



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

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, November 29, 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 – October 25, 2018
 - Oath to Bills -
and Payroll

7:05 II. INTERESTED CITIZENS

7:10 III. RECOGNITION

1. **The Mighty Oak Fund Golf Classic - Donation to LPS:** *Superintendent Clenchy will recognize The Mighty Oak Fund donation of \$6,000.00 to the Littleton Public Schools Technology Department to help enrich the technology department. \$1500 to each school.*
Motion: To accept a \$6000 donation from the Mighty Oak Fund to be used to enrich technology usage in our schools.
2. **LHS Class of 68 Scholarship Donation to The Littleton Scholarship Trust:**
Chair, Mike Fontanella will recognize the LHS Class of 68 for the generous donation of \$3K with the intention to add to it over the years.
3. **Student Representative(s) Report:** *Student Representative(s), Kriti Sharma and/or Madelyn O'Meara will give a report of events for each school.*

7:15 IV. PRESENTATION

1. **HS Washington D.C. Trip:** *HS Principal John Harrington will request approval from the School Committee for the scheduled Lemkin Summit trip in Washington, D.C. February 2019.*
Motion: To approve the HS Washington, DC trip to attend the Lemkin Summit.

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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2. **Update on November 6, 2018 Cross District Professional Development:** *Director of Curriculum, Dr. Geri Lyn Ajemian will give an update on the November 6th Cross District PD Day.*
3. **Overview of PD Calendar for 2018-2019 School Year:** *Director of Curriculum, Dr. Geri Lyn Ajemian will give an update on the PD Calendar for the 2018-2019.*
4. **MassCUE & Technology Update:** *Technology Systems Coordinator, Natalie Croteau and Instructional Technology Coordinator, Julie Lord will discuss the MassCUE conference and give an update on Technology throughout the district.*
5. **FY20 Proposed Capital Requests:** *Business Manager, Steve Mark will discuss the proposed FY20 Capital Requests.*
6. **Financial Update:** *Business Manager, Steve Mark will give a Financial update.*

8:15 V. NEW BUSINESS

1. **Memorandum of Agreement Between the Parks, Recreation & Community Education Department, The School Committee and The Board of Selectmen of The Town of Littleton:** *Chair, Mike Fontanella will discuss the MOA between the Parks & Recreation, School Committee and the BOS for the Town of Littleton.*
Motion: **To enter into a memorandum of agreement with the Parks & Rec & Community Education and the Board of Selectmen**

8:30 VI. INTERESTED CITIZENS

8:35 VII. SUBCOMMITTEE REPORTS

1. PMBC
2. **Budget Subcommittee:** FY20 Budget update
3. **Policy Subcommittee:** (see LPS website to view all policies)
Motion for 1st reading of the following reviewed Policies:
Policy ACE: Nondiscrimination on the Basis of Disability
Policy BDE: Subcommittees of the School Committee
Policy BDF: Advisory Committees to the School Committee
Policy FA: Facilities Development Goals
Motion for 1st reading of the following reviewed Policies with no recommended changes:
Policy ADC: Use of Tobacco Products on School Property
Policy BEDB: Agenda
<http://www.littletonps.org/school-committee/school-committee-policies>

8:50 VII. ADJOURNMENT/EXECUTIVE SESSION

NEXT MEETING DATE

December 13, 2018

**The Littleton School Committee will meet at the
 Littleton Police Department Community Room
 500 Great Road**

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SCHOOL COMMITTEE MINUTES October 25th, 2018 7:00 PM

PRESENT: Mike Fontanella
Matthew Hunt
Jennifer Wilson
Erica Podgorni

ALSO PRESENT: Kelly Clenchy
Steve Mark
Bettina Corrow
Madelyn O'Meara (9:28pm)

NOT PRESENT: Daryl Baker

CALL TO ORDER

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

On a motion by Matthew Hunt, and seconded by Jen Wilson, it was voted to approve the Oct. 11, 2018 consent agenda. (AYE: Unanimous). Motion carried.

INTERESTED CITIZENS

None

RECOGNITION

1. Mike Fontanella recognized Mr. Whitcomb, who passed away recently. Mr. Whitcomb served as a School Committee member for 18 years. His children and many of his grandchildren are Littleton High School graduates.
2. Superintendent Clenchy recognized the Fall Sports: Many of the sport teams have made it to Play off's this fall – Congratulation for the great effort by players and coaches.
3. Madelyn O'Meara gave a brief overview of the activities taking place at the schools.

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PRESENTATION.

1. LHS Senior student, Andrew Reilly senior project approval – Item moved to another meeting.

2. School Improvement Plan (SIP) updates from Littleton Middle and High School 2017-2018:

- Curriculum, Instruction and Assessment
- Professional Development
- Community / Communication
- Climate and culture
- Technology

Mrs. Temple, Principal of Littleton Middle School gave an overview and highlighted the topics within the SIP for her school. She spoke briefly of the many initiatives at the Middle School.

- Curriculum, Instruction and Assessment:
 - Implementation of new math textbooks, Implementation of strategies for struggling learners: Executive Functioning Workshop, Math Lab, Literacy Lab, ASC, Implementation of strategies for advanced learners: VHS, NJHS, Problem of the Week, Develop and implement two transdisciplinary units/projects per grade level, Modified the daily schedule to include a rotation in the morning and a rotation in the afternoon
- Professional Development:
 - LMS PDC members attended district PDC meetings to review the model, Building-based and district-based PD opportunities including Facing History, Keys to Literacy, iGen Book Group, PASCO, SLIFE curriculum development and Technology Implementation, Math teachers participated in multiple McGraw Hill PD sessions for the new online textbook implementation Administrators and teachers attended MassCUE for technology
- Community / Communication:
 - School-wide implementation of Aspen Family Portal and Individual student portal, Weekend Update every Friday, Message board updated regularly, School and teacher websites, & emails, Twitter, Eat Lunch with your Child Day, Transitions: RSS to LMS and LMS to LHS, Meeting and visit to Nashoba Tech for 8th graders
- Climate and culture:
 - Development and implementation of a revised Advisory program, Annual review of emergency protocols - police and fire, Best Buddies Program and CASE Collaborative, Randy Pierce - inspirational speaker, All-school Veteran's Day Program, Whole School Spring Picnic, Turkey Trot, & Season of Giving
- Technology:
 - Reorganized the Chromebook carts for easier distribution, Chromebooks distributed to Special Education Learning Centers and Academic Support Center, Library Chrome Lab available to classes and students all day, Addition of document cameras, Integrated VR goggles, Creation of a Makerspace C-Lab

Mr. Harrington, Principal of Littleton High School gave an overview and highlighted the topics within the SIP for his school. He spoke briefly of the many initiatives at the High School.

- Curriculum, Instruction and Assessment:
 - Partnered with Middlesex Community College in the creation of Dual Enrollment courses in Latin, Spanish, and Statistics, Adopted Littleton High School Pin of Biliteracy for graduating seniors who have successfully completed four years of Foreign Language study at the high school level, World Language teachers continue to instruct with new strategies focused on comprehensible input and teaching proficiency, Alumni guest speakers presented about the value of learning a second language, Variety of instructional technology

strategies across departments: Kahoot, Socrative, museum walks, video productions, podcasts, essays, research papers, book creation, google forms/surveys, completed alignment to the Common Core in Mathematics courses, Integrated Everfi Financial Literacy Program into Statistics course, adopted new text for Precalculus, Featured Math instructional technology includes Desmos, EquatION, Google Classroom, Equation Editor, Chromebooks, Online MCAS Practice, Khan Academy, Introduced new Music Theory and Film & War courses in 2018-2019 Piloted new Standards-based Measurement of Proficiency (STAMP) in French language, College Essay Conferences. Continued with a recent tradition at LHS in October, a week of individual college essay conferences during which seniors met with one English teacher to receive personalized feedback on their essays. New Earth Science course integrated executive skills Integrated cutting-edge biotechnology techniques into life sciences, Routine integration of Chromebooks for science webquests, virtual labs, guided inquiries, Partnered with Ayer-Shirley to refine Anatomy & Physiology course, Participated in Edward M. Kennedy Institute Senate Immersion module, Participated in the Lemkin Summit in Washington D.C., Updated Curriculum of Nutrition, Wellness Topics, and Child Development courses (CommonCurriculum.Com), Conducted Curriculum Alignment activities for Math – Gr 9-12, Fine & Performing Arts and Health & PE – Gr 6-12, and Biology - Gr 9

- Professional Development:

- Faculty actively engaged in District Trainings, School-based activities, Graduate Coursework, workshops, seminars, conferences. Cross-District PD, NPEN - Northeast Professional Educators Network, Conference: Massachusetts Association for Physical Education, Health, Recreation, and Dance (MAPEHRD) Conference, Conferences on Social and Emotional Well-being - Mindfulness, Mental Health Summit, Wellness Summit, Google Classroom Exploration, SEI, “Social & Emotional Learning in the Classroom” book given to all faculty

- Community / Communication:

- Continued collaboration with Littleton Fire Department in providing CPR/AED training to sophomores and seniors annually and staff bi-annually. Hosted Community “Repair Cafe” in November, Received generous funding from the M.H. Kimball Fund for a significant upgrade of the Library Media Center into a more collaborative work space, Expanded student internship and work study opportunities with local schools, businesses, and organization, Continued partnership with Middlesex Community College for dual enrollment courses, Engaged community with active volunteers and PTA, LEF, LABA, SEPAC, and Music Boosters. Maintained partnership with Littleton Cable TV to offer a TV Studio & Production course, Continued partnership with the CASE Collaborative with the assignment of a classroom for students with significant special needs

- Climate and culture:

- Active National Honor Society, Student Council, and Best Buddies Program, National Merit & AP Scholars & Scholastic Gold Key Winners, French IV students placed 3rd in American Association of Teachers of French (AATF), Band performances at football games, annual concerts, Suites and Sweets, Holiday Bazaar, Annual events such as our Music Concerts, Drama Productions, Art Shows, Prom, Homecoming Dance, Winter Semi-Formal, and College Fair, Students participate in Community Service projects throughout the year. Student Support Team met bi-weekly to monitor student progress and recommend interventions as needed, Advisory activities throughout the year, hoping to expand Advisory to 20-min and meet more regularly, LHS plan for more integration of Social-Emotional Skills and Executive Skills in our advisory program and courses. Staff and students participate in daily advisories and scheduled activities to foster supportive connections

- Technology:

- The Littleton High School Technology Integration Plan is intended to support the school-wide integration of technology to assist faculty, staff, students, and families in effective and efficient communication, teaching, and learning. LHS launched a 1:1 Technology Program featuring Chromebooks with a BYOD option in summer 2017. The 1:1 Technology program is now fully

established in grades 9, 10, and 11. Ongoing professional development opportunities tailored to this program are underway. We have a longstanding partnership with virtual high school (VHS), which allows students to enroll a wide variety of additional courses. Online learning opportunities from Coursera, Harvard edX, Keystone, Apex, and Edgenuity are also available to students. LHS actively provides professional development on integrating instructional technology. Faculty forums and workshops have focused on Google Classroom, 1:1 program, and a variety of instructional technology topics.

3. Alternative Structured Learning Day Program presented by Dr. Ajemian, Beth Steele and Kat Dale. An initial preliminary presentation presented to discuss the concept of “Blizzard Bags” as a means of replicating instruction during school cancellations due to inclement weather.

Locally approved programs first recognized by DESE in February 2015 and 2016. Possible solutions to scheduling issues posed by inclement weather so the minimum student learning time requirement of 900 hours for elementary schools, 990 hours for secondary schools, and a total of 180 days may be met.

DESE adopted the term “alternative structured learning day” in place of “blizzard bags” as it reflects the variety of ways in which students may access assignments while outside the school building

LPS Rational - “Although we firmly believe that the highest form of learning takes place in a classroom with a qualified teacher, support staff or specialist, we also acknowledge that days made up at the end of the school calendar are not of the same quality as those that could be offered with alternative structured learning day opportunities.”

LPS Goals: As a K-12 district divided into elementary, middle and high schools:

To Create a model that is flexible within the district, within schools, and within grades to insure that instructional activities meet the DESE definition of Structured Learning Time.

To Identify Alternative Structured Learning opportunities for students to complete in lieu of making up five (5) snow days at the end of the school year.

DESE Guidelines: Alternative Structured Learning Day Programs must:

Involve substantial assignments and/or projects rather than resembling traditional 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
- (for programs that include a digital learning component)
- Be able to serve all students, including students who receive special education services

Proposed Timeline for Pilot:

- October 25, 2018 Presentation of Pilot to SC
- Nov. & Dec 2018 Ongoing Planning
 - Planning student learning opportunities, defining roles and responsibilities for educators
 - Technology interface, website connections & communication to stakeholders
- January 10, 2019 Presentation of final proposal for SC approval
- January 28, 2019 Proposed start date of pilot
- May 15, 2019 Student assignments due

LPS Central Tenets:

- Emphasis is placed on the *quality* of the learning experiences not on quantity or compliance
- Student work will **NEVER** be due on the day that students return to school after a snow day.
- Paper materials accompany digital components of assignments to ensure all students have access to educational materials during a storm
- Access to student assignments through LPS website and other platforms such as Aspen, Google Sites, Google Classroom

Estimated time to complete student assignments:

- **Grades K-2:** approximately 60 minutes
- **Grades 3-5:** approximately 90 minutes
- **Grades 6-8:** 20 minutes per each of the 7 periods
20 X 7 = 140 minutes → 2.5 hours
- **Grades 9-12:** 30 minutes per each of 6 periods
30 X 6 = 180 minute → 3 hours

Different models of student assignments were presented by Shaker Lane, Russell Street and High School staff.
See power point presentation in the packet for details.

Next Steps:

- Outline Roles and Responsibilities & Map Technology Connections
- Survey of the pilot program at the end of this year
- Fall implementation of Snow Day Cancellation Program
- Presentations to stakeholders at all Back to School Nights
- Revision of assignment due dates

School Committee members weighed in on the preliminary proposal. They are all in favor of the Alternative Structured Learning Day Program. They had a few questions about how teachers will handle one snow day versus five snow day assignments. How will teachers be able to make up the curriculum missed on a snow day if days are not added on at the end of the school year, and for younger students how much help will be required from the parents.

One-day vs five snow day assignments are still being worked out. Most missed curriculum due to a snow day is not made up at the end of the school year, so that shouldn't present an issue with this pilot model. Younger student's blizzard bags include example of finalized work and written directions for parents to guide their students.

Mike Fontanella asked that communication to parents and students should start at this point, so all stakeholders are aware of this initiative. He also commended the panel for the extensive work that has been put into this project already and it clearly shows the assignment are substantial and not "just homework".

Superintendent Clenchy thanked the panel for impressive work. He asked the teachers if they felt this work would take longer time or less time to plan than a regular lesson plan. All teachers said they had enjoyed the time to collaborate and were excited for this initiative and working cross grades.

OLD BUSINESS

1. Distribution of the Meal Charge Policy EFD – The policy was included in the packet.

NEW BUSINESS

1. Jennifer Wilson gave a brief overview of Ballot question 3 "Transgender rights" and asked School Committee to support the ballot question.

A **YES** vote would keep in place the current law, which prohibits discrimination on the basis of gender identity in places of public accommodation.

A **NO** vote would repeal this provision of the public accommodation law.

After a brief discussion between School Committee members, the SC board voted on Ballot Question #3.

On a motion by Jennifer Wilson, and seconded by Erica Podgorni, it was voted to endorse a Yes vote on Ballot question #3. (AYE: Unanimous). Motion carried.

- 249
250 2. MASC Resolution – Mike Fontanella asked the SC Board to vote on the resolutions presented by the
251 MASC Committee.
252

253 Resolution 1: Rejecting the Arming of Educators
254

255 On a motion by Matthew Hunt, and seconded by Jennifer Wilson, it was voted to support Resolution 1
256 as presented. (AYE: Unanimous). Motion carried.
257

258 Resolution 2: Small and Rural Districts
259

260 The SC Board declined to take a vote #2.
261

262 Resolution 3: Elimination of the Federal Department of Education
263

264 On a motion by Erica Podgorni, and seconded by Jennifer Wilson, it was voted to support the
265 Resolution 3 as presented. (AYE: Unanimous). Motion carried.
266

267 Resolution 4: Regional School Transportation
268

269 The SC Board declined to take a vote on #4.
270

271 Resolution 5: Reporting and Accountability Standards
272

273 The SC Board declined to take a vote on #5.
274

275 Resolution 6: Reproductive Health Education
276

277 On a motion by Jennifer Wilson, and seconded by Erica Podgorni, it was voted to support the
278 Resolution 6 as presented. (AYE: Unanimous). Motion carried.
279

280 Resolution 7: Gender Identity Inclusive Athletic Participation Policy
281

282 On a motion by Erica Podgorni, and seconded by Jennifer Wilson, it was voted to support the
283 Resolution 7 as presented. (AYE: Unanimous). Motion carried.
284

285 Resolution 8: Sport Wagering
286

287 The SC Board declined to take a vote on #8.
288

289 Resolution 9: Access to Information for Parents and Students Who are clients of Special Education
290

291 On a motion by Jennifer Wilson, and seconded by Erica Podgorni, it was voted to support the
292 Resolution 9 as presented. (AYE: Unanimous). Motion carried.
293

- 294 3. Next School Committee meeting is scheduled for Nov. 8th will be cancelled. The Superintendent and
295 Jennifer Wilson will not be presents as they will be attending the MASC/MASS conference.
296

297 **INTERESTED CITIZENS**

298 None
299

300 **SUBCOMMITTEE REPORTS**

- 301 1. PMBC: None
302

- 303 2. Budget Subcommittee: Budget Initial list of items will be presented at the next meeting
304

305
306 3. Safety and Security: None
307

308 4. Policy Subcommittee: Review of policies will be presented at the next School Committee meeting
309

310 **ADJOURNMENT**

311 On a motion by Matthew Hunt, and seconded by Jennifer Wilson, it was voted to adjourn at 9:28PM to go into
312 Executive Session for the purpose of contract negotiation discussion with no intention to return to Open
313 Session. Roll Call Vote: Jennifer Wilson, AYE; Matthew Hunt, AYE; Erica Podgorni, AYE, and Mike
314 Fontanella, AYE.
315

316 **NEXT MEETING DATE**

317 **Thursday, November 29, 2018**

318 **7:00PM**

319 **Littleton Police Department Community Room**
320
321

322 **DOCUMENTS AS PART OF MEETING**

323 SIP for Littleton Middle and High Schools

324 Alternative Structured Learning Day Program

325 Meal Charge Policy – EFD

326 Report of the Resolutions Committee

The Mighty Oak Fund Golf Classic - Donation to LPS – 2018

October 23, 2018

Hi Kelly,

Our event went very well on October 12th. Growing #'s each year, which is good.

I will be mailing you a donation check today for \$6000. The Mighty Oak Fund will like these funds to help enrich the technology department. \$1500 to each school.

Please let me know if you have any questions.

Sincerely,

Bobby Chrenc
The Mighty Oak Fund
www.TheMightyOakFund.org

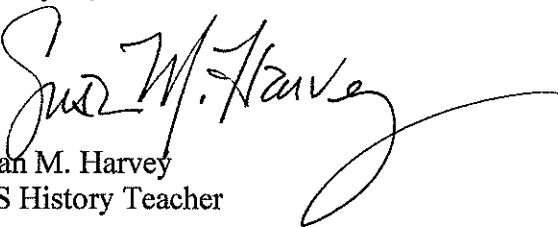
The Lemkin Summit
22-25 February 2019

For the third time, I am pleased to have the opportunity to take my Facing History students to Washington, D.C., to participate in the Lemkin Summit February 22-25, 2019. The conference itself begins on Saturday 23 February and concludes on Monday 25 February with lobbying on Capitol Hill. As we have done in the past, we will go a day in advance to visit the United States Holocaust Memorial Museum and (weather-permitting) tour monuments on the National Mall. This conference is being held over the last weekend of our February break this year, so we will be missing only one day of school.

The students will bring back to LHS and to the School Committee evidence of what they have learned over three days working with experts and activists on topics of genocide and mass violence being perpetrated in East and Central Africa.

Your permission and moral support are necessary for us to move forward with making plans to attend the conference this year. I will be taking 15 of my 17 students, as two of them have other obligations over that weekend. All of them have parental permission to attend this important conference.

Thank you,


Susan M. Harvey
LHS History Teacher



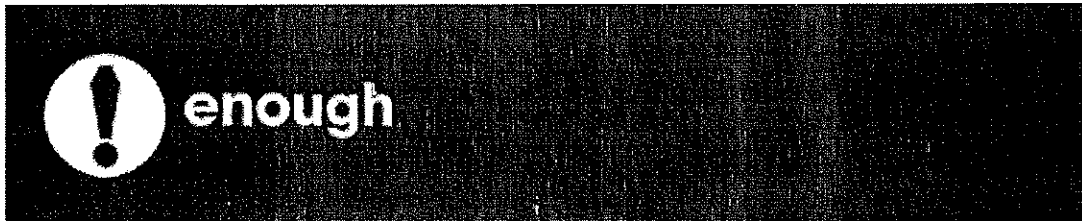
Susan Harvey <sharvey@littletonps.org>

Apply Now: 2019 Lemkin Summit in Washington, D.C.

2 messages

Ian Schwab <advocacy@enoughproject.org>
 Reply-To: advocacy@enoughproject.org
 To: sharvey@littletonps.org

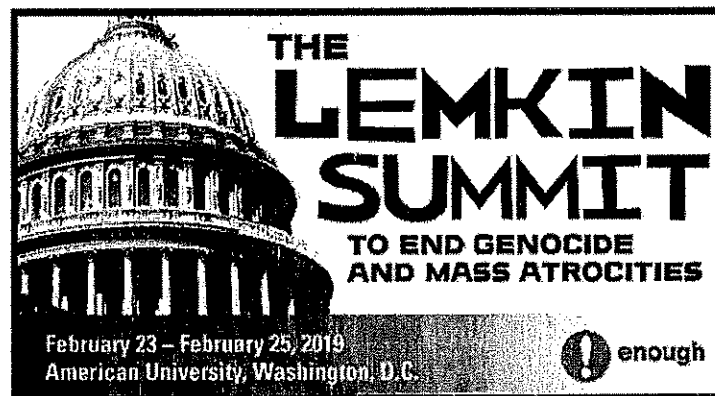
Wed, Sep 26, 2018 at 9:30 AM



Dear Susan,

As a past Lemkin attendee we wanted to be sure you were the first to hear about next year's summit.

We're excited to announce the fourth Lemkin Summit to End Genocide and Mass Atrocities will be held from February 23-25, 2019 at American University in Washington, DC. As in previous years, the conference will feature expert panels, guest speakers, and advocacy trainings on topics such as U.S. government financial and legal tools for preventing and responding to genocide and mass atrocities, as well as skill trainings to help you become a stronger advocate. The Summit will focus on the region of East and Central Africa, specifically the Central African Republic, the Democratic Republic of Congo, Sudan, and South Sudan. The Summit will again end with a lobby day on Capitol Hill.

APPLY NOW

We hope to see you again!

Sincerely,

Ian Schwab

Director of Advocacy and Impact Strategy

Enough Project

 Connect with Us


Enough Project
 1420 K Street NW, Suite 200
 Washington, D.C. 20005
enough@enoughproject.org

Tuesday, November 6, 2018 Cross- District Professional Development, Grades 6-12

TUESDAY, NOVEMBER 6, 2018

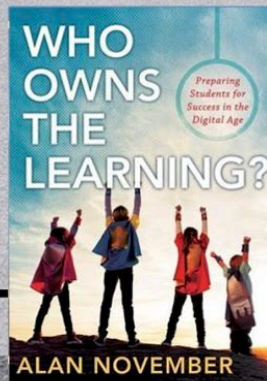
CROSS-DISTRICT

PROFESSIONAL DEVELOPMENT

HOSTED AT THE BROMFIELD SCHOOL, 14 MASS AVE, HARVARD

Exploring the Road to Achievement

WITH ALAN NOVEMBER



8:00-8:30 MORNING REFRESHMENTS - CAFETERIA
8:30 - 10:00 KEYNOTE, ALAN NOVEMBER - TBS CRONIN AUDITORIUM
10:15 - 11:30 TECH-THEMED BREAK-OUT SESSIONS
11:30 - 12:30 LUNCH (WILL BE PROVIDED)
12:30 - 1:45 CROSS-DISTRICT, DEPARTMENT-SPECIFIC SESSIONS
2:00 - 3:15 UNCONFERENCE
3:15 - 3:30 REFLECTION

Exploring the Road to Achievement - Info and Sign up Sheet

Keynote	<p>Morning Refreshments will be served from 8 am - 8:30 am in the Cafe</p> <p>Time: 8:30 - 10:00 Keynote with Alan November</p> <p>Location: Cronin Auditorium</p>
Tech Sessions	<p>Time: 10:15 - 11:30 Tech Themed Break-Out Sessions</p> <ul style="list-style-type: none"> There are 15 sessions available. Please sign up for one before Nov. 6th. SIGN UP! Click here for Session Descriptions, Locations and SIGN UP! or scroll down.
Lunch & Post	<p>Time: 11:30 - 12:30 Lunch will be provided and we will prep for the Unconference.</p> <p>Location: Cafe</p> <ul style="list-style-type: none"> How does the unconference work? Watch this video https://youtu.be/l7DwCl7jOBg Use the sticky notes to post your Name & Unconference Topic suggestion on the whiteboard. After lunch, suggestions will be categorized into sessions. The Unconference sessions will be posted here and the lobby at 1:30 pm.
Depart- -Specific Sessions	<p>Time: 12:30 - 1:45 Department Specific Sessions</p> <ul style="list-style-type: none"> Faculty-led sessions. Dept Heads will facilitate. Click here for Session Locations and Facilitators
Un- conference	<p>Time: 2:00 - 3:15 Unconference - The sessions for this block are not planned until the day of the event, when participants can suggest a conversation on a topic or simply choose an idea they are interested in learning more about. Sessions are teacher driven and teacher-led to inspire peer-to-peer learning, collaboration, and creativity.</p> <ul style="list-style-type: none"> Topics, locations, and facilitators will be posted here and the lobby at 1:30 pm. Click here for Unconference Sessions - Topics, Locations and Facilitators
Reflection	<p>Time: 3:15 - 3:30 Reflection - Please fill out the survey for your district.</p> <ul style="list-style-type: none"> Harvard Littleton Ayer-Shirley

TECH THEMED BREAK-OUT SESSIONS:

- Google Classroom 101** - This is designed for beginners who have little to no experience with google classroom. In this workshop, you will be provided an introduction to google classroom and shown how it looks from a student's perspective. Then, the goals will be to create your own google classroom page and learn how to create an assignment, post an announcement, and add material to the page. You will need to bring a device (preferably a laptop) to this workshop.
- Google Classroom Intermediate** - In this session, we will discuss Google Classroom updates, including grading features, managing comments, organizing materials by topic, archiving classes, and reusing posts. The session will be a forum for participants to share their experiences using Classroom.
- 3D Printing** - I will show teachers how to design and print objects using Tinkercad, and resources to help them find projects that complement their curriculum.
- *FORM*ative Assessment** - Using technology for formative assessments can be a great way to quickly check for understanding. Without pausing to grade student responses, forms can be a great way to quickly assess what students have learned on a topic before moving on to the next lesson or skill. At this tech session, we will try a formative assessment, then learn how to make a formative assessment using google forms, learn some tips to make it faster or more secure, and then take a little time to get started with a formative assessment that you would like to create for your class. Please bring a short reading, class presentation or slide deck, or video link that you could use to create your own formative assessment.
- Google Workflow and Organizational Tools** - Hi-Tech AND Low-Tech tips & tricks to increase your teaching efficiency and work-flow. Specific aspects of the Google Suite will be included, as well as non-computer-based suggestions. All levels of tech experience are welcome. Please come prepared with your laptop, tablet and/or iPad.

6. **100% Student Engagement** - Amplify student voice and increase participation by using some simple tools in your classroom. We will explore FlipGrid, Pear Deck, and Plickers. You will need a laptop or Chromebook for this session.
7. **Exploring with Google Expeditions, Virtual Reality & Augmented Reality** - We will use Google Expeditions with a Virtual Reality kit to explore the potential of VR in the classroom. With over 900 expeditions available, students can virtually explore the world. We will introduce Tour Creator and explain how students can create their own VR Expeditions. There will also be a demo with AR (Augmented Reality).
8. **Podcasting** - The podcast has quickly risen from a novelty medium to an increasingly popular and informative format, especially for adults. However popular podcasts seem to be for us, it seems that relatively few students listen to podcasts yet.
This presentation will briefly cover some of the best podcasts to engage your students, as well as a few tips for helping you to integrate podcasts into your existing curriculum and ways to ultimately get students to create meaningful podcasts of their own.
9. **MIT App Inventor** - Explore creating real interactive apps for Android in a brain and learner friendly format. So easy the teacher can do it!
10. **Global Communications** - Learning is social. An audience of one, the teacher, is no longer sufficient to prepare students for success in the global economy. Now is the time for educators to tap into safe and moderated social web-based tools to expand the audience for student work. At the same time, we can provide role models of appropriate, ethical behavior on the Web. Find out how building learning communities across all subject areas can encourage students to take greater responsibility for the quality of their work and to make contributions to other students
11. **Advanced Slides** - In this session, users will learn how to springboard from the Basic Slideshow to the Woo Hoo slideshow. Come with your open mind ready to learn new features that will take you from basic to amazing in just a few clicks.
12. **Flipped Classroom** - What does it mean to have a "flipped" classroom? What does it require from you, the teacher? Is it worth it? Come and have a candid conversation with a teacher who taught using a flipped model for three years. You will be participating in a short demo lesson so you can see how a flipped classroom feels firsthand. Please bring an electronic device that can access the internet and headphones.
13. **Seesaw** - Seesaw is a digital portfolio and parent communication app available on any device that empowers students to independently document what they are learning at school and share that learning with families and peers (at teacher's moderation discretion). Students can "show what they know" using photos, audio, videos, drawings, text, PDFs, and links. Content is uploaded, organized by student, and immediately accessible to teachers from any device. Teachers can also assign activities, send announcements to parents and/or students, also send private messages and maintain a linked blog. Teachers can also connect directly to other classrooms through Seesaw Connected Blogs, providing students an opportunity to collaborate with other classrooms around the world and develop digital citizenship skills in a safe, teacher-moderated environment.
14. **Apps Smashing with iPads** - Bring your iPads! With the goal of publishing a book and sharing it on Seesaw, we will start with small steps like taking pictures, creating drawings, creating animated pictures, etc. Then we will take those creations and layer those small projects into a bigger project! For example, making a poetry book with Pic Kids, Chatterpix, Assembly, Draw & Tell, PuppetMaster, etc. Then taking each of those products and putting them on a page in Book Creator, Adobe Spark, or iMovie. Finally, how to publish and share those projects on Seesaw! The process can be applied to any apps but for the purpose of today's session, we will focus on CHATTER PIX KIDS, BOOK CREATOR, and SEESAW.
15. **HyperDocs** - "HyperDocs, a transformative, interactive Google Doc replacing the worksheet method of delivering instruction, is the ultimate change agent in the blended learning classroom. With strong educational philosophies built into each one, HyperDocs have the potential to shift the way you instruct with technology. They are created by teachers and given to students to engage, educate, and inspire learning.

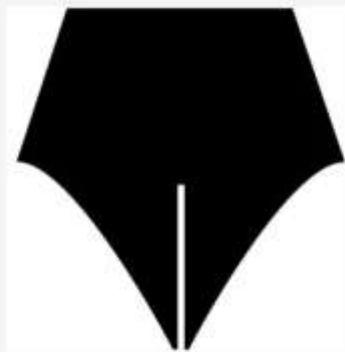
Video for the Unconference Session - EdCamp101 <https://youtu.be/I7DwCI7j0Bg>



HOME	MEMBER DISTRICT INFORMATION	WORKSHOP LOCATIONS	2018 PHYSICAL EDUCATION/HEALTH		
2018 LIBRARY/MEDIA/TECHNOLOGY		2018 PERFORMING ARTS	2018 VISUAL ARTS	2018 PRESCHOOL	
2018 SPEECH-LANGUAGE PATHOLOGIST	2018 BEHAVIORAL HEALTH/GUIDANCE		2018 ESL	2018 BUSINESS	2018 BCBA
2018 WORLD LANGUAGE		2018 PARAPROFESSIONAL	2018 OTPT		
2018 SUBSTANTIALLY SEPARATE AND SPECIAL EDUCATION LEADERSHIP					

OUR VISION

The Northeast Professional Educator Network (NPEN) will maximize regional resources to provide high-quality, inter-district professional development, fostering a culture of collaborative inquiry in order to improve student learning.



NPEN MEMBER DISTRICTS

Ayer, Bedford, Billerica, Boxford, Carlisle, Chelmsford, Dracut, Gloucester, Harvard, Haverhill, Lawrence, Littleton, Lynnfield, Manchester-Essex, Melrose, Methuen, North Andover, Pepperell, North Reading, Reading, Salem, Saugus, SEEM Collaborative, Tewksbury, Tyngsborough, Valley Collaborative, Wakefield, Wilmington, Winchester



Littleton Public Schools

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

KELLY R. CLENCHY, Ed.D., SUPERINTENDENT OF SCHOOLS

Geri Lyn Ajemian, Ed.D., Director of Curriculum
Justine A. Muir, Director of Pupil Personnel Services
Steven F. Mark, Business Manager

Natalie A. Croteau, Technology Systems Coordinator
Julie Lord, Instructional Technology Coordinator

PROFESSIONAL DEVELOPMENT CALENDAR

2018-2019

<u>DATE</u>	<u>TIME FRAME</u>	<u>DESCRIPTION OF ACTIVITIES</u>
<u>September 12, 2018</u>	3-Hour Early Release	Building-Based School-wide Initiatives
<u>September 26, 2018</u>	3-Hour Early Release	Building-Based School-wide Initiatives
<u>October 17, 2018</u>	3-Hour Early Release District Based PD	Marzano Research Webinar <u><i>The New Art & Science of Teaching</i></u>
<u>November 6, 2018</u>	Full Day District Based PD Pk – 5 staff will participate in a Guided Math Workshop. LMS & LHS staff from selected departments will participate in Cross-District PD with Ayer-Shirley & Harvard. K-12 PE/Health, Fine Arts, ESL, Library will participate in NPEN workshops.	Guided Math (grades Pk-5) & Cross District PD (grades 6-12)
<u>December 5, 2018</u>	3-Hour Early Release	Building-Based School-wide Initiatives
<u>January 9, 2019</u>	3-Hour Early Release District Based PD	Marzano Research Webinar <u><i>The New Art & Science of Teaching</i></u>

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.

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.

PROFESSIONAL DEVELOPMENT CALENDAR

(Continued)

2018-2019

<u>DATE</u>	<u>TIME FRAME</u>	<u>DESCRIPTION OF ACTIVITIES</u>
<u>January 30, 2019</u>	3-Hour Early Release	Site-Based PD Faculty-led PD sessions
<u>February 13, 2019</u>	3-Hour Early Release	Site-Based PD Faculty-led PD sessions
<u>March 6, 2019</u>	3-Hour Early Release	Site-Based PD Faculty-led PD sessions
<u>April 10, 2019</u>	3-Hour Early Release	Site-Based PD Faculty-led PD sessions
<u>April 24, 2019</u>	3-Hour Early Release	Site-Based PD Faculty-led PD sessions
<u>May 8, 2019</u>	3-Hour Early Release	Site-Based PD Faculty-led PD sessions
<u>May 24, 2019</u>	3-Hour Early Release	Building-Based School-wide Initiatives

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Technology Update

- Heidi MacGregor - K-5 Stem Integration update
- Virtual Reality Kits - *“teachers are no longer limited by the space of the classroom. Google Expeditions allows a teacher to guide students through collections of 360° scenes and 3D objects, pointing out interesting sites and artifacts along the way”* (Google). Students in grades 3-12 participated in a Google Beta program to create their own VR Tour. “Welcome to Littleton, MA” was published to the Google Expeditions app in August 2018.
- MCAS - Grades 4-8 has been successful in their computer based testing on chromebooks for RSS Grade 4 through Middle School grade 8. We will be implementing MCAS CBT at the LHS starting this year.
- Makerspaces
 - Shaker Lane unveils new space with a new name next week
 - RSS Think Tank
 - LMS C-Lab
 - LHS Hub - Library Media Center
- We are in the process of redesigning our website to improve Web accessibility for all users. We are excited about this project and we are looking to launch in the Winter 2019
- The Phone System was updated at Shaker Lane School in April with all new wiring and new phones.
- We have installed a new Router and updated the Firmware at Russell Street School. Routers perform the traffic directing functions on the Internet. This firmware software provides network protocols, security and administrative controls.
- Every school has installed new Firewalls . A firewall is a network security device that monitors incoming and outgoing network traffic and decides whether to allow or block specific traffic based on a defined set of security rules.
- Upgraded Network speeds at all schools to accommodate our device numbers used at all schools. SLS -75 to 150, RSS is still on Comcast will be upgrading next year to Verizon, LMS and LHS 300-500.
- Installed Back up UPS at all schools A battery backup, or uninterruptible power supply (UPS), is primarily used to provide a backup power source
- Added ESET - Antivirus and antimalware protection on staff devices
- The Networks have been separated to increase security levels, students and staff are on different networks

Vision

We are working to increase end user security, centralizing our network, improving efficiency, reliability, scalability, increasing redundancy and having better cost savings overall.

SCHOOL CAPITAL FUNDS	SCHOOL PROJECTS		
FY 2020 requested			
School projects			Priority rating
Technology: Computers, Infrastructure, equipment, teacher sand Student computers		135,000.00	1
School Resources - Curriculum, textbooks, Prof Development, Training, etc.		100,000.00	2
Security - Radio Signal Booster Devices - three schools		19,500.00	3
Security Improvements - SL and RS		15,000.00	4
High School Phone System Replacement		55,000.00	5
Middle School - External AED Device for MS Field		5,500.00	6
School Furniture Replacement - all schools		5,000.00	7
Classroom Carpets - Shaker Lane school		22,000.00	8
High School - Library Seminar Room dividing wall replacement		20,000.00	9
High School - Library Carpet		25,000.00	10
High School - Computer/AV Lab upgrade		25,000.00	11
School Maint - Service Van Replacement		40,000.00	12
Shaker Lane - Air Conitioning for SL Cafe Area		30,000.00	13
Bottle Fill stations		15,000.00	14
	Total Requested FY 2020 Funds	512,000.00	

PMBC FUNDED PROJECTS			
FY 2020 requested			
PMBC Requested Projects			Priority rating
Russell Street painting		30,000.00	1
Shaker Lane painting		40,000.00	2
High School Painting		50,000.00	3
Middle School Painting		30,000.00	4
Shaker Lane Elevator Replacement (working on quotes)		200,000.00	5
Shaker Lane - Long Term Facility Planning Study		40,000.00	6
High School Window Balances replacement (complete all remaining windows)		30,000.00	7
High School - Parking Lot Repaving Project - (TOWN/DPW) Discussion purposes		1,600,000.00	8
Total FY 2020 PMBC request and recommendations		2,020,000.00	

Town of Littleton
Financial Statement Report
From 7/1/18 to 11/15/18

Description	2017-2018 Appropriated	2017-2018 Carry Forward	2017-2018 Expended	Prior Year Balance	2019 Revised Budget	2019 Actual	2019 Encumbrances	2019 Available
Department 310-Regular Education	7,593,951.00		6,941,652.84	652,298.16	8,447,719.95	1,354,985.44	32,069.34	7,060,665.17
Department 311-Special Ed	5,502,698.00		6,173,126.34	(670,428.34)	5,986,033.08	1,132,960.65	1,328.85	4,851,743.58
Department 312-Student and Staff	1,086,145.00	71,257.65	1,084,592.97	72,809.68	466,442.00	86,641.17	7,155.09	372,645.74
Department 313-Other Instruction	250,629.00		271,858.24	(21,229.24)	369,574.00	68,055.79	543.26	300,974.95
Department 314-System Administration	1,205,278.00	1,318.00	1,203,170.64	3,425.36	275,821.00	84,076.82	-	191,744.18
Department 315-School Adminstration	851,985.00		921,282.09	(69,297.09)	1,728,474.00	581,077.45	9,361.44	1,138,035.11
Department 316-Transportation & Busing	1,017,000.00	5,881.11	941,846.37	81,034.74	1,128,832.00	318,348.04	10,400.00	800,083.96
Department 317-Facility and Maint	1,368,204.00		1,410,970.24	(42,766.24)	1,377,141.00	542,970.12	2,147.50	832,023.38
Grand Total	18,875,890.00	78,456.76	18,948,499.73	5,847.03	19,780,037.03	4,169,115.48	63,005.48	15,547,916.07

Total Encumbered from FY18

5,847.03

Total FY19 Budget

19,774,190.00

**MEMORANDUM OF AGREEMENT BETWEEN THE PARKS, RECREATION & COMMUNITY
EDUCATION DEPARTMENT, THE SCHOOL COMMITTEE AND THE BOARD OF SELECTMEN OF
THE TOWN OF LITTLETON**

WHEREAS, the School Committee is responsible for all school property in the Town of Littleton;

WHEREAS, MGL C.71,§5 provides that, "for the purpose of promoting the usefulness of public school property the school committee of any town may conduct such educational and recreational activities in or upon school property under its control, and, subject to such regulations as it may establish, and, consistently and without interference with the use of the premises for school purposes, shall allow the use thereof by individuals and associations for such educational, recreational, social, civic, philanthropic and like purposes as it deems for the interest of the community;" and

WHEREAS, the Park and Recreation Commission is responsible under the Town Code, §§8-8,8-9, and MGL C.45,§§5 and 14 for all park and recreation land, facilities, and programs in the Town of Littleton; and

WHEREAS, MGL C.45,§14 provides that the Park and Recreation Commission "may, within or without the ... town limits, conduct its activities on property under its control, on other public property under the control of other public officers or boards, with the consent of such officers or boards, or on private property, with the consent of the owners;" and

WHEREAS, Town Code Chapter 3, Section 3 provides that the head of the Highway Department is supervised and appointed by the Town Administrator who, pursuant to MGL C.41,§23A, "shall act by and for the selectmen in any matter which they may assign to him relating to the administration of the affairs of the town or of any town office or department under their supervision and control, or, with the approval of the selectmen, may perform such other duties as may be requested of him by any other town officer, board, committee or commission;" .

WHEREAS, the School Committee, the Park and Recreation Commission, and the Board of Selectmen of the Town of Littleton desire to enter into a Memorandum of Understanding relative to defining and outlining each group's responsibilities in regard to the maintenance, capital planning, budgeting, scheduling, staffing and supervision of all areas used for School and PRCE Programming, and

THEREFORE, the School Committee, the Park and Recreation Commission, and the Board of Selectmen of the Town of Littleton hereby agree as follows:

1.-PRCE will manage the use of all natural turf playing fields in Littleton by all groups other than Littleton Public School inter-scholastic athletic teams. Management duties will include scheduling, collection of fees and working with field users to ensure compliance with field regulations and guidelines.

2.-The Highway Department will be responsible for all maintenance work and decisions on all natural turf playing fields in Littleton. Duties will include performing or supervising general maintenance on natural turf fields as well as capital planning. Costs associated with general maintenance will be paid from a Highway Department budget line item which will be budgeted and funded through Town appropriation, fees collected for field use by PRCE and fund transfers from the School Department as necessary and agreed upon. No structural changes, improvements or additions to natural turf fields on School Department property yielding a budgetary impact will be done without the express written consent of the School Committee, PRCE Commission and Board of Selectmen prior to commencement of work. Please note that the agreement between the School Department, PRCE and the Highway Department relative to natural turf fields that are part of School Department property shall not be considered a "transfer of land" from the School Department to PRCE under M.G.L. c. 40, sec. 15A.

3.-In the event that a natural turf field scheduled for use by LPS inter-scholastic athletic teams may be closed due to inclement weather and/or poor field conditions or for any other maintenance or safety issue, the decision will be made by joint deliberation between the School Department and Highway Department.

In the event that a natural turf field scheduled for use by any group other than LPS inter-scholastic athletic teams may be closed due to inclement weather and/or poor field conditions or for any other maintenance or safety issue, the decision will be made by joint deliberation between PRCE and Highway Department.

The primary factors determining field closures will be the safety of all participants and the preservation of the fields. Each department will identify an individual(s) who will be responsible for collaborating on field closure decisions. Once a decision is made to close a field, it is the responsibility of these individuals to communicate the decision to all appropriate parties.

In the event of damage to a field, dependent on the responsible parties, the cost and budgeting of repair work will be negotiated between the School Committee and Board of Selectmen.

4.-The School Department will be responsible for managing the Alumni Field facility, excluding the softball field. Responsibilities will include scheduling use of the facility by School Department inter-scholastic athletic teams as well as Littleton youth athletic teams. All custodial and maintenance services will be managed by the School Department. Any rentals to non-Littleton community groups will also be managed by the School Department. A revolving budget account will be created and used to budget and pay for costs associated with the Alumni Field facility including custodial, maintenance and capital costs. Fees for use of the facility by Littleton youth athletic groups and other Littleton community groups will be negotiated between the School Department and those groups. While LPS athletic teams will get first priority to the facility, it is the full intention of the School Committee to maximize access to the facility by Littleton youth athletic teams and other community groups. Any rental of the facility by non-Littleton teams or groups will not be at the expense of use of the facility by Littleton teams or groups.

5.- The School Department shall be responsible for maintaining and scheduling the inside Recreation areas of the schools. Classroom and gym times will be coordinated on an inter-Departmental basis between LPS and PRCE.

6.- All indoor spaces in Littleton Schools are under the jurisdiction of the Town of Littleton School Department overseen by the School Committee. LPS will not charge PRCE any fee for usage of School spaces during the school week or when there are other rentals in the facilities. For 'off-times' and weekend rentals (where Recreation-Sponsored groups and activities are the only users of the school spaces in question) an hourly custodial fee per published fee schedule will be billed to the Department. LPS will invoice PRCE for those times and charges on a no less than quarterly basis.

7.- PRCE will work with the LPS Facilities team to resolve issues of damage should they arise. The School Department will notify PRCE of any issue within 7 business days of any issue being found.

8.- Indoor activities that include the use of classrooms, gyms or other school facilities may be cancelled due to inclement weather. This decision will be made by a joint decision between the Littleton Highway Department, the Littleton School Department and the PRCE Staff on a case by case, as needed basis. Safety of residents and staff are the utmost concern when making these decisions. Each department will identify a point-person who is responsible for collaborating on such joint decisions.

Camp Tahattawan Summer Cleaning and Maintenance Description

If time allows between the end of the School Year and the opening day of Camp Tahattawan, the School Department and PRCE will conduct a walk through visit of the Shaker Lane School to assess beginning condition of the school building, and note any damage and conditions. Otherwise, a walk through will be conducted as soon as possible.

A Camp Tahattawan end date of August 15 or date to be determined by mutual consent but no later than three weeks before the scheduled start of school to allow the School Department to perform summer maintenance and cleaning procedures.

The School Department reserves the right to move programs and building and classroom use to other areas as determined to allow for building maintenance and projects within the building.

This Memorandum of Agreement will be re-evaluated by the School Committee, Park and Recreation Commission and the Board of Selectmen when necessary as determined by the participating parties but no less often than on an annual basis.

Board of Selectmen

Signature

Date

School Committee

Signature

Date

Park and Recreation Commission

Signature

Date



FY2020 Initial Budget Analysis

Projected Increases to maintain level services and staffing

Salary increases to retain current staffing level	\$557,772
SPED OOD	\$636,150
CASE Transportation	\$50,000
Tuition Free Full-Day Kindergarten Phase In	\$150,000
Operational Expenses	<u>\$10,000</u>
Total Increases	\$1,403,922



FY2020 Initial Budget Analysis

Additional Services/Staffing

Tuition Free Full-Day Kindergarten	\$75,000
Assistant Principal Russell Street School	\$85,000
Mental Health Counselor	\$65,000
HR Administrator-Part Time	<u>\$35,000</u>
Total Increases	\$260,000
Additional School Resource Officer	\$75,000



FY2020 Initial Budget Analysis

Projected OOD Tuition Costs based on current student population at start of FY19	\$2,744,522
Increases incurred for FY19	\$347,338
Projected Increases for FY20	<u>\$288,812</u>
Total Projected SPED OOD Expenses	\$3,380,672
Current Appropriated Budget for SPED OOD	\$1,934,948
Projected Circuit Breaker Reimbursement	<u>\$809,574</u>
Total Revenue for SPED OOD Based on FY19 Budget	\$2,744,522
Projected Increase in SPED OOD Budget	\$636,150



FY2020 Initial Budget Analysis

Tuition Free Full-Day Kindergarten Phase-In

FY2018 Funding (covered by School Choice)	\$75,000
FY2019 Funding (covered by School Choice)	<u>\$75,000</u>
Total Increase to Appropriated Budget	\$150,000

FY2017 Actual Tuition	\$4,057
FY2018 (Phase-In Year 1) Actual Tuition	\$3,300
FY2019 (Phase-In Year 2) Actual Tuition	\$2,500
FY2020 (Phase-In Year 3) Projected Tuition	\$1,750*
FY2021 (Phase-In Year 4) Projected Tuition	\$875
FY2022 (Phase-In Year 5) Projected Tuition	\$0

*Assumes additional \$75,000 of FDK expenses covered by Appropriation and/or School Choice



FY2020 Initial Budget Analysis

School Choice Funds

FY2019 Starting Balance	\$1,338,341
Annual Staffing	(\$250,000)
Tuition Free Full-Day Kindergarten	(\$150,000)
Assistant Principal –Shaker Lane	(\$85,865)
SPED OOD Tuition	(\$300,254)
Anticipated FY2019 Receipts	<u>\$450,000</u>
Estimated FY2020 Starting Balance	\$1,002,222

NONDISCRIMINATION ON THE BASIS OF DISABILITY

Title II of the Americans With Disabilities Act of 1992 requires that no qualified individual with a disability shall, because the district's facilities are inaccessible to or unusable by individuals with disabilities, be excluded from participation in, or be denied the benefits of the services, programs, and activities of the district or be subject to discrimination. Nor shall the district exclude or otherwise deny services, programs, or activities to an individual because of the known disability of a person with whom the individual is known to have a relationship or association.

Definition A "qualified individual with a disability" is an individual with a disability who, with or without reasonable modification to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by the district.

Reasonable Modification The district shall make reasonable modification in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability, unless the district can demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity.

Communications The district shall take the appropriate steps to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others. To this end, the district shall furnish appropriate auxiliary aids and services where necessary to afford an individual with a disability an equal opportunity to participate in, and enjoy benefits of, a service, program, or activity conducted by the district. In determining what type of auxiliary aid or service is necessary, the district shall give primary consideration to the requests of the individuals with disabilities.

Auxiliary Aids and Services "Auxiliary aids and services" includes (1) qualified interpreters, note takers, transcription services, written materials, assisted listening systems, and other effective methods for making aurally delivered materials available to individuals with hearing impairments; (2) qualified readers, taped texts, audio recordings, Braille materials, large print materials, or other effective methods for making visually delivered materials available to individuals with visual impairments; (3) acquisition or modification of equipment or devices and (4) other similar services and actions.

Limits of Required Modification The district is not required to take any action that it can demonstrate would result in a fundamental alteration in the nature of a service, program, or activity or in undue financial and administrative burdens. Any decision that, in compliance with its responsibility to provide effective communication for individuals with disabilities, would fundamentally alter the service, program, or activity or unduly burden the district shall be made by the School Committee after considering all resources available for use in funding and operating the program, service, or activity. The decision shall be accompanied by a written statement of the reasons for reaching that conclusion.

Notice The district shall make available to applicants, participants, beneficiaries, and other interested persons information regarding the provisions of Title II of the American

With Disabilities Act (ADA) and its applicability to the services, programs, or activities of the district. The information shall be made available in such a manner as the School Committee and Superintendent find necessary to apprise such persons of the protections against discrimination assured them by the ADA.

Compliance Coordinator: The Superintendent or designee will coordinate efforts to comply with and carry out its responsibilities under Title II of ADA, including any investigation of any complaint communicated to its alleging its noncompliance or alleging any actions that would be prohibited under ADA. The district shall make available to all interested individuals the name, office address, and telephone number of the employee(s) so designated and shall adopt and publish procedures for the prompt and equitable resolution of complaints alleging any action that would be prohibited under the ADA. The school system receives federal financial assistance and must comply with the above requirements.

Additionally, the School Committee is of the general view that:

1. Discrimination against a qualified disabled person solely on the basis of disability is unfair; and
2. To the extent possible, qualified disabled persons should be in the mainstream of life in the school community. Accordingly, employees of the school system will comply with the above requirements of the law and policy statements of this committee to ensure nondiscrimination on the basis of disability.

LEGAL REFS.: Rehabilitation Act of 1973, Section 504
Individuals with Disabilities Education Act
M.G.L. 71B:1,
Americans with Disabilities Act of 1992

CROSS REFS.: IGB, Learning Support Services Programs

Adopted: October 14, 1999
Reviewed: February 26, 2009
Revised: November 15, 2012
Reviewed: November 12, 2015
Reviewed: October 9, 2018

NONDISCRIMINATION ON THE BASIS OF ~~HANDICAP~~DISABILITY

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Definition A "qualified individual with a disability" is an individual with a disability who, with or without reasonable modification to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by the district.

Reasonable Modification The district shall make reasonable modification in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability, unless the district can demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity.

Communications The district shall take the appropriate steps to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others. To this end, the district shall furnish appropriate auxiliary aids and services where necessary to afford an individual with a disability an equal opportunity to participate in, and enjoy benefits of, a service, program, or activity conducted by the district. In determining what type of auxiliary aid or service is necessary, the district shall give primary consideration to the requests of the individuals with disabilities.

Auxiliary Aids and Services "Auxiliary aids and services" includes (1) qualified interpreters, note takers, transcription services, written materials, assisted listening systems, and other effective methods for making aurally delivered materials available to individuals with hearing impairments; (2) qualified readers, taped texts, audio recordings, Braille materials, large print materials, or other effective methods for making visually delivered materials available to individuals with visual impairments; (3) acquisition or modification of equipment or devices and (4) other similar services and actions.

Limits of Required Modification The district is not required to take any action that it can demonstrate would result in a fundamental alteration in the nature of a service, program, or activity or in undue financial and administrative burdens. Any decision that, in compliance with its responsibility to provide effective communication for individuals with disabilities, would fundamentally alter the service, program, or activity or unduly burden the district shall be made by the School Committee after considering all resources available for use in funding and operating the program, service, or activity. The decision shall be accompanied by a written statement of the reasons for reaching that conclusion.

Notice The district shall make available to applicants, participants, beneficiaries, and other interested persons information regarding the provisions of Title II of the American

With Disabilities Act (ADA) and its applicability to the services, programs, or activities of the district. The information shall be made available in such a manner as the School Committee and Superintendent find necessary to apprise such persons of the protections against discrimination assured them by the ADA.

Compliance Coordinator: The Superintendent or designee will coordinate efforts to comply with and carry out its responsibilities under Title II of ADA, including any investigation of any complaint communicated to its alleging its noncompliance or alleging any actions that would be prohibited under ADA. The district shall make available to all interested individuals the name, office address, and telephone number of the employee(s) so designated and shall adopt and publish procedures for the prompt and equitable resolution of complaints alleging any action that would be prohibited under the ADA. The school system receives federal financial assistance and must comply with the above requirements.

Additionally, the School Committee is of the general view that:

1. Discrimination against a qualified ~~handicapped-disabled~~ person solely on the basis of ~~handicap-disability~~ is unfair; and
2. To the extent possible, qualified ~~handicapped-disabled~~ persons should be in the mainstream of life in the school community. Accordingly, employees of the school system will comply with the above requirements of the law and policy statements of this committee to ensure nondiscrimination on the basis of ~~handicap~~disability.

LEGAL REFS.: Rehabilitation Act of 1973, Section 504
Individuals with Disabilities Education Act
M.G.L. 71B:1,
Americans with Disabilities Act of 1992

CROSS REFS.: IGB, Learning Support Services Programs

Adopted: October 14, 1999
Reviewed: February 26, 2009
Revised: November 15, 2012
Reviewed: November 12, 2015
Reviewed: October 9, 2018

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SUBCOMMITTEES OF THE SCHOOL COMMITTEE

The School Committee may establish additional special subcommittees from time to time. These subcommittees may be created for a specific purpose and to make recommendations for committee action.

1. The subcommittee will be established through action of the committee.
2. The subcommittee ~~chairman~~ chairperson and its members will be appointed by the committee chairman, subject to approval by the committee.
3. The subcommittee will be provided with a list of its functions and duties.
4. The subcommittee may make recommendations for committee action, but it may not act for the School Committee.
5. The committee ~~chairman~~ chairperson and Superintendent will be ex-officio members of all special subcommittees.
6. A subcommittee will be dissolved by the committee upon completion of its assignment, or it may be dissolved by a vote of the committee at any time.
7. All subcommittees of the School Committee are subject to the provisions of the Open Meeting Law.

6- LEGAL REF.: M.G.L. 30A:18-25

Adopted: November 17, 1994
Revised: July 12, 2000
Reviewed: February 27, 2014
Revised: May 12, 2016
Revised: October 9, 2018

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ADVISORY COMMITTEES TO THE SCHOOL COMMITTEE

The following general policies will govern the appointment and functioning of advisory committees to the School Committee other than the student advisory committee, which is governed by the terms of the Massachusetts General Laws.

1. Advisory committees may be created by the School Committee to serve as task forces for special purposes or to provide continuing consultation in a particular area of activity. However, there will be no standing overall advisory committee to the School Committee.
2. If an advisory committee is required by state or federal law, its composition and appointment will meet all the guidelines established for that particular type of committee.
3. The composition of task forces and any other advisory committees will be broadly representative and take into consideration the specific tasks assigned to the committee. Members of the professional staff may be appointed to the committee as members or consultants, as found desirable.
4. Appointments to such committees will be made by the committee; appointment of staff members to such committees will be made by the committee upon recommendation of the Superintendent.
5. Tenure of committee members will be one year only unless the member is reappointed.
6. Each committee will be clearly instructed as to:
 - a. The length of time each member is being asked to serve.
 - b. The assignment the School Committee wishes the committee to fulfill and the extent and limitations of its responsibilities.
 - c. The resources the School Committee will provide.
 - d. The approximate dates on which the School Committee wishes to receive major reports.
 - e. School Committee policies governing citizens, committees and the relationship of these committees to the School Committee as a whole, individual School Committee members, the Superintendent, and other members of the professional staff.

f. Responsibilities for the release of information to the press.

7. Recommendations of committees will be based upon research and fact.

8. The School Committee possesses certain legal powers and prerogatives that cannot be delegated or surrendered to others. Therefore, all recommendations of an advisory committee must be submitted to the School Committee.

~~8.~~9. Advisory committees created under this policy are subject to the provisions of the Open Meeting Law.

The committee will have the sole power to dissolve any of its advisory committees and will reserve the right to exercise this power at any time during the life of any committee.

LEGAL REF.: M.G.L. 30A:18-25

Adopted:	November 17, 1994
Reviewed:	July 12, 2000
Reviewed:	February 27, 2014
<u>Revised:</u>	<u>October 9, 2018</u>

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Adopted: November 17, 1994
Reviewed: July 12, 2000
Reviewed: February 27, 2014
Revised: October 9, 2018

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FACILITIES DEVELOPMENT GOALS

The School Committee believes that any educational program is influenced greatly by the environment in which its functions. The development of a quality educational program and school facilities that help to implement the program must go hand in hand.

Therefore, it is the committee's goal to provide the facilities needed for the number of students and educational requirements in the school district and to provide the kind of facilities that will best support and accommodate the educational program. To best use local resources, it is the Committee's intent, wherever possible, to partner with the Massachusetts School Building Authority.

Recognizing that school facilities are long-term community investments, the Committee will develop projects that reflect cost-effective designs, are consistent with good engineering practice, and use high quality construction, with attention to current and future technological practices for students, faculty, and school staff. Sites will be chosen to meet the educational need, maximize the use of any available community resources, and minimize any possible adverse education, environmental, social, or economic impacts on the community.

SOURCE: MASC Policy

LEGAL REF.:603 CMR 26:07

Adopted: October 12, 2000
Reviewed: June 6, 2013
Reviewed: November 12, 2015
Revised: October 9, 2018

USE OF TOBACCO PRODUCTS ON SCHOOL PROPERTY

The United States Office of the Surgeon General issues research based evidence documenting the effects of smoking, noting significant risk of heart disease and lung cancer. The impact to youths include additional risk in significantly reducing lung function and causing early cardiovascular damage. Furthermore, the reports conclude that there is no risk-free level of exposure secondhand smoke.^[1,2]

Use of any tobacco or “electronic cigarette” products within the school buildings, school facilities, or on school grounds or school buses by any individual, including school personnel and students, is prohibited at all times.

The term “**electronic cigarette**” means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other substance, and the use or inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed or sold as e-cigarettes, e-cigars, e-pipes, or under any other product name or descriptor.

This policy is in effect twenty-four hours a day, seven days a week, for all school and non-school functions, and applies to anyone present in the school buildings and on school property. There are to be no exceptions to this policy.

This policy shall be promulgated to all staff and students in appropriate handbook(s) and publications.

Signs shall be posted in all school buildings and at all entrances to school property, informing the general public of the district policy and requirements of state law.

SOURCE: MASC

LEGAL REFS. MGL 71:37H Town of Littleton Code 224B-4

of US Surgeon General, 2014

2: “Smoking and Youth”, Office of the US Surgeon General, 2014

Adopted: September 19, 1991

Revised: August 12, 1993

Reviewed: October 14, 1993

Revised: October 14, 1999

Reviewed: October 4, 2012

Revised: December 10, 2015

Reviewed: October 9, 2018

REFERENCES

1: “The Health Consequences of Smoking – 50 Years of Progress”, Office

BEDB

AGENDA

The Superintendent, conferring with the Chairperson of the School Committee, will arrange the order of items on meetings agendas so that the Committee can accomplish its business as expeditiously as possible. The particular order may vary from meeting to meeting in keeping with the business at hand.

The Committee will follow the order of business established by the agenda except as it votes to rearrange the order for the convenience of visitors, individuals appearing before the Committee, or to expedite Committee business.

Any School Committee member, staff member, or citizen may suggest items of business. The inclusion of such items, however, will be at the discretion of the Chairperson of the Committee. A staff member who wishes to have a topic scheduled on the agenda should submit the request through the Superintendent.

The agenda will also provide for time when any citizen who wishes may speak briefly before the School Committee.

The agenda, together with supporting materials, will be distributed to School Committee members no less than three business days prior to the meeting to permit adequate time to prepare for the meeting.

Agendas will be posted and made available to the press.

The committee may vote a consent agenda to expedite routine matters, e.g. oaths to bills, payroll and minutes, and other items of routine business.

Adopted: December 15, 1994
Reviewed: July 12, 2000
Revised: November 29, 2001
Revised: December 15, 2005
Revised: February 27, 2014

Reviewed: October 9, 2018

DECEMBER SCHOOL EVENTS

SHAKER LANE

December 5th – EARLY RELEASE

December 6th, 12th & 13th - Afternoon Parent Conferences

December 6th - Evening Parent Conferences: 5:30 - 7:30

December 6th, 12th & 13th – EARLY RELEASE

December 11th - SL Executive PTA Meeting - 9:15

RUSSELL STREET

December 4th - RSS School Council - 3:00 pm

December 5th – EARLY RELEASE

December 5th - RSS PTA 10:00 am

December 6th, 12th & 13th - Parent Conferences

December 6th, 12th & 13th – EARLY RELEASE

December 13th - Book Fair

MIDDLE SCHOOL

December 1st/2nd - LMS Musical HONK at LHS 7pm/2pm

December 4th - School Council 2:30-3:30

December 5th – EARLY RELEASE

December 5th - PTA Meeting 8:15

December 13th - Winter Concert – Band & Chorus 7:00pm at LHS

HIGH SCHOOL

December 5th – EARLY RELEASE

December 6th - Mrs. LHS Pageant 7:00 p.m.

December 11th - Winter Concert 7:00 p.m.

December 24, 2018 - January 1, 2019

(return to school January 2, 2019)

Winter Holiday Break