23rd, 2019 7:00 PM

PRESENT: Mike Fontanella
Daryl Baker
Jennifer Wilson
Erica Podgorni
Matthew Hunt

ALSO PRESENT: Kelly Clenchy
Steve Mark
Bettina Corrow
Kriti Sharma (8:12PM)

NOT PRESENT:

CALL TO ORDER

Mike Fontanella called the meeting to order at 7:00p.m.

On a motion by Daryl Baker, and seconded by Matthew Hunt, it was voted to approve the May 9th, 2019 consent agenda as presented. (AYE: Unanimous). Motion carried.

School Committee Re-organization.

Election of Chairman, Vice Chairman, and Secretary: The meeting was turned over to Superintendent Kelly Clenchy.

On a Motion by Matthew Hunt, and seconded by Jennifer Wilson to elect Mike Fontanella as Chairman. Roll Call Vote: Daryl Baker, AYE; Matthew Hunt, AYE; Erica Podgorni, AYE, and Jen Wilson, AYE.

The meeting was returned to Chairman Fontanella.

On a Motion by Daryl Baker, and seconded by Jennifer Wilson, to elect Matthew Hunt as Vice Chair. Roll Call Vote: Mike Fontanella, AYE; Daryl Baker; AYE; Jen Wilson, AYE; and Erica Podgorni. Motion carried.

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

On a Motion by Matthew Hunt, and seconded by Daryl Baker, to elect Erica Podgorni as Secretary.
Roll Call Vote: Mike Fontanella, AYE; Matthew Hunt; AYE; Daryl Baker, AYE, and Jennifer Wilson, AYE.
Motion carried.

School Committee Subcommittees / Assignments are as follow:

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: Daryl Baker
2. Permanent School Planning Committee – This committee was very active in 1995, 1996 and 1997. Its recommendation for additional school space has been implemented by the town.
Current Assignment: No appointment necessary at this time
3. Evaluation – This assignment involves management of the superintendent’s evaluation including compilation of individual member’s ratings and presentation of results.
Current Assignment: Erica Podgorni
4. Regionalization Study Committee
Current Assignment: No appointment necessary at this time
5. 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: Daryl Baker
6. Technology Committee – Updates district’s technology plan and makes recommendations for development and implementation of technology program.
Current Assignment: Matthew Hunt
7. 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: Jen Wilson
8. Policies – Full Committee Responsibility – One member will be asked to take an organizational lead for this work.
Current Assignment: Erica Podgorni
9. 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: Mike Fontanella
10. Liaison with Town Government – To serve as School Committee contact with Town Boards.
Current Assignment: Erica Podgorni

- 91
92 11. Negotiations – To work with the School Committee’s attorney and the superintendent during
93 negotiations with collective bargaining units.
94

95 Current Assignment: Mike Fontanella and Matthew Hunt
96

- 97 12. Representative to Community Services/Park and Recreation Dept.
98

99 Current Assignment: Matthew Hunt
100

- 101 13. Budget Subcommittee
102

103 Current Assignment: Mike Fontanella and Matthew Hunt
104

- 105 14. Safety & Security
106

107 Current Assignment: Erica Podgorni
108

- 109 15. SEPAC
110

111 Current Assignment: Jen Wilson
112

113 **INTERESTED CITIZENS**

114 None
115

116 **RECOGNITION**

- 117 1. Kriti Sharma gave a brief overview of the activities taking place at the schools.
118
119 2. Superintendent Clenchy recognized Mrs. MacGregor for being appointed to serve on the MassCUE Board
120 of Directors.
121

122 **PRESENTATION**

- 123 1. Timalyn Rassias gave a brief presentation of PTA end of year update on all the events that has taken
124 place at the four schools throughout the school year.
125 School Committee thanked the PTA for their tireless work and effort and all the extra resources they
126 provide the schools, teachers and students.
127
128 2. Community Member, Inna Landsman presented a power point presentation on later school start time
129 highlighting benefits of later school start times and survey results from other school districts.
130 American Academy of Pediatrics strongly urge a later start time for Middle and High School students. The
131 benefits are fewer car accidents, fewer sport injuries and less substance abuse. Improved attendance rate,
132 and less reported depression.
133 Littleton start times are a lot earlier than the national average. Most middle schools start at 8:04AM –
134 Littleton starts at 7:20AM and most high schools starts at 7:59AM. LHS start at 7:25AM.
135 More surrounding districts have changed to a later start time such as Acton-Boxborough, Concord-Carlisle
136 among other.
137 The School Committee asked if they could be provided these schools start time to compare.
138 Every school committee member agrees that taking another look at the start time would be beneficial.
139 They did caution this topic has many different issues to be considered and no changes would be able to
140 take place during the 2019-2020 school year. This topic needs much more discussion and opportunity for
141 the community to give their input.
142 Mr. Fontanella suggested this topic be on the agenda at the next meeting and the Superintendent and
143 himself will brainstorm some ideas to bring forward to the committee to further discuss.
144
145
146

- 147
148
149 3. DRAFT Social Media Policy for staff presented and discussed by Natalie Croteau and Julie Lord. The
150 policy was accepted by the school committee members without any further discussion.
151

152 The School Committee members did talk about the notification to parents regarding publish student
153 picture etc. on social media and/or printed material. Below is the current notice, which is sent home to
154 parents.
155

156 **Notice of Possible Publication of Student Information**

157 Under Department of Elementary and Secondary Education regulations, the school may release for
158 publication certain information concerning your child without first obtaining your consent, unless you
159 indicate on this form that we should **NOT** do so. The information, which may be released for
160 publication, may include the student's name, picture, class, participation in officially recognized
161 activities and sports, honors, awards and class projects. This publication may appear in public
162 buildings for exhibition and/or recognition purposes, in newspapers, on the school and/or district
163 website(s), on television, and in other media/networking tools as approved by the principal.
164

165 If you **DO NOT** want your child's name, picture, work, etc. published in any pertinent releases, please
166 indicate so by checking and signing where indicated.
167

168 _____ **DO NOT** release my child's information without any prior approval.
169

170 More on this topic to come at a later meeting.
171

- 172 4. School Improvement Plan update from Russell Street School. Shaker Lane School will be at the next
173 meeting.
174

175 Russell Street School Principal Bazydlo gave an overview of the RSS highlights of this year's SIP.

176 **RSS SIP Highlights 2019**

177 **Curriculum/Instruction/Assessment**

- 178 ● Expanded WIN ("What I Need") intervention block to 45 min
- 179 ● Utilized Second Step Anti-Bullying program
- 180 ● Purchased Second Step SEL Program - FY2020 roll-out
- 181 ● Taught ANSWER extended writing protocol (3-5) - Will continue with fidelity
- 182 ● Transitioned to Next-Gen MCAS assessment at all grade levels
- 183 ● Created first student and staff kiln projects - Great addition for future

184 **Professional Development**

- 185 ● Provide professional development opportunities
 - 186 ○ K-5 vertical alignment teams
 - 187 ○ Math workshop model
 - 188 ○ Social/Emotional Learning
 - 189 ○ Anxiety/Trauma
 - 190 ○ Marzano/Ribas (Best teaching practice)

191 **Community/Communication**

- 192 ● Offered Empowering Families:101 forums on a variety of topics to support RSS families and
193 students
- 194 ● Continued and expanded partnerships with other LPS schools
 - 195 ○ LMS theatre productions
- 196 ● Maximized positive outreach to parents/families
- 197 ● Created grade 3 RSS video tour
- 198 ● Tremendous support from PTA

199 **Climate/Culture**

- 200 ● Continued to build capacity of staff around offering an environment that fosters the social and
201 emotional learning of all children
- 202 ● Implemented a Positivity Theme

- o Friday Musical Moment
- o Student/Staff Shout-Outs
- o Acts of Kindness theme (SWM)
- Provided Mindfulness club/activities - Expanding in FY2020
- Generated student SEL goals in some classrooms
- Expanded ALICE practice drills K-5

Technology

- Added K-5 STEM Integration Specialist - Transforming the K-5 learning experience
- Utilized Virtual Reality to enhance the learning experience for students
- Enhanced RSS digital citizenship program
- Acquired Pancake Bot / 3D printers - Student Engagement
- Technology becoming seamless/Student inspired projects

5. No Handbook changes to be reviewed.

6. Virtual Field Trip presented by Natalie Croteau and Julie Lord. The School Committee members got to see the “Seven Wonders of the World” using Google Explore. These devices are being used in classrooms K-12.

NEW BUSINESS

1. MASC/MASS Joint Conference 2019. Superintendent Clenchy gave a brief overview of conference scheduled for Nov. 2019 and reminded the School Committee members of the early registration in July, if interested.
2. Reminder - MASC/MASS Joint Conference 2019 Delegate Form needs to be filled out if any member decides to join the conference and want to vote.
3. Superintendent Clenchy presented a summary of the various colleges our High School graduates will be attending in the fall. An overview was provided in the packet.

INTERESTED CITIZENS

None

SUBCOMMITTEE REPORTS

1. PMBC: None
2. Budget Subcommittee: None
3. Safety and Security: None
4. Reading of Policy: None

ADJOURNMENT

On a motion by Daryl Baker, and seconded by Erica Podgorni 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: Matthew Hunt, AYE; Jennifer Wilson, AYE; Daryl Baker, AYE; Erica Podgorni, AYE; and Mike Fontanella, AYE.

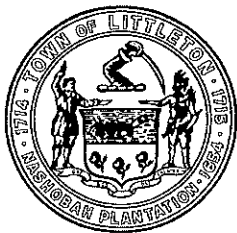
NEXT MEETING DATE

Thursday, June 6, 2019

7:00PM

Littleton Police Department Community Room

| | |
|-----|---|
| 258 | |
| 259 | <u>DOCUMENTS AS PART OF MEETING</u> |
| 260 | Sub-Committee overview |
| 261 | PTA Overview |
| 262 | School Start Times presentation |
| 263 | SIP for SL & RSS |
| 264 | MASC/MASS Joint Conference 2019 |
| 265 | MASC/MASS Joint Conference 2019 Delegate Form |



TOWN OF LITTLETON, MASSACHUSETTS
Office of the Town Accountant

Michelle Reynolds, Assistant Town Accountant

May 22, 2019

To: Cemetery, Conservation, Library, Planning, PRCE, Cable Advisory Committee, and School

Subject: Signature Authorizations – Accounts Payable and Payroll

Now that Town Elections are complete, it is time again for your respective boards/committees to vote on your departments' accounts payable (bills) and payroll signature approval process. Please have your Board/Committee take action on this at its next scheduled meeting.

Accounts Payable Bill

Members must vote to designate the number of signatures and/or specific members required to sign off/approve the bills. This is only required if the board/committee is seeking less than a majority to authorize payments. Please forward to us a copy of the approved meeting minutes showing this vote.

Payroll

Members must vote to designate the number of signatures and/or specific members required to sign off on the departmental payroll timesheets. Again, this is only required if the board/committee is seeking less than a majority to authorize payments. Please forward to us a copy of the approved meeting minutes showing this vote.

Please contact Bonnie or me with any questions. Your immediate attention to this matter is greatly appreciated.

Sincerely,

Michelle Reynolds

PO Box 1305, 37 Shattuck Street, Littleton MA 01460
978-540-2440 (phone) 978-952-2355 (fax)
bholston@littletonma.org (e-mail)
mreynolds@littletonma.org (e-mail)

Littleton's Portal to the World

Presented by:

Lilly Ogden, 6th Grade Social Studies Teacher and 6th Grade Team Leader, logden@littletonps.org

Heidi MacGregor, K-5 STEM Integration Specialist, hmacgregor@littletonps.org

Julie Lord, Instructional Technology Coordinator, jlord@littletonps.org

Littleton Public Schools, MA

2019

What is a Portal?



“Portals are immersive spaces that connect people separated by distance and difference.”

- [Shared Studios Website](#)

Portals are a new tool for 21st century education



Global learning



Teaching across borders



Cross-cultural collaboration

Content from [Shared Studios Website](#)

The Curated Portal Network by Shared Studios



[List of Portal Sites](#)

“Together, Portal Curators form a trusted, global community of people who program dialogues, classes and events, lead local outreach and provide live language interpretation.”

Our Vision for Littleton



- Project funded through grants from LEF and Kimball Foundation
- Work with Andover School's Portal Team and Shared_Studios to plan and implement.
- Identified and trained teachers on May 29, 2019.
- Install an [Inflatable_Portal](#) in the district for a period of several weeks during Winter/Spring 2020. Proposed pilot initial location LMS Library. Portal will return later in the year, the location to be discussed.
 - Coordinate with the lower elementary schools and the high school to experience Portal Connections.
 - Open to the Community.

Teacher Impressions After PD

“The Portal opens the world to all students. You don’t have to actually travel but you are still leaving 01460.” - Susan Harvey

“As a foreign language teacher, The Portal will add perspective to what I teach and allow the students to ask questions and think about ideas that they never would have thought of.” -Lauren Lappos

“The opportunities are endless here. You can take this in so many different directions and The Portal is accessible to everyone. My mind is going in a million directions after this PD. I have so many good ideas of how to use this!” -Angie Gresco



Student Pilot



SLS SIP Highlights 2017-2020

Curriculum/Instruction/Assessment

- Explore systematic multisensory phonics programs to be implemented in general education settings
- Engage in professional collaboration vertically K5 to align curriculum expectations
- Implement the Fountas & Pinnell Benchmark Assessment System for reading
- Explore a Guided Math approach
- Implement Standards Based Report Cards K-2

Professional Development

- Maintain a site-based PD plan that develops teachers and school-wide improvements
- Develop a SLS mentor for first year support of new staff
- Provide training and support for staff in the further development of social emotional curriculum
- Provide PD opportunities related to technology integration for current and new initiatives

Community/Communication

- Improve communication through the SLS website
- Explore partnerships with LHS students to serve as role models/volunteers for Shaker Lane students
- Continue partnerships with local community members, organizations and businesses providing students with authentic curriculum connections in a wide variety of content areas
- Continue school-wide community building events

Climate/Culture

- Develop Safety Committee to explore and implement emergency protocols, procedures and preparedness
- Enrich HEART program to encompass new strategies that develop awareness and skills in SEL
- Develop Scheduling Committee to evaluate and create Unified Arts and Duty Schedules

Technology

- Create global connection opportunities for staff & students
- Provide before school tech-ed session offerings
- Explore resources to implement and create a Makerspace location
- Identify and align technology skill-set by grade level

Snow Day Cancellation Pilot Feedback

Elizabeth Steele, Interim Curriculum Director





Thank you!

What was the pilot?

- Alternative Structured Learning Day Programs
 - Approved by DESE
 - LPS - Snow Day Cancellation Pilot
- Such programs are designed to:
 - Reduce the number of additional school days beyond the 180 required days
 - Minimize student learning disrupted by weather related emergencies by providing alternative learning activities that may be completed at home
 - Meet the standard for structured learning time



What was the guidance from DESE?

- Involve substantial assignments and/or projects rather than resembling homework assignments
- Be accessible to all students
- Consider how to accommodate students without internet or devices at home and households with multiple children who share a single device (if there exists a digital learning component)
- Be able to serve all students, including students who receive special education services



LPS Pilot Feedback Survey

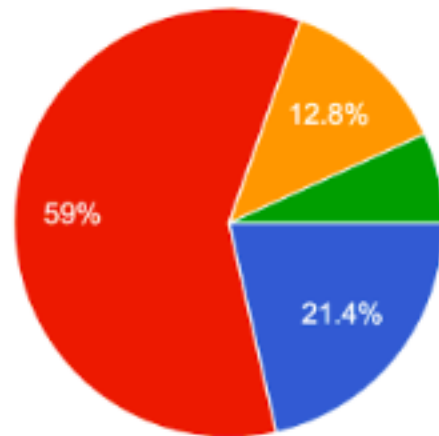
- Surveys went out to 4 groups of stakeholders:
 - Students (485)
 - Parents/Guardians (203)
 - Teaching Staff (54)
 - All Staff (21)
- May 7th – May 22nd



The assignment/project was age and level appropriate for me/my child.

485 responses

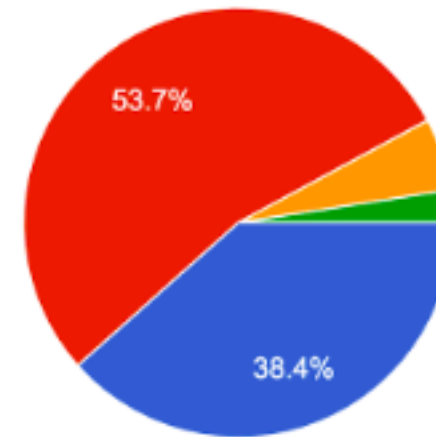
Students



203 responses

Parents/Guardians

● Strongly agree
● Agree
● Disagree
● Strongly disagree



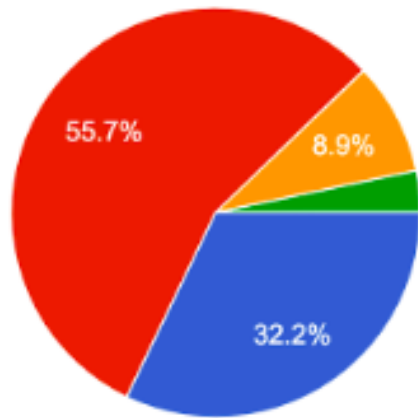
● Strongly agree
● Agree
● Disagree
● Strongly disagree



I/my child was supported during the pilot.

485 responses

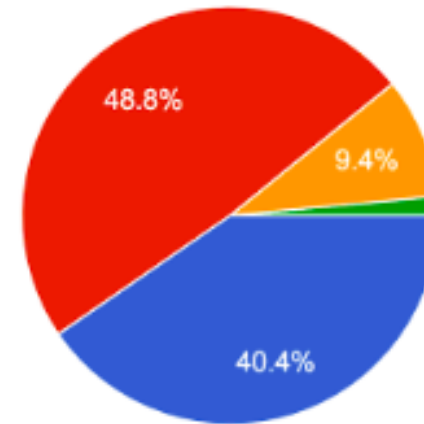
Students



● Strongly agree
● Agree
● Disagree
● Strongly disagree

203 responses

Parents/Guardians



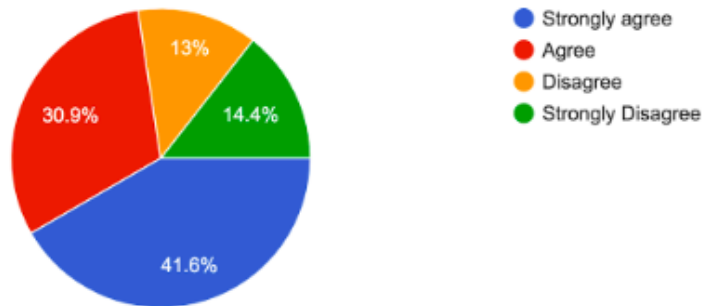
● Strongly agree
● Agree
● Disagree
● Strongly disagree



I believe that the Snow Day Cancellation Pilot Program is a viable alternative to the making up of a school day.

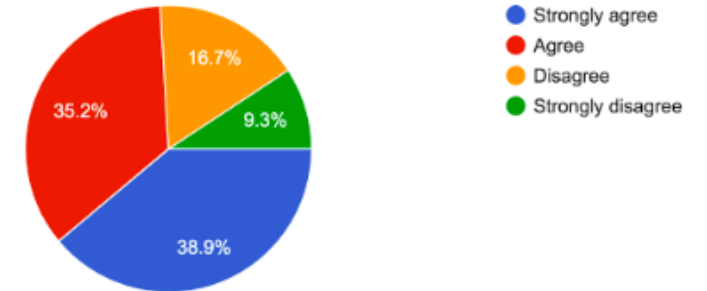
485 responses

Students



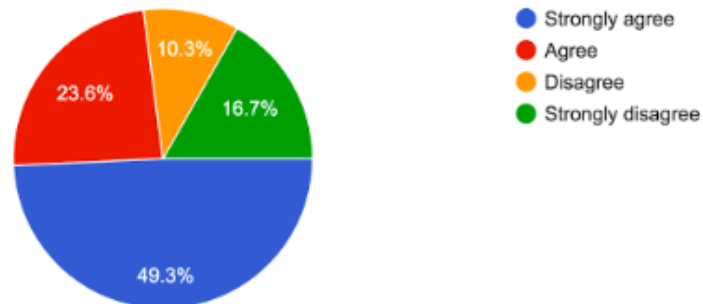
54 responses

Classroom Teachers



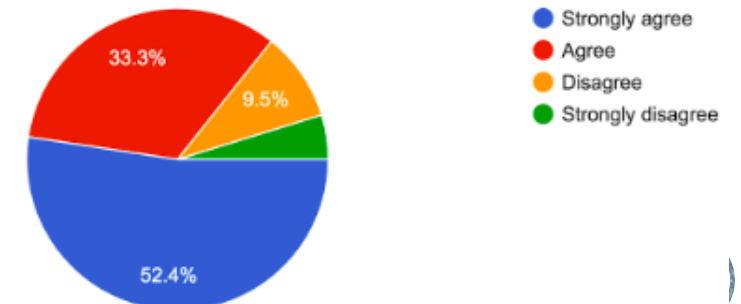
203 responses

Parents/Guardians



21 responses

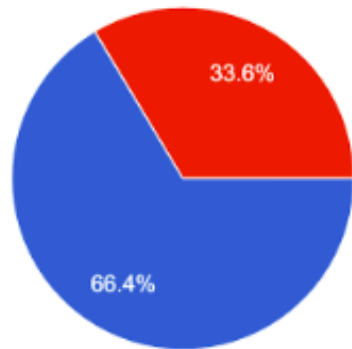
All Staff



Would you like to see LPS implement a Snow Day Cancellation Program next year?

485 responses

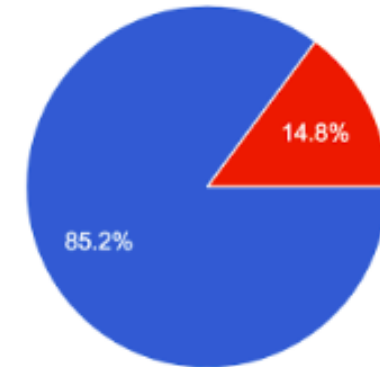
Students



● Yes
● No

54 responses

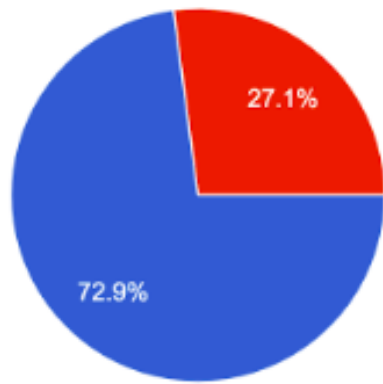
Classroom Teachers



● Yes
● No

203 responses

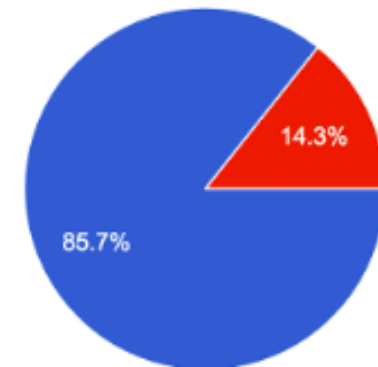
Parents/Guardians



● Yes
● No

21 responses

All Staff



● Yes
● No

Student Responses – Common Themes



- Get out for summer sooner
- Liked being able to do the work at home rather than in hot classrooms in June
- Enough time to complete the work



Future Considerations:

- Quality of assignment
- VHS and AP classes
- If many snow days, fear of amount of work



- Seniors should not have to participate
- Lost the socialization part of school



Parent/Guardian Responses – Common Themes



- Plan for the end of the school year
- Not adding days to June
- Provided insight as to what students were learning
- Appropriate assignments with choices



Future Considerations:

- Receive assignments/packets sooner
- More guidance with regards to on-line resources
- Start program after a couple of snow days



- Snow days are for fun
- 1 snow day was not enough to provide valid feedback



Teacher/Staff Responses – Common Themes



- Avoided hot classrooms in June
- Provided positive learning activities
- Felt students bought into the pilot and were not negatively impacted
- Choice in assignments



Future Considerations:

- Clear instructions on what to pass in and when
- Let students choose assignment order

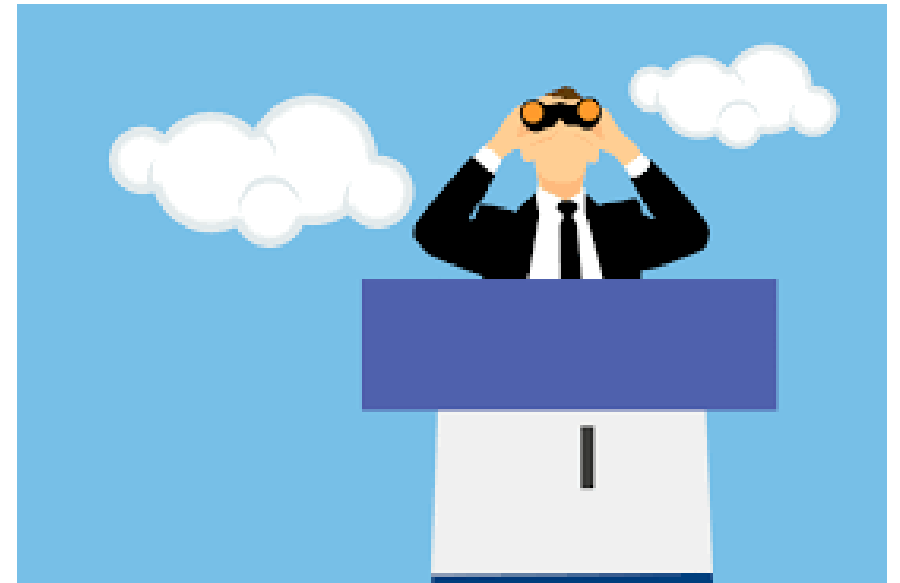


- Frustration with current model
- Can a packet or assignment replace time with teacher and peers
- Concern of time with teacher



Looking ahead...

- Earlier communication
- Digital resources - website with all materials
- Clear guidelines for the program as a whole



Recommendation: Complete a pilot during the 2019-2020 school year

