

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



MATTHEW HUNT, Vice Chair
TIMALYN RASSIAS, Member

MIKE FONTANELLA, Chair

BRAD AUSTIN, Member
JUSTIN MCCARTHY, Member

School Committee Meeting

July 23, 2020 7:00 PM

Please click the link below to join the webinar:

<https://littletonma.zoom.us/j/91256875292?pwd=alRuVC9FMXI1QkV1eWVUY2ZkODdhZDZ09>

Password: 568316

Or iPhone one-tap :

US: +13126266799,,91256875292# or +19292056099,,91256875292#

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Our mission is to foster a community of learners who strive for excellence and prepare each student to be a successful, contributing citizen in a global society.

**** *A G E N D A* * ***

7:00 I. ORGANIZATION

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Consent Agenda**

-Minutes – July 2, 2020

**-Oath to Bills -
and Payroll**

7:05 II. INTERESTED CITIZENS

7:10 III. RECOGNITION

1. Welcome MS Assistant Principal Matthew LeVangie:

*MS Principal Jason Everhart will introduce our New Middle School
Assistant Principal, Matthew LeVangie.*

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7:15 IV. NEW BUSINESS

1. **Recorded Vote:** Town of Littleton School Committee must take a recorded vote for their PMBC and MPIC Sub Committee Representative Timayln Rassias to be appointed to the Town of Littleton PMBC and Town of Littleton MPIC.

7:20 V. PRESENTATION

1. **Task Force Back to School Planning Update:** *Superintendent Kelly Clenchy, Director of Curriculum Elizabeth Steele and building Principals will provide an overview of the school-based task forces' back to school planning.*
2. **Back to School Planning - Family Survey:** *Elizabeth Steele, Director of Curriculum will provide an overview of the most recent family survey, Back to School Planning - Family Survey.*

8:35 VI. INTERESTED CITIZENS

8:40 VII. 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-policies>

8:45 VIII. ADJOURNMENT/EXECUTIVE SESSION

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

NEXT MEETING DATE

AUGUST 6, 2020

7:00 PM

ZOOM MEETING

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TIMALYN RASSIAS, Secretary
BRAD AUSTIN, Member

SCHOOL COMMITTEE MINUTES July 2, 2020 7:00 PM

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

ALSO PRESENT: Kelly Clenchy
Steve Mark
Bettina Corrow
Dorothy Mulone

NOT PRESENT:

CALL TO ORDER

Mike Fontanella called the meeting to order at 7:00p.m. He thanked Jennifer Wilson for her three years serving on the School Committee.

On a motion by Matthew Hunt, and seconded by Brad Austin, it was voted to approve the June 11, 2020 consent agenda as presented. (AYE: Unanimous). Motion carried. Roll Call Vote: Matthew Hunt, AYE; Timalyn Rassias, AYE; Brad Austin, AYE; Justin McCarthy, AYE; and Mike Fontanella, AYE.

School Committee Re-organization.

Election of Chairman, Vice Chairman, and Secretary: The meeting was turned over to Superintendent Kelly Clenchy.

On a Motion by Matthew Hunt, and seconded by Timalyn Rassias, it was voted to elect Mike Fontanella as Chairman. Roll Call Vote: Matthew Hunt, AYE; Timalyn Rassias, AYE; Brad Austin, AYE; and Justin McCarthy, AYE;
The meeting was returned to Chairman Fontanella.

On a Motion by Timalyn Rassias, and seconded by Brad Austin, it was voted to elect Matthew Hunt as Vice Chair.

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Roll Call Vote: Timalyn Rassias, AYE; Brad Austin, AYE; Justin McCarthy, AYE; and Mike Fontanella, AYE.

On a Motion by Justin McCarthy, and seconded by Matthew Hunt, it was voted to elect Timalyn Rassias as Secretary.

Roll Call Vote: Matthew Hunt, AYE; Brad Austin, AYE; Justin McCarthy, AYE; and Mike Fontanella, AYE.

School Committee Subcommittees / Assignments are as follow:

1. Bradford Sampson Scholarship Trust – This committee becomes active during the month of May; usually requires three meetings to determine the distribution of available scholarship money to graduating seniors and alumni.

Current Assignment: Brad Austin

2. Permanent School Planning Committee – This committee was very active in 1995, 1996 and 1997. Its recommendation for additional school space has been implemented by the town.

Current Assignment: No appointment necessary currently

3. Evaluation – This assignment involves management of the superintendent's evaluation including compilation of individual member's ratings and presentation of results.

Current Assignment: Matthew Hunt

4. Regionalization Study Committee

Current Assignment: No appointment necessary currently

5. Municipal Building Committee – This is a town committee appointed by the selectmen to plan for and oversee construction (reuse or new) of town and school buildings.

Current Assignment: Timalyn Rassias

6. Technology Committee – Updates district's technology plan and makes recommendations for development and implementation of technology program.

Current Assignment: Matthew Hunt

7. Legislation – This assignment involves keeping up to date on pending legislation, working together with the superintendent on keeping the School Committee informed of legislative matters, and occasionally expressing the committee's opinion on legislative matters to our representatives.

Current Assignment: Mike Fontanella

8. Policies – Full Committee Responsibility – One member will be asked to take an organizational lead for this work.

Current Assignment: Timalyn Rassias and Brad Austin

9. Oath to Bills and Payroll - Requires ability to stop by Central Office, usually every Friday morning, to sign school department payroll as official designee representative of the School Committee.

Current Assignment: Mike Fontanella

10. Liaison with Town Government – To serve as School Committee contact with Town Boards.

Current Assignment: Justin McCarthy

11. Negotiations – To work with the School Committee’s attorney and the superintendent during negotiations with collective bargaining units.

Current Assignment: Mike Fontanella and Matthew Hunt

12. Representative to Community Services/Park and Recreation Dept.

Current Assignment: Justin McCarthy

13. Budget Subcommittee

Current Assignment: Justin McCarthy and Matthew Hunt

14. Safety & Security

Current Assignment: Timalyn Rassias

15. SEPAC

Current Assignment: Brad Austin

16. Master Plan Implementation

Current Assignment: Mike Fontanella

17. Re-Opening Task Force

Current Assignment: Brad Austin

INTERESTED CITIZENS

None

RECOGNITION

1. Mike Fontanella gave a warm welcome to the newly elected members of the school committee and each member gave a brief overview of their vision while serving on the school committee board.

NEW BUSINESS:

1. Mike Fontanella explained which roles the new members will play within this board and presented an overview of the general laws when serving on a school committee. He gave a brief presentation of the roles for the administration, division of responsibilities, and the hiring process.

2. **DESE Initial Fall Re-Opening Guidance** – Superintendent Kelly Clenchy discussed DESE’s (Department of Elementary and Secondary Education Department) Initial Fall Re-Opening Guidance information which was released to the public on June 25, 2020. DESE is requiring each district and school to plan for remote learning and a hybrid school model, a combination of in-person and remote learning, should local conditions change this fall or winter.

Littleton has put together a task force of faculty members to work on these plans. Their first initial meeting is scheduled for Wednesday, July 8th. Meetings will be held virtual as it includes more than 25 people.

Superintendent Clenchy reassured that safety of students and staff is on the forefront of the plans. He did also mention that de-cluttering of schools has begun to accommodate 3-feet social distance within each classroom. Purchase of Chromebooks for all K-5 students will take place to ensure electronics do not need to be shared amongst students.

He mentioned that the high school may change their daily schedule so fewer subjects are taught in a day to limit student movement from one classroom to another.

There are still many areas where guidance from the state is expected later, such as transportation requirements, how disinfecting of schools will take place, and protocol on how to handle student(s), if effected.

Brad Austin asked if parents would be included on the task force. Superintendent Clenchy said that the district will be surveying the parents during the summer for their input. Additionally, parents will have the opportunity to work with the school based task forces.

Matthew Hunt asked if there would be requirements for the teachers if we are continuing with remote learning. Superintendent Clenchy assured there would be more explicit expectations of the teachers and remote learning would replicate more of a “normal” school day.

Justin McCarthy asked about distribution of the Chromebooks to the younger students. Superintendent Clenchy said a plan is being worked out at this point. He also mentioned that training will be provided to staff and students on disinfecting, hand washing, and not sharing school materials.

Mike Fontanella liked the idea of the high school schedule change to minimize students moving around a lot. He repeated that the goal is to have Littleton students back in school full-time if safety allows. He is concerned about the minimal time the district has been given to create three comprehensive plans.

Superintendent Clenchy assured there will be consistency between the three plans. Each plan will be discussed and approved by the LEA and each plan will probably need to be adjusted as we move forward.

INTERESTED CITIZENS

Keri LaVoie: She asked if Chromebooks for the younger students will need to be transported back and forth between school and home. She also raised concern about how younger students (PreK) could be responsible for a Chromebook/screens.

SUBCOMMITTEE REPORTS

1. PMBC: None
2. Budget Subcommittee: The State is still working on funding through July. Level funding and local aid are still being worked out. Due to Covid, there might be a series of monthly funding resolutions for the time being.
3. Policy Subcommittee: None

ADJOURNMENT

On a motion by Brad Austin, and seconded by Matthew Hunt it was voted to adjourn at 8:18PM. Roll Call Vote: Matthew Hunt, AYE; Timalyn Rassias, AYE; Brad Austin, AYE; Justin McCarthy, AYE; and Mike Fontanella, AYE.

**NEXT MEETING DATE
TBD**

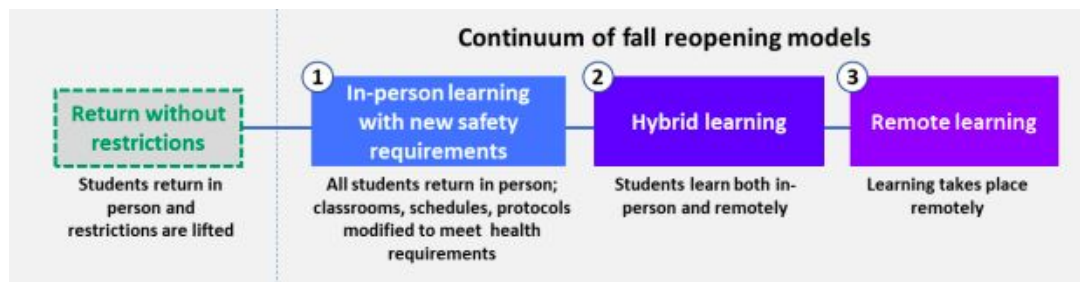
DOCUMENTS AS PART OF MEETING

School Committee Subcommittee/Assignments
School Committee Roles and Responsibilities
Initial Fall School Reopening Guidance

Update to School Committee: LPS Reopening of Schools

*All plans provided in this update are in draft form at this point in time.

LPS Plans and Expectations



All plans will have the following expectations:

- Daily connecting with all students, remote and virtual models connecting via video conferencing
- Collaborate with students and families
- Use of high quality curricular materials
- Instruct the full grade/course level standards
- Follow a regular daily schedule that meets time on learning requirements
- 5 day rotation

In-Person Learning Plans

In-person Learning Plans will have the following expectations:

- Follow a 3ft physical distancing guideline
- Face masks/coverings required for students in grade 2 and up unless not possible due to medical conditions, disability impact, or other health or safety factors
- Face mask/covering breaks built into the day
- Face mask/covering required of all staff
- Physical distancing of 3 ft at a minimum, 6 ft where possible
- Student desks/tables should be facing in the same direction when possible
- Handwashing and hygiene
 - Staff and students are to exercise hand hygiene upon arrival to school, prior to eating, prior to putting on and taking off masks, and prior to dismissal
- Reduction of interaction between groups / Group students in cohorts when possible
- Educators will observe and refer students who may be symptomatic to the school nurse
- Designate a COVID-19 related isolation space separate from nurse's office for students showing COVID-19 symptoms
- Frequent wiping down of high touch surfaces (door knobs, student desks/tables, etc.)

Remote Learning Plans

Remote Learning Plans will have the following expectations:

- Replicate the connections made during an in person school day
- Synchronous learning opportunities for students will follow the daily schedule
- Increased live instruction
 - Small group and/or 1-1 opportunities
- Plan for providing timely feedback to students
- Plan for assessing student work
- Administrative access to all Google Classrooms
- Plan for tracking attendance
- Parent/Teacher conferences
- Participation is required pending student/family abilities (Not optional)

Hybrid Learning Plans

Hybrid Learning Plans will have the following expectations:

- Replicate the connections made during an in person school day
- Plan for providing timely feedback to students
- Plan for assessing student work
- Administrative access to all Google Classrooms
- Plan for tracking attendance
- Parent/Teacher conferences
- Participation is required pending student/family abilities (Not optional)

Shaker Lane School

In-Person Learning Plan--Curriculum

- Individual learning materials for students
- Foundations and math will be instructed whole group
- Clear masks for K-1 students to assist with Foundations, Second Step and Social Skills instruction
- Foundations, ELA, Writing and Math instruction will take place everyday
- Science and Social Studies will be instructed throughout the week and incorporated into reading and writing subject areas when possible
- Weekly Second Step instruction with daily SEL instruction (read alouds, situational events)
- Technology instruction and integration from the beginning of the year
- Increased parent communication, inclusive of students with disabilities, English Language Learners, etc.
- Continued exploration of in-class support for students with disabilities, English Language Learners, etc.

Shaker Lane School

In-Person Learning Plan--Other Considerations

- Three feet distance with masks for all K-2 students, 6 feet distance with preschool
- Mask breaks, additional mask at school
- Arrival & Dismissal reconfiguration
- Increased hand sanitization
- Frequent cleaning of high touch surfaces
- Restroom signage
- Hallway procedures
- Designated recess space & class equipment
- Specialists in classrooms, PE outside when possible
- Additional lunches & designated spaces
- Redesigned volunteer opportunities

Shaker Lane School

Remote Learning Plan

- Greater depth of instruction & expectations
- Increased student-teacher interactions
 - Class meetings - morning & afternoon
 - Whole group instruction
 - Small group instruction
- Daily synchronous and asynchronous opportunities
- Consistent learning platforms
- Work packets
- Established office hours, student help sessions
- Weekly communication to parents/guardians

Russell Street School

In-Person Learning Plan

- Typical grade level schedules
- Embedded safety protocols: arrival, mask breaks, classroom set-up, sanitizing and hand washing, lunch/recess, dismissal
- Special education, intervention services, WIN block
- Change to Unified Arts (Andrea Romano)

Russell Street School

Remote Learning Plan

- Started with the typical in-person schedule and adapted
- Incorporated suggestions from the parent survey results: Schedule, in-person teaching, small group meetings, flexibility, daily tasks, connections with other students, short term projects, UA classes
- Start and end each day with a mandatory class meeting
- Incorporate whole class instruction and small group meeting for each academic subject
- SEL lesson will be taught weekly
- UA classes will be taught
- Short term project for ELA and STEAM
- Consistent online platforms
- Student emails

Littleton Middle School

In-Person Learning Plan:

Daily Routine:

- 7:00-7:20am: Students arrive at school
 - No student in the building without a mask.
 - One administrator stationed in front of the school, another in the lobby to observe and remind students to wear their masks.
 - Students report directly to their flex class.
 - Sanitize hands upon entering the classroom.
- 7:20-7:35am: Flex block
 - Teachers will send small groups of students into the hallway to access lockers.
- 7:35am-1:35pm: Teaching and Learning
- 1:35-1:45pm: Return to flex
 - Sanitize hands
 - Teachers will dismiss bus students in small groups to access lockers.
 - Walking students remain in the classroom until the final bell rings.

Littleton Middle School

In-Person Learning Plan (Continued):

Student Movement:

- Students access their lockers in small groups to avoid overcrowding.
- Bathroom breaks:
 - Assign bathrooms by hallway to minimize traffic
 - Frequent bathroom checks by administration
- Three Mask Breaks Per Day
- Map student movement in hallways to avoid clustering

Schedule:

- The number of classes per day reduced from 7 to 6.
- UA classes will follow a block schedule to keep teaching time equitable.
- UA block schedule allows for inclusion in the advisory program.
- Most class times staggered to reduce the total number of students in hallways by one-third at any given time.

Littleton Middle School

Remote Learning Plan:

Schedule:

- Students will have four, 85-minute classes per day
- Sections will rotate so students have each class three times per week
- Mandatory 15-minute flex block each morning for connections with teachers and peers.

Student Responsibilities:

- Attendance is compulsory in all classes.
- Faces must be shown by all students during live instruction
- Chromebook charged, materials ready
- Complete homework and projects in a timely manner

Littleton Middle School

Remote Learning Plan (Continued):

Educator Responsibilities:

- Live teaching mandatory during every scheduled block
- Grading policy, late-work similar to pre-covid expectations
- A clearly defined schedule for assignments, homework
- Clear and consistent communication with families

Administrator Responsibilities:

- Town-hall events to prep students/families for September
- Enhanced Weekend Update
- Streamline communication for updating parents

Family Responsibilities:

- Establish routines at home for attendance and to support online learning (quiet space, materials ready, etc)
- Become familiar with Aspen, Google Classroom, etc.
- Check and respond to email regularly

Littleton High School

In-Person Learning Plan

- Courses reduced to four mods per day
 - <https://docs.google.com/document/d/115HfiLcmZ4Ds-Fl-PFVPJHeUkMv4xbE0rYXzBomvS6k/edit>
- Extended Advisory schedule on Wednesday
- Face masks/coverings required for students unless not possible due to medical conditions, disability impact, or other health or safety factors
 - Exceptions to face coverings will require documentation from doctor
- Face masks required of all staff
- Mask Breaks should be built into longer class blocks

Littleton High School

In-Person Learning Plan

- Clearly identified entry/exit points and pathways for arrival and departure
 - All staff will now park in the Middle Parking lot
 - Bus loop for students on busses
 - Upper loop for students being dropped off
 - Students who park in lot near tennis courts enter/exit through Pump House ramp
 - Students who park in upper lot enter/exit through Gym hallway
- Students assisting with maintaining clean shared surfaces (lab benches, keyboards, desks, gym/fitness equipment)
- Encouraging frequent handwashing
- Signage with reminders about social distancing and face covering
- Recommendation for students to bring small portable bottles of hand sanitizer

Littleton High School

Remote Learning Plan

- Student attendance and engagement is required in classes via video conferencing
- Teachers will provide both synchronous and asynchronous class activities and assignments.
- Teachers will design opportunities for student collaboration, independent learning, and breaks. Teachers will design daily lessons that provide direct instruction as well as a variety of collaborative and independent activities in a long block of time.
- As routine in school, classes (through video conferencing) will occur according to the assigned LHS schedule.
- Students are expected to fully participate and complete class activities and assignments
- Students will receive feedback for assignments and traditional numeric/letter grades

Back to School Planning

Surveying Our Community

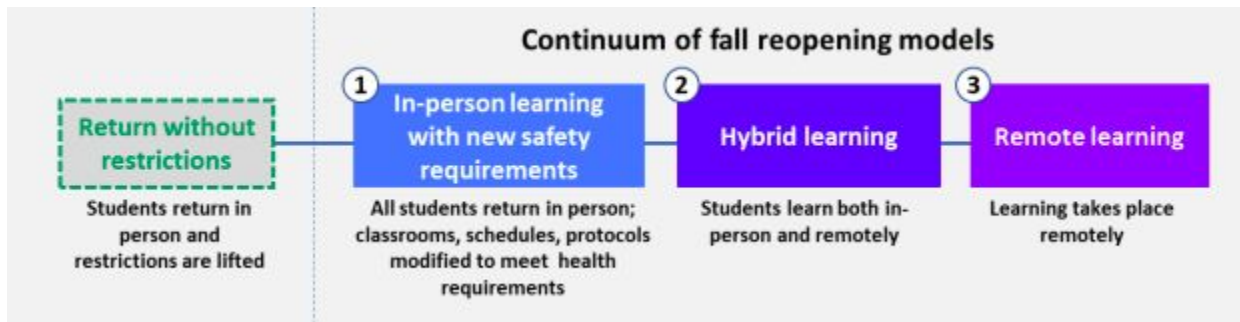




Back to School Planning - Family Survey

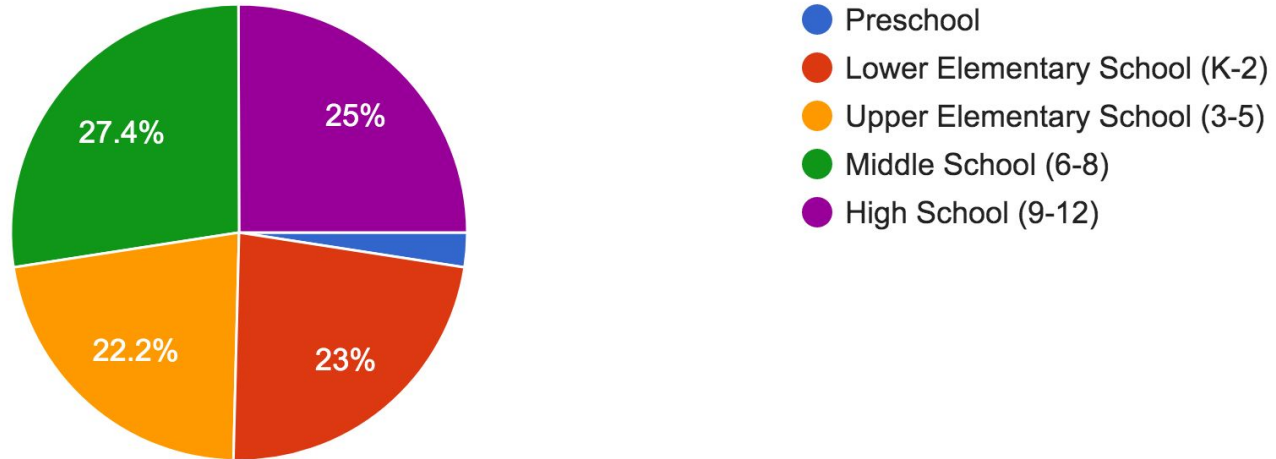
The purpose of this Back-to-School Planning Family Survey is to gather information from families about educational plans for their child/children for the upcoming school year. Please answer the questions to the best of your ability given the information available at this time. While no decisions have been made regarding school operations at this time, the District is looking at all options.

Sent July 15th - Open through Friday, July 24th

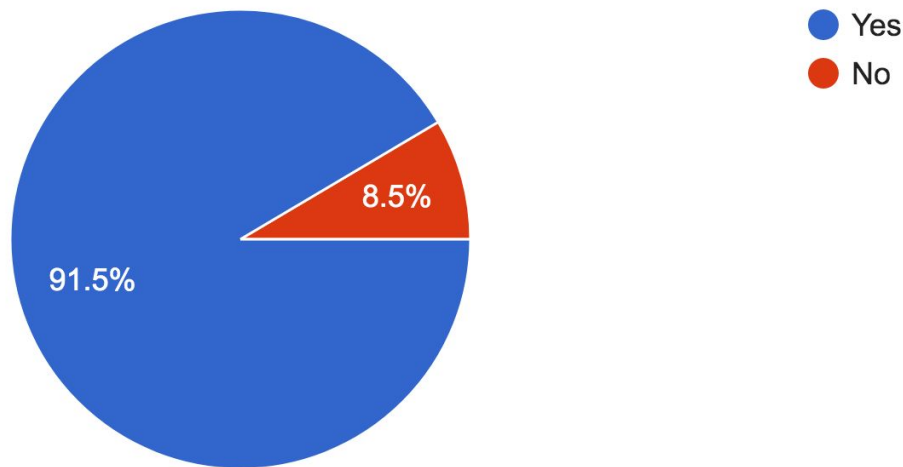


1. In which grade level will your child be enrolled for the 2020-2021 school year? (If you would like to provide separate answers for different children, ...ill have the opportunity to submit the form again.)

1,150 responses

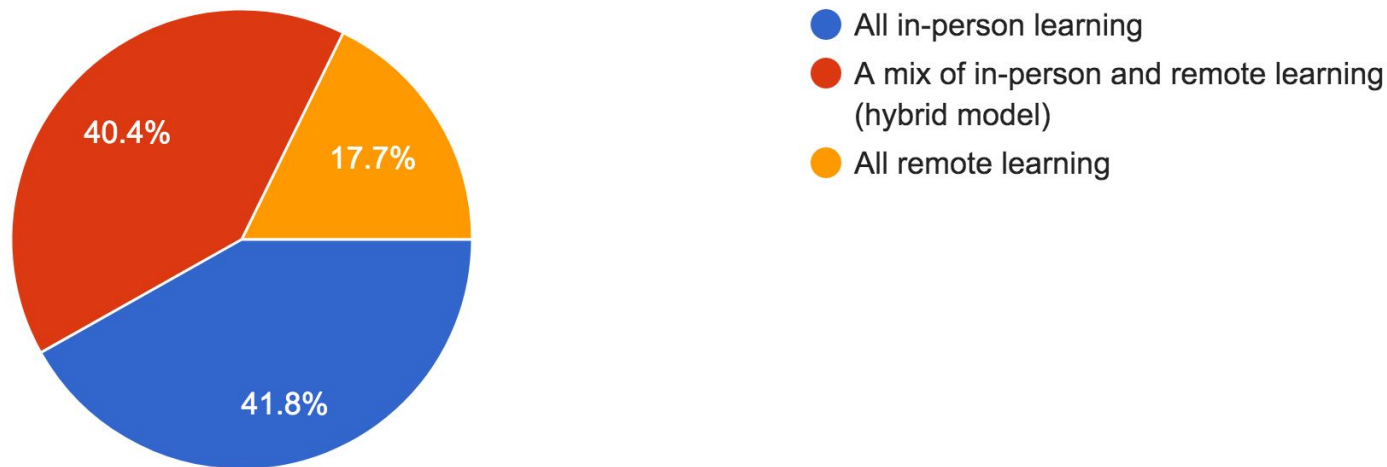


2. Have you read the Initial Fall School Reopening Guidance provided by the Department of Elementary and Secondary Education? Here is th...vIRtfYtX6Alu-DX4MX5b1VjwEYtL/view?usp=sharing
1,150 responses



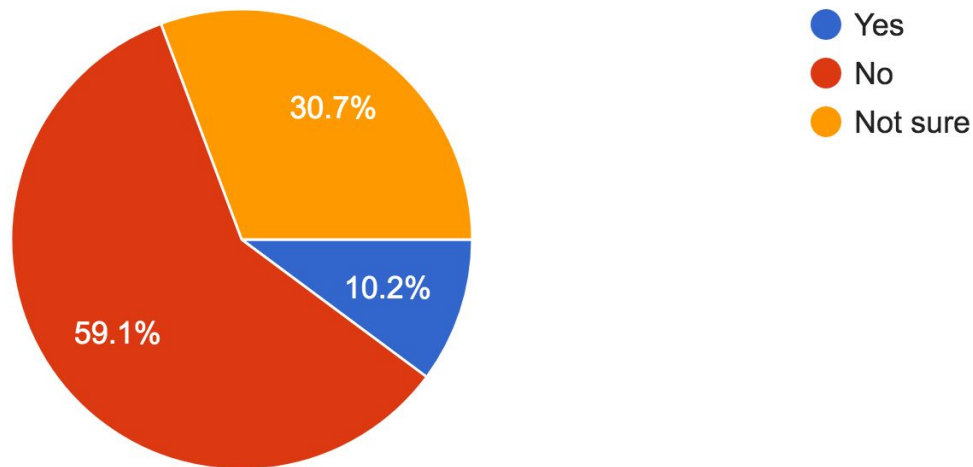
3. Assuming appropriate safety measures, inclusive of mask wearing as specified by DESE reopening guidance are in place, what is your preference for how your child returns to school in the fall?

1,150 responses



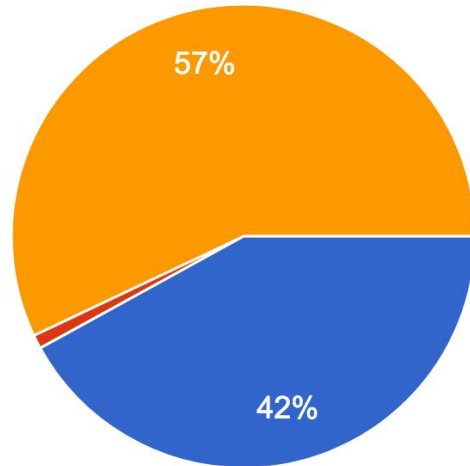
4. If school buildings reopen for in-person learning or for hybrid learning, would you choose to keep your child home in the fall?

1,150 responses



5. Please select the statement that best represents your transportation plans for your child for the 2020-2021 school year.

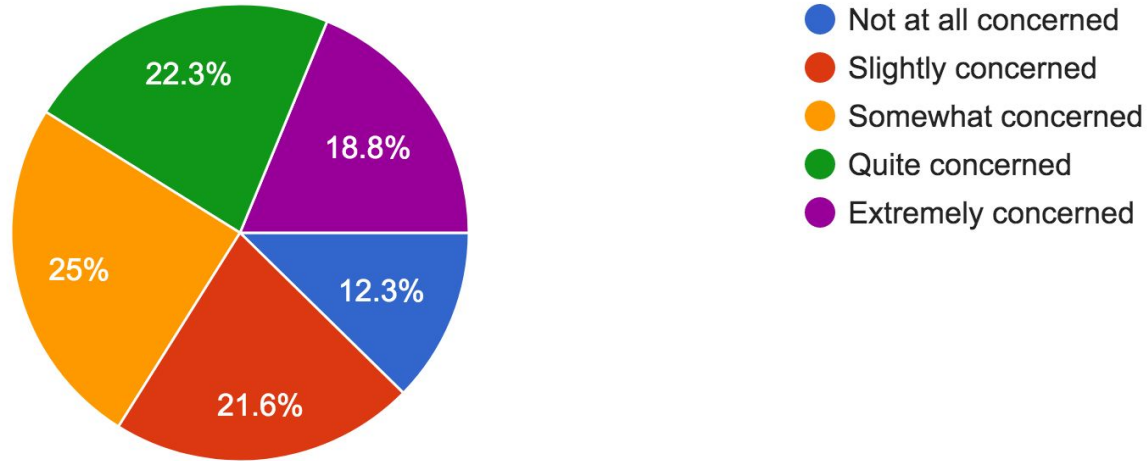
1,150 responses



- I intend to use district-provided bus transportation.
- I intend to use in-district-provided special education transportation.
- I intend to provide my own transportation. (Via vehicle, walking, biking, etc.)

6. In general if in-person learning resumes in the fall, how concerned are you having your child return to the school building?

1,150 responses





Question 7: If you are concerned, please check the areas that are of concern to you.

741 respondents - lack of adherence to safety requirements by others

639 respondents - physical health

612 respondents - physical distancing

612 respondents - mask wearing

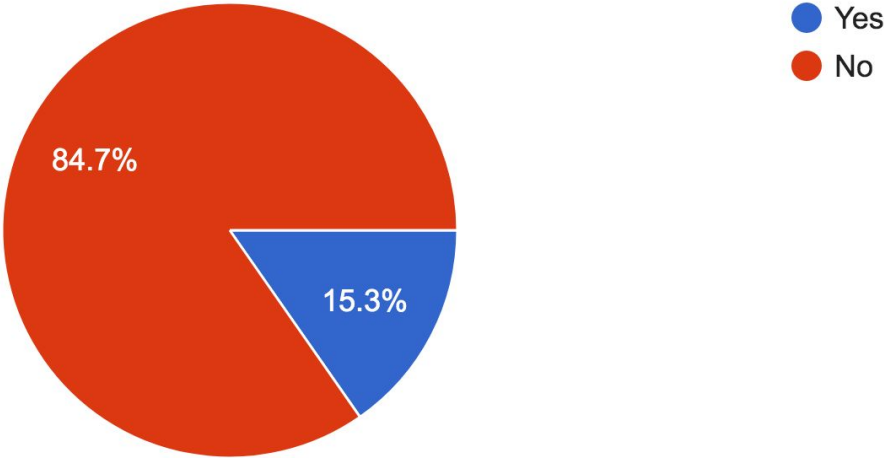
533 respondents - cleaning and sanitization protocols

455 respondents - social and emotional health

Other - transmission of virus to family members, health of staff and students, protocol if student or staff test positive, asymptomatic spreading

8. Does your child or anyone in your household have health concerns that would prevent your child from returning to in-person learning?

1,150 responses





Question 9: If you would like to add comments or considerations, please do so below.

- Concern of number of people being in contact with each other, leading to being spreaders of the virus
- Need for the social and physical aspect of in-person school
- Concern for mental health of students
- Trust in-person learning with appropriate protocols in place
- Like to see re-evaluation during the year, not be locked into one decision for year now
- Concern for students and/or family members that are immunocompromised
- Concern for students wearing masks all day
- Concern of the number of requirements for re-opening in-person
- Concern about support and service delivery for students with Individualized Education Plans
- Request for the same schedule for in-person as for remote, including live teaching
- So many unknown variables at this point
- Acknowledgement of the hard work and hard decisions that are and will be happening