



## 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)

MATTHEW HUNT, Vice Chair  
BRAD AUSTIN, Member

MIKE FONTANELLA, Chair

TIMALYN RASSIAS, Secretary  
JUSTIN MCCARTHY, Member

### SCHOOL COMMITTEE MEETING

February 25, 2021 07:00 PM

#### **NO PUBLIC ATTENDANCE, GIVEN BUILDING CLOSURES DUE TO COVID-19**

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### **\*\* \*A G E N D A\* \* \***

*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.*

- 7:00 I. ORGANIZATION**  
1. Consent Agenda  
2. Minutes - February 18, 2021  
-Oath to Bills -  
and Payroll

- 7:05 II. INTERESTED CITIZENS**

- 7:10 III. RECOGNITION**

*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.*

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**7:15 IV. PRESENTATION**

- 1. HS Band Trip to Florida: Request for HS band trip to Orlando, FL in February 2022:** *Music Teacher Hilary Bridge will give a presentation on the HS band trip to Orlando, FL in February 2022.*  
*Motion to approve the HS band trip to Orlando, FL in February 2022 in principle based on the information and presentation provided.*
- 2. State/Local/ Public Health Metrics:** *Chair, Mike Fontanella and Katrina Wilcox Hagberg will give an update on the State/Local/Public Health Metrics.*
- 3. 2021 MCAS Testing:** *Chair Mike Fontanella will facilitate a discussion with the School Committee regarding the 2021 MCAS Testing*

**7:35 V. OLD BUSINESS**

- 1. Updated CDC Guidelines for Schools:** *Chair Mike Fontanella will present a summary of the updated CDC Guidelines regarding School Health and Safety Protocols.*

**7:45 VI. NEW BUSINESS**

- 1. Draft Calendar 2021/2022 School Year:** *Request for School Committee to approve calendar as presented.*
- 2. Proposed 2021/2022 School Committee Calendar:** *Superintendent Clenchy will present the proposed 2021/2022 School Committee Calendar.*

**7:50 VII. INTERESTED CITIZENS**

**8:05 VIII. SUBCOMMITTEE REPORTS**

- 1. PMBC**
- 2. Budget Subcommittee**
- 3. Policy Subcommittee:** (see LPS website to view all policies)  
<http://www.littletonps.org/school-committee/school-committee-polices>

**8:10 IX. ADJOURNMENT/EXECUTIVE SESSION**

**Motion to move into Executive Session for the purpose of contract negotiations with no intention to return to Open Session.**

**NEXT SCHOOL COMMITTEE MEETING**

**March 4, 2021**

**PUBLIC HEARING FY22 BUDGET**

**MARCH 18, 2021**

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JUSTIN MCCARTHY, Member

## SCHOOL COMMITTEE MINUTES Feb. 11, 2021 7:00PM

**PRESENT:** Mike Fontanella  
Matthew Hunt  
Timalyn Rassias  
Brad Austin  
Justin McCarthy

**ALSO PRESENT:** Kelly Clenchy  
Steve Mark  
Dorothy Mulone  
Bettina Corrow

**NOT PRESENT:**

### CALL TO ORDER

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

On a motion by Matthew Hunt, and seconded by Timalyn Rassias, it was voted to approve the Jan. 28, 2021 consent agenda as presented. (AYE: Unanimous). Motion carried. Roll Call Vote: Matthew Hunt, AYE; Brad Austin, AYE; Justin McCarthy, AYE; Timalyn Rassias, AYE; and Mike Fontanella, AYE.

### INTERESTED CITIZENS

None

### RECOGNITION

1. Superintendent Clenchy spoke about the parent presentation, which took place on Feb. 9. Special thanks to the Wellness Committee and Elizabeth Steele for their work on getting the presenter Dr. Nicole Christian-Bratwaite to the district.
2. STEM Night – Thank you to Heidi MacGregor and the Empowering Families team at Russell Street for hosting a successful Virtual STEM event.

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3. Pool Testing – Thanked Ms. Snow and the school nurses for their work on this new initiative. It was a huge undertaking but kudos to all for their tireless work to get this project off the ground.

## **PRESENTATION**

**1. Update on Winter Sports season and Fall 2 Sports Approval** – Athletic Director Mike Lynn gave a brief update of the winter sport seasons.

### **Winter Participation by Sport:**

V Boys' Basketball: 12

JV Boys' Basketball: 12

V Girls' Basketball: 13

V Boys' Ice Hockey: 15

JV Boys' Ice Hockey: 11

V Girls' Ice Hockey (coop): 6 (season cancelled due to Westford Public School decision not to have a winter sport season)

V Boys' Indoor Track (practice only): 21

V Girls' Indoor Track (practice only): 18

V Swim/Dive (coop): 6

V Alpine Ski (coop): 7

V Gymnastics (coop): 4

### **Winter Records by Sport:**

V Boys' Basketball: 6-1 (pod playoffs game(s) left)

JV Boys' Basketball: 2-7 (1 game left)

V Girls' Basketball: 4-4 (1 game + pod playoffs left)

V Boys' Ice Hockey: 3-6-1 (3 games left)

JV Boys' Ice Hockey: 1-1-2 (2 games left)

V Swim/Dive (coop): 4-0

V Alpine Ski (coop): Boys 3-2 / Girls 2-3

V Gymnastics (coop): 2-1

### **State and MIAA Guidance for Fall 2 Season:**

All sports at the youth, interscholastic, and adult levels must follow the current EEA guidelines. (updated 2/8/21).

MIAA Fall II Season Dates: 2/22/21 – 4/25/21.

MIAA Sport Committees have provided guidelines and modifications for all approved fall II sports.

Leagues should organize into geographic pods in order to minimize travel and limit opponents.

No MIAA playoffs for the fall II season.

Per the new EEA guidelines for outdoor venues, spectators are limited to 2 adults and 2 siblings per participating player provided social distancing of 6 feet can be accomplished.

Transportation per guidelines.

### **Football Specific - MIAA Modifications**

Face coverings are required at all times except for designated mask breaks.

The team boxes are extended to the 10-yard lines and players/coaches must maintain 6' social distancing.

The maximum roster size is 45 players. We anticipate a roster size of 35-40 football players (VAR cohort / JV cohort) for the fall II season.

Players and officials must arrive in uniform ready to play/officiate. No locker room access.

Players provide their own water.

The time between quarters has been extended, halftime has been shortened to 10 minutes, and mandatory water breaks at the halfway point of each quarter have been added.

No handshake ceremony.

Please see the MIAA football rules modifications and guidelines document for details.

### **Cheer Specific - MIAA Modifications**

Face coverings are required at all times except for designated mask breaks.

The maximum roster size is 20 cheerleaders. We anticipate a roster size of 17 cheerleaders for the fall II season.

Cheerleaders must arrive in uniform ready to cheer. No locker room access.

Cheerleaders provide their own water.

Stunt groups must work in cohorts of 10 or less. Stunts are limited – no inversions, twisting, or pyramids.

Voice projection is permitted when outside only.

Please see the MIAA cheer rules modifications and guidelines document for details.

### **Indoor Track Specific - MIAA Modifications**

Face coverings are required at all times except for designated mask breaks.

Detailed guidelines are provided to ensure social distancing during all phases of practices and meets.

Athletes must arrive in uniform ready to participate. No locker room access.

Athletes provide their own water.

Meets will be held outdoors using indoor distances.

Please see the MIAA indoor track rules modifications and guidelines document for details.

### **Mid-Wach League and MIAA District 2/3 Actions**

Follow all EEA, DESE, MIAA, Board of Health, and local district guidelines for athletic participation.

Football start date: 2/22/21

Cheer start date: 3/1/21 (Game Day only – no competitions)

Indoor Track start date: 3/15/21 (subject to change) Could be changed to 3/1/21.

Organized into geographic / competitive balance pods of schools rather than divisional alignments.

Shortened season competing against schools within each pod in order to reduce contact transmission.

Littleton's current football/cheer pod tentatively includes Clinton, Hudson, Maynard, Tyngsboro, and West Boylston.

Littleton's current indoor track pod tentatively includes Ayer-Shirley, Bromfield, and Groton-Dunstable.

The plan for spectators is still being discussed at this time.

### **A few points to consider...**

Athletics and other co-curriculars are a voluntary privilege. Parents, students, and coaches have the option to participate or opt out.

Participation in athletics provides a daily social gathering for students under the supervision of a qualified adult with strict guidelines and rule modifications in place.

While the physical health of our students is our top priority during this pandemic, we must also be mindful of their mental and emotional health. As we all know, athletics plays a critical role in the overall health of many of our students.

During a normal year, our athletic participation rate hovers in the 69% range at LHS. We will not make that this year, but our participation has been down a little bit.

Justin McCarthy – Congratulations on a successful season. I do support another season, but I just want to remind everyone it is a team effort to continue to stay safe.

Matthew Hunt – Anything we can do and offer the students is appreciated. I also support another season.

Timalyn Rassias – Thank you for making this year a little more normal. Especially since it worked during an indoor season, now we are moving outside again. I support another season.

Brad Austin – I am optimistic that we can have another season outside.

Mike Lynn – We have a formula in place, and we are keeping everyone informed if we have any close contact amongst players or other contact and we have followed guidelines and been very cautious with everything we have done.

**Public Input:**

Matthew Ridge – Wearing a mask during a track run, it can be a burden for students.

Mike Lynn – It is amazing how resilient students are. They have been wearing masks during the basketball games, and they ran with them during the cross country meets in the fall without any issues.

On a motion by Matthew Hunt, and seconded by Timalyn Rassias, it was voted to approve the Fall 2 Season as presented. (AYE: Unanimous). Motion carried. Roll Call Vote: Matthew Hunt, AYE; Brad Austin, AYE; Justin McCarthy, AYE; Timalyn Rassias, AYE; and Mike Fontanella, AYE.

**2. State/Local/Public Health Metrics:** Katrina Wilcox Hagberg provided a presentation on the State/Local/Public Health Metrics as of Feb. 11, 2021. Her data presented was through Feb. 11, 2021. 44 new cases as of today's date. Littleton's rate is 32.2 per 100K. MA School data is at 462 students in schools and 212 in-person staff members. Total to date Littleton Public Schools have had 36 cases.

Updated CDC guidelines for schools will be released on Friday, Feb. 12:

Expected to focus on Covid-19 mitigation in schools, such as:

- Masks
- Maintaining proper 6-feet social distancing
- Good hand hygiene
- Ventilation
- Cleaning
- Contact tracing / isolation / quarantine.

Littleton Public Schools Covid-19 Mitigation Strategies as of Jan. 27, 2021

- Masks
- Maintaining proper social distancing
- Good hand hygiene
- Ventilation
- Cleaning
- Contact tracing / isolation / quarantine.
- Stay home if test positive, sick or have known exposure.
- Pool Testing plot began Feb. 8, 2021.

With the layers of mitigation strategies that are being used properly, the in-school transmission is low.

Justin McCarthy – Thank you for the presentation. I noticed one of the studies showed that a school has gone back fully. Do you have any input on how they did it?

Katrina Wilcox Hagberg – I have not been able to follow up after the end of their study. But I am still searching. to see if I can find any school, who are fully back but with less than 6-feet social distance.

**Public input:**

Jen Gold – Now that we started pool testing in the school, will that data be added into the presentation.

Katrina Wilcox Hagberg – It is my understanding that any positive cases will be reported into the state.  
I assume that any negative or positive cases will be captured and reported.  
Lyn Snow – We will be reporting the result of the secondary testing to the State.

**3. Financial Report:** Business Manager, Steve Mark gave a brief update on the financial report through January 2021. The spreadsheet was included in the packet. Normally at this time we would be around the 50-55% in the spending range.

## **OLD BUSINESS**

### **1. DESE Pooled Covid-19 Testing:** Superintendent Kelly Clenchy, and Director of Pupil Personnel Services

Lyn Snow gave a general update on the DESE Pooled COVID-19 Testing being administered throughout the district.

Schools can help protect students and their families, teachers, staff, and the broader community and slow the spread of COVID-19. Pooled testing to screen for COVID-19 is part of a comprehensive strategy and should be used in conjunction with other mitigation strategies and promoting behaviors that reduce spread (e.g. social distancing, handwashing, regular cleaning of facilities, and the use of face masks).

Lyn Snow showed photos of the testing kits, pooled testing supplies and how to collect a nasal swab. All of our students have been able to do this independently for the most part. She presented the different ways each school is conducting the pool testing.

We have Antigen test kits at each school, should it be necessary to take a second test.

#### **Week one – Collection 1:**

Eligible to participate – 501

We collected 237 on Feb. 8

Number of pools – 38

Positive pools = 0

#### **Collection 2:**

We collected 210 on Feb. 10

Number of pools – 29

Positive pools = pending results

#### **Moving Forward**

Student consents = 492

Staff consents = 155

Total consents = 643

Brad Austin – It seems like this was not disruptive to the school day? With staffing... are we where we need to be? When will we get the results back? What is the percent rate for our students?

Lyn Snow – It did not seem disruptive to me. With staffing, I think we are good. I did deliver the tests on Monday and today, Thursday. We do have to make sure everything is imported correctly, but we have a barcode scanner to help us. We handed in the collection samples on Monday around 4:30PM and we got the result back on Tuesday around 1:15PM, so it was a 18 hours turnaround time.

It seems our student rate is around 50-55% currently.

Kelly Clenchy – We currently have around 55% student participation rate. I do anticipate the number will increase over time.

Cheryl Temple – We had about 5 students at a time and students were out of their classroom for about 1-2 minute. So, the answer is no – not disruptive to Russell Street School students or staff.

Justin McCarthy – Do we have a plan to educate families about this pool testing and what kind of swab it is?

Lyn Snow – We sent out an informative pamphlet prior to pool testing taking place. Could hold an open forum for parents, and we will have weekly updates via emails.

Kelly Clenchy – Participated in a meeting yesterday with 27 other districts and we shared our information.

Mike Fontanella – Thank you everyone for your rapid work. I anticipate we will have an increase participation rate going forward. I assume we will be able to use this data going forward.

**2. Week after February Break:** The School Committee discussed the current learning models and what will be offered during the first week after February break.

Matthew Hunt – I am torn. I feel like that the numbers are going down and we have not seen in-person transmission.

Justin McCarthy – I think it is ok to come back. I think we have enough mitigation strategies in place to keep everyone safe.

Timalyn Rassias – I am ok with coming back. We now have pool testing. I really think we can come back in our hybrid model.

Brad Austin – I must agree with my fellow members. I support to continue with the hybrid model.

Mike Fontanella – I agree with everyone. I do not feel it is the same type of holiday as previous and I do not feel that many families are going to travel as they would in previous years. And I do not want to lose a week of data as we try to move forward.

**Public Input:**

Matthew Ridge – Talking about snow days. Are we going to be more cautious when calling a snow day?

Mike Fontanella – The timing of the snow fall was the decision.

Kelly Clenchy – Usually the forecast is pretty accurate. Up until 6AM we were told we would get about 6-8” so my concern is the safety of our students and staff.

Kerry LaVoie – My children are in Cohort A. In the last 3 weeks my children have lost 3 of their in-person school days. How are they going to be made up? A remote day does not equal a real in-person day.

Mike Fontanella – One of these days was a snow day and it will be made up at the end of the school year.

**NEW BUSINESS**

**1. Review of COVID-19 Learning Models:** The members of the School Committee discussed and reviewed the current Covid-19 learning models.

Matthew Hunt – I want to increase the numbers of in-person days. We need to be more creative. We need to look at Shaker Lane and Russell Street students. Maybe we can get up to 60-70% of students back in the buildings. I also think that the seniors are an important part and we need to find a way we can get them in school more.

Brad Austin – We had two good months in the fall, and then we had two months with increase. It is time to start looking at other options. Maybe we reinstate a task force to start looking at options. After February break, we will have more pool testing data to work with. The 6-feet distance does seem important going forward. I would like more information on the air flow studies.

283 Mike Fontanella – The data from the air flow studies we have on hand. The data did not include having  
284 open windows, and we have installed hepa filters since the study took place.

285  
286 Timalyn Rassais – If we can get students back into the classroom, I am all for it. I am just not sure how we  
287 decide. As far as middle school and high school students I think there will be a lot more switching around.  
288 The social and emotional need is different there.

289  
290 Justin McCarthy – I am all for getting some plans in place. But the time is now to start working on plans. I  
291 would like for the administration to come up with a plan for a full 5-day in person school. If we have 6-  
292 weeks of negative pool testing, I think we might be able to look at the 6-feet distance not being necessary  
293 any longer. My priorities are K-5 students and our seniors. Additionally, I think we need to start to talk  
294 with the LEA again, so we have them onboard as well. Do we have any idea when teachers will have a  
295 chance to get vaccinated? Maybe having a full vaccination day for teachers.

296  
297 Kelly Clenchy – As of right now we do not know when teachers will be eligible. We do have talks with  
298 the state, but I cannot share any information at this point. We are hoping maybe around the third week of  
299 March. But we have to be careful if we vaccinate them all at once and suddenly have a large population  
300 out because of any side effects.

301  
302 Mike Fontanella – I agree the 6-feet is a significant line in the sand. I do think we have the capacity to  
303 increase the numbers of students in our K-5 classrooms.  
304 I am not sure we will be able to create a task force since teachers and parents are working.  
305 I think we need to survey families to see what the community needs/wants.  
306 I do think that K-5 students are in high need. I think the seniors are another group we need to think about.

307  
308 Kelly Clenchy – It is time to have this discussion to “*Phase in*” more students. We have been working  
309 with our K-5 staff about a 4-day in-person learning plan. We have been looking at our classrooms to see  
310 how we could fit more students into a classroom. When we come back from break, our teachers will be  
311 contacting parents whose children could benefit from more in-person learning. We are hoping to increase  
312 the numbers by March 1<sup>st</sup>. We need to identify mitigation strategies to keep our students and staff safe  
313 with an increased number of students in the building. The vaccination of our teachers is so important so  
314 we all can feel more comfortable. Everything must fall into place. Our decision to keep staff safe and  
315 maximize the educational opportunities depends on the data we have in front of us. That is the only way  
316 we can design implementation strategies for in-person learning to keep our students and staff safe.

317  
318 Justin McCarthy – My point on returning to 5-days a week learning. We will need to know how you are  
319 going to handle the social distance in hallways, lunch breaks etc.

320  
321 Michelle Kane – High needs student are our priority. We have already selected the students we want to  
322 bring back. We can accommodate the extra students in the classroom and lunchroom, and we are looking  
323 forward to seeing more of our little friends in the school.

324  
325 Cheryl Temple – I currently have 35 students we would like to bring back. We would like to continue with  
326 a full remote day on Wednesday. This is a phase in approach. We are increasing the capacity and we are  
327 not moving away from a 6-feet distance.

328  
329 Brad Austin – I really appreciate the work you have done already. I assume you will be getting emails  
330 from parents who are hoping their child is on the list.

331  
332 Kelly Clenchy – Our seniors need to be our next priority.

Jason Everhart – We do not have the same flexibility as the elementary schools do. The best course of action is to try and fill in where we can, but we do not have as much wiggle room at this time.  
John Harrington – I would like to explore how we expand the seniors. I do feel there is room at the high school to increase the capacity of the students. Some of our students are really feeling alone and disconnected as they are learning from home. We think we can increase the capacity.

Timalyn Rassias – Do you feel you could add in Wednesday as an in-person learning day at the Middle School and High School?

John Harrington – We would like to move away from the remote Wednesday at a later phase.

Kelly Clenchy – As we move into phase 2, we might no longer look at the two cohort groups.

Justin McCarthy – We are inviting 35 students back but what happens to student #36? I am recognizing this is the first step, but I think that Wednesday becomes so much more important. At least some students would be able to be in school for 3 days instead of two if we change the remote Wednesday to an in-person school day.

Matthew Hunt – I think adding just one more day to allow more students would be beneficial. I think it is important to think outside of the box.

Mike Fortanella – I would like hard data on the capacity of each classroom, and then we could evaluate how many students we have room for in each classroom. There might be an opportunity to have students in three days a week.

Kelly Clenchy – What is the max capacity of each classroom? I think it should be doable for the next meeting. If we took all our current hybrid students and divided them into 5 cohorts in phase 2 and made Wednesday an in-school day, we would be able to increase our student in-person learning by 20%.

Brad Austin – Let us get the students with high needs back in school but let's not forget we negotiated a 6-foot distance.

### **Public Input:**

Jen Gold – I am a little disappointed that plans are just starting now. I did hear that this is just the first step in a phase. I would like to see a little more proactive planning. I really would urge you to figure out a way to use the Wednesday as an in-person school day. The MOA seems outdated at this point.

Mike Fontanella – The MOA is not the “be all” with communication with our teachers. I do not agree that the MOA is outdated.

Alana Clements – My kids did the testing this week and they said it did not hurt at all. I am worried if we take the 6-feet away, what is going to happen. We might have too much close contact. As much as I want my children in school more, I also worry that we might lose that if we decrease the social distance.

Matt Edwards – I do applaud the school committee board, the administration on all the work they have done. But it is disappointing to hear that we do not have a plan in place yet. The hybrid model has not worked for many students. If schools were working remotely, we would not have school buildings. I need some more information on how those 35 students were chosen. I want to see how we can get more students into the building.

Brad Austin – The plan is now that Shaker Lane and Russell Street will be contacting certain families, whose child could start 4-days in person learning.

Kelly Clenchy – This is not just a teacher decision. We have many conversations with parents as well to identify the students that need to be in school more.

### **INTERESTED CITIZENS**

None

### **SUB-COMMITTEE**

1. **PMBC** – No update

2. **Budget** – Finance committee meeting this week.

3. **Policy** – Second Reading of ACAB – Harassment

On a motion by Timalyn Rassias, and seconded by Matthew Hunt, it was voted to accept the second reading of Policy ACAB as presented. (AYE: Unanimous). Roll Call Vote: Matthew Hunt, AYE; Brad Austin, AYE; Justin McCarthy, AYE; Timalyn Rassias, AYE; and Mike Fontanella, AYE

4. **SEPAC** – No update

### **ADJOURNMENT**

On a motion by Matthew Hunt, and seconded by Timalyn Rassias, it was voted to adjourn at 10:21PM. Roll Call Vote: Matthew Hunt, AYE; Brad Austin, AYE; Justin McCarthy, AYE; Timalyn Rassias, AYE; and Mike Fontanella, AYE

### **NEXT MEETING DATE**

**School Committee**

**March 4, 2021**

**7:00PM**

**Zoom Meeting**

### **DOCUMENTS AS PART OF MEETING**

Winter Sports Update / Fall 2 Season

Public Health Metrics for Covid-19

Financial Report

DESE Pooled Testing

Policy ACAB



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## SCHOOL COMMITTEE MINUTES Feb. 18, 2021 7:00PM

**PRESENT:** Mike Fontanella  
Matthew Hunt  
Timalyn Rassias  
Brad Austin  
Justin McCarthy

**ALSO PRESENT:** Kelly Clenchy  
Dorothy Mulone  
Bettina Corrow

**NOT PRESENT:**

### CALL TO ORDER

Mike Fontanella called the meeting to order at 7:01p.m.

### INTERESTED CITIZENS

None

### NEW BUSINESS

**1. Ratification for the MOA with LEA for Pooled Testing:** Chair Mike Fontanella and School Committee Board discussed the ratification for the MOA with the LEA for Pooled Testing. An overview of the ratified MOA was included in the packet.

Justin McCarthy – I do not think the language is perfect in the last section, section 5, but I understand it is there to protect our teachers against students, who opt not to participate in the pool testing, which I completely understand, but I think the language could have included that you would be expected to re-test within a reasonable amount of time. I understand the reason behind the wording, just wanted to voice my concern.

*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.*

On a motion by Timalyn Rassias, and seconded by Matthew Hunt, it was voted to approve the Ratified MOA as presented. (AYE: Unanimous). Motion carried. Roll Call Vote: Matthew Hunt, AYE; Brad Austin, AYE; Justin McCarthy, AYE; Timalyn Rassias, AYE; and Mike Fontanella, AYE.

**INTERESTED CITIZENS**

None

Brad Austin – Would like to hear updates from other programs.

Justin McCarthy – Do we have the results from the second pool testing?

Kelly Clenchy – They were all negative.

**ADJOURNMENT**

On a motion by Brad Austin, and seconded by Timalyn Rassias, it was voted to move into Executive Session for the purpose of contract negotiations with no intention to return to Open Session at 7:08PM. Roll Call Vote: Matthew Hunt, AYE; Brad Austin, AYE; Justin McCarthy, AYE; Timalyn Rassias, AYE; and Mike Fontanella, AYE

**NEXT MEETING DATE**

**School Committee**

**February 25, 2021**

**7:00PM**

**Zoom Meeting**

**DOCUMENTS AS PART OF MEETING**

MOA

# LHS Band Disney Trip Photos

2016 and 2019



2019





2019 - We "earned our ears!"



Post  
Performance  
2019: Planet  
Hollywood  
served us a  
delicious group  
meal, and  
featured us on  
their Jumbotron  
for the whole  
restaurant - this  
picture is the  
students viewing  
themselves on  
the "big screen!"



## Disney Performing Arts Workshop 2019:

Our students learning from Disney professionals about being a professional musician, and a sound engineer - each workshop has been incredibly entertaining and engaging. Disney also offers scholarship and internship opportunities, and this is another way for students to make connections.



## Disney Performing Arts Workshop 2016



After we “earned  
our ears” in 2016

# May 2013 - First Trip!



**Day One - Saturday February 12, 2022**

Depart for the airport using your own transportation

A Brightspark representative will meet your group at the airport to assist with the check-in process

Arrive at the airport

Fly to Your Destination

**Your Professional Tour Director will meet your group upon arrival and handle your hotel check-in, plus all of your ticketing and reservations logistics. They will stay at your hotel and ride the bus full-time with your group.**

Board motor coach and depart for the hotel

**Check into a Disney Value Resort (exact resort TBD, based on availability at the time of deposit)**

Depart for the park of your choice using Disney Transportation

**Explore the Parks of the Walt Disney World Resort with a 4 Day Park Hopper Ticket**

**Enjoy a Meal with a \$15 Disney Meal Card**

**Enjoy a Meal with a Coupon**

Depart for the hotel at park closing using Disney Transportation

**Private overnight security at the hotel each evening**

**Day Two - Sunday February 13, 2022**

**Enjoy Breakfast at a Disney resort food court.**

Depart for the park of your choice using Disney Transportation

**Enjoy a Meal with a \$15 Disney Meal Card**

**Enjoy a Meal with a Coupon**

Depart for the hotel at park closing using Disney Transportation

Nighttime security

**Day Three - Monday February 14, 2022**

**Enjoy Breakfast at a Disney resort food court.**

Load motor coaches and depart for your performance at Walt Disney World

**Perform at Walt Disney World (exact time/date/location of your performance is subject to availability and your successful application to Disney Performing Arts)**

After your performance, return instruments and uniforms to the motor coach

**Group Lunch included at Disney Springs**

Motor coaches will return your group to the hotel to drop off instruments and uniforms. Depart for the park of your choice using Disney Transportation

**Enjoy a Meal with a \$15 Disney Meal Card**

Depart for the hotel at park closing using Disney Transportation

Nighttime security

**Day Four - Tuesday February 15, 2022**

**Enjoy Breakfast at a Disney resort food court.**

Load motor coaches and depart for your Disney Workshop

**Participate in a You're Instrumental Workshop (exact time/date/location of your workshop is pending availability and your successful application to Disney Performing Arts)**

Motor coaches will return your group to the hotel to drop off instruments and uniforms. Depart for the park of your choice using Disney Transportation

**Enjoy a Meal with a \$15 Disney Meal Card**

**Enjoy a Meal with a Coupon**

Depart for the hotel at park closing using Disney Transportation

Nighttime security

**Day Five - Wednesday February 16, 2022**

**Enjoy Breakfast at a Disney resort food court.**

Depart for Disney Springs using Disney Transportation

Disney Springs - Day or night at Disney Springs you can choose from dining with dinosaurs to a distinctly Disney shopping extravaganza to catching incredible live music and shows! Be sure to check out the "World of Disney", the largest Disney character store on Earth!

**Meal Money allowance provided for lunch**

Board motor coach and depart for the airport

Arrive at the airport

**Meal Money allowance provided for dinner (suggestion: purchase dinner at the airport food court after going through security)**

Flight departs

Flight arrives

Welcome Home!

Approximate arrival



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*In keeping with Brightspark's commitment to safety and security, all of our itineraries are compliant with Department of Transportation rules and regulations giving drivers at least 9 hours off each night and a maximum of 15 hours on duty during any 24 hour period.*

*Your Brightspark Tour Director and Guides reserve the right to revise your group's itinerary due to unforeseen circumstances such as traffic, road closures, site closures, and weather. Your Tour Director or Guide will consult with the Group Leader and Bus Driver(s) on any changes.*



Hilary Bridge  
Littleton High School Band  
56 King Street  
Littleton, Massachusetts 01460

January 15, 2021

Dear Hilary,

I am excited to help plan your group's tour to Orlando! Based on our previous discussions, I've prepared a custom tour proposal to ensure your specific needs are met. Please review this proposal carefully and let me know if there are any adjustments you would like to make.

The next page outlines the specifics of your tour, but the main details are as follows:

- Littleton High School Band will travel to Orlando from February 12, 2022 through February 16, 2022.
- Brightspark Travel will provide inclusions as listed on the following page.
- Pricing is listed on the following page, and is based on 60 paying participants and 6 complimentary chaperones. Changes to the passenger count may result in pricing changes unless RGP is included.
- Brightspark Travel could administer all participant billing and collection through its individual billing program.

If everything looks good, we can move to the next phase of the planning process! Just sign and return the agreement to me via email or fax. Then, we will start booking reservations and participants can begin enrolling in your tour.

Keep in mind the pricing I have listed here is only guaranteed until **February 12, 2021**. I look forward to speaking with you soon!

Best,

Kristin Loos  
Tour Consultant  
(708) 831-7153  
[kloos@brightsparktravel.com](mailto:kloos@brightsparktravel.com)

**Expand  
Worldviews**

**Foster  
Independent  
Learning**

**Promote  
Higher  
Education**

**Inspire  
Career  
Choices**



## Tour Details

Destination: Orlando

Departing: Saturday February 12, 2022

Returning: Wednesday February 16, 2022

### Tour Pricing by Participation

Paying Passengers	60	50
Complimentary Chaperones	6	5
Student Price (Quad Occupancy)	\$ 1888	\$ 1868

### What's Included

#### Transportation

- Round-trip transportation via Air
- Deluxe Motor coach

#### Accommodation

- 4 Nights
- Quad occupancy for Students (2 beds per room)
- Night security each evening at the hotel

#### Additional Inclusions

- All Admission Fees to Scheduled Activities
- Brightspark Staff including 24-Hour Emergency Hotline
- "Help Me Travel" Online Fundraising Tool
- A one-of-a-kind, fun-filled educational experience

#### Meals

- 4 Breakfasts
- 5 Lunches
- 5 Dinners

#### Additional Inclusions

- All Taxes and Gratuities
- Professional Tour Director
- Online Tour Management Tool
- 24/7 Emergency Support
- Brightspark Drawstring Bags, Lanyards & Luggage Tags
- Travel Guard Health & Accident Insurance
- Travel Guard Trip Delay Protection
- General Liability Insurance

## Tour Highlights

- Participate in a You're Instrumental Workshop (exact time/date/location of your workshop is pending availability and your successful application to Disney Performing Arts)
- Explore the Parks of the Walt Disney World Resort with a 4 Day Park Hopper Ticket
- Perform at Walt Disney World (exact time/date/location of your performance is subject to availability and your successful application to Disney Performing Arts)

## Brightspark Advantage

- 30+ Years of Experience
- Member of Student & Youth Travel Association
- Member of American Bus Association
- Member of National Association for Music Educators
- Member of US Tour Operators Association
- Most comprehensive refund guarantee plan in the industry



### NO REGRETS.

Get a full refund at any time, for any reason.

#### WHAT IS REFUND GUARANTEE PROTECTION (RGP)?

For parents, student tours are an investment—but they don't have to be a risky one. With RGP, parents can cancel their child's tour at any time, for any reason, and every penny spent on trip payments will be returned to them. Right up until the moment a tour departs, parents are guaranteed a 100% refund on all payments\*—including the nonrefundable deposit.

*\*The cost of RGP will not be refunded in case of cancellation*

### Refund Guarantee Protection (RGP)

- Cost for individual participation: \$189.00 per person



Payment Schedule: A minimum deposit of \$50 (+ RGP if selected) is due on March 12, 2021. Monthly installment dates and amounts will be calculated for individual participants based on the date and amount of the initial deposit. Final balance is due no later than November 29, 2021.

By signing below, I hereby agree to all attached terms and conditions. I also acknowledge that Brightspark Travel, Inc. reserves the right to purchase travel insurance as an inclusion to my travel arrangements on my behalf. Further, by signing below I hereby give authorization to Brightspark Travel, Inc. for trip delay benefits if my travel arrangements are impacted and expenses are incurred. I agree to complete the claims documentation directly to the insurance provider to assist with the claim, as needed.

On Behalf of Littleton High School Band Representative:

Signature

Date

Name

Title

On Behalf of Brightspark Travel, Inc. Representative:

Signature

Date

Kristin Loos

Name

Tour Consultant

Title

Please email or fax (708-377-2288) this tour agreement to your  
Tour Consultant today!



# **BRIGHTSPARK TRAVEL, INC.**

## **PAYMENT & GENERAL TERMS AND CONDITIONS**

### **FOR ALL TOURS**

#### TOUR PRICE

The Tour price is based on the projected number of Tour participants, Tour package inclusions and Tour dates as indicated on the Tour Agreement or Parent Letter. Tours which operate below the projected number are subject to price adjustments based on fixed costs. You will be notified of any surcharges in advance of final invoicing.

#### FIXED GROUP COSTS

Each Tour contains fixed costs that must be paid no matter the size of the group. Fixed costs can include motor coaches, step-on guides, security guards, prepaid non-refundable costs (i.e. theatre tickets), etc., and the expenses of non-paying Tour participants.

#### TOUR ARRANGEMENTS

Hotel space, ground and/or air transportation, attractions, and/or services are being booked for your group as outlined in your Tour Agreement or Parent Letter. Changes to your itinerary are likely in the booking process because of availability for some attractions at certain times. Some Tour activities cannot be booked until the group's first payment is received. Approximately sixty (60) days prior to your departure date you can expect to receive a proposed itinerary including hotel and transportation arrangements. Your Brightspark Travel, Inc. representative will contact you to review the proposed itinerary and document any changes. At twenty (20) days prior to your departure date you can expect to receive your final itinerary.

#### FUEL SURCHARGES, TAXES AND OTHER FEES

The Tour price includes all known surcharges (fuel, taxes and other fees) known at the time the group contracted with Brightspark Travel. However, given the volatile nature of fuel prices, suppliers (for example, airlines and coach carriers) at times must assess a fuel surcharge which is not known by any party at the time of contracting service. You will be informed of any fuel surcharge prior to your final payment due date. No surcharge will ever be assessed after the final payment due date.

Additionally, for air tours, airline bag fees, unless otherwise indicated on the Tour Agreement or Parent Letter, are NOT included in the price of the Tour and are the responsibility of the individual or group checking bags or instruments.

Occasionally a governing body will add a tax after transportation has been contracted. Any taxes not in existence at the time the Tour was contracted will be assessed back to the group.

It is important to know that Brightspark Travel works closely with all its suppliers to eliminate or minimize any surcharges related to fuel, taxes or fees. In recent years we've been able to absorb many small increases and not pass them back to our travelers. Given the rising price of fuel, it's important to know a fuel surcharge could be assessed if the price of oil continues to increase.

#### REFUND GUARANTEE PROTECTION (RGP) FOR US DOMESTIC AND CANADIAN DESTINATIONS ONLY

Brightspark Travel offers a cancellation protection program that covers Tour payments should the passenger not be able participate for any reason. RGP is a highly recommended optional program at an additional charge. RGP must be paid at the time of the initial Tour registration. The price of RGP can be found on the Tour Agreement and the Parent Letter.

If you have purchased RGP and cancel, all payments made by you over and above the cost of the protection are 100% refunded.

#### PAYMENTS

A payment schedule has been laid out on the Parent Letter and Tour Agreement. Payments are accepted via check, credit card (online only) or organization Purchase Order. You will have the option of paying in installments, or paying for the Tour in full in one payment.

#### INITIAL REGISTRATION FEE

A non-refundable registration fee per passenger plus the cost of the elective Refund Guarantee Protection Program, if selected, (for US Domestic and Canadian Destinations only) will be required to register for a Tour. The cost of this registrant fee can be found on the Tour Agreement and Parent Letter. This registration fee will be applied to the cost of your Tour. If the tour is cancelled by the Trip Sponsor within 30 days from the initial payment due date, then the full amount of the registration fee (and RGP, if applicable) will be refunded.

#### FUNDRAISING PAYMENTS

All fundraising payments must be provided to Brightspark Travel two weeks before all final installments are processed. This will allow passengers to pay only what is due on their final account. Any group fundraising that is sent in after this date will be charged a \$75 flat processing fee per fundraising campaign (to be paid by the organization).

#### LATE PAYMENTS

All accounts, whether group pay or individual pay, must be up to date and paid in full 60 days prior to departure. Each installment that is late will be charged \$15 per passenger. Passengers will not be permitted to participate in the Tour if their account is not paid in full. Brightspark Travel reserves the right to cancel a Tour or Tour participant due to insufficient funds or non-payment.

#### NSF CHECKS

A \$35 fee per each non-sufficient fund check will be applied. Should your final installment check be returned NSF, we will require guaranteed payment for that installment plus the fee immediately. Passengers will not be permitted to participate in the Tour if their account is not paid in full.

#### LATE REGISTRATION FEE

A fee totaling 10% of the Total Tour Package Price will be assessed for an individually billed participants registering within 60 days of departure.

#### RE-INSTATEMENT FEE

A \$50 fee, plus any additional airfare costs, will be assessed if you cancel your reservation and choose to re-instate at a later date.

#### NAME CHANGE FEE

For Domestic Tours, a \$150 fee will be assessed for any changes requested within 21 days of departure. For International Tours, a \$200 fee will be assessed for any changes requested within 21 days of departure.

#### MANUAL INSTALLMENT FEE

If you utilize a manual installment process to pay for your tour, installment payments must be made by the dates noted on your Registration Information and there will be a \$5.00 fee levied for each installment.

#### SOLD OUT TRIPS WAITING LISTS

In the case of trips that are sold out, additional participants will be entered onto a waiting list and added to the Tour as space permits. Participants on the waiting list will be informed of their status as follows:

- Individually Billed Accounts - by Brightspark Travel via an email indicating status after consulting with trip sponsor
- Group Pay Accounts - by the trip sponsor

#### ROOMING LIST

The organization will be required to submit a rooming list 60 days prior to departure to ensure the group is appropriately accommodated. Should the organization submit this late, a \$75 penalty will be charged to the organization.

#### REQUIREMENTS

For the protection of the sponsoring organization and its leaders as well as Brightspark Travel, the following applies on all Tours that Brightspark Travel coordinates:

- Tour rules must be adopted and shared with all Tour participants. Tour rules are at the discretion of the trip sponsor and must not violate any local health or safety regulations.
- Medical Release and Proxy form must be signed a participant's parents/guardian and carried on Tour.
- Brightspark Travel's cancellation policy for Individual Participants must be distributed to all paying participants so they know what to expect if they cancel from a Tour.

#### ACCIDENT AND ILLNESS PROTECTION FOR: US DOMESTIC

Accident, illness and accident-related dental insurance coverage is provided for all participants. Limits per single occurrence are \$5,000 for accident, \$1,500 for illness and \$750 for accident related dental. Any charges not covered by this insurance are the responsibility of the participant. Pre-existing conditions are not covered under this policy. Complete terms and conditions of insurance are available from Brightspark Travel, Inc.

#### CANCELLATION POLICY FOR ORGANIZATIONS

If the sponsoring organization or trip sponsor cancels the entire Tour, the following penalties apply:

##### **DOMESTIC TOURS**

- Within 30 days of deposit date noted on payment schedule, no penalty or cancellation fees will be incurred. However, group is responsible for any non-refundable vendor payments made on behalf of the group
- 31 days from initial payment due date to 81 days prior to departure, 15% of Total Tour Package Price
- 80-61 days prior to departure, 25% of Total Tour Package Price
- 60-46 days prior to departure, 50% of Total Tour Package Price
- Within 45 Days Prior to departure, 100% of Total Tour Package Price

##### **ONE-DAY DOMESTIC TOURS**

- Before 60 days from departure, no penalty or cancellation fees will be incurred. However, group is responsible for any non-refundable vendor payments made on behalf of the group
- 60-31 days prior to departure, 25% of Total Tour Package Price
- 30-15 days prior to departure, 50% of Total Tour Package Price
- Within 15 Days Prior to departure, 100% of Total Tour Package Price

#### CANCELLATION POLICY FOR INDIVIDUALS

The registration fee is non-refundable (except if the Trip Sponsor cancels the trip within 30 days from the initial payment due date or the participant selects RGP). In addition to that fee, cancellation penalties will be calculated based on the total Tour cost as follows:

##### **DOMESTIC TOURS**

- Within 30 days of deposit date noted on payment schedule, Registration Fee only
- 31 days from initial payment due date to 81 days prior to departure, 15% of Total Tour Package Price plus Registration Fee
- 80-61 days prior to departure, 25% of Total Tour Package Price plus Registration Fee
- 60-46 days prior to departure, 50% of Total Tour Package Price plus Registration Fee
- Within 45 Days Prior to departure, 100% of Total Tour Package Price

##### **ONE-DAY DOMESTIC TOURS**

- Before 60 days from departure, Registration Fee only
- 60-31 days prior to departure, 25% of Total Tour Package Price plus Registration Fee
- 30-15 days prior to departure, 50% of Total Tour Package Price plus Registration Fee
- Within 15 Days Prior to departure, 100% of Total Tour Package Price

#### NOTICE OF CANCELLATION

All passengers cancelling from a Tour must notify Brightspark Travel in writing. Cancellations are accepted via email, fax or mail.

Email: customersupport@brightsparktravel.com  
Fax: 708-377-2288  
Mail: Brightspark Travel, Inc., 8750 W. Bryn Mawr Ave., Ste. 450E  
Chicago, IL 60631

#### REFUNDS FOR CANCELLATIONS

Refunds are issued for cancellations in the same manner as payment was received. Checks are issued for check payments and credits on debit/credit accounts. All cancellations must be in writing. Refunds may take 4-6 weeks to process.

For group pay accounts refunds are issued directly back to the organization unless otherwise directed by the organization.

For individual billing accounts refunds are issued directly back to the payee (generally a parent or guardian) except for fundraising monies or payments made on behalf of the individual by the school or organization, in which case those monies will be refunded back to the school or organization unless directed otherwise by the Trip Sponsor.

#### PASSENGER NAME CHANGE ON TRIPS WITH AIRFARE COMPONENT (FOR ORGANIZATIONS ONLY)

Brightspark Travel will process a name change on an air ticket if the airline allows for it. All fees assessed by the airline to process the name change will be passed on to the Organization. The latest name change on an air ticket will be processed by Brightspark Travel is 30 days prior to departure.

#### GENERAL

Brightspark Travel reserves the right to make changes in the itinerary whenever, in its sole judgment, conditions warrant, or if it deems it necessary for the comfort, convenience, or safety of the Tour.

Brightspark Travel has permission to use, without compensation, any photo, film or video likeness taken of a participant as well as any comment or statement made by him/her while taking part in a Brightspark Travel Tour in materials published by Brightspark Travel.

Brightspark Travel will work to accommodate all persons with disability needs. If you have a disability and require assistance when traveling, notify us as soon as possible. Please note that payment for contracted services such as interpreters, one on one aides and so forth are the responsibility of the parents or sponsoring organization and not Brightspark travel.

The traveler is responsible for obtaining the appropriate identification and documentation to travel by air domestically or internationally. Brightspark Travel's cancellation penalties will apply if the traveler cancels the trip because they are unable to obtain the appropriate identification (i.e. passports, visas).

#### LIMITATION OF LIABILITY

Brightspark Travel purchases transportation, hotel and other services from various independent suppliers that are not subject to its control. Neither Brightspark Travel its affiliates, owners, officers, agents, employees, nor any associate organization shall be held liable for any act, default, injury, loss, expense, damage, deviation, delay, curtailment or inconvenience caused to or suffered by any person or their property, howsoever arising, which may occur or be incurred by any organization or person, even though such act, default, injury, loss, expense, damage, deviation, delay, curtailment or inconvenience may have been caused or contributed to: (a) by the act, neglect or default of Brightspark Travel, or of any persons for whose acts it would otherwise be responsible, or (b) defects or failures of any aircraft, vessel, automotive vehicle or other equipment or instrumentality under the control of independent suppliers. You further understand that Brightspark Travel neither owns nor operates such third party suppliers and accordingly, agree to seek remedies directly and only against those suppliers and not hold Brightspark Travel responsible for their acts or omissions. In no event will Brightspark Travel be responsible for incidental, consequential or special damage or loss suffered by any person.

Brightspark Travel's maximum liability, for any reason whatsoever, will be limited to the amount paid to Brightspark Travel for its services.

#### FORCE MAJEURE

Without limitation, Brightspark Travel will make no refund for and is not responsible for any matter beyond the control of Brightspark Travel, including but not limited to the negligent or willful acts of others; acts of God or force majeure, weather emergencies, breakdown, or failure of diving or mechanical equipment, government actions, inclement weather, sickness, attacks by animals, availability of medical care or the adequacy of the same, criminal activity of any kind, terrorism, war, civil disturbance, sanitary conditions, quality or sanitation of food, quarantine, customs, regulations, epidemics, strikes, hotel overbooking, safety and/or security standards at hotels or other accommodations, or for any other reason beyond the control of Brightspark Travel. You understand, agree with, and agree to be legally bound by the terms of the release and waiver of liability set forth herein.

#### ARBITRATION

Any controversy or claim arising out of or relating to these Terms and Conditions or the performance thereunder, including without limitation any claim related to bodily injury, property damage or death, shall be settled by binding arbitration in Atlanta, Georgia USA in accordance with the rules of the American Arbitration Association then existing, and judgment on the arbitration award may be entered in any court having jurisdiction over the subject matter of the controversy. This agreement to arbitrate does not waive or modify the liability release contained in this document. Such proceedings will be governed by substantive Delaware law. This dispute will be resolved by a single arbitrator who must be a lawyer admitted to practice in the courts of at least one state in the United States and have a minimum of fifteen years of experience in civil litigation. The arbitrator so described will be selected by the American Arbitration Association. Each party to the dispute shall have the right on a single occasion to veto the designation of an arbitrator so selected. The parties waive the right to rely on any state law or statute which creates an exception to enforcement of the requirement that disputes be resolved pursuant to arbitration in the manner set forth herein.

#### GOVERNING LAW AND JURISDICTION

These Terms and Conditions and any actions and proceeding brought hereunder shall be governed by the laws of the State of Delaware without regard to conflict of laws principles. If the right to seek arbitration is for any reason waived by both parties, or if judicial review of any arbitration decision is sought, any action or legal proceeding to enforce any provision hereof, or based on any right arising out of, these Terms and Conditions shall be exclusively in the courts of the State of Delaware, or if it has or can acquire jurisdiction, in the United States District Court for the District of Delaware, and all of the parties hereto hereby consent to the exclusive jurisdiction of such courts and of the appropriate appellate courts in any such action or legal proceeding and waive any objection to venue or jurisdiction in connection therewith.

#### WAIVER OF JURY TRIAL

In connection with any action or legal proceeding arising out of this agreement, the parties hereby specifically and knowingly waive any rights that either party might have to demand a jury trial.

#### SEVERABILITY

The invalidity or unenforceability of any part of these Terms and Conditions, or the invalidity of its application to a specific situation or circumstance, shall not affect the validity of the remainder of these Terms and Conditions, or its application to other situations or circumstances. Any provision of these Terms and Conditions held invalid or unenforceable only in part or degree will remain in full force and effect to the extent not held invalid or unenforceable.

#### WAIVER

Any failure by either party at any time, or from time to time, to enforce or to require the strict keeping and performance of any of the Terms and Conditions shall not constitute a waiver of any such Terms and Conditions and shall not affect or impair such terms and conditions in any way or the right of such party at any time to avail itself of such remedies as it has for the breach or breaches of such terms and conditions.

#### EXCLUSIVITY

Except as otherwise expressly provided to the contrary, the rights herein granted and these Terms and Conditions are for the benefit of the parties hereto. The Terms and Conditions shall be exclusive of any advertising, marketing or other sales literature or activities of Brightspark Travel and nothing contained in any of such materials shall be construed to create any rights as a result of or in connection with these Terms and Conditions.

#### ACKNOWLEDGMENT OF RISK

You understand and acknowledge that your travel in connection with and participation in the tour arranged at your request by Brightspark Travel may involve risk and potential exposure to injury. You also realize and acknowledge that risk and dangers may be caused by the negligence of the owners, directors, employees, contractors, officers or agents of Brightspark Travel or the negligence or participation of other participants, contractors and/or subcontractors to Brightspark Travel. You also recognize and acknowledge that risk and dangers may arise from foreseeable and unforeseeable causes, including weather and other acts of nature. You fully understand and acknowledge that the aforementioned risks, dangers and hazards are a potential in connection with recreational activities which may take place during your journey.

#### EXPRESS ASSUMPTION OF RISK AND RESPONSIBILITY/PARTICIPATION

In recognition of the inherent risk of the travels and related activities in which you are intending to engage, you confirm that you are physically and mentally capable of participating in the activity, that you are willingly and knowingly electing to participate in this tour in spite of the potential risk of danger, and you willingly and voluntarily assume full responsibility for any injury, loss or damage suffered by you or caused by you, whether caused in whole or in part by the negligence of the owners, directors, agents, officers, employees, or contractors of Brightspark Travel. You understand and acknowledge that reserves the right to accept or reject any participant for any reason, and Brightspark Travel or its guide has the right to disqualify you from any trip activity, if in Brightspark Travel's or such guide's judgment, you are incapable of that activity and/or your continued participation in the tour will endanger yourself or the safety of the group. It is your responsibility and obligation to inform Brightspark Travel, at the time your reservation is made, of any medical or physical disability or limitation that might disable you or render you unable to perform or safely complete the tour or any activity on the tour. You further acknowledge that you are the best judge of your own conditions and limitations and that it is incumbent upon you to fully disclose the full extent of any such conditions or limitations to Brightspark Travel.

#### RELEASE OF LIABILITY

In consideration of the services and arrangements provided by Brightspark Travel, you, for yourself and for your heirs, personal representatives or assigns, do hereby release, waive, discharge, hold harmless and agree to indemnify Brightspark Travel, and its owners, officers, directors, employees and affiliates from any and all claims, actions, or losses for bodily injury, property damage, wrongful death, loss of services, lost profits, consequential, exemplary, indirect or punitive damages or otherwise which may arise out of or occur during your travel in connection with the scheduled travel package and any activities conducted in conjunction therewith. You specifically understand and agree that you are releasing, discharging and waiving any claims or actions that you may have presently or in the future for the negligent acts or conduct of the owners, directors, officers, employees, agents or affiliates of Brightspark Travel.

#### EXPRESS WAIVER OF CONSEQUENTIAL, PUNITIVE OR EXEMPLARY DAMAGES

Regardless of the situation or circumstances giving rise to a claim, you waive any right to seek consequential, punitive or exemplary damages against Brightspark Travel its owners, officers, directors, agents, contractors and employees, for any reason whatsoever.

#### SELLER OF TRAVEL

Brightspark Travel is a registered seller of travel in California, Florida, Hawaii, Iowa, and Washington under each state's seller of travel regulations.

- California registration number: 2042487
- Florida registration number: ST37033
- Hawaii registration number: 44821
- Iowa registration number: 1031
- Washington registration number: 603096501



## WHY SHOULD YOU PURCHASE RGP?

Life happens. As much as we hope nothing gets between your child and their trip, there are always surprises—both pleasant and unpleasant—that get in the way.

**Could you ever see your child in one of these situations?**

### School Functions/Requirements

*Eva performed unexpectedly well at her regional track meet and has the opportunity to compete at the state level. The meet is at the same time as her day trip with Brightspark Travel.*

### Health and Illness

*The night before his performance tour departs, Andrew comes down with a nasty flu. He can't leave his bed—and chances are he won't be leaving the state.*

### Financial Restraints

*You registered Thomas for a student tour a few months back, but you were laid off last week and the costs are becoming difficult to cover.*

### Family Affairs

*An unexpected family reunion comes up the week of Natalia's Washington, D.C. student tour. Grandma insists that she attend the reunion, and Grandma is not to be argued with.*

# NO REGRETS.

Get a full refund at any time, for any reason.

## WHAT IS REFUND GUARANTEE PROTECTION (RGP)?

For parents, student tours are an investment—but they don't have to be a risky one. With RGP, if a trip is cancelled or a participant cannot travel *for any reason*, every penny spent on trip payments will be returned to them. Right up until the moment a tour departs, parents are guaranteed a 100% refund on all payments\*—including the nonrefundable deposit.

*\*The cost of RGP will not be refunded in case of cancellation*

## COMPARISON TO CANCELLATION POLICY

DAYS PRIOR TO DEPARTURE	TOUR COST RETURNED WITH REGULAR CANCELLATION POLICY	TOUR COST RETURNED WITH RGP*
81+	85%	100%
80-61	75%	100%
60-46	50%	100%
45-0	0%	100%

*\*Coverage includes EVERYTHING except for the cost of RGP*



### HOW MUCH DOES IT COST?

The cost of your RGP varies according to the cost of your student's tour. For specific information regarding RGP cost, consult your tour registration form or contact your Group Leader directly.



### WHERE DO I SIGN UP?

**Group Leaders**, speak to your Tour Associate about adding this to your tour.

**Parents**, many of our tours already include RGP, so ask your Group Leader if you're already being protected. If you are not, you can sign up for RGP during your registration.

# CDC Operational Strategy for K-12 Schools

As communities plan safe delivery of in-person instruction in K-12 schools, it is essential to decide **when** and **under what conditions** to help protect students, teachers, and staff and slow the spread of SARS-CoV-2, the virus that causes COVID-19. It is critical for schools to open as safely and as soon as possible, and remain open, to achieve the benefits of in-person learning and key support services. To enable schools to open safely and remain open, it is important to adopt and consistently implement actions to slow the spread of SARS-CoV-2 both in schools and in the community. This means that all community members, students, families, teachers, and school staff should take actions to [protect themselves and others](#) where they live, work, learn, and play. In short, success in preventing the introduction and subsequent transmission of SARS-CoV-2 in schools is connected to and facilitated by preventing transmission in the broader community.

# CDC Operational Strategy for K-12 Schools

Evidence suggests that many K-12 schools that have strictly implemented mitigation strategies have been able to safely open for in-person instruction and remain open.<sup>1</sup> This document provides an operational strategy to support K-12 schools in opening for in-person instruction and remaining open through an integrated package of mitigation components. These essential elements include:

1. Consistent implementation of layered mitigation strategies to reduce transmission of SARS-CoV-2 in schools
2. Indicators of community transmission to reflect level of community risk
3. Phased mitigation and learning modes based on levels of community transmission
4. The following public health efforts provide additional layers of COVID-19 prevention in schools:
  - Testing to identify individuals with SARS-CoV-2 infection to limit transmission and outbreaks
  - Vaccination for teachers and school staff, and in communities, as soon as supply allows

# CDC Operational Strategy for K-12 Schools

## Essential Elements of Safe K-12 School In-person Instruction

### 1. Mitigation strategies to reduce transmission of SARS-CoV-2 in schools

Regardless of the level of community transmission, all schools should use and layer [mitigation strategies](#). Five key mitigation strategies are essential to safe delivery of in-person instruction and help to mitigate COVID-19 transmission in schools:

- Universal and correct use of [masks](#)
- [Physical distancing](#)
- [Handwashing and respiratory etiquette](#)
- [Cleaning](#) and maintaining healthy facilities
- [Contact tracing](#) in combination with isolation and quarantine, in collaboration with the health department

# CDC Operational Strategy for K-12 Schools

Schools providing in-person instruction should prioritize two mitigation strategies:

1. Universal and correct use of [masks](#) should be required, at all levels of community transmission. Require consistent and correct use of face masks, by all students, teachers, and staff to prevent SARS-CoV-2 [transmission through respiratory droplets](#).
2. Physical distancing (at least 6 feet) should be maximized to the greatest extent possible. To ensure physical distancing, schools should establish policies and implement structural interventions to promote physical distance of at least 6 feet between people. [Cohorting](#) or podding is recommended to minimize exposure across the school environment.

# CDC Operational Strategy for K-12 Schools

## Indicators of Community Transmission

During the COVID-19 pandemic, states, tribes, localities, territories and school districts have asked CDC for guidance to inform decision-making about when and how to safely open schools.

Given the likely association between levels of community transmission of SARS-CoV-2 and risk of SARS-CoV-2 exposure in schools<sup>[1.16](#)</sup>, a **first step** in determining when and how it is safe to reopen involves assessing the level of community transmission. School administrators, working with local public health officials, should assess the level of risk in the community and the likelihood of a case in a school facility, the likelihood that a case would lead to an outbreak, and the consequences of in-school transmission.

CDC recommends the use of two measures of community burden to determine the level of risk of transmission: total number of new cases per 100,000 persons in the past 7 days; and percentage of nucleic acid amplification tests (NAATs), including RT-PCR tests that are positive during the last 7 days.

# CDC Operational Strategy for K-12 Schools

**Table 1. CDC Indicators and Thresholds for Community Transmission of COVID-19<sup>1</sup>**

Indicator	<b>Low Transmission Blue</b>	<b>Moderate Transmission Yellow</b>	<b>Substantial Transmission Orange</b>	<b>High Transmission Red</b>
Total new cases per 100,000 persons in the past 7 days <sup>2</sup>	0-9	10-49	50-99	≥100
Percentage of NAATs that are positive during the past 7 days <sup>3</sup>	<5.0%	5.0%-7.9%	8.0%-9.9%	≥10.0%

# CDC Operational Strategy for K-12 Schools

## Phased mitigation in schools that implement screening testing

Table presents an operational plan for schools that offer screening testing. The phased plan integrates implementation of mitigation strategies and testing by level of community transmission. This plan emphasizes mitigation with particular emphasis on school policies that require universal and correct use of masks.

Low Transmission Blue	Moderate Transmission Yellow	Substantial Transmission Orange	High Transmission Red
K-12 schools open for full in-person instruction		K-12 schools in hybrid learning mode or reduced attendance	
Physical distancing of <b>6 feet or more to the greatest extent possible</b>		Physical distancing of <b>6 feet or more is required</b>	

# CDC Operational Strategy for K-12 Schools

## Phased mitigation in schools that do not implement screening testing

Table presents an operational plan for schools that offer screening testing. The phased plan integrates implementation of mitigation strategies and testing by level of community transmission. This plan emphasizes mitigation with particular emphasis on school policies that require universal and correct use of masks.

Low Transmission Blue	Moderate Transmission Yellow	Substantial Transmission Orange	High Transmission Red
K-12 schools open for full in-person instruction Physical distancing of <b>6 feet or more to the greatest extent possible</b>	Elementary schools in hybrid learning mode or reduced attendance Physical distancing of <b>6 feet or more is required</b>		
	Middle and high schools in hybrid learning mode or reduced attendance Physical distancing of <b>6 feet or more is required</b>	Middle and high schools in virtual only instruction unless they can strictly implement all mitigation strategies, and have few cases; schools that are already open for in-person instruction can remain open, but only if they strictly implement mitigation strategies and have few cases	

# Littleton Public Schools

**DRAFT**

**2021-2022 School Calendar**

Approved by: SC 00/00/2021

SEPTEMBER (19)				
M	Tu	W	Th	F
		*1	**2	3
6	***7	8	9	10
13	14	15	16	17
20	21	22A	23	24
27	28	29	30	

\*Staff Start \*\*K-12 Start of School \*\*\*Preschool Start

OCTOBER (20)				
M	Tu	W	Th	F
				1
4	5	6A	7	8
11	12	13	14	15
18	19	20A	21	22
25	26	27MSC	28MSC	29

NOVEMBER (18)				
M	Tu	W	Th	F
1	*2	3	4MSC	5
8	9	10PK/EC	11	12
15	16PK/EC	17A	18EC	19
22	23	24A	25	26
29	30			

\*Staff PD / Election Day

DECEMBER (17)				
M	Tu	W	Th	F
		1	2	3
6	7	8A	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

JANUARY (20)				
M	Tu	W	Th	F
3	4	5	6	7
10	11	12A	13	14
17	18	19	20	21
24	25	26A	27	28
31				

FEBRUARY (15)				
M	Tu	W	Th	F
	1	2	3	4
7	8	9A	10	11
14	15	16	17	18
21	22	23	24	25
28				

MARCH (23)				
M	Tu	W	Th	F
	1	2A	3	4
7	8	9	10	11
14	15	16EC	17	18
21	22	23EC/MSC	24EC/MSC	25
28	29	30	31	

APRIL (15)				
M	Tu	W	Th	F
				1
4	5	6A	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

MAY (21)				
M	Tu	W	Th	F
2	3	4A	5	6
9	10	11	12	13
16	17	18	19P/K	20
23	24K	25	26P/K	27A
30	31			

JUNE (12)				
M	Tu	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	***16A	17
20	21	22	23	24
27	28	29	30	

\*\*\*Tentative Last Day of School

**K-12 School Starts: Sept. 2, 2021 –  
Preschool Starts Sept. 7, 2021**  
Student Days Scheduled 185 days –  
**June 23, 2022** Any unused “snow  
days” will be used to adjust the  
School Calendar to the State  
requirement of 180 days. If no days  
are lost due to weather or for other  
reasons, students could be dismissed  
as early as **June 16, 2022**. When  
determined; the last day of school will  
be a 3-hr. Early Release.

## KEY

- A = All District PreK-12 – 3 hr. Early Release
- P/K = Pre-School & Kindergarten Conf.
- EC = K-5 Elementary Conferences/  
3 hr. Early Release
- MSC = MS Conferences 3 hr. Early Release
- ( ) = School Days Per Month
- = BACK TO SCHOOL NIGHTS  
AND/OR Evening Conferences
- = All Schools Closed

**DRAFT****LITTLETON PUBLIC SCHOOLS****2021-2022 School Calendar****DRAFT****STARTING DATES**

September 1	Teachers return*
September 2	K-12 Start of School **
September 7	Preschool Start of School

**NO SCHOOL – HOLIDAYS/VACATION DAYS/  
PROFESSIONAL DEVELOPMENT**

September 6	Labor Day
September 15	Yom Kippur
October 11	Columbus Day
November 2	PD Day/Election Day
November 11	Veteran's Day
Nov. 25 – 26	Thanksgiving Break
Dec. 24 – Jan. 2	Holiday Break
January 17	Martin L. King Day
February 21 -25	Winter Break
April 15	Good Friday
April 18-22	Spring Break
May 30	Memorial Day

**BACK TO SCHOOL CURRICULUM NIGHTS**

Thursday, Sept. 9	HS Back to School Night
Monday, Sept. 13	MS Back to School Night
Thursday, Sept. 16	RS Back to School Night
Tuesday, Sept. 21	SL Grade 1, 2 Back to School Night
Thursday, Sept. 23	SL K, T & Unified Arts Back to School Night

**EARLY RELEASE – ALL SCHOOLS (Wednesdays)**

September 22	Professional Development
October 6	Professional Development
October 20	Professional Development
November 17	Professional Development
<b>November 24</b>	<b>Thanksgiving Break</b>
December 8	Professional Development
January 12	Professional Development
January 26	Professional Development
February 9	Professional Development
March 2	Professional Development
April 6	Professional Development
May 4	Professional Development
May 27 (Friday)	Professional Development
<b>June 16 (Thursday)</b>	<b>Tentative Last Day of School</b>

**EARLY RELEASE – PARENT CONFERENCES**

Wednesday, Oct. 27	Middle School Conference
Thursday, Oct. 28	Middle School Conference
Thursday, Nov. 4	Middle School Conference
Wednesday, Nov. 10	Pre-school-5 Elementary Conf.
Tuesday, Nov. 16	Pre-school-5 Elementary Conf.
Thursday, Nov. 18	K-5 Elementary Conference
Wednesday, March 16	K-5 Elementary Conference
Wednesday, March 23	K-5 Elementary Conference
Wednesday, March 23	Middle School Conference
Thursday, March 24	K-5 Elementary Conference
Thursday, March 24	Middle School Conference
Thursday, May 19	Pre-School & Kindergarten Conf.
Tuesday, May 24	Kindergarten Conference
Thursday, May 26	Pre-School & Kindergarten Conf

**EVENING PARENT CONFERENCES**

Thursday, Oct. 7	High School Evening Conference
Wednesday, Oct. 27	Middle School Evening Conference
Tuesday, Nov. 16	Pre-School - 2 Elementary Evening Conf.
Thursday, Nov. 18	3-5 Elementary Evening Conference
Thursday, March 10	High School Evening Conference
Wednesday, March 16	Middle School Evening Conference
Wednesday, March 23	T-2 Elementary Evening Conference
Thursday, March 24	3-5 Elementary Evening Conference
Thursday, May 26	Pre-School & Kindergarten Evening Conf.

**STARTING & DISMISSAL SCHEDULE**

School	Start	Dismissal	Early Dismissal
High School	7:25AM	1:56PM	10:55AM
Middle School	7:20AM	1:45PM	10:45AM
Russell Street	8:05AM	2:30PM	11:30AM
Shaker Lane	8:50AM	3:15PM	12:15PM
Full-Day PreK	9:00AM	2:45PM	11:30AM
AM PreK	9:00AM	11:30AM	
PM PreK	12:15PM	2:45PM	

**SCHOOL CLOSING / DELAY ANNOUNCEMENTS**

**Web:** Littletonps.org **Radio:** WBZ (1030), WCAP (980), WRKO (680)  
**TV:** WBZ (4), WCBV (5), WHDH (7), NBC 10 (10) and cable channel 3  
**Twitter:** Kelly Clenchy @kbstcl

**High School Graduation Date – June 3, 2022**



**Gr. 8 Promotion Ceremony – June TBD, 2022**



**Tigers' Den will close at 4:00pm on 11/24/21 and the last day of school.**

**MAJOR RELIGIOUS & CULTURAL HOLIDAYS & HOLY DAYS**

Sept. 6 – Sept. 8	Rosh Hashanah
September 15	Yom Kippur
November 4	Diwali begins
Nov. 28 – Dec. 6	Chanukah
December 25	Christmas
December 26	Kwanza
April 15	Passover
April 15	Good Friday
April 17	Easter Sunday
June 19	Juneteenth

**MARKING PERIODS**

**Preschool/Kindergarten**  
 January 21, June 16

**T-5 Marking Period Ends:**  
 December 10, March 18, June 16

**Middle School Marking Period Ends:**  
 December 3, March 18, June 16

**High School Marking Period Ends:**  
 November 12, January 28, April 8, June 16

# *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)

MATTHEW HUNT, Vice Chair  
BRAD AUSTIN, Member

MIKE FONTANELLA, Chair

TIMALYN RASSIAS, Secretary  
JUSTIN McCARTHY, Member

## **DRAFT SCHOOL COMMITTEE CALENDAR**

**DRAFT**

**July 1, 2021 – June 30, 2022**

**7:00PM**

**All meetings are at the *Littleton Police Department Community Room* unless otherwise noted. Meeting dates do change. Please feel free to call the School Department, check the district website at [www.littletonps.org](http://www.littletonps.org), or check the Town Hall meeting postings.**

**August 19 & 20, 2021 (LHS Library Seminar Room)**

**September 16, 2021**

**September 30, 2021**

**October 14, 2021**

**October 28, 2021**

**November 18, 2021**

**December 2, 2021**

**December 16, 2021**

**January 13, 2022**

**January 27, 2022**

**February 10, 2022**

**March 3, 2022**

**March 17, 2022 Public Hearing (Budget @ 7:10 p.m.)**

**March 31, 2022**

**April 14, 2022**

**May 5, 2022**

**May 19, 2022**

**June 2, 2022**

00.00.2021 approved by School Committee

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

*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.*