



# 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, October 11, 2018**

*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 – September 27, 2018
  - Oath to Bills -  
and Payroll

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

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

1. **National Merit Scholarship Awards:** *HS Principal John Harrington will recognize two HS students that have received the National Merit Scholarship Award*
2. **Academic Excellence Award:** *HS Principal John Harrington will recognize one HS student that has received the Academic Excellence Award.*
3. **Student Representative(s) Report:** *Student Representative(s), Kriti Sharma and/or Madelyn O'Meara will give a report of events for each school.*

### **7:20 IV. PRESENTATION**

1. **PTA Update:** *Timalyn Rassais, PTA President will provide an update of the PTA's involvements within the district.*
2. **Chromebook Update:** *Natalie Branch, Technology Systems Coordinator, Julie Lord, Instructional Technology Coordinator and John Harrington, Principal will give an update on our 1:1 Chromebook program at Littleton High School.*
3. **AP Testing:** *High School Principal, Dr. John Harrington will give a brief overview of AP Testing.*

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

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4. **School SIP Updates:** *Principals Scott Bazydlo and Michelle Kane will present an update on the major highlights and successes of the 2017/2018 school year.*
5. **Comparison of School Fees with Surrounding Districts:** *Business Manager Steve Mark will give a presentation on the comparison of School Fees with Surrounding Districts.*

**8:40 V. NEW BUSINESS**

1. **School Resource Officer:** *Chief Pinard will talk about the benefits of increasing the Resource Officer presence within the Littleton Public Schools.*

**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)  
*Motion for 2<sup>nd</sup> reading of the following reviewed policy EFD*  
*Policy EFD: Meal Charge Policy*  
<http://www.littletonps.org/school-committee/school-committee-policies>

**9:15 VIII. ADJOURNMENT/EXECUTIVE SESSION**

*Motion to move into Executive Session for the purpose of voting to approve executive Minutes and to discuss strategy with respect to collective bargaining and to not reconvene into open session*

**SC/BOS/FINCOM  
Joint Meeting  
Monday, October 23, 2018  
Town Hall, Room 103  
33 Shattuck Street  
7:00pm**

**NEXT MEETING DATE  
October 25, 2018  
The Littleton School Committee will meet at the  
Littleton Police Department Community Room  
500 Great Road  
7:00pm**

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ERICA PODGORN, Member

## SCHOOL COMMITTEE MINUTES September 27<sup>th</sup>, 2018 7:00 PM

**PRESENT:** Daryl Baker  
Matthew Hunt  
Jennifer Wilson  
Erica Podgorni

**ALSO PRESENT:** Kelly Clenchy  
Steve Mark  
Dorothy Mulone  
Kriti Sharma

**NOT PRESENT:** Mike Fontanella

### CALL TO ORDER

Daryl Baker called the meeting to order at 7:00p.m.

On a motion by Jennifer Wilson, and seconded by Erica Podgorni, it was voted to approve the Sept. 13, 2018 consent agenda. (AYE: Unanimous). Motion carried.

### INTERESTED CITIZENS

None

### RECOGNITION

1. Kriti Sharma gave a brief overview of the activities taking place at the schools.
2. Superintendent Kelly Clenchy recognized the generous donation made to Russell Street School. The donation will be used to enhance the RSS Community in literacy. Daryl Baker also thanked the family and appreciated the generosity

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## **PRESENTATION.**

### **1. Professional Development Update by Dr. Ajemian**

#### **A. District Trainings:**

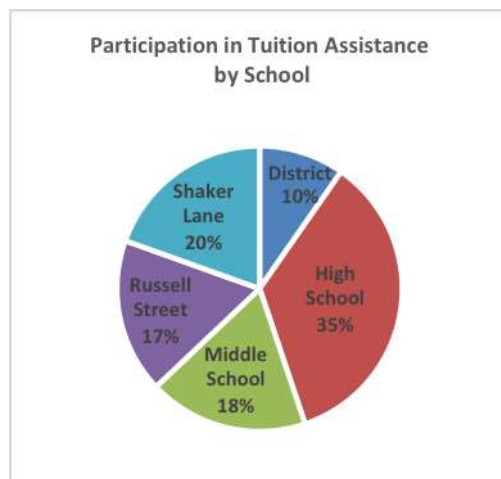
The focus for district-based trainings was a series of workshops on the development of **Executive Functioning Skills** and behaviors associated with skill deficits. Sarah Ward, a consultant to schools nation-wide, a Speech and Language Pathologist, and the Co-Director of Cognitive Connections was the presenter.

- January 10, 2018 Sarah Ward Training
  - Time Management of Long-term Projects
  - Practical strategies to help student's complete homework and to prepare for tests
- April 11, 2018 Sarah Ward Training
  - Executive Functioning and Written Expression

#### **B. Site-Based Themes/Activities**

Within the site-based model for PD, faculty members developed PD proposals directly connected to the School Improvement Plans. Site-based PD proposals are structured to meet during 2, 4 or all 6 of the designated site-based Early Release sessions. Site-based professional development included a variety of topics at each school.

### **Tuition Assistance Program overview – Graph provided within the report**



### **Faculty gave a brief overview of their workshop and conferences attended throughout the school year.**

Julie Elmore discussed her experience in attending the College Board PD. The activities alone were beneficial to bring back to the classroom. Julie Elmore stated that this was her 19<sup>th</sup> year as a teacher and the 19<sup>th</sup> time she has attended the College Board PD. Laura Kern attended the Summer Institute in which she found be a beneficial way to make many connections with other AP Stats teaching staff. Erica Podgorni

asked Laura what she got out of the PD. Laura stated that she is the only one in the LHS that teaches Stats so the conversations were beneficial to her core knowledge. Great Connections. Jennifer Wilson and Daryl Baker thanked Julie and Laura for taking advantage of these PD opportunities.

#### **Faculty presented exemplars of the 2018 Site-Based Professional Development:**

Holly Ballard, Speech Pathologist: Presented on-site Enriched English Vocabulary Instruction in English and History. Holly discussed the importance of vocabulary for comprehension and dispositions. Brain-based teaching strategies for acquisition and recall, Implementation of robust vocabulary instruction across classroom activities and choosing words selectively to introduce together.

Zach Hirtle, Special Education Teacher presented on his involvement with transition planning. What courses LABB will need for support for students moving up. Reviewing Service Delivery Grid; Outlining the upcoming school year; Development of inclusion and learning center needs; Speech and Language. Recognition of Evaluation timelines. The alignment between LMS and LHS. Continuation of education for the graduates that leave the LABB program as they move forward into our Transition Program.

Superintendent Clenchy thanked Zach for his presentation and noted the importance of having Special Education at the table with all the other curriculum specialists.

Shaker Lane teachers, Jennifer Sundberg, Rosaria Cochis, Sara Hogan and Tracy Johnson discussed the formal Assessments & Curriculum Based Measures on Responsive Classroom. Special Education Teachers met over the course of 6 weeks to create inventory of assessments including formal assessments, criterion referenced assessment and CBMs, established timetables of assessments and progress monitoring. They discussed the Assessment of Inventory which included subject(s) measures, types of assessments, and the purpose of assessments.

Teryl Sawosik and Perry Kenney presented on their opportunity they had to attend a one-day intro. Workshop on SEL. Attending the workshop gave them the opportunity to expand their educational toolbox consisting of the Heart SEL Tradition, Second Step SEL Program and Responsive classroom SEL Philosophy.

Melissa Maxner and Kat Dale gave a presentation on Responsive Classroom: Integrating Social and Emotional Learning in the Classroom. Discuss of the RC Workshop Atmosphere, Responding to Misbehavior, Communication Strategies that Work.

Dr. Geri Lyn Ajemian provided site-based development Keys to Literacy Trainings within the district.

Answer Writing Routines, routines for writing extended responses to prompts. It represents composition and literacy skills. Dr. Ajemian provided the School Committee with sample poster boards to model what the teachers prepared to show their peers of what they had taken from the summer sessions.

Daryl Baker thanked Dr. Ajemian and the teachers for the presentations. He found it to be very helpful and informative to show the community what we do on our schedule half days.

2. High School Alternative PE credit option: John Harrington spoke about the percentage of students in 2017-2018 that opted for the Alternative Credit option Program that was implemented in January of 2018. Principal John Harrington thanked the school committee for supporting the program.

#### **NEW BUSINESS**

##### **1. MASC Resolution – MASC Conference**

On a motion by Daryl Baker, and seconded by Erica Podgorni, it was voted to approve Jennifer Wilson as the official delegate be designated in the pursuance of Article IX, Sec. 6 of the ByLaws. (AYE: Unanimous). Motion carried.

- 123
- 124 2. End of Year Financial Update: Steve Mark presented an overview of the FY19 budget year. The
- 125 overview can be found in the packet.
- 126

127 **INTERESTED CITIZENS**

128 None

129

130 **SUBCOMMITTEE REPORTS**

- 131 1. PMBC: None
- 132 2. Budget Subcommittee: None
- 133 3. Policy Subcommittee:
- 134

135 **ADJOURNMENT**

136 On a motion by Daryl Baker, and seconded by Jennifer Wilson it was voted to adjourn at 8:48 PM Roll Call

137 Vote: Jennifer Wilson, AYE; Daryl Baker, AYE; and Erica Podgorni, AYE.

138

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140 **NEXT MEETING DATE**

141 **Thursday, October 11, 2018**

142 **7:00PM**

143 **Littleton Police Department Community Room**

144

145

146

147 **DOCUMENTS AS PART OF MEETING**

148 Professional Development Report

149 Meal Charge Policy – EFD

150 Enriched English Vocabulary Instruction

151 SPED Transition

152 Formal Assessments & Curriculum Based Measures

153 SEL at Shaker Lane

154 Responsive Classroom

155 ANSWER Writing Routine

156

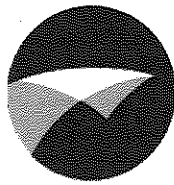
**September, 2018**

LITTLETON HIGH SCHOOL ANNOUNCES  
NATIONAL MERIT SCHOLAR COMMENDED STUDENTS IN THE  
2019 NATIONAL MERIT SCHOLARSHIP PROGRAM

John Harrington, Ed.D., Principal of Littleton High School, announced today that seniors Sarah Gordon and Ella Heitmeyer were recently designated as 2019 National Merit Scholar **Semifinalists**. In addition, seniors Eleah Flockhart, Carrington McLeod and John Palaia were named **Commended Students** in the 2019 National Merit Scholarship Program.

Commended Students throughout the country are recognized for their outstanding performance on the Preliminary SAT/National Merit Scholarship qualifying Test (PSAT/NMSQT) and their exceptional academic promise. Littleton High School's Commended Students placed among the top five percent of more than 1.6 million students who took the PSAT.

"The young men and women being named Semifinalists and Commended students have demonstrated outstanding potential for academic success," commented a National Merit Scholarship Corporation spokesperson. "We hope this recognition will help broaden their educational opportunities and encourage them as they continue their pursuit of academic success."



# NSDC

## National School Development Council

Littleton Public Schools  
Attn: Dr. Kelly Clenchy, Superintendent of Schools  
PO Box 1486  
Littleton, MA 01460

September 2018

Dear Superintendent Clenchy:

Because you are the Superintendent of Schools in a district affiliated with the New England School Development Council (NESDEC), I am pleased to offer you the opportunity to present the **National School Development Council Award for Academic Growth and Student Leadership in Learning** to deserving high school seniors in your district.

The National School Development Council (NSDC) is a network of regional school study councils, like NESDEC, that supports excellence, equity and continuous educational improvement. The NSDC network assists hundreds of schools and school districts nationwide in becoming high-performance organizations.

The NSDC award is presented to high school seniors who, in your opinion, have consistently pursued a high level of academic effort, and who have also served as positive role models for the student body. Recipients of the award exemplify admirable character and accomplishment. Although it can be presented at any time during academic year, the award is typically presented to seniors in the fall so the honorees will be able to include it in their applications for colleges, universities, post-secondary vocational-technical schools and other post-secondary institutions. The award is offered at no charge exclusively to NESDEC-affiliated school districts. An order form is attached for your convenience.

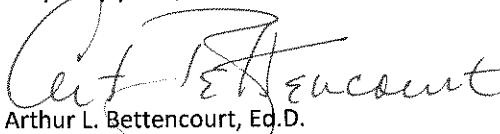
The number of awards granted is based upon high school student enrollment as follows:

Up to 2,000 students: 2 awards  
2,001-3,000 students: 3 awards  
3,001-4,000 students: 4 awards  
Over 4,001 students: 5 awards

Upon receipt of your order, award certificates, signed in advance by your regional representative of the National School Development Council, will be mailed to the Superintendent of Schools. On the award certificate there is a space provided for the student's name, as well as spaces for the signature of the Superintendent of Schools and the date.

The Board of Directors of the National School Development Council hopes you will use this award to honor those students who could benefit from your personal encouragement, and whose accomplishments and contributions deserve special recognition as they seek entrance into the post-secondary institutions of their choice.

Very truly yours,



Arthur L. Bettencourt, Ed.D.  
Executive Director

**NESDEC**

New England School Development Council



# LHS 1:1 Program

Update - John Harrington, Julie Lord and Natalie Croteau  
October 11, 2018

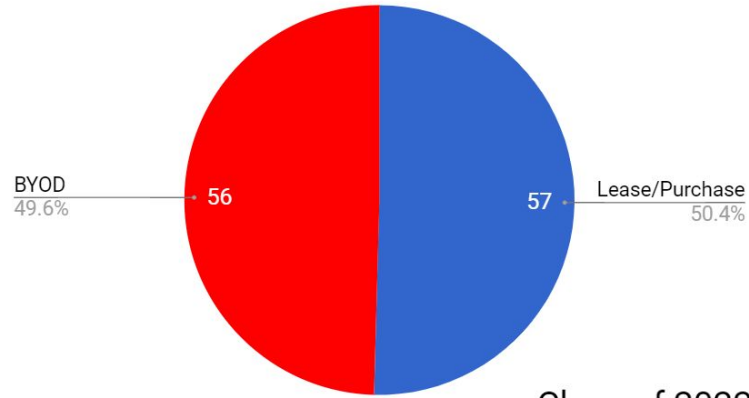
## LHS 1:1 Program Overview

Littleton High School will be continuing the 1:1 Program for incoming freshmen, sophomores and juniors. This 1:1 initiative will allow easy access to technology and best prepare our students for the 21st century. The purpose of this program is to allow students to integrate technology into their day-to-day school experience.

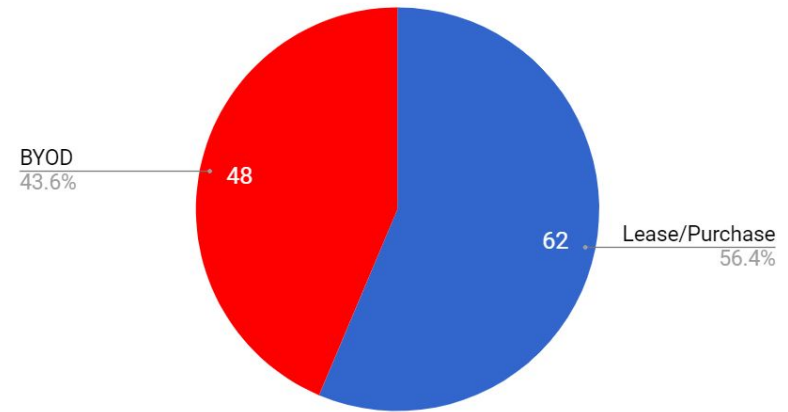
- Second year of the LHS 1:1 Program Rollout
- Program Options: Lease/Purchase or BYOD
- Freshman, Sophomore, and Juniors
- All Grades participating by 2019-2020

# Program Options: BYOD vs Lease/Purchase 2018/2019

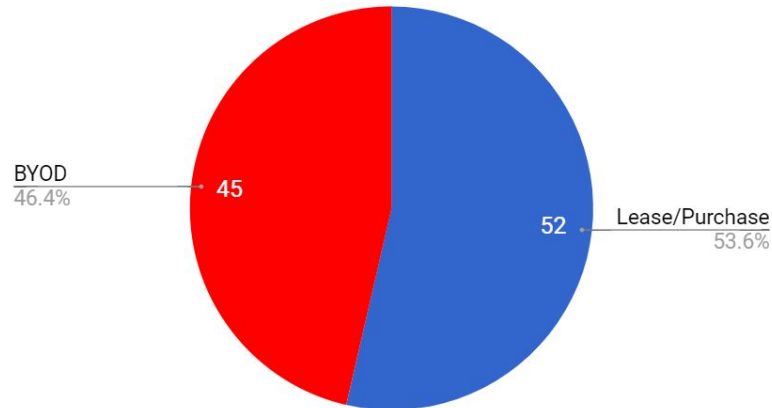
Class of 2020



Class of 2021



Class of 2022



Device Model Info:  
Class of 2020/21 - Dell 3180  
Class of 2022 - Dell 5190

## Program Support

### For Students and Families:

- LHS 1:1 Program Website - FAQs
- Informational night with the Tech team - July - prior to enrollment
- [technology@littletonps.org](mailto:technology@littletonps.org)
- Chromebook charging station located in Library
- Chromebook loaners cart located in Library

### For Staff:

- Cross district collaboration yearly in November with Harvard and Ayer/Shirley with the focus on curriculum development in the 1:1 environment.
- Professional Development scheduled for December 5, 2018

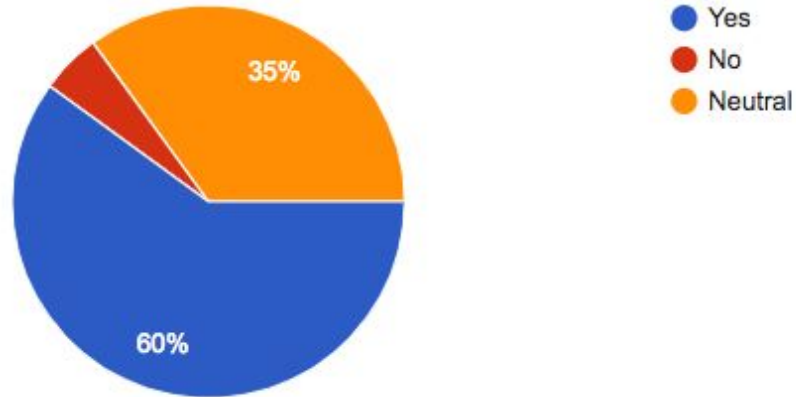
## LHS 1:1 Program Survey Highlights

- Brief survey sent to LHS Faculty in June 2018
- 20 Respondents - Limited sample size
- Close response questions and one open-ended question
- Overall results corresponded with anecdotal feedback from parents, students, and faculty throughout the year
- Very positive views of program and its impact on instructional experience
- Enhanced access to technology tools for researching, reading, writing, creating, collaborating, and presenting
- Some concern surfaced with student responsibility: Bringing devices charged and ready for class
- Some students still adjusting to the new routine of bringing device to classes
- Impact on classes with Seniors who do not participate in 1:1 Program will lessen next year when all grades participate

## Question 1

The purpose of the LHS 1:1 Program is to allow students to integrate technology into their day-to-day school experience and best prepare our students for the 21st century. Do you feel that this program is successfully accomplishing this initiative?

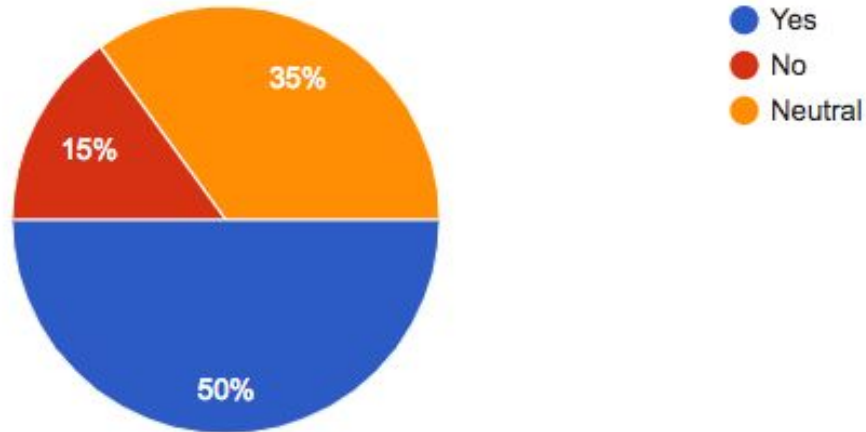
20 responses



## Question 2

Do you feel that the LHS 1:1 Program enhances your teaching of curriculum?

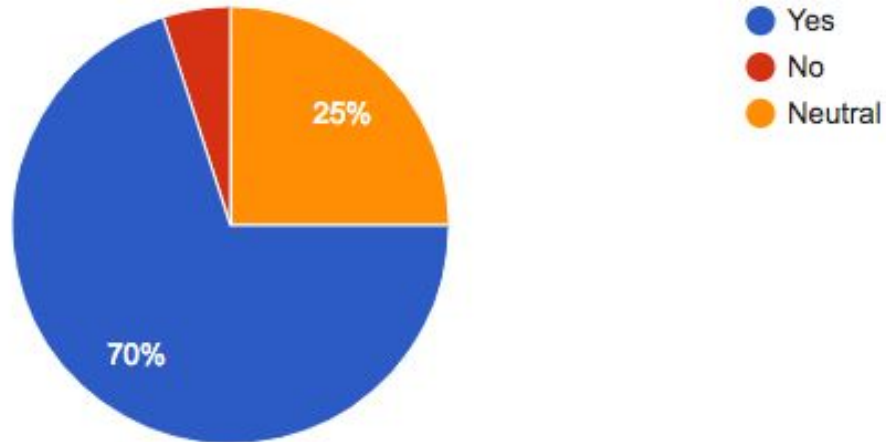
20 responses



### Question 3

Do you feel that the LHS 1:1 Program benefits student learning? 20 responses

20 responses

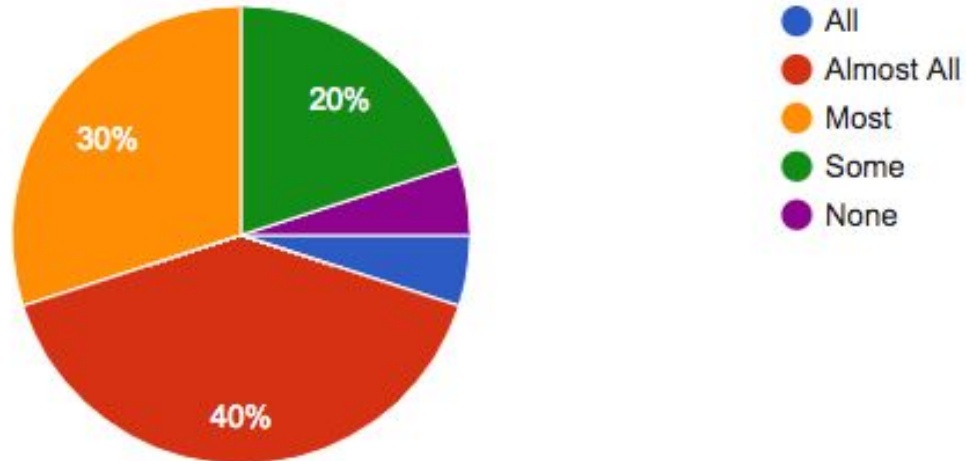




## Question 4

How many of your students bring their 1:1 device to class on a regular basis?

20 responses



# Positive Highlights and Areas for Growth

## Positive Highlights

- “The new program allowed me to utilize Google Classroom more effectively”
- “The 1:1 program means my students always have access to the internet and can work easily in a group on a shared document.”
- “Chromebooks allow access to digital technology such as videos, online interactives and shared documents.”

## Areas for Growth

- Strengthening student responsibility for charging and bringing device to class
- Increasing awareness of instructional technology tools that enhance instruction
- Expanding program to all LHS grades in 2019-2020
- Survey Parents and Students for additional feedback

**Littleton High School**

Advanced Placement (AP)

May 2018 Results

# AP Courses at LHS

1. AP Psychology
2. AP English Literature & Composition
3. AP United States History
4. AP Calculus AB
5. AP Statistics
6. AP Biology
7. AP Physics C: Mechanics
8. AP Spanish
9. AP Studio Art
10. AP Music Theory (VHS) (2017-2018)

# Subjects where students took 2018 AP Exams

1. AP Studio Art : 2-D Design
2. AP Studio Art : Drawing
3. AP English Literature & Composition
4. AP English Language & Composition A
5. AP United States Government Mechanics
6. AP United States History
7. AP Spanish Language and Culture
8. AP Psychology
9. AP Biology
10. AP Statistics
11. AP Calculus AB
12. AP Computer Science A
13. AP Physics C
14. AP Latin

## Number of students taking AP exams

Year	# of Students taking AP Exams	# of AP Exams Taken
<b>2018</b>	<b>98</b>	<b>182</b>
2017	105	198
2016	97	212
2015	97	182
2014	74	141
2013	80	154
2012	89	170
2011	87	136
2010	70	107
2009	63	106

# Number and Percentage of Exams at each AP Score Level, May 2018

\*Results include students who took multiple exams

AP Score Level	# of Student exams	% of Student exams
5	41	23%
4	71	39%
3	47	26%
2	17	9%
1	6	3%
$\geq 3$	159	88%

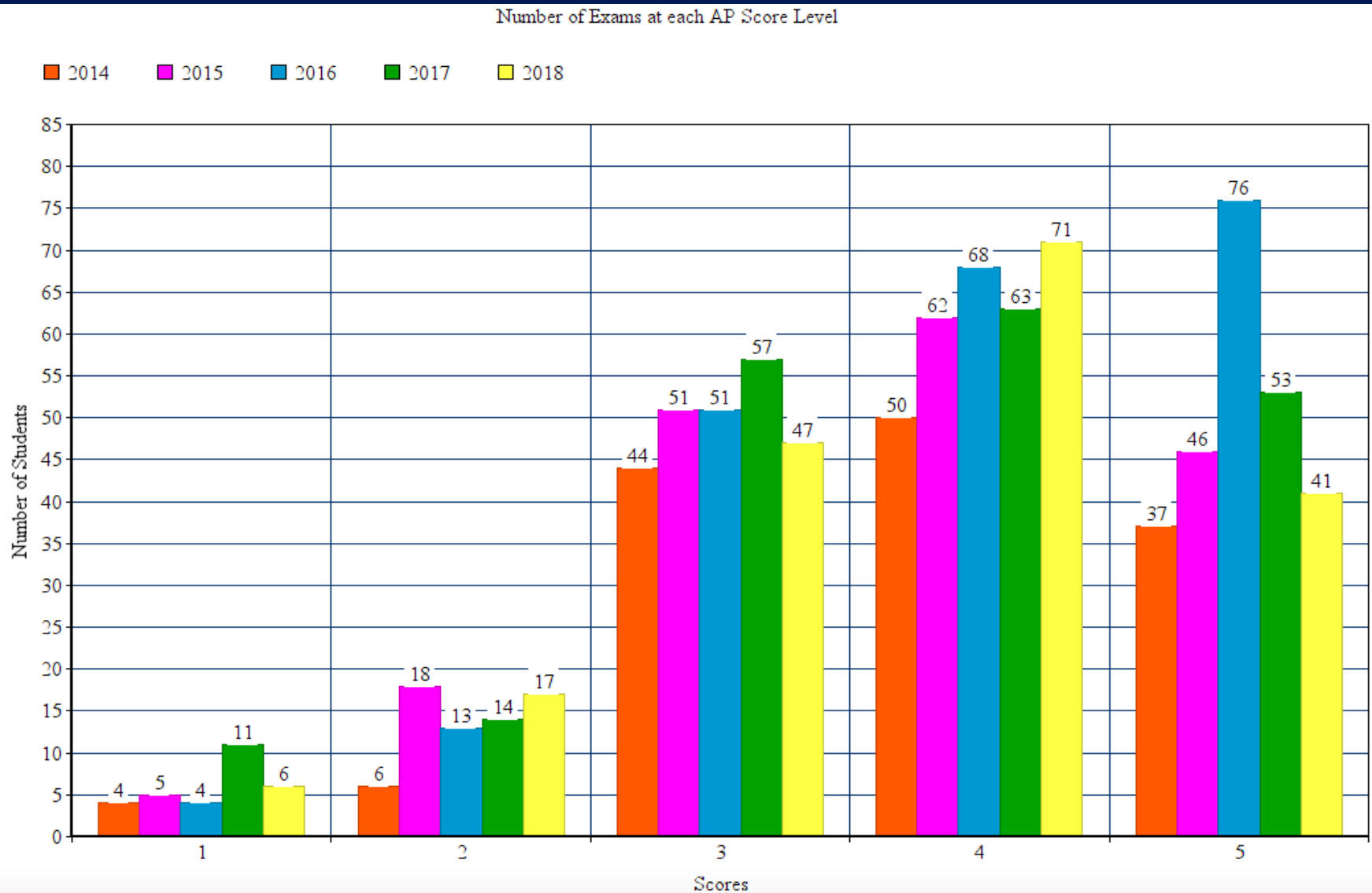
# The number and percentage of exams at each AP Score Level

\* Results include students who took multiple exams

AP Score Level	2014		2015		2016		2017		2018	
5	37	26%	46	25%	76	36%	53	27%	41	23%
4	50	36%	62	34%	68	32%	63	32%	71	39%
3	44	31%	51	28%	51	24%	57	29%	47	26%
2	6	4%	18	10%	13	6%	14	7%	17	9%
1	4	3%	5	3%	4	2%	11	6%	6	3%
≥ 3	131	93%	159	87%	195	92%	173	88%	<b>159</b>	<b>88%</b>



# Number of Exams at each AP Score Level

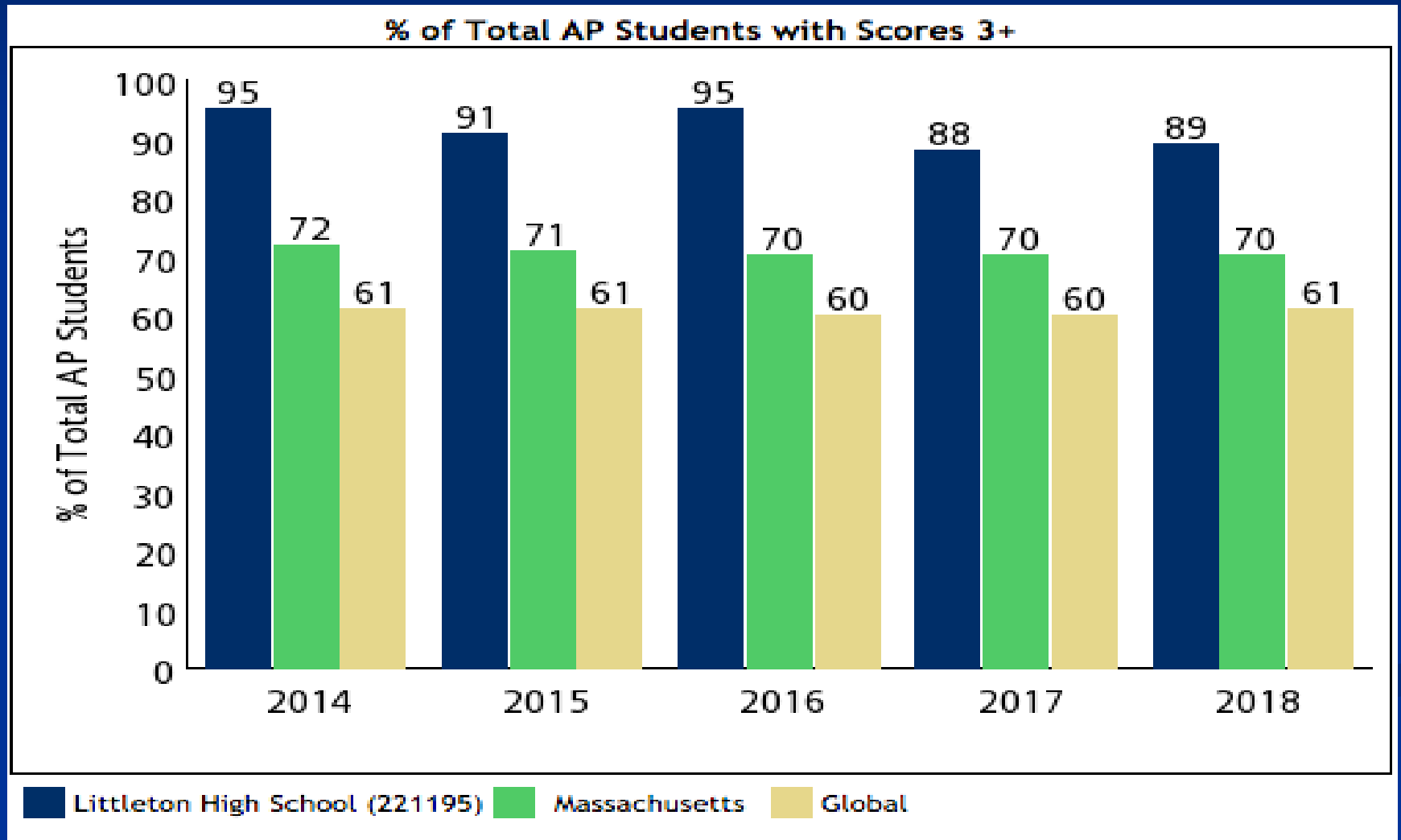


\* Results include students who took multiple exams

# Number & Percentage of students with one or more scores of 3 or higher

Year	# of AP Students with scores $\geq 3$	% of AP Students with scores $\geq 3$
<b>2018</b>	<b>87</b>	<b>89%</b>
2017	92	88%
2016	92	94%
2015	88	91%
2014	70	95%
2013	71	89%
2012	81	91%
2011	74	85%

# % of Total AP Students with Scores of 3+



# AP Scholars

- **AP Scholar**

Granted to students who receive grades of 3 or higher on three or more AP Exams.

- **AP Scholar with Honor**

Granted to students who receive an average grade of at least 3.25 on all AP exams taken, **and** grades of 3 or higher on four or more of these exams.

- **AP Scholar with Distinction**

Granted to students who receive an average grade of at least 3.5 on all AP Exams taken, **and** grades of 3 or higher on five or more of these exams.

- **National AP Scholar**

Granted to students who receive an average score of at least 4 on all AP Exams taken, and scores of 4 or higher on eight or more of these exams.

## AP Scholars for last 8 years

	2011	2012	2013	2013	2015	2016	2017	2018
AP Scholars	6	11	17	7	13	17	10	18
With Honor	8	5	5	7	6	9	9	4
With Distinction	3	11	10	9	11	16	14	9
National AP Scholar					1	1		
Total AP Scholars	17	27	32	23	30	42	33	31

## Special Notes

- 11 AP Courses are currently running at LHS
- **87/98 (89%) Students scored at least a 3 on one AP Exam**
- AP Art History is offered again in 2018-2019
- AP French is offered this year.
- AP Calculus AB has two sections this year
- We would like to offer AP Computer Science in the future
- Current students have expressed interest in AP Economics

# LITTLETON PUBLIC SCHOOLS



**SIP ACCOMPLISHMENTS**  
**September 2018**

# SHAKER LANE SCHOOL



**ACCOMPLISHMENTS**  
**September, 2018**



# Curriculum, Instruction, & Assessment



- Implementation of the Fountas and Pinnell Benchmark Assessment System
- Leveled Literacy Intervention
- Beginning implementation of Dreambox
- FOSS Science curriculum exploration
- Social Thinking Curriculum
- Guided Math Exploration
- SST Committee & Intervention Form
- Final SBRC development

# Professional Development



- Fountas & Pinnell Benchmark Assessment System
- SEL
  - Zones of Regulation
- Guided Math
  - Visit to other district to observe
  - RSS Teacher Visit SL
- Faculty led sessions
  - Responsive Classroom
  - Daily 5
  - Whole Brain Teaching

# Community & Communication



- Parent Communication Survey
- Collaboration with LHS Staff & Students
- Service Learning Projects
- Participation in Global Read Aloud
- Participation in Global Play Day
- Continued Shaker Lane Weekly News
- Twitter
- Press Releases through Jordan Mayblum Account  
Executive John Guilfoil Public Relations

# Climate & Culture



- Monthly Community Meetings
  - HEART
- Council on Aging Partnership
  - Reading Buddies
  - Kindergarten Presentation
- Scheduling Committee
- Monthly Team Leader Meetings
- Grade 2 to 3 Teacher Collaboration & Move-Up Day
- Monthly Staff Outings

# Technology



- Integrated VR Goggles
- Continuation with Tech Tuesdays & Hour of Code
- Building Technology Team developed
- Digital Citizenship program
  - Awareness and consistent message of digital citizenship
  - Lessons created for each grade level

# RUSSELL STREET SCHOOL



## ACCOMPLISHMENTS

December, 2017

# Curriculum, Instruction, & Assessment



- K-5 Vertical Alignment Teams
- Guided Math K-5
- ANSWER Extended Writing Protocol 3-8
- Addition of Kiln to Art Program
- Redesign Intervention Block
- Extended Grade Level Data Meetings
- Dreambox Math
- SBRC available in Parent Portal

# Professional Development



- Vertical Alignment (3-5)
- SEL
- Technology (Lego WeDo/Scratch/VR)
- Executive Functioning
- Anxiety
- Faculty-led professional development sessions



# Community & Communication



- RSS Engaging Families:101
- Social Action Projects @ each grade level
- Participation in Global Read Aloud
- Participation in Global Play Day
- K-5 Vertical Alignment
- Partnership with LCTV
- Ongoing spirit events (Basketball, Bingo, etc)
- Ongoing communication (blasts, Twitter etc)
- Professional Press Releases

# Climate & Culture



- SEL - Students/Adults - Positivity
- Outdoor Classroom
- School-wide meeting
- RSS Clubs program
- Shout Outs
- Addition of ALICE safety drills K-5
- Tweets - highlight student & teacher efforts/PD
- Grade 5 capstone trip – Cedardale

# Technology



- K-5 STEM Integration Specialist
- Think Tank Blog
- Think Tank (Lego WeDo/VR)
- Google Hangout/Skype Author Visits/Student movie trailers (conferences/classroom news)
- Complete transition to Next Gen MCAS

Littleton Public Schools													
Schedule of User Fees							Other district data from Supered Net as of 4/16/2018						
as of October 2018							Groton/Dunstable	Harvard	Tewksbury	Ayer/Shirley RSD	Westford	Tyngsboro	Wayland
		School Year 2018			School Year 2019								
Full Day Kindergarten (Tuition) (5 days/week) :		\$3,300			\$2,500		\$4,635	\$3,750		\$3,500	\$4,200	\$2,950	\$3,500
(\$500 deposit, balance in monthly payments)													
Optional Day Kindergarten:													
		fall	spring		fall	spring							
		Sept 17 to Jan 18	June 18		Jan 19	June 19							
(Paid in full at time of registration)													
Monday afternoon		\$300	\$340		\$240	\$270							
Tuesday afternoon		\$360	\$360		\$270	\$285							
Thursday afternoon		\$360	\$320		\$285	\$255							
Friday afternoon		\$360	\$360		\$285	\$270							
		School Year 2018											
Preschool (Tuition):													
3 day program		\$2,500											
4 day program		\$2,750											
5 day full day program		\$5,750					\$3,125	\$8,600				\$5,400	
Athletic Fees:		HS & MS											
Per sport		\$200					\$400/sp/season	varies by sport	\$150	\$200	\$275 (HS)	\$300/200/100	\$300
Family Cap		\$550					\$1,200	\$350/sport	\$600	\$400	none		none
Ice Hockey		\$625	Littleton Surcharge = \$425				time					\$800 Total cost	\$1,750
			Hockey Surcharge not subject to family cap							\$100 (MS)			
							\$210/sp/season				\$240 (MS)	\$225 (MS)	
Field Trips		prices vary by trip											
Other Optional Student Trips													
Washing DC Trip - Grade 8 (2018 price)		\$795											
Natures Classroom - Grade 6 (2018 price)		\$450											
Student Activity Fees:													
Student Activity Fees are once per year for any student participating in a club.													
Studeents may participate in as many clubs as they wish.													
Exceptions: National Honor Society, JR NHS, Student Council													
	High school	\$50					\$150	\$60	\$50/club/ \$100 cap per student	\$50	\$50	\$75	
	Middle School	\$50									\$50	\$75	
	Russell Street	\$25											
							\$150/Elem Band Fee			\$500/fam cap for all fees	\$235/Band 3-5 + instrument cost	\$25/extra for MS Theater	\$150/elem music
High School Technology Fee for 1:1 program						\$50							
Program started in SY 2018 for Freshman (2021) and Sophmore (2020) Classes													
Only if students choose to participate in the program and use a School Chromebook													
Students own Chromebook upon graduation													
Bus Fees:													
Per Student		\$225					regional - No Charge	\$225		regional - No Charge		\$200	\$350

jan 19 to june 19 rates  
 Monday - \$270.00 (18)  
 Tuesday - \$285.00 (19)  
 Thursday - \$255.00 (17)  
 Friday - \$270.00 (18)

Family Cap		\$675					Regional rec reimb from State for some trans costs	\$600		Regional rec reimb from State for trans costs		\$500	\$850 - \$1,000 fam cap
After Open registration closes, there is a \$25 late fee per student not subject to family cap													
Registration for Fy19 School Year Bus Passes runs from May 7 to end of June 30, 2018													
Parking Fee		0					\$100		\$50	\$200	\$50 (SR only)	\$225	\$220

All payments for any fee can be paid online through the school Website.  
<https://unipaygold.unibank.com/customerinfo.aspx>

Partial Harvard Sports Fee

ski	\$360
j/jv/b/g lacrosse	\$325
swim	\$370
b/g/v/jv/basketball	\$395
golf	\$360
v/jv baseball	\$340
v/jv field hockey	\$325
v/jv/b/g soccer	\$325
b/g cross country	\$260

# LITTLETON POLICE DEPARTMENT



School Resource Officer #2

## SCHOOL RESOURCE OFFICER LITTLETON HIGH SCHOOL

District Wide

Cops Grant was awarded in 2004 funding Littleton's first School Resource Officer.

Five year grant:

- 1) Department of Justice fully funded the position for the first year.
- 2) Department of Justice funded  $\frac{3}{4}$  of the position for the second year Littleton Police Department funded the outstanding quarter.
- 3) Department of Justice and Littleton Police Department shared the cost 50/50 for the position for the third year.
- 4) Department of Justice funded  $\frac{1}{4}$  of position and Littleton Police Department funded  $\frac{3}{4}$  of the position.
- 5) The final year this position was funded by the Littleton Police Department and has been fully funded by the LPD since then.

Currently no Grant applications of this type are available.

# WHAT IS A SCHOOL RESOURCE OFFICER?

- **School resource officers (SRO)** are typically Full time sworn police officers. They are mainly responsible for safety and crime prevention in schools. However they can act as a counselor to those in need. SROs work closely with administrators in an effort to create a safer environment for both students and staff. The responsibilities of SROs are similar to regular police officers in that they have the ability to make arrests, respond to calls for service, and document incidents. School resource officers typically have additional duties, including mentoring and conducting presentations on youth-related issues. In Massachusetts they are certified as the Supervisor of Attendance through the Department of Education.





# FACTS

- School-based policing is considered one of the fastest growing areas of law enforcement.
- NASRO National Association School Resource Officers estimates there are between 14,000 and 20,000 officers in about 30 percent of the country's schools.
- Standard 1 – 1000, depending on campus size, multiple.
- School Officers Build Relationships with Students.
- SRO - Bridge the Gap between Police and Students.

# **THE LITTLETON PUBLIC SCHOOLS**

- Littleton High School - 460 students
- Littleton Middle School – 366 students
- The Russell Street School – 385 students
- Shaker Lane – 453 students
- Total Faculty – 366
- Private, home school, liaison to NVTHS

# **ROLE OF THE SRO!**

Three in One

- Sworn Law Enforcement Officer
- Liaison / Guest speaker / Teacher
- Counselor

## WHY LITTLETON? WHY NOW?

- Currently one SRO/Juvenile Detective.
- No change in 15 years
- Population increase
- Severity of Safety
- Changing times / challenges PROJECT ALERT
- 2004 population 8500
- 2016 population 10000
- 21% of population in school

# IMPLEMENTATION

- **SRO #1 Office in H.S.**
  - Based at HS Supervisor of Attendance for District, filing all juvenile paperwork, co-teach law and forensic.
- **SRO #2 Office in M.S.**
  - Based at MS but will take care of the entire campus along with teaching ALERT
  - The two will come up with programs to split time at HS traffic and will also share a common goal in teaching at the Shaker Lane School.

# COST V. BENEFIT

## COST

- Promote seasoned officer to SRO position.
- Hire new officer to backfill that position.
- New Officer \$55,000 - \$60,000 with approximately 30% in Benefits.

## BENEFIT

- Protect our most vulnerable population.
- Invest in our future generations.
- Humanize police officers.
- Provide outlet to share information between students, teachers and law enforcement.
- Reduce disciplinary matters in school and crime in community.
- Increased sense of safety and security among students and teachers.

## MEAL CHARGE POLICY

- *suggested revisions* - ~~suggested deletions~~

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 strives to be* 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 *and provide guidance specific to unpaid meal balances.* ~~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. *If account balances remain unpaid, a notice will be mailed to the parents indicating that they have an outstanding balance that needs to be paid. If balances remain unpaid, parents will receive a phone call from the food services department. If the phone call does not result in payment the food service manager shall turn the account over to the business office.* ~~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~~ *concerns* 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 *remaining funds* to a student ~~in need~~ *upon submission of a written request*.

## Delinquent Accounts/Collections

*Failure of a parent or guardian to maintain reasonably current accounts may result in a referral to the Superintendent for his/her review.* ~~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/~~*Designate* ~~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