Town of Littleton School Committee

JEN GOLD, Vice Chair	JUSTIN MCCARTHY, Chair	BRAD AUSTIN, Clerk
STACY DESMARAIS, Member		BINAL PATEL, Member

SCHOOL COMMITTEE
MINUTES
January 26, 2023
7:00PM

PRESENT: Justin McCarthy
Jen Gold
Brad Austin
Stacy Desmarais
Binal Patel

ALSO PRESENT: Kelly Clenchy (7:05)
Steve Mark
Bettina Corrow (7:09)
Dorothy Mulone

NOT PRESENT:

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

On a motion by Brad Austin and seconded by Jen Gold it was voted to approve the Jan. 12, 2023, agenda as presented. (AYE: Unanimous).

INTERESTED CITIZENS
None

RECOGNITION
1. Student Representative(s) Report: School Committee Representative, Jen Gold, gave an update of the events happening at each school.

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.

PRESENTATIONS

1. **Superintendent's Update**:
   1. Colds, Flu and COVID. We are doing ok, we are not Covid free, but we do not have any concerns.

   2. Upcoming Vaccination Clinics (Flu, COVID) February 2, 2023, 3:30 -7:00 PM @ LHS Cafeteria.

   3. MTSS Needs Assessment Survey was emailed out today, Thursday Jan. 26, 2023. Due date is Feb. 3rd

   4. Decodable Readers, recently purchased for our reading specialists to use with their students (aligned with our phonics program). More purchases of decodable books will be happening in the future.

   5. Indian Hill Building Update – The Town is thinking of purchasing the building and having the District's central office and Park & Rec move into that building.

   6. Update on SL Building Project. We have reached out to MSBA. They are hosting a board meeting in April which we haven't been invited to yet. We need to determine the number of enrollments.

   7. ChatGPT- is a chatbot launched by OpenAI in November 2022. It is built on top of Open AI's GPT-3 family of large language models and is fine-tuned with both surprised and reinforced learning techniques. A letter created and shared with staff is part of the packet..

2. **Financial Update**: Business Manager, Steve Mark presented the financial update. The overview was included in the packet.

3. **Review of Strategic Plan (4 Schools) Standard 5: Technology** - Schools discussed SIPs specific to goals for the 2022/2023 school year, discuss major accomplishments, challenges, and any suggested revisions or addition of Goals that should be taken into consideration as we review Standard 5 as part of the process for creating an updated Strategic Plan, 2023- 2028.

   Goals
   1. Align school and district-based technology planning with current state, national, and international technology standards.
   2. Continue to improve staff/administrative utilization and integration of technology.
   3. Continue to improve student utilization and integration of technology for college and career readiness.
   4. Provide all staff and students with appropriate access to technology.

   Shaker Lane - Accomplishments
   ● Technology Teacher Leader
   ● Year 2 of Trimester Based K-5 Stem Projects
   ● Digital Citizenship Program
   ● Three Touch View TVs
   ● Online Library System–getting there
   Shaker Lane - Challenges
   ● Expansion of 1:1 iPad's in Kindergarten
   ● Balance between paper/class v. technology
   Shaker Lane - Revisions / Goals to Consider
   ● Increase the number of Touch View TVs
   ● 1:1 iPad's in Kindergarten

Russell Street - Accomplishments
Tech Staff
Tech Teacher Leader
Think Tank
Digital Citizenship program
Technology integration
Family STEM Nights / Events
1:1 Chromebooks
Touch screen TVs
Document cameras
Russell Street - Challenges
What is the right amount of technology use for each grade post-pandemic?
Chromebook use for homework.
Readiness to transition to grades 3 to 5 and to middle school.
How to stay current
Russell Street - Revisions / Goals to Consider
Technology changes fast. Regularly evaluate if we are keeping up with current trends.

Littleton Middle School: Accomplishments
● Integration of Touch View screens in all classrooms.
● Maker Space Mondays
○ Dedicated time in our library makerspace during flex block every Monday morning.
○ Open to all students and provides opportunities to pursue interests.
● Introduction of Wacom pen tablets for website and PDF annotation.
Littleton Middle School: Challenges
● Getting comfortable with change.
● Consistent training to increase quality of use.
● Taking risks with technology.
Littleton Middle School: Revisions/Goals to Consider
● How to make the library a technology hub in our building.
● Implementation of Wacom pen tablets.
● Enhance instructional strategies to increase student use of Touch View screens.

Brad Austin – Are there any chances for peer observations during the day?
Jason Everhart – We have both newer and veteran staff that are willing to try this.
Brad Austin – Would love to hear more about the structure around cell phones.
Jason Everhart – It is a difficult balance for us, when families have given their child a cell phone and are sending them to school with it. But we are trying a new approach with our 6th grade team and having cell phone free lunch. For 22 minutes, you as a student would be able to just talk to someone. We have purchased jump ropes, basketballs, and other fun toys for the kids to interact with instead of being on their phones. The 6th grade team is inside the cafeteria during lunch talking to the kids and interacting with them, which is such a wonderful thing to see.

Littleton High School - Accomplishments
● Integration of Touch View screens in most classrooms
● Professional Development Offerings focused on instructional technology
● MassCUE Professional Development
● Cyber Safety Presentations for parents and students
● Video Editing, Graphics, Fashion Design, Industrial Design courses using Adobe Creative Cloud Software

- AP Computer Science Principles & AP Computer Science A courses
- Technology Department's skillful support of Cross-District PD in November at LHS
- Student-led Tiger Tech team support for Council on Aging and repair of LHS Chromebooks
- Online course offerings via VHS and other providers
- Extensive use of online AP Classroom and Google Classroom

Littleton High School - Challenges
- ChatGPT & other future AI driven Language Models
- Enhance provision of relevant and innovative Computer Science & Technology/Engineering coursework and experiences

Littleton High School - Revisions / Goals to Consider
- Embedding more technology tools, skills, and applications into student projects and assessments e.g. coding & simulations
- Provide in-person Cyber Safety presentations for parents and students
- Enhance instructional strategies to increase student use of Touch View screens.
- Continue to review and evaluate our Program of Studies to ensure LHS offerings support student skill development and preparation for post-secondary experiences, education, & future employment

Stacy Desmarais – Maybe we could find a section at the high school for use of your cell phone only?

4. **Tiered Focused Monitoring System**: Director of Student Services, Ms. Snow provided an overview of DESE's Tiered Focused Monitoring System process overview.
Tiered Focused Monitoring
Topics we will cover:
1. Role of Public-School Monitoring (PSM)
2. Tiered Focused Monitoring (TFM) Process Overview
3. Monitoring Timeline

Tiered Focused Monitoring: The role of PSM
Public School Monitoring (PSM), a unit of the Department of Elementary & Secondary Education:
- Monitors school districts for compliance with special education and civil rights laws and regulations that impact student outcomes
- Provides technical assistance to help districts:
- Understand and comply with regulations
- Develop supports and resources for students

Tiered Focused Monitoring: Group B
Components of a Universal Standard Group B Review
Equal Opportunity and Access
School Facilities
Licensure
Professional Development
IEP Implementation
Time and Learning
Parent and Community Engagement

Tiered Focused Monitoring – TFM
- Method for determining compliance with regulations
- Districts undergo a TFM review every 3 years
- Five major review components help identify opportunities for improved practices

Tiered Focused Monitoring: District Self-Assessment
- Review of special education and civil rights policies and procedures
- Examination of the licensure of special education staff
- Observation of school facilities - Focused questions relating to special education and civil rights laws and regulations under review

Tiered Focused Monitoring: PSM Onsite Visit
Onsite monitoring can include building tours & interviews.
Survey responses are used to enhance onsite monitoring.

Tiered Focused Monitoring: Analysis & Results
Compliance Ratings
- Commendable
- Implemented
- Partially Implemented
- Not Implemented
Final Report
- The report includes actions for the district to implement in response to the ratings
- Reports are available on the DESE website

Tiered Focused Monitoring: Timelines
Year 1
Prep: Self- Assessment
Group A or B
Year 2 Onsite:
Supports, Action Plans,
Monitoring & Progress Reporting
Year 3
Follow-up: Internal Monitoring

Tiered Focused Monitoring Review: Group A Review
Group A – Focus on Special Education
Special Education identification process
Parent involvement
IEP Development
Programming & Support Services
Equal Opportunity
Review Includes:
Student Record Review
Data Review
Policy & Procedure Review
Interviews
Parent Surveys

Brad Austin – Self Assessments report – is it available to the public. Currently there is nothing for the public to read.
Lyn Snow – It is a document of evidence. DESE will be conducting an on-site visit for one day sometime in February. DESE will complete a final report after their on-site visit.

<u>**NEW BUSINESS**</u>
1. **Discussion regarding the potential removal of Religious Holidays from the School Calendar:**
    Justin McCarthy – I have heard both sides. I am probably in favor of removing the holidays. I believe everyone's rights are protected in the policies.

    Jen Gold – I have some concerns about removing Diwali so soon after we just added it to the calendar. I do think we might get to a point where we could possibly remove the three holidays, but I am not sure we are there.

    Brad Austin – I think it is the right time to discuss this. We took a vote just months ago to add Diwali as a holiday and it was to celebrate diversity. If we move forward with this, we need to hear from the community. We need to reach out proactively to the community.

    Stacey Desmarias – I think it is hard for parents and for students when we don't have a consistent calendar. I am not sure how we would pull it off to get this information to the community. Maybe we could try it out for a year without the holidays and then get feedback from the community.

    Brad Austin – We need to survey the community before deciding. Let's give the community an opportunity to voice their opinion before we decide. I think it would be either keep all three or take all three. It is about equity.

    Binal Patel – Community input is really important and helpful. We get a chance to hear from everyone.

    Kelly Clenchy – I see both sides to this. But it is tough to justify why we would change the holidays so quickly. Maybe we want to re-evaluate it later?

    Justin McCarthy – I am not willing to take away just one holiday. I would take away all three. We are a diverse community, which is a good thing.

    Stacey Desmarais – Do we know the percentage of students that did not attend school on these holidays?
    Kelly Clenchy – We do not have those numbers.

    Binal Patel – I appreciate that this community acknowledges this holiday.

    Brad Austin – I see Kelly's point. Maybe we should pause it for now. But if this is a change we want to make, maybe it does not make sense to wait 3 years. If we want to make this change, we need to inform the community before we take a vote on this.

    Stacey Desmarais – Would it be possible to make these holidays a half school day? Then students who celebrate these holidays would get half a day to celebrate.

2. **Summary of time on learning for each of our schools:** Director of Teaching and Learning, Mrs. Steele discussed the current time on learning requirements as compared to DESE minimum requirements
    Structured Learning Time
    Required
    Kindergarten   425 Hours (based on half day program)
    Elementary   900 Hours
    Secondary   990 Hours

Littleton Public Schools
Shaker Lane School   K = 858 Hours (based on full day program)
                                     T-2 = 913 Hours
Russell Street School   933 Hours
Littleton Middle School   992 Hours
Littleton High School   1,014 Hours
Brad Austin – At Middle School is flex time considered structured learning time.
Elizabeth Steele – Yes, that is structured learning time.

Justin McCarthy – So lunch, recess and passing is not considered structured learning time, but sitting at chill time is considered learning time? Is this comparable to other districts?
Elizabeth Steele – I think we are comparable. We do have more half days than other districts and we are still meeting the required structured hours of instruction.
Kelly Clenchy – We do not have much wiggle room in our schedule.

Stacey Desmarais – Is there room to add time to the lunch break?
Michelle Kane – A 30 min lunch is too long for the students. A 20 min lunch period is sufficient.
Cheryl Temple – A 22 min lunch break is sufficient. We make sure that our students have time to eat.

INTERESTED CITIZENS
None

SUBCOMMITTEE REPORTS
1. **PMBC:** None

2. **Budget Subcommittee:** We had a meeting on Tuesday morning.

3. **SEPAC**: None

4. **Policy:** Second Reading of the following policy: JF School Admissions

    On a motion by Brad Austin, and seconded by Stacey Desmarais, it was voted to accept the second reading of the following policy JF as reviewed and presented. (AYE: Unanimous). Motion carried.

ADJOURNMENT
On a motion by Brad Austin and seconded by Stacy Desmarais it was voted to adjourn at 9:14PM. Roll Call Vote: Brad Austin, AYE; Justin McCarthy, AYE; Jen Gold, AYE; Binal Patel, AYE; and Stacy Desmarais, AYE.

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NEXT MEETING DATE
February 9, 2023
7:00PM

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DOCUMENTS AS PART OF MEETING
Strategic Plan Standard 5: Technology
Tiered Focused Monitoring System
Structured Learning Time
Policy:
JF: School Admissions