

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



JEN GOLD, Vice Chair STACY DESMARAIS, Member **JUSTIN MCCARTHY, Chair**

BINAL PATEL, Member ELAINE SANTELMANN, Clerk

School Committee Meeting
Littleton Police Station Community Room
500 Great Road
In-person and Hybrid
October 12, 2023
7:00 PM

Please click the link below to join the webinar:

https://littletonma.zoom.us/j/81513175543?pwd=glZxattre69iTapFZz6WB4cdi2bSqw.g-oL0rY5GKwaaWi7

Webinar ID: 815 1317 554 Passcode: 695737

Or One tap mobile: https://www.littletonps.org/school-committee/school-committee-calendar

VIDEO OR CALL WILL BE MUTED UPON JOINING MEETING.

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

PARTICIPANTS/ATTENDEES ARE REMINDED THAT BY JOINING THIS MEETING THAT YOU CONSENT TO YOUR LIKENESS AND AUDIO BEING USED

AND REBROADCAST BY LCTV

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A G E N D A

The Littleton Public Schools' **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. As a district, we commit to evolve together as a diverse community through education, accountability, and compassion.

7:00 I. ORGANIZATION

- 1. Call to Order
- 2. Pledge of Allegiance
- 3. Consent Agenda
 - Minutes September 28, 2023
 - Oath to Bills and Payroll

7:05 II. INTERESTED CITIZENS

7:10 III. RECOGNITION

- 1. **Student Representative(s) Report:** *Student Representative(s), will give a report of events for each school.*
- 2. Other

7:15 IV. NEW BUSINESS

1. Superintendent's Report: Dr. Kelly Clenchy will give an update on the 2023-2024 Enrollment as of October 1, 2023, DESE Targeted District Review, LPS Connections Series and Community Behavioral Health Centers. 10mins

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

7:25 V. PRESENTATIONS

1. New School Improvement Plan Updates: Standard 1: Curriculum, Instruction, Assessment (4 schools, Principals) 60 Min

8:20 VI. <u>INTERESTED CITIZENS</u>

8:25 VII. SUBCOMMITTEE REPORTS

- 1. PMBC
- 2. Budget Subcommittee
- 3. Policy Subcommittee: (see LPS website to view all policies)
- 4. Shaker Lane Building Committee Update (Stacy Demarias, Superintendent Clenchy)

8:30 VIII. ADJOURNMENT

Next School Committee Meeting
October 26, 2023
7:00PM
Littleton Police Station Community Room



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Town of Littleton School Committee



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1	SCHOOL	. COMMITTEE	
2	MI	NUTES	
3	Septem	ber 28, 2023	
4	7:	:00PM	
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6			
7 PRE	SENT: Justin McCarthy	ALSO PRESENT:	Kelly Clenchy
8	Jen Gold		Steve Mark
9	Stacy Desmarais		Dorothy Mulone
10	Elaine Santelmann		Karen Solomonides
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12			
13 NO	「PRESENT: Binal Patel		
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	LL TO ORDER		
16 Just	in McCarthy called the meeting to order at 7:	00p.m.	
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	a motion by Elaine Santelmann and seconded		to approve the
19 Sept	ember 14, 2023, agenda as presented. (AYE:	U nanimous).	
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21 <u>INT</u>	ERESTED CITIZENS		
22 No	ne		
23			
24 <u>REC</u>	COGNITION		
25 1. S	Student Representative(s) Report: Student Rep	resentative, Jacinda Sanders gave a	n update for each
	school.		
	Certificate of Academic Excellence: Dr. Kelly (
28 p	presented three High School students who have b	een chosen to the receive the Certif	icate of Academic
29 I	Excellence awarded from the Massachusetts Asse	ociation of School Superintendents.	Aria Patel, Nadia
30 I	Pavlov and Lisa Hood.	_	

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- 33 3. Superintendent Clenchy announced that DESE named Littleton Middle School as one of the 66 top
- performing schools in the state. Principal Jason Everhart expressed his thanks for being one of the top
- performing schools. Principal Jason Everhart is elated on being in the top 4% of all schools in the state of
- Massachusetts. Thanking all parents and staff for all their support.

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PRESENTATIONS

- 39 1. Advanced Placement (AP): The high school administration gave a brief overview of the May 2023 AP
- 40 assessment results
- 41 AP Courses at LHS
- 1. AP Psychology
- 2. AP English Literature & Composition
- 3. AP United States History
- 45 4. AP Calculus
- 46 5. AP Statistics
- 47 6. AP Biology
- 48 7. AP Physics C: Mechanics
- 8. AP Computer Science Principles
- 9. AP Computer Science A (not running in 2023
- 51 10. AP Art History
- 52 11. AP Art & Design
- 12. AP Macroeconomics (not running in 2023)

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55 Subjects were students took 2023 AP Exams

- 1. Computer Science A
- 57 2. Computer Science Principles
- 58 3. Psychology
- 59 4. English Literature & Composition
- 5. United States History
- 6. Calculus AB
- 7. French Language and Culture
- 63 8 Latin
- 9. Spanish Language & Culture
- 65 10. Environmental Science
- 66 11. Biology
- 67 12. Calculus BC
- 68 13. Statistics
- 69 14. Music Theory
- 70 15. Physics C: Mechanics
- 71 16. Chemistry
- 72 17. Human Geography
- 73 18. AP Drawing

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Number of students taking AP exams: 127 students took 240 AP exams

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- Number and Percentage of Exams at each AP Score Level, May 2023
- *Results include students who took multiple exams 23% of the students taking the AP Exam scored a 5
- on their exam.

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- Number & Percentage of students with one or more scores of 3 or higher 82% of the students
- taking the AP exam scored a 3 or higher.

Summary 83

- 82% students scored at least a 3 on one AP Exam
 - o 58% of Graduating class scored a 3 or higher on an exam at least once
- As with last year, 127 exams were scored a 4 or 5
- AP Statistics and AP Psychology have two sections this year 87
 - AP Macroeconomics was added last year
 - AP Art History returned this year
 - World Language department has shifted away from AP
 - 22 Students taking an AP course through VHS in 23-24
 - Including 12 through Federal SAPAO Grant

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- 94 Elaine Santelmann: Stuned at the offerings of AP Classes at the HS.
- 95 Stacy Desmarais: Great work.
- 96 Jen Gold: Great presentation, super impressive. Do we have a sense of how this stacks up against other high
- 97 schools in our area, in the state or in our immediate area?
- 98 Keith Comeau replied looking at some of the area schools they offer more courses because they have a larger
- 99 faculty ex: Acton-Boxborough and Westford. We are somewhat limited by our size but we do supplement with
- 100 VHS and dual enrollment possibilities and offer more higher level options for kids. I don't have specifics
- 101 about local schools, we can try to find that with connections to area principals and curriculum coordinators.

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NWEA MAP Update (District): Mrs. Steele, Director of Teaching and Learning presented a 103 2. summary of MAP Growth testing results from the 2022/2023 school year. 104

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Important Reminders about MAP Growth

- MAP Growth Assessments are adaptive.
- Assess 3X a year. 108
 - Provide real time data on current achievement.
- Provide real time data on what students are ready to learn next. 110

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Mrs. Steele presented the Student Growth Summary for all four schools and compared the data from Fall 2020 through Spring 2023. The overview of the data was included in the presentation. She went through the strengths and areas of improvement for both Reading and Math. She also presented the individual grades achievement in both subjects in each grade assessed. Each grade demonstrated growth in each subject. It is even higher than the 2020 national norm.

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Superintendent Kelly Clenchy - We use this assessment because it is real time data, it is adaptive, and we can use this data in real time when gearing our instruction in the classrooms to both the high achievers as well as the students who might need some help in certain areas.

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Key Takeaways

- Consistently above the national average in both reading and math.
- Making expected progress 124
- Math 74% = Students at or above grade-level mean RIT 125 126
 - Reading 75% = Students at or above grade-level mean RIT
- Math 93% = LoAvg and above 127
- Reading 93% = LoAvg and above 128

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130 Elaine Santelmann: This is very valuable information. Would you say the high scores you are seeing all the 131 improvement, much of it is linked back to the fact the students are in a very targeted way getting what they

- 132 need in the classroom due to this data? Is part of the PD time the teachers spending collaborating helping them
 133 with teaching strategies?
 134 Elizabeth Steele: Yes, in part I think that is true. The other support is our focus on UDL.
 135 Stacy Desmarais: Great progress.
 136 Justin McCarthy: Wonderful presentation. So I understand correctly and confirm we do receive individual
 137 results and we're able to make decisions for individual students based upon the results that we get?
 138 Elizabeth Steele: Yes, each individual educator is able to see individual student results for those students in their classes.
- 140 NEW BUSINESS
- 141 None
- 142 INTERESTED CITIZENS
- 143 None

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145 SUBCOMMITTEE REPORTS

- 146 **1. PMBC:** HS Roof is still being worked on, snow melt system will be installed next week and are still waiting on materials for another portion of the roof we are expecting this on 10/24/23, should be done before the snow falls.
- **Solution 2. Budget Subcommittee:** There will be an open meeting on 10/3/23 at 3:00PM at the Superintendent's Office.
- 153 3. Policy: NONE
- OPM firms, narrowed it down to (3), selected (1) negotiated with that one firm and have a contract price.
 We are now in the process of finalizing the document that narrates the whole process to MSBA and getting them ready to submit that form. Once we submit that form we will be invited to the November 2 MSBA meeting. They then approve the OPM selection that we made, once that happens we can then sign the contract with the OPM and start moving forward with finding a designer and architect to do the feasibility study and really move forward.

163 ADJOURNMENT

164 On a motion by Elaine Santelmann and seconded by Stacy Demarais it was voted to adjourn at 8:24 165 PM. Roll Call Vote: Justin McCarthy, AYE; Jen Gold, AYE; Elaine Santelmann, AYE; and Stacy 166 Desmarais, AYE.

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NEXT MEETING DATE October 12, 2023 7:00PM

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175 DOCUMENTS AS PART OF MEETING

- 176 DESE Recognizes Littleton Middle School
- 177 LHS Advanced Placement (AP) May 2023 Results
- 178 NWEA MAP Growth Assessments



- 1. October 1st Student Enrollment
- 2. Targeted District Review Update
- 3. LPS Connection-Speaker Series
- 4. Behavioral Health Centers

LITTLETON PUBLIC SCHOOLS

ENROLLMENT AS OF 10.01.23

Monthly ENROLLMENT

		# Students	#Students	#Students Enrolled	
SCHOOL	GRADE	Littleton Residents	School Choice	as of 10.01.23	1
SHAKER LANE	PreK	45	0	45	
	К	116	5	121	
	Т	13	2	15	
	1	120	4	124	
	2	132	6	138	
	SL Total	426	17	443	
RUSSELL STREET	3	107	1	108	
	4	116	6	122	
	5	118	8	126	
	RS Total	341	15	356	
MIDDLE SCHOOL	6	135	5	140	
	7	109	6	115	
	8	126	8	134	
	MS Total	370	19	389	
HIGH SCHOOL	9	103	8	111	
	10	110	14	124	
	11	107	17	124	
	12	113	12	125	
	HS Total	433	51	484	
					<u> </u>
	Total ALL	1570	102	1672	
Total #Students Littleton Residents		1570			
Total #Students School Choice		102			
Total Students Enrolled		1672			





October 6, 2023

Dear School Committee Member,

The Massachusetts Department of Elementary and Secondary Education (DESE) has randomly selected Littleton Public Schools to participate in a district review during the 2023–2024 school year. The purpose of the district review is to provide formative and actionable feedback on district practices, enabling district leaders to reflect on progress and strengthen staff and student performance. To meet this goal, DESE has contracted with a third party, the American Institutes for Research® (AIR®), to assess the district on its current practices as they relate to the governance and administrative systems of the Massachusetts District Standards (see Table 1).

The district's participation in this review will result in a culminating report that provides information about the strengths and challenges of current practices. Making these determinations requires on-site data collection, including interviews and focus groups and classroom observations in addition to the collection and review of documents. The following provides an overview of the schedule for on-site data collection along with a brief overview of the data collection procedures.

- Interviews and focus groups will take place in the district the week of November 13th. The purpose of the interviews and focus groups is to capture the voice of various stakeholder groups. This ensures that there are well-rounded perspectives that inform the resulting report. Participants' comments will not be attributed to individuals and individuals will not be identified in the report, with the possible exception of the superintendent. Preparation is not needed for the interviews that will encompass approximately 60 minutes. Any students who are chosen to participate in a focus group will have to obtain parental consent. Most interviews and focus groups will take place in person, but to reach the optimal number of participants, some may be conducted virtually. More information about the focus groups and interviews will be shared when available.
- Instructional observations will take place in each school over the course of the week of November 13th. The purpose of the classroom observations is to gauge the quality of instruction overall in the district. Classroom teachers are expected to instruct as planned, without interruption, during the scheduled observation period. Data collected from the observations will be used in aggregate and will not reflect individual teacher performance or identify teacher names, student names, classroom numbers, subjects, or specific grade levels. Preparation is not needed for the observations, which will encompass approximately 20 minutes.
- Educator evaluation files of a sample of instructional staff will be reviewed through a random selection process. All administrators' evaluation files will be reviewed. The purpose of these reviews is to provide information about the human resources and professional development systems and practices that are relevant to the Massachusetts District Standards. The comments regarding the educator evaluation reviews will focus on the systems and will not be attributed to schools or individuals and individuals will not be identified in the report.

Table 1. Massachusetts District Standards - Targeted Review for Governance and Administrative Systems

Governance and administrative systems

Leadership and Governance

- 1. School committee governance
- 2. District and school leadership
- 3. District and school improvement planning
- 4. Budget development

Human Resources and Professional Development

- 1. Infrastructure
- 2. Recruitment, hiring, and assignment
- 3. Supervision, evaluation, and educator development
- 4. Recognition, leadership development, and advancement

Financial and Asset Management

- 1. Budget documentation and reporting
- 2. Adequate budget
- 3. Financial tracking, forecasting, controls, and audits
- 4. Capital planning and facility maintenance

District reviews are conducted according to Chapter 15, Section 55A of the Massachusetts General Laws. Please contact Dr. Kelly Clenchy (kclenchy@littletonps.org) and/or Elizabeth Steele (esteele@littletonps.org) if you would like more details on this process.

As always, thank you for your support.

Sincerely,

Dr. Kelly R. Clenchy Superintendent of Schools

LPS CONNECTIONS SPEAKER SERIES

2023-2024

Date	Time	Location	Speaker	Topic
October 3	6pm	LHS Auditorium	Steve Boczenowski	Adolescent Anxiety & Depression
December 5	6pm	LHS Auditorium	Dr. Kalise Wornum	Defining Cultural Proficiency
January 16	6pm	LMS Cafetorium	Tara Trainor	Universal Design for Learning within a Multi-Tiered System of Support
March 19	6pm	LMS Cafetorium	NAMI National Alliance on Mental Illness	Mental Health: Ending the Silence for Families
May 21	6pm	LHS Auditorium	Charlie Applestein	Addressing Challenging Behaviors
	2			





Community Behavioral Health Centers

Advocates makes it easier, providing routine appointments, same-day access for urgent issues, and 24/7 crisis intervention for people of all ages. At our Community Behavioral Health Centers in Framingham and Waltham, our caring and compassionate team will provide you with skilled, culturally competent care.

*Framingham Clinic: Monday through Friday 8:00am to 8:00pm; Saturday and Sunday 9:00am to 5:00pm 1094 Worcester Road Framingham MA 508-661-2020

*Waltham Clinic: Monday through Friday 8:00am to 8:00pm; Saturday and Sunday 9:00am to 5:00pm 675 Main Street, Waltham MA 781-893-5110

Advocates Community Counseling: Same Day Access

*Marlboro Clinic: Monday through Thursday 8:00am to 6:00pm, Fridays 9:00am to 5:00pm, 1st and 3rd Saturdays 9:00am to 1:00pm 340 Maple Street, Marlboro MA 508-485-9300

*No matter what age, insurance, language spoken, etc.- we will set you up with an intake and review service options.

*Harvard Clinic: Monday 10:00am to 1:00pm, Thursday 10:00am to 12pm

257 Ayer Road, Harvard MA

*For people who speak a language other than English OR are younger than 18, OR have Blue Cross Blue Shield, OR have Medicare insurance- please call our intake line at 508-661-2038 to make a referral.

For questions, please contact the Advocates Community Counselin

Advocates
Community
Counseling and
Community
Behavioral Health
Centers:
Waltham,
Framingham,
Marlboro, Harvard

School Improvement Plan Standard 1: Curriculum, Instruction, Assessment

Mrs. Michelle Kane, Principal of Shaker Lane School Mrs. Cheryl Temple, Principal of Russell Street School Mr. Jason Everhart, Principal of Littleton Middle School Dr. John Harrington, Principal of Littleton High School

October 12, 2023

Shaker Lane School

Goals	Action Steps	Indicators of Success
Implement standards-based Pk-12 curriculum that is aligned with State Frameworks and is well articulated vertically and horizontally	Continue to implement and evaluate the Lucy Calkins Writing Program	Student workStaff feedback
Develop and implement a five-year curriculum review cycle to enhance and/or refine curriculum, Pk-5 and 6-12	 Engage in professional collaboration to examine and provide feedback for the Into Math program Research and evaluate ELA programming 	 Creation of Math Committee Staff Feedback Professional Development Review Committee created Feedback from committee

Shaker Lane School

Goals	Action Steps	Indicators of Success
Use multiple forms of data to measure and evaluate student achievement	 Administer mCLASS Amplify Early Literacy Screener Lexia programming for all K&T students/targeted usage for Gr 1&2 	 Assessments administered to K-2 students Assessment data analyzed Adjustments/changes to instructional practices or materials based on assessment results Student usage Monthly review of student progress
Identify and implement effective instructional practices to support the academic achievement and social-emotional skills of diverse learners	 Continue Heggerty Phonemic Awareness Program in grades K,T, and 1 Review reading and math progress through data meetings consistently to identify students in need of remediation and differentiation 	 Student crossover use in writing, conversation Staff observation of student participation Fall/Winter/Spring benchmark data meetings Data analyzed; group formed Interventions in place

Russell Street School

Goals	Action Steps	Indicators of Success
Implement standards-based Pk-12 curriculum that is aligned with State Frameworks and is well articulated vertically and horizontally	Curriculum Maps - ECC Continue to update SBRC K-5 collaboration for vertical alignment	Current SBRC Updated curriculum maps Curriculum/frameworks aligned
Develop and implement a five-year curriculum review cycle to enhance and/or refine curriculum, Pk-5 and 6-12	Math - in progress Continued PD for the new curriculum Science -updated framework on SBRC Social Studies - begin work	Complete Into Math PD SS - updated scope and sequence

Russell Street School

Goals	Action Steps	Indicators of Success
Use multiple forms of data to measure and evaluate student achievement	Monthly data meetings per grade level to discuss MCAS, MAP, Into Math benchmark assessments, unit assessments, early literacy screener	MCAS - 80% in E and M Into Math - growth data
Identify and implement effective instructional practices to support the academic achievement and social-emotional skills of diverse learners	Continue to research and implement strategies and/or programming related to meeting the needs of struggling / advanced learners	UDL MTSS SST STEAM activities PhD thesis work

Littleton Middle School

Goals	Action Steps	Indicators of Success	
Modify our Student Support Team (SST) referral process and Tier 2 services to increase access and improve efficacy.	Establish thresholds for students considered for Tier 2 services as well as benchmarks for their transition out of such programs.	Using data such as MCAS, MAP, grades, and/or anecdotal data as a control, define the appropriate benchmarks for consideration of entering or withdrawing from Tier 2 services.	
	Establish an appropriate system for educators to recommend students for services and provide the Student Support Team (SST) with adequate information to make determinations. The system may also include an appeal process.	 The creation of an enhanced recommendation form to include additional pertinent information. Establishment of a class coverage system allowing educators to attend SST meetings. 	

Littleton Middle School

Goals	Action Steps	Indicators of Success
	Make the goals, recommendation system, meeting notes and determinations fully transparent to all staff through increased communication	Dedicate at least one staff meeting to discuss and explore the SST process.
	and accessibility.	2. Decide what information should be communicated to staff regarding a determination.
	Collect data for students receiving Tier 2 supports each term to assess their progress.	Perform periodic check-ins followed by progress monitoring to make determinations about academic growth and future progress.
	Conduct a final review of all Tier 2 services and systems for accessibility, responsibility, efficacy.	Examination of progress data, anecdotal data from educators and students to determine efficacy.

Littleton High School

Indicators of Success

Action Steps

Goals

Adopt and implement Curriculum Review Cycle for all LHS Departments and courses with phased approach across years	Implement Curriculum Review Cycle based upon the timeline and activities noted in the following link: https://docs.google.com/spreadsheets/d/1HGfC HGQkS7GfGVKmMdv8plLP9BfjBZvphBImp KC1wKw/edit?usp=sharing	Progress documented in adopting, implementing, and completing curriculum renewal cycle for each department
Review and refine assessment and grading practices	Create a schedule for the review and organize a study group or faculty-led PD workshop about research-based best practices assessment and grading practices Examine syllabi and course expectation sheets, grading criteria and weight Plan assessment for Vision of the Graduate Inventory different types of assessments at LHS including exhibitions/presentations, research projects, analytic writing, applied math, science experiments	Syllabi and course expectation sheets, and grading weight and criteria examined Completed inventory of various types of assessment including UDL practices Best practices shared, adopted & documented Adopted assessments for the new Vision of the Graduate evident and published Updated Program of Studies and Syllabi with section about assessment at LHS

Littleton High School

Goals	Action Steps	Indicators of Success
Further incorporate UDL practices and inclusive teaching practices	Continue Professional Development workshops and staff meeting presentations Document trainings and applications in classrooms UDL sample lessons and activities will be noted in teacher unit plans and summative evaluations Program of Studies will include a section that explains UDL and its application at LHS	Documented evidence for how each teacher has incorporated UDL practice and inclusive teaching practices Documented evidence of inclusive instruction to meet the various (or individual) needs of students
Adopt and implement a social emotional learning (SEL) curriculum (CharacterStrong) in Advisories	Summer 2023 SEL Working Group meet and review curricula options and select curriculum Faculty Training Implementation of 15 sessions in 2023-2024 School Year Survey students and staff about experience	Documented completion of curriculum implementation steps Survey data from students and staff validating the benefits and positive impacts of the advisory SEL curriculum