



# ***Town of Littleton School Committee***

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

DARYL BAKER, Vice Chair  
MATTHEW HUNT, Member

MIKE FONTANELLA, Chair

JENNIFER WILSON, Secretary  
ERICA PODGORN, Member

**The Littleton School Committee will meet at the  
Littleton Police Department Community Room  
500 Great Road  
Thursday, September 13, 2018**

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

### **7:00 I. ORGANIZATION**

1. Call to Order
2. Pledge of Allegiance
3. Consent Agenda
  - Minutes – June 7, 2018
  - Oath to Bills -  
and Payroll

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

### **7:10 III. RECOGNITION**

1. **Assistant Principal Rebecca Deacon, Shaker Lane School:** *Superintendent Kelly Clenchy will introduce Assistant Principal Rebecca Deacon to the School Committee and School Community.*
2. **Custodians**
3. **Technology Team**
4. **Staff Welcome Back Breakfast**
5. **Student Representative(s) Report:** Student Representative(s), Madelyn O'Meara and Kriti Sharma will give a report of events for each school.

### **7:20 IV. PRESENTATIONS**

1. **Littleton High School Senior Project:** *LHS Senior Andrew Reilly is asking for approval from the School Committee to Construct a covered sitting area and flower bed combo for the Littleton High School.*
2. **Grade 8 Field Trip to Pack Monadnock, NH.:** *Scheduled for October 19, 2018: request for School Committee Approval.*

### **7:30 V. OLD BUSINESS**

1. **Highlights from Summer Retreat:** *Chairman Fontanella and Superintendent Clenchy will give a brief review of this year's School Committee Summer Retreat.*

**7:45 VI. NEW BUSINESS**

1. **Personnel Update:** *Superintendent Clenchy will give a personnel update for the 2018-2019 School Year.*
2. **September Enrollment:** *Superintendent Clenchy will give an updated school enrollment as of September 6, 2018.*
3. **High School Signalization:** *Chairman Fontanella and Superintendent Clenchy will give an update on the High School Signalization Project.*
4. **High School Intersection/Shaker Lane- East Roxbury/Goldsmith Intersection:** *Superintendent Clenchy will provide an update to the school committee.*
5. **Summary of School Committee Presentation's for the 2018/2019 school year.**

**8:00 VII. INTERESTED CITIZENS**

**8:05 VIII. SUBCOMMITTEE REPORTS**

1. **PMBC**
2. **Budget Subcommittee**
3. **Policy Subcommittee:** (see LPS website to view all policies)  
*Motion for 1st reading of the following reviewed Policy EFD*  
*Policy EFD: Meal Charge Policy*  
<http://www.littletonps.org/school-committee/school-committee-polices>

**8:30 IX. ADJOURNMENT/EXECUTIVE SESSION**

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

**NEXT SCHOOL COMMITTEE MEETING**

**SC/BOS/FINCOM**

**Joint Meeting**

Monday, September 24, 2018

Town Hall, Room 103

33 Shattuck Street

7:15

**Littleton Police Department Community Room**

**500 Great Road**

**Thursday, September 27, 2018**

**7:00 p.m.**



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## SCHOOL COMMITTEE MINUTES June 7<sup>th</sup>, 2018 7:00 PM

**PRESENT:** Mike Fontanella  
Jennifer Wilson  
Erica Podgorni

**ALSO PRESENT:** Kelly Clenchy  
Bettina Corrow  
Madelyn O'Meara (8:05PM)  
Kriti Sharma (8:05PM)

### CALL TO ORDER

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

On a motion by Jennifer Wilson, and seconded by Erica Podgorni, it was voted to approve the May 24, 2018 consent agenda. (AYE: Unanimous). Motion carried.

### INTERESTED CITIZENS

None

### PRESENTATION.

1. Littleton Middle School Grade 8 Science Teacher, Valerie Finnerty asked the School Committee Board for permission for Grade 8 to travel to Washington DC on May 20 – May 23<sup>rd</sup>, 2019.

On a motion by Jennifer Wilson, and seconded by Erica Podgorni, it was voted to approve the request for the Grade 8 to travel to Washington DC on May 20 – May 23<sup>rd</sup>, 2019. (AYE: Unanimous). Motion carried

2. Student Fees: Superintendent Clenchy gave an update on Student Fees.  
An overview of the different fees was provided in the packet.

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35  
36  
37 3. School Improvement Plan update from Russell Street School and Littleton High School:  
38

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

40 **RSS SIP Highlights 2017-2020**

41 **Curriculum/Instruction/Assessment**

- 42 • Engage in professional collaboration to examine and update vertical alignment of K-5 student  
43 expectations and instructional materials  
44 • Begin initiative to bring a math workshop model to all classrooms K-5  
45 • Continue to improve student performance and confidence on extended writing tasks across content areas  
46 • Explore the addition of a kiln to support the fine arts program

47 **Professional Development**

- 48 • Provide professional development opportunities related to the math workshop model  
49 • Provide professional development opportunities related to writing  
50 • Provide professional development opportunities related to technology integration & implementation  
51 specific to the products/tools currently being used as well as new initiatives

52 **Community/Communication**

- 53 • Offer Empowering Families 101 forums on a variety of topics to support RSS families and students  
54 • Continue and expand partnerships with the other LPS schools  
55 • Re-design Russell Street School website to ensure ADA compliance

56 **Climate/Culture**

- 57 • Continue to build capacity of staff around offering an environment that fosters the social and  
58 emotional learning of all children  
59 • Create outdoor classroom space for faculty and students to use to enrich learning opportunities  
60 • Continue to review and implement emergency protocols and procedures

61 **Technology**

- 62 • Create Teacher Tech Leaders - K-5. 3 tech leaders in RSS  
63 • Utilize Virtual Reality to enhance the learning experience for students  
64 • Create content-rich MakerSpace (Think Tank) projects/experiences for students  
65 • Expand current RSS digital citizenship program

66 Littleton High School Principal John Harrington spoke briefly about the LHS SIP.

67 **LHS SIP Highlights 2018-2020**

68 **Curriculum**

- 69 • Develop Computer Science Curriculum and Program Sequence  
70 • Create & implement plans to address social emotional learning and responsible digital citizenship  
71 • Document how executive skills are taught at LHS at each Grade Level (identify specific skills)  
72 • Develop plan for Program Reviews in specific academic areas

73 **Instruction**

- 74 • Support and document project-based learning activities in each department  
75 • Form a study group for instructional Best Practices as part of site based professional development and  
76 then review and implement selected recommendations  
77 • Revamp Student Support Team Processes and document clear and shared intervention strategies  
78 students struggling with behavioral, academic, and emotional concerns

79 **Assessment**

- 80 • Organize and lead a faculty study group about assessment and grading practices at LHS  
81 • Create, Coordinate, and Implement Digital Portfolios beginning with the Class of 2022  
82 • Prepare for MCAS 2.0

83 **Professional Development**

- 84 • Provide PD opportunities, including cross-district, related to technology integration & implementation  
85 specific to the products/tools currently being used as well as new initiatives  
86 • Link Educator Evaluation Goals to re-certification and PD plans  
87 • Continue to provide focused professional development for Social Emotional Learning, Executive  
88 Skills, Instructional Technology, and Assessment  
89

90  
91 **Community/Communication**

- 92 • Advance Dual Enrollment Partnership with MCC  
93 • Increase Internship Opportunities for students  
94 • Partner with Nashoba Technical High School  
95 • Host Health, Career, College, and Financial Literacy Fairs  
96 • Host Special Guest Speakers about important contemporary topics, such as health related issues.

97 **Climate/Culture**

- 98 • Adopt a course in Program of Studies that directly focuses on developing global competence and  
99 understanding  
100 • Continue to review emergency preparedness and protocols – one in the fall and one in the spring.  
101 • Follow-up and create action plan based on Climate Survey, Youth Risk Behavior Survey, and staff  
102 surveys

103 **Technology**

- 104 • Revise and Update School Technology Plan  
105 • Implement 1:1 Technology Program with a phased-in approach and abundant professional  
106 development focused on instructional technology and support for Google Classroom  
107  
108 4. Handbook updates – Littleton Middle School Assistant Principal Everhart presented a few updates in  
109 Middle school handbook in regard to Absence and dress code. (No changes to SL, RS and HS  
110 handbooks)

111  
112 On a motion by Jennifer Wilson, and seconded by Erica Podgorni, it was voted to approve the updates  
113 in the LMS handbook as presented. (AYE: Unanimous). Motion carried.

114  
115 **NEW BUSINESS**

- 116 1. Signature Authorizations – Accounts Payable & payroll.  
117 Pursuant to town request, the School Committee need to annually vote Accounts Payable and Payroll  
118 signature approvals.

119  
120 On a motion by Jennifer Wilson, and seconded by Erica Podgorni, it was voted to accept a School  
121 Committee member to sign required payroll warrants. (AYE: Unanimous). Motion carried.  
122

- 123  
124 2. MASC/MASS Joint Conference 2018. Superintendent Clenchy gave a brief overview of conference  
125 scheduled for Nov. 2018 and reminded the School Committee members of the early registration in  
126 July, if interested.

- 127  
128 3. Reminder - MASC/MASS Joint Conference 2018 Delegate Form needs to be filled out if any member  
129 decides to join the conference and want to vote.  
130

131 **INTERESTED CITIZENS**

132 None  
133

134 **SUBCOMMITTEE REPORTS**

- 135 1. PMBC: None  
136  
137 2. Budget Subcommittee: None  
138  
139 3. Policy Subcommittee: Deferred to next meeting  
140

141 **First Reading**

142  
143 EFD Meal Charge  
144

145  
146 **ADJOURNMENT**

147 On a motion by Jennifer Wilson, and seconded by Erica Podgorni, it was voted to adjourn at 8:23PM. Roll  
148 Call Vote: Jennifer Wilson, AYE; Erica Podgorni, AYE; and Mike Fontanella, AYE.

149  
150 **NEXT MEETING DATE**

151 **Thursday, August 23, 2018**

152 **4:00PM**

153 **Littleton High School Seminar Room**  
154  
155  
156  
157

158 **DOCUMENTS AS PART OF MEETING**

159 LMS – Gr. 8 Washington DC May 2019

160 Schedule of User Fees – May 2018

161 RSS SIP Highlights

162 RSS SIP

163 LHS SIP Highlights

164 LHS SIP

165 Signature Authorizations

166 MASC/MASS Joint School Leadership Conference

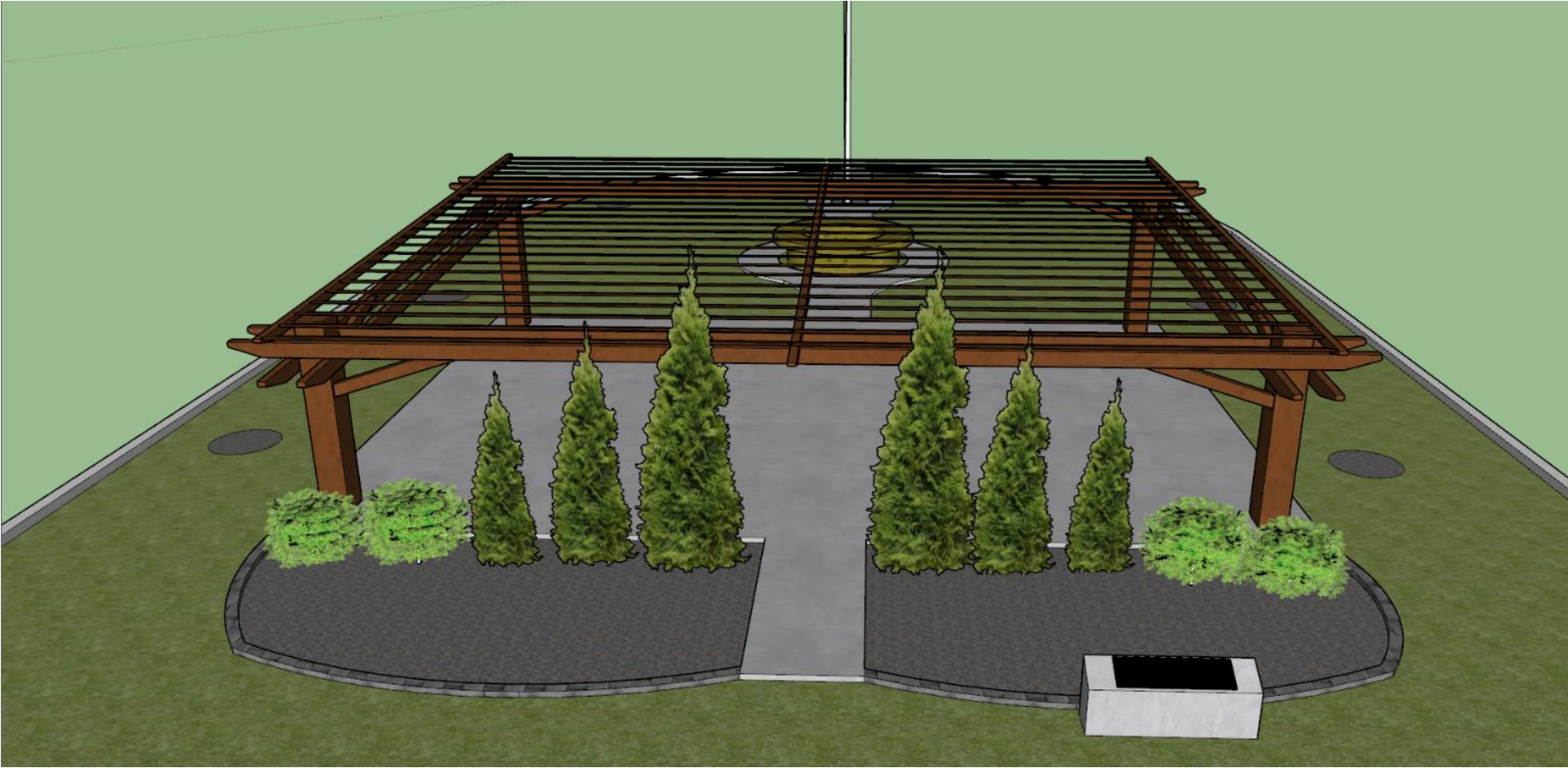
167 MASC Voting Delegate

168 Meal Charge Policy - EFD



**Andrew Reilly Littleton High  
School Senior Seeking  
Approval for the Development  
of the Following design on  
LHS property**











## **Pack Monadnock in Miller State Park in NH on Friday, October 19, 2018**

The 8th grade would like to take a field trip to Pack Monadnock in Miller State Park in NH on Friday, October 19, 2018 to take part in the Hawk Count, a national tally of raptors as they migrate to the south. Pack Monadnock is preferred because the Hawk Count has experts at the summit who help the kids find clusters of birds riding thermals and explains the migration to the kids. The Audubon Society will also be there with a display of eggs, nests, and other items having to do with the hawk migration.

In science, they study the forms and functions of raptors. The trip also fosters health, physical education, and team building. In the past it has been a very successful trip.

We pick Pack Monadnock because it has a road to the top, so any student is able to participate, even if unable to hike. We regularly station a chaperone at the top in the event that a student needs a ride down (because of injury or illness).

The Hawk Count's link is

[http://hawkcount.org/day\\_summary.php?rsite=320&rmonth=09&year=2012&rday=17](http://hawkcount.org/day_summary.php?rsite=320&rmonth=09&year=2012&rday=17).

## PERSONNEL UPDATE

NEW HIRES					
<u>Last Name</u>	<u>First Name</u>	<u>School</u>	<u>Position</u>		
Barry	Nicole	RSS	School Nurse		
Cooprider	Kristen	RS	Teacher Gr 5		
Cotter	Kathryn	RS	Teacher Gr 5		
Deacon	Rebecca	SL	Assistant Principal		
Fumia	Brianna	MS	SPED Teacher		
Gonzalez	Carolina	HS	HS spanish .2		
Higgins	Valerie	HS	LT Sub for Margo Gillen		
Hogan	Joshua	MS	French Teacher		
Koegler	Cindy	MS	LT Sub for Todd Patton		
McNaught	Erica	SL	TA		
Mott	Natalie	MS	ELL Teacher		
Muir	Justine	DW	DPPS		
Mulone	Alyssa	SL	LT Sub for Rebecca Roper		
Robinson	Stephanie	RSS	TA		
Rousseau	Stephanie	SL	Teacher		
Shaw	Karen	RS	Sped. Teacher		
Sheldon	Ashley	MS	Music Teacher		
Soares	Annmarie	RS	Teacher		
Weiland	Rachel	RS	Teacher		
TRANSFERS					
<u>Last name</u>	<u>First Name</u>	<u>School</u>	<u>New School</u>	<u>Old Position</u>	<u>New Position</u>
Singer	Patricia	RS	RS	SPED TA/LT Sub.	Teacher
Copp	Allison	DW	RS	Substitute	TA
Gresco-Caulfield	Angela	RS	MS	SPED LAB Teacher	SPED LAB Teacher
Hevenor	Kristina	SL	SL	TA	Library Tutor
MacGregor	Heidi	RS	SL	Teacher	Specialist
Wood	Sydney	DW	RS	Substitute	TA
Wright	Merilee	DW	SL	Substitute	TA
RESIGNED/RETIRED					
<u>Last name</u>	<u>First Name</u>	<u>School</u>	<u>Position</u>		
Abbruzzese	Julia	SL	Library Tutor		
Bergman	Steven	MS	Teacher		
Breuer	Kathi	RS	Grade 5 Teacher		
Gibbons	Jennifer	RS	Teacher		
Harvey	Ann	HS	TA		
Jarger	Faith	MS	Teacher		
Jones	Rebecca	MS	French Teacher		
Jones	Rebecca	MS	Teacher		
Kirby	Erika	RS	ELL Teacher		
Koromhas	Fran	DW	Van Monitor		
Mosher	Michelle	RS	School Nurse		
Oksanish	Sally	SL	Title 1 Math Interventionist		
Penney	Nancy	SL	TA		
Ryan	Kathleen	MS	Special Education Teacher		
Schuster	Erin	RS	SPED TA		
Strout	Jacob	HS	SPED TA		
Terella	Karen	RS	TA		
Zizzi	Colleen	HS	SPED TA		

**LITTLETON PUBLIC SCHOOLS**  
**ENROLLMENT AS OF September 6, 2018**

		# Students	#Students	#Students Enrolled	Grade	Out of
SCHOOL	GRADE	Littleton Residents	School Choice	Total Sept. 6, 2018	OOD	District Students
SHAKER LANE	PreK	69	0	69	PreK	1
	K/T	115	5	120	K/T	
	1	130	6	136	1	
	2	113	3	116	2	1
	<b>SL Total</b>	<b>427</b>	<b>14</b>	<b>441</b>		<b>Total SL OOD = 2</b>
RUSSELL STREET	3	124	5	129	3	
	4	123	11	134	4	2
	5	131	5	136	5	2
	<b>RS Total</b>	<b>378</b>	<b>21</b>	<b>399</b>		<b>Total MS OOD = 4</b>
MIDDLE SCHOOL	6	118	6	124	6	2
	7	121	1	122	7	4
	8	114	4	118	8	4
	<b>MS Total</b>	<b>353</b>	<b>11</b>	<b>364</b>		<b>Total MS OOD = 10</b>
HIGH SCHOOL	9	95	10	105	9	1
	10	110	4	114	10	4
	11	112	6	118	11	8
	12	106	11	117	12	5
	<b>HS Total</b>	<b>423</b>	<b>31</b>	<b>454</b>		<b>Total HS OOD = 18</b>
	<b>Total ALL</b>	<b>1581</b>	<b>77</b>	<b>1658</b>		<b>34</b>
Total #Students Littleton Residents		<b>1581</b>				
Total #Students School Choice		<b>77</b>				
<b>Total Students Enrolled</b>		<b>1658</b>				

LITTLETON PUBLIC SCHOOLS	
ENROLLMENT AS OF October 1, 2017	

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## Littleton School Committee 2018-2019 Meeting Planning Calendar\*

\*Please Note: This planning calendar reflects an initial overview of district and/or school-based Updates & Presentations to the School Committee. Additional updates & presentations will be included in SC Meeting Agendas to reflect School Committee, parent & community interest as well as student presentations.

Updates and presentations are district-based or school-based/by principals as indicated.

### **SEPTEMBER 13, 2018**

- Personnel Update (District)
- Enrollment Update (District)
- Highlights of Summer Retreat (District)

### **SEPTEMBER 27, 2018**

- Summary of Professional Development for 2017-2018 School Year (District)
- High School Alternative PE credit option (School-based)
- Financial Update (District)

### **OCTOBER 11, 2018**

- Advanced Placement (AP) Testing (School-based)
- 1:1 Chromebook Update (School-based)
- Comparison of School Fees with Surrounding Districts (District)
- School Improvement Plan (SIP) Updates: (School-based, 2 Principals presenting)  
Highlights & Successes of 2017-2018 School Year

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## 2018-2019 SC Meeting Planning Calendar (continued)

### **OCTOBER 25, 2018**

- School Improvement Plan (SIP) Updates: (School-based, 2 Principals presenting)  
Highlights & Successes of 2017-2018 School Year
- Alternative Structured Learning Day Programs (District & School-based)
- PD Resources (District)
  - ***The New Art & Science of Teaching*** by Robert Marzano
  - ***Social-Emotional Learning in the Classroom*** by William Ribas
- Financial Update (District)

### **NOVEMBER 8, 2018**

- Update on November PD Day (District)
- Overview of PD Calendar for 2018-2019 School Year (District)
- MassCUE & Technology Update (District & School-based)

### **NOVEMBER 29, 2018**

- Presentation on 2018 MCAS Results (District & School-based)
- FY20 Proposed Capital Requests (District & School-based)
- Financial Update (District)

### **DECEMBER 13, 2018**

- 2018 Next-Generation District & School Accountability System (District)

### **JANUARY 10, 2019**

- NWEA Map Growth Presentation (District & School-based)
- Hour of Code (District & School-based)

### **JANUARY 24, 2019**

- Financial Update (District)

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## 2018-2019 SC Meeting Planning Calendar (concluded)

### **FEBRUARY 7, 2019**

- Update on Educator Evaluation (District)

### **MARCH 7, 2019**

- Draft of 2019-2020 School Calendar (District)
- Budget Discussions (District)
- Financial Update (District)

### **MARCH 21, 2019**

- Public Hearing: Budget (District)

### **APRIL 4, 2019**

- Update on School Safety & Social Emotional Learning (District)
- State of the Curriculum Reports: Part 1 (District)

### **APRIL 25, 2019**

- State of the Curriculum Reports: Part 2 (District)
- YRBS – Youth Risk Behavior Survey (District & School-based)
- Superintendent Evaluation (District)
- Financial Update (District)

### **MAY 9, 2019**

- School Improvement Plan (SIP) Updates (School-based, 2 Principals presenting)

### **MAY 23, 2019**

- School Improvement Plan (SIP) Updates (School-based, 2 Principals presenting)
- Handbook Changes (School-based)

### **JUNE 6, 2019**

- Review of Alternative Structured Learning Day Programs (District & School-based)

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## **MEAL CHARGE POLICY**

The School Committee is committed to providing students with healthy, nutritious meals each day so they can focus on school work, while also maintaining the financial integrity of meal programs and minimizing any impact on students with meal charges. However, unpaid meal charges place a large financial burden on the school district, as food services is a self-supporting entity within the district. The purpose of this policy is to ensure compliance with federal reporting requirements of the USDA Child Nutrition Program, as well as provide oversight and accountability for the collection of outstanding student meal balances.

The provisions of this policy pertain to regular priced school meals only. The School Committee will provide a regular meal to students who forget or lose their lunch money.

### **Meal Charges and Balances**

Students will pay for meals at the regular rate approved by the School Committee and for their meal status (regular, reduced-price, or free) each day. Payment options will be delineated in student handbooks and provided to parents of incoming students. After the balance reaches zero and enters the negative, students will not be allowed to purchase a la carte items including but not limited to a second entrée, snack, ice cream, or an additional beverage. The student will still be allowed to take a meal, and that meal will continue to be charged to the account at the standard lunch rate based on their meal status. The parent/guardian is responsible for any meal charges incurred. If there is a financial hardship, a parent/guardian should contact food services directly to discuss payment options such as an individualized repayment plan.

### **Payments**

Parents/Guardians are responsible for all meal payments to the food service program. Notices of low or deficit balances will be sent directly to parent/guardians via email or regular postal mail at regular intervals during the school year. At no time shall any staff member give payment notices to students unless that student is known to be an emancipated minor who is fully responsible for themselves or over the age of 18. If parent/guardians have issues with student purchases they should contact food services for assistance.

Parents/Guardians may pay for meals in advance. Further details are available on the school district webpage and in student handbooks. Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for a particular student, whether positive or negative, will be carried over to the next school year.

All school cafeterias possess computerized point of sale/cash register systems that maintain records of all monies deposited and spent for each student and those records are available to parents by setting up an online account (see student handbooks for more details) or by speaking with the school's food service

manager. The point of sale system is designed to prevent direct identification of a student's meal status. Parents will receive automated low-balance emails or mailed notices weekly, if applicable. If notices do not result in payment, parents will receive a phone call from food services. If the phone call does not result in payment the food service manager shall turn the account over to the business office.

### **Refunds**

Refunds for withdrawn and/or graduating students require a written request (email, postal, or in person) for a refund of any money remaining in their account to be submitted. Graduating students also have the option to transfer funds to a sibling's account or to donate to a student in need with a written request.

### **Delinquent Accounts/Collections**

Failure to maintain up to date accounts may result in a delay of a student's extra-curricular school services, especially those that are fee based. Graduating seniors may lose the ability to participate in certain graduation related activities.

The Superintendent shall ensure that there are appropriate and effective collection procedures and internal controls within the school district's business office that meet the requirements of law.

If a student is without meal money on a consistent basis, the administration may investigate the situation more closely and take further action as needed. If financial hardship exists, parents and families are encouraged to apply for free or reduced price lunches for their child. Each school handbook shall contain detailed instructions for parental assistance.

### **Policy Communications**

This policy shall be communicated to all staff and families at the beginning of each school year and to families transferring to the district during the year.

LEGAL REFS: MGL 71:72; USDA School Meal Program Guidelines May 2017

CROSS REFS: JQ, Student Fees, Fines & Charges

SOURCE: MASC February 2018

## September 2018

### School Events

#### **SHAKER LANE**

Sept. 11 - Miss Andrade's Open House 6 - 7

Sept. 12 - Early Release Day

Sept. 12 - Kindergarten & Transitional Open House 6 - 7

**Sept. 19 - Yom Kippur - No School**

Sept. 25 - 1st Grade Curriculum Night 6 - 6:45

2nd Grade Curriculum Night 7 - 7:45

Sept. 26 - Early Release Day

Sept. 26 - PTA Meeting 7:00

#### **RUSSELL STREET**

Sept. 12 - Early Release Day

Sept. 18 - RSS picture day

Sept. 18 - Grade 5 instrument pick up at RSS 6:30 pm

**Sept. 19 - Yom Kippur - No School**

Sept. 20 - RSS Curriculum Night

Sept. 26 - Early Release Day

Sept. 26 - Dictionary Presentation to Grade 3 from Rotary Club

#### **MIDDLE SCHOOL**

Sept. 12 - Early Release Day

Sept. 12 - PTA Meeting 8:15-9:15

Sept. 13 - School Pictures

Sept. 17 - Back to School Night 6:00PM (gym)

**Sept. 19 - Yom Kippur - No School**

Sept. 26 - Early Release Day

Sept. 28 - 6<sup>th</sup> grade Kid's Night Out 7:00-9:00 PM (Caf)

#### **HIGH SCHOOL**

Sept. 12 - Early Release Day

Sept. 13 - Back To School Night 6:30 - 8:30 p.m.

**Sept. 19 - Yom Kippur - No School**

Sept. 26 - Early Release Day

Sept. 29 & 30 SAT Boot Camp (tentative)

**NO SCHOOL SEPTEMBER 19<sup>TH</sup>**

**Yom Kippur**