



# Town of Littleton School Committee

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



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**  
**December 14, 2023**  
**7:00 PM**

<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

This Rebroadcast meeting can be viewed online at LCTV On-Demand at <https://littleton.vod.castus.tv/vod>

## \*\*\*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 – November 30, 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**

### 7:20 IV. PRESENTATIONS

1. **Athletics Update (AD) (15 Mins)-** *Athletic Director Mike Lynn will discuss the fall athletic offerings.*
2. **Superintendent Goals 2023-2024 (20 Mins)-** *Superintendent Clenchy will discuss Educator Evaluation Goals and other key goals for 2023-2024 school year.*

*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, [lsnow@littletonps.org](mailto:lsnow@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.*

- 3. New School Improvement Plan Updates, Standard 2: Professional Development (K-5 Presentation and 6-12 Presentation) (40 Mins)**  
*School-based administrators will discuss their school improvement plans that align with Standard Two of the District Strategic Plan.*
- 4. District Professional Development Plan for 2023-2024 School Year (15 Mins)**  
*Director of Teaching and Learning Elizabeth Steele will discuss the district's 2023-2024 Professional Development Plan.*

**8:50 V. INTERESTED CITIZENS**

**8:55 VI. SUBCOMMITTEE REPORTS**

- 1. PMBC**
- 2. Budget Subcommittee**
- 3. Policy Subcommittee: (see LPS website to view all policies)**  
**Motion to accept the first reading of the following modified policies:**  
BEDH - PUBLIC PARTICIPATION AT COMMITTEE MEETINGS  
BG - SCHOOL COMMITTEE POLICY DEVELOPMENT  
BHE - USE OF ELECTRONIC MESSAGING BY SCHOOL COMMITTEE MEMBERS  
BIBA-SCHOOL COMMITTEE MEMBER CONFERENCES, CONVENTIONS, AND WORKSHOPS  
BJ - SCHOOL COMMITTEE LEGISLATIVE PROGRAM  
**Motion to accept the first reading of the following policies as current:**  
BEDF - VOTING METHOD  
BEDG - MINUTES  
BGB - POLICY ADOPTION  
BGG - ADMINISTRATION IN POLICY ABSENCE  
BIA - NEW COMMITTEE MEMBER ORIENTATION  
BID - SCHOOL COMMITTEE MEMBER COMPENSATION AND EXPENSES  
BK - SCHOOL COMMITTEE MEMBERSHIPS  
**Motion to rescind the following policy:**  
BGG - ADMINISTRATION IN POLICY ABSENCE
- 4. Shaker Lane Building Committee Update (Stacy Desmarais, Superintendent Clenchy)**

**9:00 VII. ADJOURNMENT**

**Next School Committee Meeting  
January 11, 2024  
7:00PM  
Littleton Police Station Community Room**

*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, [lsnow@littletonps.org](mailto:lsnow@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.*



# Town of Littleton School Committee

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

JEN GOLD, Vice Chair  
STACY DESMARAIS, Member

JUSTIN MCCARTHY, Chair

BINAL PATEL, Member  
ELAINE SANTELMANN, Clerk

## SCHOOL COMMITTEE MINUTES November 30, 2023 7:00PM

**PRESENT:** Justin McCarthy  
Jen Gold  
Stacy Desmarais  
Elaine Santelmann

**ALSO PRESENT:** Kelly Clenchy  
Steve Mark  
Dorothy Mulone  
Karen Solomonides

**NOT PRESENT:** Binal Patel

### CALL TO ORDER

Justin McCarthy called the meeting to order at 7:00p.m.

On a motion by Justin McCarthy, Elaine Santelmann and seconded by Stacy Desmarais it was voted to approve the November 17, 2023 agenda as presented. (AYE: Unanimous).

### INTERESTED CITIZENS

None

### RECOGNITION

1. Student Representative(s) Report: Student Representative, Jay Kang gave an update of events for each school.
2. Superintendent Kelly Clenchy recognized Littleton Middle School Ranked Among 2024 Best Middle Schools. Littleton Middle School ranked 138 of 1040 middle schools and to be recognized by the US News for best middle schools you have to be in the top 40% of middle schools throughout the nation.

*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, [lsnow@littletonps.org](mailto:lsnow@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.*

34 **Also the first high school play is scheduled to take place this weekend, MacBeth.**

35

## 36 **PRESENTATIONS**

37 **1. Financial Update:** Steve Mark presented a financial update. We are in good shape this year and don't  
38 have any issues. There's nothing to be concerned about at this point in time. We have been fortunate  
39 enough this year with the weather in November. We are watching utilities because that has been an issue over  
40 the last couple of years.

41

42 **2. Update on CrisisGo:** Steve Mark: We have partnered with a company called CrisisGo. It's an App that  
43 people can use on their phone, desktops, chromebooks and laptops. It is a communication device and  
44 communication tool. We are in the process of implementing the app. There is a lot of setup we have to do  
45 along with a lot of data connection between our students, information systems, the app and the company. We  
46 have to download the information if there's an emergency. Teachers will be able to access rosters right from  
47 their phone right through the app in order to do student check ins. Maps of the buildings to first responders if  
48 there's an incident they can see exactly where that call is placed from within the building directly through the  
49 app. There's a lot of setup in which we thought that would be initially a couple of months to set up but as we  
50 talked with other districts that have implemented this partnership with CrisisGo it's a 9 to 12 month  
51 implementation process. It's taking a lot longer than we anticipated. There's a lot of setup and options we  
52 have to go through to pick and choose. We are in the middle of the process. When we get closer to getting  
53 ready to implement the app we will come back to the committee and give a short demo. It's a cool tool that  
54 we can use for communication if an evacuation has to happen or if teachers are in a classroom and they need  
55 help they can hit a button on their phone or desktop and it instantly responds to 911 and emergency services.

56

57 **Elaine Santelmann:** It's a very cool program, but it relies on teachers using their personal devices?

58

59 **Steve Mark:** They can use their district issued laptop, chromebook or desktop.

60

61 **Elaine Santelmann:** Is it voluntary for the teachers to download the app?

62

63 **Steve Mark:** It's voluntary if they want to put it on their phone, or their personal device.

64

65 **Elaine Santelmann:** To be honest it's most effective when it's on the phone, but you can't make them put it  
66 on their personal device.

67

68 **Superintendent Kelly Clenchy:** We have talked with other districts that have implemented this program and  
69 within the first 6 to 8 months most teachers are using the apps.

70

71 **Elaine Santelmann:** I'm glad the district is going in this direction.

72

73 **Stacy Desmarais:** I have a clarifying question. Is this also the app that teachers will be able to communicate  
74 with parents if there ever is an evacuation?

75

76 **Steve Mark:** No, it's communicating with district staff and emergency personnel who would then coordinate  
77 reunification plans.

78

79 **Stacy Desmarais:** So we don't have any app or software that is helping us with the reunification plans: like  
80 this many kids are here with me right now or this student is not here?

81

82 **Superintendent Kelly Clenchy:** We would not communicate that out to the public, it would be a safety risk,  
83 so we have blackboard connect and police departments reverse 911. When you're in a situation like that the



84 communication needs to be tailored to the issue at hand and then during reunification we reach out to the  
85 proper community. Cell and Phone lines can be jammed very quickly, we want to make sure our  
86 communication is quick. The whole point of doing this is to cut down the time if we do have a crisis so that  
87 there's instant communication, it's easy to locate somebody in the school that shouldn't be there and the  
88 quicker the response time the better the result. Schools that have used it have given this program great  
89 reviews, it's something we have been tossing around for 6 to 8 years.

90

## 91 INTERESTED CITIZENS

92 **None**

93

## 94 SUBCOMMITTEE REPORTS

95 **1. PMBC: None**

96

97 **2. Budget Subcommittee:** Had a meeting last week. We have some preliminary numbers together which  
98 have been submitted to the town at this point in time. Looks like FY25 budget request for an increase would  
99 be about 1.3 million dollars, which represents a 5.34% increase on top of current year's budget. First look at it  
100 has to do with a lot of salaries and payroll that are the starting point right now.

101

102 **3. Policy Subcommittee: Superintendent Kelly Clenchy:** We took a look at these policies last meeting and  
103 on the first reading we found one policy that needed some pronoun changes, that's been changed.

104

105 **Elaine Santelmann:** On the school council policy, the bottom of the third paragraph it talks about that there's  
106 a representative process that's approved by the superintendent and school committee. Can you tell me what  
107 that process is for recruiting people for the school council?

108

109 **Superintendent Kelly Clenchy:** They hold elections during the meeting. The only stipulations that I monitor  
110 is that one administration is in the chair and a parent is a co-chair.

111

112 **Elaine Santelmann:** Does every school have a school council?

113

114 **Superintendent Kelly Clenchy:** It's mandatory by statute.

115

116 **Elaine Santelmann:** There was another policy about advisory committees. Do we have any advisory  
117 committees to the school committee? Or is this just a preemptive thing just in case?

118

119 **Superintendent Kelly Clenchy:** We have in the past. The school start time was an advisory committee.  
120 Usually advisory committees are formed and when the task is completed they are dissolved. So right now we  
121 do not.

122

123 **Justin McCarthy:** Shaker Lane Building Committee I suppose would qualify?

124

125 **Superintendent Kelly Clenchy:** It's a little beyond the advisory because they have decision making, it's  
126 really a town committee.

127

128 **Justin McCarthy:** Motion to accept the second reading of the following modified policies:

129 **BDA - SCHOOL COUNCILS**

130 **BEC - EXECUTIVE SESSIONS**

131 **BEDB - AGENDA**

132 **On a motion by Justin McCarthy and seconded by Jen Gold. All those in favor (AYE:**  
133 **Unanimous)**

134

135 **Justin McCarthy:** Motion to accept the second reading of the following modified policies as current:

136 **BDF - ADVISORY COMMITTEES TO THE SCHOOL COMMITTEE**

137 **BDG - SCHOOL ATTORNEY/LEGAL SERVICES**

138 **BE - SCHOOL COMMITTEE MEETINGS**

139 **BEDD - RULES OF ORDER**

140 **On a motion by Justin McCarthy and seconded by Elaine Santelmann. All those in favor**

141 **(AYE: Unanimous)**

142

143 **Shaker Lane Building Committee Update:** No updates since our last meeting. The MSBA has

144 **approved the OPM firm “Turner Town and Townsend”. We are having a meeting on December**

145 **6th to meet with their team and discuss goals and objectives.**

146

147 **ADJOURNMENT**

148 **On a motion by Justin McCarthy, and seconded by Stacy Desmarais it was voted to adjourn at 7:20**

149 **PM. Roll Call Vote: Justin McCarthy, AYE; Jen Gold, AYE; Elaine Santelmann, AYE; and Stacy**

150 **Desmarais, AYE.**

151

152

153 **NEXT MEETING DATE**

154 **December 14, 2023**

155 **7:00PM**

156

157 **DOCUMENTS AS PART OF MEETING**

158

159 **Littleton Middle School Ranked Among 2024 Best Middle Schools**

160 **YTD Budget Report FY 2024**

161 **BDFA - SCHOOL COUNCILS**

162 **BED - EXECUTIVE SESSIONS**

163 **BEDB - AGENDA**

164 **BDF - ADVISORY COMMITTEES TO THE SCHOOL COMMITTEE**

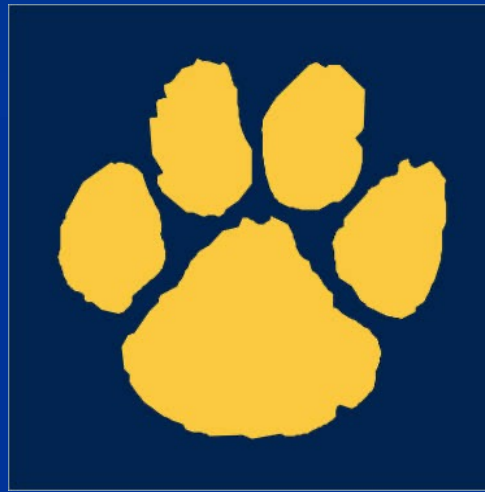
165 **BDG - SCHOOL ATTORNEY/LEGAL SERVICES**

166 **BE - SCHOOL COMMITTEE MEETINGS**

167 **BEDD - RULES OF ORDER**

# LITTLETON ATHLETICS

## 2023-2024 Fall/Winter Update



School Committee Meeting  
December 14, 2023

**GO TIGERS!**

# Fall Athletics Recap

## ■ Sports: 9

- Cheer (V)
- Boys' & Girls' Cross Country (V/MS)
- Golf (V)
- Field Hockey (V/MS)
- Football (V)
- Boys' & Girls' Soccer (V/JV/MS)
- Unified Basketball

## ■ Teams: 16

## ■ Athletes: 270

## ■ Contests: 200+

# LHS Fall Participation

- V Cheer: 19
- V Boys' Cross Country: 25
- V Girls' Cross Country: 12
- V Golf: 12
- V Field Hockey: 16
- V Football: 28
- V/JV Boys' Soccer: 42
- V/JV Girls' Soccer: 36
- Unified Basketball: 11

# LMS Fall Participation

- MS Boys' Cross Country: 11
- MS Girls' Cross Country: 2
- MS Field Hockey: 23
- MS Boys' Soccer: 21
- MS Girls' Soccer: 23

# LHS Fall Varsity Records

- V Cheer: N/A
- V Boys' Cross Country: 5-1
- V Girls' Cross Country: 4-2
- V Golf: 8-7
- V Field Hockey: 3-12-3
- V Football: 6-5
- V Boys' Soccer: 4-13-2
- V Girls' Soccer: 17-4-1



# 2023 LHS Unified Basketball

## Undefeated Record





# 2023 LHS Varsity Boys' Cross Country Sectional Champions





# Tim Rank – Class of 2024

## MIAA Division 3 State Champion



# 2023 LHS Varsity Girls' Soccer League Champions & MIAA Final Four





# MIAA to NCAA

NLI Signing Day – 11/8/23





# Alumni Field Update

## Opened Fall 2017 – 13 Seasons Played



# Winter Athletics Preview

- Sports: 12 (6 LPS / 6 coop)
  - Boys' & Girls' Basketball (V/JV/MS)
  - Boys' & Girls' Indoor Track (V)
  - Boys' Ice Hockey (V/JV)
  - Girls' Ice Hockey (V – WA coop)
  - Boys' & Girls' Swimming & Diving (V – Bromfield coop)
  - Boys' & Girls' Alpine Skiing (V – Lunenburg coop)
  - Gymnastics (V – G-D coop)
  - Unified Bowling
- Teams: 11 LPS / 17 Total
- Athletes: 202
- Contests: 170+



# LHS Winter Participation

- V/JV Boys' Basketball: 24
- V/JV Girls' Basketball: 24
- V Boys' Indoor Track: 46
- V Girls' Indoor Track: 22
- V/JV Boys' Ice Hockey: 36 (21L/12B/3P)
- V Girls' Ice Hockey: 7
- V Boys' & Girls' Swimming & Diving: 8 (4B/4G)
- V Boys' & Girls' Alpine Skiing: 9 (5B/4G)
- V Gymnastics: 1
- Unified Bowling: TBD

# LMS Winter Participation

- MS Boys' Basketball: 13
- MS Girls' Basketball: 12

# Where to find us...

- Website: [www.littletonps.org/athletics](http://www.littletonps.org/athletics)
- Twitter (X): @lps\_athletics
- Email: [mlynn@littletonps.org](mailto:mlynn@littletonps.org)

**Go Tigers!**

---

---

# **Littleton Public Schools Superintendent Goals**

## **2023-2024**

### **Kelly R. Clenchy**

---

---

## **Educator Evaluation Goals**

### **Professional Practice Goal: (2-year goal)**

Completion of Recertification Requirements: all administrators and educators are required to complete a recertification program every five years based on a required number of professional development courses.

Alignment with DESE Superintendent Rubric: Standard 4 Professional Development, Aligned with District Strategic Plan: Standard 2 Professional Development.

Alignment with DESE Superintendent Rubric: Standard 4 Professional Culture, D (Continuous Learning Indicator), 2 (Continuous Learning of Administrator)

Alignment with District Strategic Plan: Standard 2 Professional Development, Goal 1 (offer a comprehensive PD program to all staff)

### **Student Learning Goal: (2-year goal)**

Conduct a research study and Co-author a research paper focusing on the benefits and challenges of implementing a Character Strong SEL program at Littleton High School.

Co-researcher - study to be conducted through Salem State University.

Title of Research Study: High School SEL In Action: An Evaluation of the Character Strong Curriculum and its Perceived Impact.

Alignment with DESE Superintendent Rubric: Standard 4 Professional Culture, D (Continuous Learning Indicator). Alignment with District Strategic Plan: Standard 2 Professional Development.

Alignment with DESE Superintendent Rubric: Standard 1, B (Instructional Indicator). Alignment with District Strategic Plan: Standard 1 Curriculum/Instruction/Assessment, Goal 4 Identify and Implement effective instructional practices to Support the academic achievement and social-emotional skills of diverse learners.

## **Other Goals**

1. Provide leadership, support, and oversight for the continued Implementation of UDL (Universal Design for Learning) within our schools, classrooms, and district. Alignment with Strategic Plan, Standards 1,2,4. Alignment with Superintendent Rubric, Standards 1,4.
2. Provide leadership, support, and oversight for the continued implementation of MTSS (Multi-Tiered System of Supports) within our schools and district. Alignment with Strategic Plan, Standards 1,2,4. Alignment with Superintendent Rubric, Standards 1,4.
3. Provide leadership, support, and oversight for the continued implementation of DEIB (Diversity, Equity, Inclusion, and Belonging) within our schools and district. Alignment with Strategic Plan, Standards 1,2,4. Alignment with Superintendent Rubric, Standards 1,3,4.
4. Provide leadership, support, and oversight for the continued implementation of SEL (Social- Emotional Learning) within our schools and district. Alignment with Strategic Plan, Standards 1,2,4. Alignment with Superintendent Rubric, Standards 1,3,4.
5. Provide leadership, support, and oversight for the continued implementation of our new Math Resource K through 5 (Into-Math).Alignment with Strategic Plan, Standards 1,2. Alignment with Superintendent Rubric, Standards 1,4.
6. Provide leadership, support, and oversight for the review of our K-5 reading curriculum and selection of a new K-5 reading resource. Alignment with Strategic Plan, Standards 1,2. Alignment with Superintendent Rubric, Standards 1,4.
7. Provide leadership, support, and enhanced oversight of our Business Department due to hiring two new staff for payroll and accounts payable. Alignment with Strategic Plan, Standards 2,4. Alignment with Superintendent Rubric Standard 2.
8. Provided leadership, support, and guidance during the fall DESE district review process. Alignment with Strategic Plan, Standards 1-4. Alignment with Superintendent Rubric, Standards 1-4.
9. Provide leadership, support, and guidance throughout phase 2 of the Shaker Lane Building Project - Feasibility and Design Study. (Vice-Chair of the Building Committee)
10. Provide leadership, support, and oversight for implementing our district Strategic Plan.
11. Provide leadership, support, and oversight for the continued implementation of our district schematic: Making Meaningful Connections.
12. Negotiate successor contracts with the Educational Assistants' Association and the Administrative Assistants' Association.

# School Improvement Plan

## Standard 2: Professional Development

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

December 14, 2024



# Shaker Lane School

Goals	Action Steps	Indicators of Success
Maintain site-based & off-site based PD for staff	<ul style="list-style-type: none"><li>-Solicit staff for ideas for in-school PD</li><li>-Offer variety of PD opportunities</li><li>-Offer opportunities for staff led PD</li></ul>	<ul style="list-style-type: none"><li>-Staff submission forms for off-site PD</li><li>-Staff led PD sessions</li></ul>
Provide PD for mCLASS	<ul style="list-style-type: none"><li>-Overview and exploration of how to use the platform</li><li>-Monitor student progress through assessments</li><li>-Explore other available tools</li></ul>	<ul style="list-style-type: none"><li>-Teacher success of administration</li><li>-Student performance and assessments</li></ul>

# Shaker Lane School

Goals	Action Steps	Indicators of Success
Provide information to staff about the Science of Reading to support ELA review cycle	-Gather and share information from ELA Curriculum Review Committee	-Staff understanding of the Science of Reading

# Russell Street School

Goals	Action Steps	Indicators of Success
1. To offer a comprehensive professional development program for all staff which includes district programs and site-based programs, college courses, workshops and conferences	<p>Maintain a site-based professional development plan</p> <p>Provide professional development opportunities related to technology integration</p> <p>Provide professional development opportunities related to new curriculum</p>	<p>Site -based PD</p> <p>Building capacity for teachers to transfer their knowledge to the staff</p> <p>Tech teacher leader role</p>
2. Establish and sustain partnerships with higher education and professional organizations to provide expanded learning opportunities for staff and students.	** Area to concentrate on	** Area to concentrate on

# Russell Street School

Goals	Action Steps	Indicators of Success
3. Foster a culture of professional learning aligned with State Guidelines that promotes growth and innovation.	Professional development related to MCAS	New science testing format  MCAS goal (80%)
4. Examine and develop leadership opportunities for teachers and other staff.	Leadership Team  Site-based PD	Wider variety of staff taking on these roles  School community events

# Littleton Middle School

Goals	Action Steps	Indicators of Success
Make consistent, daily use of Universal Design for Learning (UDL) and culturally responsive instructional (CRI) practices across all subjects.	<ul style="list-style-type: none"><li>● Provide professional development that targets specific strategies for the implementation of UDL and CRI.</li><li>● Dovetail professional development so that each session is a continuation of the tasks at hand.</li></ul>	<ul style="list-style-type: none"><li>● Increased UDL and CRI-focused lesson in daily classes.</li><li>● Peer-to-peer discussions and support for creating and applying focus elements of UDL and CRI.</li></ul>
	<ul style="list-style-type: none"><li>● Implement UDL-focused advisory lessons 1-2 times per month with the purpose of discussion, reflection, further implementation.</li><li>● Encourage educators to include UDL goals in their evaluation plans.</li></ul>	<ul style="list-style-type: none"><li>● Greater diversity of advisory lessons with UDL strategies.</li><li>● Evidence-backed performance data of UDL and CRI components in summative evaluations.</li></ul>

# Littleton Middle School

Goals	Action Steps	Indicators of Success
Implement a series of professional learning communities (PLCs) designed to target instructional practices and student achievement.	<ul style="list-style-type: none"><li>● Schedule 5-8 PLC voluntary meetings after school throughout the year.</li><li>● Survey staff regarding areas of instructional support they want most.</li></ul>	<ul style="list-style-type: none"><li>● Increased attendance from meeting to meeting.</li><li>● PLC discussions continuing in team meetings.</li></ul>
	<ul style="list-style-type: none"><li>● Train and enable staff to lead their own PLCs within their teams and/or departments</li></ul>	<ul style="list-style-type: none"><li>● Peer to peer support for problems of practice, examining student work, adopting new instructional strategies.</li></ul>

# Littleton High School

Goals	Action Steps	Indicators of Success
Increase the number of teacher-led presentations at faculty meetings that are focused on instructional topics	-Coordinate and schedule teacher-led presentations and topics	-Presentations noted on Faculty Meeting agendas
Provide PD opportunities, including cross-district, related to technology integration & implementation specific to the products/tools currently being used as well as new initiatives	<p>-Solicit suggestions from staff about instructional tech PD that they would find relevant and beneficial</p> <p>-Collaborate with tech department and Director of T&amp;L in coordinating and providing PD sessions</p>	<p>-Documented trainings</p> <p>-Application of PD lessons in classrooms and throughout school</p> <p>-Teacher adoption and implementation noted in Summative Evaluations</p>



# Littleton High School

Goals	Action Steps	Indicators of Success
Continue to provide focused professional development for staff via workshops, courses, & sessions affiliated with higher education institutions and professional organizations	<ul style="list-style-type: none"><li>-Publicize and share related workshops, courses, and sessions</li><li>-Provide financial support via school budget</li><li>-Staff have specific opportunities to share what they learned from their PD participation</li></ul>	<ul style="list-style-type: none"><li>-Documented staff attendance or enrollment</li><li>-Staff share best practices, ideas, and strategies from their participation with colleagues</li><li>-Staff participation noted in Professional goals and summative evaluations</li></ul>

LPS  
Professional  
Development  
Plan  
2023-2024



# Focus Areas:

1. Universal Design for Learning
2. Elementary Math

AND...

Updated WL Standards, Updated Comprehensive Health and Physical Education Standards, Social Emotional Learning, Multi-Tiered System of Support, Culturally Responsive Teaching Practices



# LPS PD Roadmap

Building-Based  
9/13/23

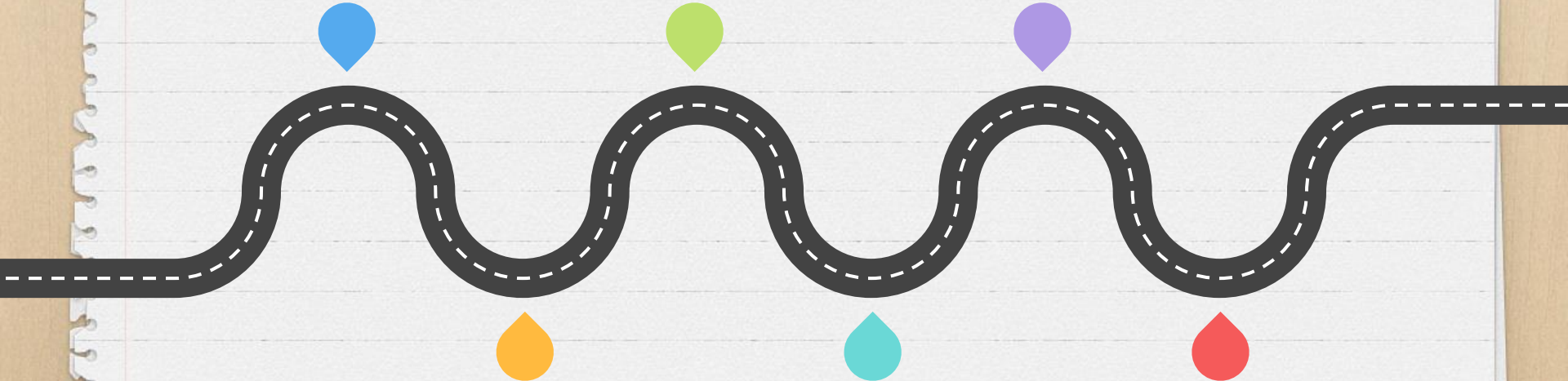
District-Based  
10/18/23

District-Based  
12/20/23

Building-Based  
9/27/23

Cross-District  
11/7/23

Faculty-Led  
1/10/24





# LPS PD Roadmap

Faculty-Led  
2/7/24

Faculty-Led  
4/3/24

Building-Based  
5/24/24

Faculty-Led  
3/6/24

Faculty-Led  
5/1/24

## Other PD Opportunities:

- Summer PD
- Upcoming PD Opportunities
- Courses/Conferences/Workshops

# The Plan: District

## First Day of School:

**August 28, 2023**

- Educator Workshops - UDL

## District-Based PD:

**October 18 & December 20**

- UDL with Novak Educational Consulting
- Elementary Math with Center for Mathematics Achievement - Lesley University



Elizabeth Steele @srastele215 · Aug 28  
Was so great to be back with our staff today and so great to spend time with Archie! Looking forward to welcoming students back tomorrow!  
[#TigerPride](#)



Littleton Public Schools Food & Nutrition @LPS\_NutritionMA · Aug 28  
Thrilled to welcome back our staff today! We look forward to welcoming back our students tomorrow 🍏





# The Plan: District

**Cross-District PD Day: November 7, 2023**

3 Districts


2 Locations

1 Full Day of Collaborative Learning



# LASHlearns

New IEP Training @ Littleton High School



**Nov. 7**  
**Power of  
Collaboration**

**Littleton | Ayer Shirley | Harvard**

For Special Education Educators:  
**New IEP Training**  
*Hosted by Littleton*

For General Education Educators:  
**Solving Problems of  
Practice with Protocols**  
*Hosted by Harvard*

**#LASHlearns**

# The Plan: Faculty-Led

2 Session : Jan 10, Feb 7
3 Session: Mar 6, April 3, May 1
5 Session: Jan 10, Feb 7, Mar 6, April 3, May 1

## 19 Proposals Approved to Date

- UDL & AI for ELA at LMS
- IEP Goal and Objective Writing
- Understanding Behavior and Motivation
- Make AI Work for You
- Curriculum Reviews: History, WL
- ELA Common Assessments and Methodology
- SEL in Unified Arts
- Building a True Diverse Library
- ClearTouch Panels - Snowflake
- Frameworks Update: CHPE
- Into Math Learning Stations



# The Calendar:

## PROFESSIONAL DEVELOPMENT CALENDAR 2023-2024

<u>DATE</u>	<u>TIME FRAME</u>	<u>TYPE OF PD</u>
✓ September 13, 2023	3-Hour Early Release	Building-Based
✓ September 27, 2023	3-Hour Early Release	Building-Based
✓ October 18, 2023	3-Hour Early Release	District-Based
✓ November 7, 2023 (*Tuesday)	Full Day	Cross-District
<i>PK-12 staff will participate in Cross-District PD with Ayer-Shirley &amp; Harvard</i>		
December 20, 2023	3-Hour Early Release	District-Based
January 10, 2024	3-Hour Early Release	Faculty-Led
February 7, 2024	3-Hour Early Release	Faculty-Led
March 6, 2024	3-Hour Early Release	Faculty-Led
April 3, 2024	3-Hour Early Release	Faculty-Led
May 1, 2024	3-Hour Early Release	Faculty-Led
May 24, 2024 (*Friday)	3-Hour Early Release	Building-Based

Thank  
you!





**Free templates for all your presentation needs**



For PowerPoint and  
Google Slides



100% free for personal  
or commercial use



Ready to use,  
professional and  
customizable



Blow your audience  
away with attractive  
visuals

## PUBLIC PARTICIPATION AT SCHOOL COMMITTEE MEETINGS

All regular and special meetings of the School Committee shall be open to the public. Executive sessions will be held only as prescribed by the Statutes of the Commonwealth of Massachusetts.

The School Committee desires citizens of the district to attend its meetings so that they may become better acquainted with the operations and the programs of our local public schools. In addition, the committee would like the opportunity to hear the wishes and ideas of the public.

Public comment is not a discussion, debate, or dialogue between individuals and the School Committee. It is an individual's opportunity to express an opinion on issues within the School Committee's authority.

~~In order that all citizens who wish to be heard before the committee have a chance and to insure the ability of the committee to conduct the district's business in an orderly manner, the following rules and procedures are adopted:~~

1. At the start of each regularly scheduled School Committee meeting, individuals or group representatives will be invited to address the Committee. The ~~Chairperson~~ Chair shall determine the length of the public participation segment.
2. Speakers will be allowed three (3) minutes to present their material. The presiding ~~Chairperson~~ Chair may permit extension of this time limit.
- ~~3. Topics for discussion must be limited to those items listed on the School Committee meeting agenda for that evening.~~
3. The Chair of the meeting, after a warning, reserves the right to terminate speech which is not constitutionally protected because it constitutes true threats that are likely to provoke a violent reaction and cause a breach of the peace, or incitement to imminent lawless conduct.
- ~~4. Improper conduct and remarks will not be allowed. Defamatory or abusive remarks are always out of order. If a speaker persists in improper conduct or remarks, the Chairperson may terminate that individual's privilege of address.~~
4. All remarks will be addressed through the ~~Chairperson~~ Chair of the meeting.
5. Speakers may offer such objective criticisms of the school operations and programs as concern them, but in public session the Committee will not hear personal complaints of school personnel nor against any member of the school community. Under most circumstances, administrative channels are the proper means for disposition of legitimate complaints involving staff members.
6. Written comments longer than three (3) minutes may be presented to the Committee before or after the meeting for the Committee members' review and consideration at an appropriate time.

~~SOURCE: MASC Policy~~

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

SOURCE: MASC - Updated 2023

Adopted: December 15, 1994

Revised: July 12, 2000

Revised: 27 February 2014

Reviewed: February 16, 2017

Revised: December 5, 2023

## SCHOOL COMMITTEE POLICY DEVELOPMENT

The School Committee will develop policies and put them in writing so that they may serve as guides for the discretionary action of those to whom it delegates authority.

The formulation and adoption of these written policies will constitute the basic method by which the School Committee will exercise its leadership in providing for the successful and efficient functioning of the school system. Through the study and evaluation of reports concerning the execution of its policies, the School Committee will exercise its control over school operation.

The School Committee accepts the definition of policy set forth by the National School Boards Association:

Policies are principles adopted by a School Committee to chart a course of action. They tell what is wanted; they may include why and how much. Policies should be broad enough to indicate a line of action to be followed by the administration in meeting day-to-day problems, yet be specific enough to give clear guidance.

The policies of the School Committee are framed, and are meant to be interpreted, in terms of state law, regulations of the Massachusetts Board of Education, and other regulatory agencies of the various levels of government.

~~The operation of any section or sections of School Committee policies not established by law or contract may be temporarily suspended by a two-thirds vote of Committee members present at any regular or special meeting. Any action to suspend policy must be reviewed at the next scheduled meeting and will be so noted on the agenda for that meeting~~

~~The Superintendent is directed to establish and maintain an orderly plan for preserving and making accessible the policies adopted by the Committee and the regulations needed to put them into effect.~~

~~In an effort to keep its written policies up to date so that they can be used consistently as a basis for School Committee action and administrative decision, the Committee will review its policies on a regular basis.~~

~~The Superintendent is given the continuing commission of calling to the Committee's attention all policies that are out of date or for other reason appear to need revision.~~

~~It is expected that the Superintendent and administrative staff will need to issue procedures implementing policies of the School Committee. Many of these will be routine from year to year; others will arise in special circumstances; some will be drawn up under specific directions from the Committee.~~

~~The Committee may review the procedures developed by the Superintendent for the school system whenever they appear inconsistent with policy, goals, or objectives of the District, but it will revise or veto such procedures only when, in the Committee's judgment, they are inconsistent with policies adopted by the Committee.~~

## USE OF ELECTRONIC MESSAGING BY SCHOOL COMMITTEE MEMBERS

As elected public officials, School Committee members shall exercise caution when communicating between and among themselves via electronic messaging services including, but not limited to, electronic mail (e-mail), Internet web forums, and Internet chat rooms. Under the Open Meeting Law, deliberation by a quorum of members constitutes a meeting. Deliberation is defined as movement toward a decision including, but not limited to, the sharing of an opinion regarding business over which the Committee has supervision, control, or jurisdiction. A quorum may be arrived at sequentially using electronic messaging without knowledge and intent by the author.

School Committee members should use electronic messaging between and among members only for housekeeping purposes such as requesting or communicating agenda items, meeting times, or meeting dates. Electronic messaging should not be used to discuss Committee matters that require public discussion under the Open Meeting Law.

~~Under the Public Records Law, electronic messages between public officials may be considered public records. Therefore, in order to ensure compliance, the School Committee chairperson, in consultation with the Superintendent of Schools, shall annually designate a member of the central office staff who shall be copied on all electronic correspondence between and among members of the School Committee, or the district shall provide district e-mail addresses, which are archived. These copies shall be printed and retained in the central office in the same fashion as any other School Committee records. School Committee members who do not have a computer or access to these messages shall be provided copies on a timely basis.~~

~~Under the Public Records Law, electronic messages between public officials may be considered public records. Therefore, in order to ensure compliance the district shall provide district e-mail addresses, which are archived.~~

Legal References: M.G.L 4:7; 30A:18-25 66:10

Adopted:	July 12, 2000
Revised:	January 15, 2009
Reviewed:	February 27, 2014
Revised:	December 5, 2023



## SCHOOL COMMITTEE CONFERENCES, CONVENTIONS, AND WORKSHOPS

To provide continuing in-service training and development for its members, the School Committee encourages the participation of all members at appropriate School Committee conferences, workshops and conventions. However, in order to control both the investment of time and funds necessary to implement this policy, the committee establishes these principles and procedures for its guidance:

- ~~1. Funds for participation at such meetings will be budgeted for on an annual basis. When funds are limited, the committee will designate which of its members would be the most appropriate to participate at a given meeting.~~
1. The School Committee will be made aware of School Committee conferences, conventions and workshops. The Committee will periodically decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the school district.
2. Reimbursement to committee members for their travel expenses will accord with the travel expense policy for staff members.
3. When a conference, convention, or workshop is not attended by the full committee, those who do participate will be requested to share information, recommendations and materials acquired at the meeting.

LEGAL REFS.: M.G.L. 40:5

Adopted:	December 15, 1994
Reviewed:	July 12, 2000
Reviewed:	February 27, 2014
Reviewed:	February 16, 2017
Revised:	December 5, 2023

## SCHOOL COMMITTEE LEGISLATIVE PROGRAM

The School Committee, as an agent of the state, must operate within the bounds of state and federal laws affecting public education. If the committee is to meet its responsibilities to the residents and students of this community, it must work vigorously for the passage of new laws designed to advance the cause of good schools and for the repeal or modification of existing laws that impede this cause.

To this end:

1. The committee will keep itself informed of pending legislation and actively communicate its concerns and make its position known to elected representatives at both the state and national level.
2. The committee will work with its legislative representatives (both state and federal), with the Massachusetts Association of School Committees, and other concerned groups in developing an annual, as well as a long-range, legislative program. One of the major objectives of the committee's legislative program will be to seek full funding for all state and federally mandated programs.
3. The committee will annually designate a person--who may or may not be a member of the committee--to serve as its legislative representative. This person will be authorized to speak on the committee's behalf with respect to legislation being considered by the Massachusetts Legislature or the United States Congress or their respective committees. In all dealings with individual elected representatives, the Legislature or Congress, the committee's representative will be bound by the official positions taken by the School Committee.

Source: MASC - Updated 2022

Adopted:	December 15, 1994
Reviewed:	July 12, 2000
Reviewed:	February 27, 2014
Reviewed:	February 16, 2017
Revised:	December 5, 2023



## VOTING METHOD

### **Open meeting**

Votes of the School Committee will be taken by voice vote or a hand count and shall be recorded in the minutes. If the vote is unanimous only that fact need be recorded. No vote taken at an open session shall be by secret ballot.

All actions will require a majority vote of all members present and voting except as state law, Robert's Rules of Order, Newly Revised, or policies of this Committee require a larger majority. A majority of the members of the School Committee will constitute a quorum.

A two-thirds vote will be required to suspend parliamentary rules of order.

### **Executive Session**

A majority of the members of the School Committee must vote to enter into executive session, with the vote taken by roll call and recorded in the official minutes.

All votes taken in executive session will be recorded roll call votes, and will become part of the minutes of executive sessions. Any votes taken to ratify employment contracts or collective bargaining agreements shall be taken in open session.

Source: MASC

Adopted: July 12, 2000

Revised: 27 February 2014

Reviewed: February 16, 2017

Reviewed: December 5, 2023

## MINUTES

The minutes of a School Committee meeting constitute the written record of committee actions; they are legal evidence of what the action was. Therefore, the secretary of the School Committee will be responsible for reporting in the minutes all actions taken by the committee.

Minutes will include:

1. A statement on the nature of the meeting (regular or special), the time, the place, and the approval of the last regular and each subsequent special meeting.
2. Names of the members present or absent, annotated as to arrival and departure times, if during the meeting.
3. A complete record of official actions taken by the committee relative to the Superintendent's recommendations, to communications, and to all business transacted. Resolutions and motions will be given in their exact wording, accompanied by the names of members moving and seconding and a record of the results of the vote. Reports and documents relating to a formal motion may be omitted if they are referred to and identified by title and date.
4. Notation of formal adjournment.

Copies of the minutes will be sent to all committee members at least 48 hours in advance of the meeting at which the minutes are to be approved.

The approved minutes will become permanent records of the committee. Minutes of public meetings and minutes of executive sessions that have been declassified will be in the custody of the Superintendent who will make them available to interested citizens upon request.

LEGAL REFS.: M.G.L. 30A:22; 66:10

Source: MASC

Adopted:	July 12, 2000
Reviewed:	February 27, 2014
Reviewed:	February 16, 2017
Reviewed:	December 5, 2023

## POLICY ADOPTION

Adoption of new policies or changing existing policies is solely the responsibility of the School Committee. Policies will be adopted and/or amended only by the affirmative vote of a majority of the members of the School Committee when such action has been scheduled on the agenda of a regular or special meeting.

To permit time for study of all policies or amendments to policies and to provide an opportunity for interested parties to react, proposed policies or amendments will be presented as an agenda item to the committee in the following sequence:

1. First reading – first reading of proposed policy or policies; response from Superintendent; report from any advisory committee assigned responsibility in the area; committee discussion and directions for any redrafting.
2. Second reading – discussion, adoption or rejection.

Amendments to the policy at the second reading stage will not require repetition of the sequence, unless the committee so directs.

The School Committee may dispense with the above sequence to meet emergency conditions.

Policies will be effective upon the date of the vote by the School Committee

Adopted:	December 15, 1994
Reviewed:	July 12, 2000
Revised:	December 15, 2005
Reviewed:	February 16, 2017
Reviewed:	December 5, 2023

## ADMINISTRATION IN POLICY ABSENCE

In cases where action must be taken within the school system where the School Committee has provided no guides for Administrative action, the Superintendent of Schools shall have the power to act but his decisions shall be subject to review by action of the School Committee at its next regular meeting. It shall be the duty of the Superintendent of Schools to inform the school committee of such action and the need for policy.

Adopted:	November 15, 1973
Reviewed:	July 12, 2000
Reviewed:	August 30, 2000
Reviewed:	February 27, 2014
Reviewed:	February 16, 2017
Rescinded:	December 5, 2023

## NEW SCHOOL COMMITTEE MEMBER ORIENTATION

In accordance with the requirements of law, each new School Committee member elected to the School Committee is required to complete, within one year of their election or appointment, at least eight hours of orientation training. This orientation shall include, but is not limited to, a review of School Finance, the Open Meeting Law, Public Records Law, Conflict of Interest Law, Special Education Law, Collective Bargaining, School Leadership Standards and Evaluations, and the Roles and Responsibilities of School Committee Members.

The School Committee and Superintendent shall assist each new member to understand the Committee's functions, policies and procedures of the Committee as soon after election as possible. Each new member shall be given the following materials:

- A. A copy of the School Committee policy manual
- B. A copy of the Open Meeting Law
- C. A copy of the Conflict of Interest Regulations
- D. A copy of the district's budget
- E. Collective bargaining agreements and contracts
- F. Student and staff handbooks

Each new member shall also receive any other materials the Chair and/or the Superintendent determine to be necessary.

The Chair and/or Superintendent shall also clarify policy:

- A. arranging visits to schools or administrative offices
- B. requesting information regarding school district operations
- C. responding to community requests/complaints concerning staff or programs
- D. handling confidential information

Whether appointed or elected, new members should be advised that they are also members of the Massachusetts Association of School Committees, Inc. and should be encouraged to utilize the services and resources MASC provides by attending meetings or workshops specifically designed for new Committee members. Their expenses at these meetings or workshops will be reimbursed in accordance with established School Committee policy.

SOURCE: MASC

LEGAL REF.: M.G.L. 71:36A

Adopted:	December 15, 1994
Reviewed:	July 12, 2000
Revised:	February 27, 2014
Reviewed:	February 16, 2017
Reviewed:	December 5, 2023

## SCHOOL COMMITTEE MEMBER COMPENSATION AND EXPENSES

The School Committee shall serve without compensation, except that a member of a School Committee of a city, town, regional school district or superintendency union may be compensated for his/her services by a majority vote of the city council in a city having a Plan D or Plan E charter; in a city not having a Plan D or Plan E charter by vote of the city council, subject to the provisions of the charter of such a city; in a town by a majority vote at a town meeting; and in a regional school district or school superintendency by a majority vote of the voting member towns authorized at their respective town meetings, the amount of such compensation, in each case, to be set by the respective cities, towns or groups of towns. No member of a School Committee in any town shall be eligible to the position of teacher, or Superintendent of public schools therein, or in any union school or superintendency union or district in which his/her town participates.

Upon submitting vouchers and supporting bills for expenses incurred in carrying out specific services previously authorized by the Committee, members may be reimbursed from school funds.

Reimbursable expenses may include the cost of attendance at conferences of School Committee associations and other professional meetings or visitations when such attendance and expense payment has had prior School Committee approval.

LEGAL REFS.: M.G.L. 40:5; 71:52

Source: MASC

Adopted: December 15, 1994  
Reviewed: July 12, 2000  
Reviewed: February 27, 2014  
Reviewed: February 16, 2017  
Reviewed: December 5, 2023

## SCHOOL COMMITTEE MEMBERSHIPS

The committee will maintain memberships in the state School Committees (boards) associations and take an active part in the activities of this group.

It may also maintain institutional memberships in other educational organizations, which the executive officer and committee find to be of benefit to members and personnel.

The materials and benefits of institutional memberships will be distributed and used to the best advantage of the committee and the staff.

Source: MASC

Adopted:	July 12, 2000
Reviewed:	February 27, 2014
Reviewed:	February 16, 2017
Reviewed:	December 5, 2023

## ADMINISTRATION IN POLICY ABSENCE

In cases where action must be taken within the school system where the School Committee has provided no guides for Administrative action, the Superintendent of Schools shall have the power to act but his decisions shall be subject to review by action of the School Committee at its next regular meeting. It shall be the duty of the Superintendent of Schools to inform the school committee of such action and the need for policy.

Adopted:	November 15, 1973
Reviewed:	July 12, 2000
Reviewed:	August 30, 2000
Reviewed:	February 27, 2014
Reviewed:	February 16, 2017
Rescinded:	December 5, 2023



~~The Committee will not officially approve procedures except as required by state law or in cases when strong community attitudes, or possible student or staff reaction, make it necessary or advisable for a regulation to have the Committee's advance approval.~~

### **Rules Pertaining to Staff and Student Conduct**

~~Under Massachusetts law, the Superintendent is required to publish "rules and regulations pertaining to the conduct of teachers and students which have been adopted." Codes of discipline, as well as procedures used to develop such codes, shall be filed with the Dept. of Elementary and Secondary Education for information purposes only. Standards of conduct will be included in staff and student handbooks. These handbooks will be reviewed and approved annually by the School Committee.~~

Legal refs:     MGL 71:37H

Adopted:	December 15, 1994
Reviewed:	July 12, 2000
Reviewed:	February 27, 2014
Reviewed:	February 16, 2017
Revised:	December 5, 2023