



## ***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**

**August 6, 2020, 7pm**

**Please click the link below to join the webinar:**

**<https://littletonma.zoom.us/j/99970327799?pwd=d2Q5QjhQcExZY0NZRWtseXJFTXpKUT09>**

**Passcode: 797421**

**Or iPhone one-tap :**

**US: +13126266799,,99970327799# or +19292056099,,99970327799#**

**Or Telephone:**

**Dial(for higher quality, dial a number based on your current location):**

**US: +1 312 626 6799 or +1 929 205 6099 or +1 301 715 8592 or +1 346 248 7799 or +1 669 900 6833  
or +1 253 215 8782**

**Webinar ID: 999 7032 7799**

**International numbers available: <https://littletonma.zoom.us/j/99970327799>**

*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 23, 2020**
  - Oath to Bills -**
  - and Payroll**

#### **7:05 II. INTERESTED CITIZENS**

#### **7:10 III. RECOGNITION**

- 1. Littleton High School Class of 2020 Graduation:** *Superintendent Kelly Clenchy will recognize the 2020 Graduates.*
- 2. New Director of Pupil Personnel Services:** *Superintendent Kelly Clenchy will introduce Lyn Snow, Director of Pupil Personnel Services.*

*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.*

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**7:15 IV. NEW BUSINESS**

- 1. Updated 2020-2021 Calendar:** *Superintendent Kelly Clenchy and Director of Curriculum Elizabeth Steele will request approval on the updated 2020-2021 School Calendar.*

**7:25 V. PRESENTATION**

- 1. HVAC Update:** *Chair, Mike Fontanella will give an update on the HVAC Systems within the school buildings.*
- 2. Initial Protocols for responding to COVID-19 scenarios:** *Superintendent Kelly Clenchy will discuss the Initial Protocols for responding to COVID-19 scenarios.*
- 3. LPS Reopening of Schools:** *Building Principals will give an update on the LPS Plans and Expectations on the Hybrid Learning Plans for the opening of school.*

**8:30 VI. INTERESTED CITIZENS**

**8:45 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-polices>

**8:50 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 13, 2020**

**AUGUST 20, 2020**

**7:00 PM**

**ZOOM MEETING**

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TIMALYN RASSIAS, Secretary  
JUSTIN MCCARTHY, Member

## SCHOOL COMMITTEE

### MINUTES

July 23, 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.

On a motion by Matthew Hunt, and seconded by Timalyn Rassias, it was voted to approve the July 2, 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.

### INTERESTED CITIZENS

None

### RECOGNITION

1. **Welcome MS Assistant Principal Matthew LeVangie:** MS Principal Jason Everhart introduced our New Middle School Assistant Principal, Matthew LeVangie.

### NEW BUSINESS:

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

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On a motion by Matthew Hunt, and seconded by Justin McCarthy, it was voted to appoint Timalyn Rassias to present PMBC. (AYE: Unanimous). Motion carried. Roll Call Vote: Matthew Hunt, AYE; Timalyn Rassias, AYE; Brad Austin, AYE; Justin McCarthy, AYE; and Mike Fontanella, AYE.

On a motion by Matthew Hunt, and seconded by Justin McCarthy, it was voted to appoint Mike Fontanella to present MPIC. (AYE: Unanimous). Motion carried. Roll Call Vote: Matthew Hunt, AYE; Timalyn Rassias, AYE; Brad Austin, AYE; Justin McCarthy, AYE; and Mike Fontanella, AYE.

## **PRESENTATION:**

**1. 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 to create three plans, an in-person learning plan, a remote learning plan, and a hybrid learning plan, 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 was Wednesday, July 8<sup>th</sup>. Meetings are held virtually.

Superintendent Clenchy reassured that safety of students and staff is on the forefront of the plans. He presented the Littleton Public Schools’ plans and expectations. Technology devices been ordered for all students grade Kindergarten through grade 5.

### **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

Elizabeth Steele, Director of Curriculum gave a brief overview of the three plans. The outline is listed here:

### **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 (doorknobs, student desks/tables, etc.)

86

87     **Remote Learning Plans:**

88     Remote Learning Plans will have the following expectations:

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

99

100    **Hybrid Learning Plans**

101    Hybrid Learning Plans will have the following expectations:

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

109

110    **Shaker Lane School Principal, Michelle Kane gave a brief overview for the plans for the Elementary**  
111    **School:**

112    **Individual learning materials for students**

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

122

123    Three feet distance with masks for all K-2 students, 6 feet distance with preschool

- 124    ● Mask breaks, additional mask at school
- 125    ● Arrival & Dismissal reconfiguration
- 126    ● Increased hand sanitization
- 127    ● Frequent cleaning of high touch surfaces
- 128    ● Restroom signage
- 129    ● Hallway procedures
- 130    ● Designated recess space & class equipment
- 131    ● Specialists in classrooms, PE outside when possible
- 132    ● Additional lunches & designated spaces
- 133    ● Redesigned volunteer opportunities

134

### **Remote Learning Plan for Shaker Lane School**

- 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 Principal, Cheryl Temple gave a brief overview for their plans for the Elementary School:**

### **In-Person Learning Plan for Russell Street School**

- 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)

### **Remote Learning Plan for Russell Street School**

- 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

**Full-Return Plan for Littleton Middle School presented by Principal Jason Everhart:**

### **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.

### **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.

### **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

### **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

## **Full-Return Plan for Littleton High School presented by Principal John Harrington**

### **In-Person Learning Plan**

- Courses reduced to four mods per day
- 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

- 236 ● Clearly identified entry/exit points and pathways for arrival and departure
- 237 ○ All staff will now park in the Middle Parking lot
- 238 ○ Bus loop for students on busses
- 239 ○ Upper loop for students being dropped off
- 240 ○ Students who park in lot near tennis courts enter/exit through Pump House ramp
- 241 ○ Students who park in upper lot enter/exit through Gym hallway
- 242 ● Students assisting with maintaining clean shared surfaces (lab benches, keyboards, desks, gym/fitness
- 243 equipment)
- 244 ● Encouraging frequent handwashing
- 245 ● Signage with reminders about social distancing and face covering
- 246 ● Recommendation for students to bring small portable bottles of hand sanitizer
- 247

## 248 **Remote Learning Plan for Littleton High School**

- 249 ● Student attendance and engagement is required in classes via video conferencing
- 250 ● Teachers will provide both synchronous and asynchronous class activities and assignments.
- 251 ● Teachers will design opportunities for student collaboration, independent learning, and breaks. Teachers
- 252 will design daily lessons that provide direct instruction as well as a variety of collaborative and independent
- 253 activities in a long block of time.
- 254 ● As routine in school, classes (through video conferencing) will occur according to the assigned LHS
- 255 schedule.
- 256 ● Students are expected to fully participate and complete class activities and assignments
- 257 ● Students will receive feedback for assignments and traditional numeric/letter grades
- 258

## 259 **2. Back to School Planning – Family Survey**

260 Elizabeth Steele went through the survey results of the survey that was sent out to Littleton families on July

261 15, 2020. The survey will be open until Friday, July 24, 2020.

262 The purpose of this Back-to-School Planning Family Survey was to gather information from families about

263 educational plans for their child/children for the upcoming school year. While no decisions have been made

264 regarding school operations at this time, the District is looking at all options.

265

266 One of the questions allowed respondents to share areas of concern. Responses to this question are as follow:

267 741 respondents - lack of adherence to safety requirements by others

268 639 respondents - physical health

269 612 respondents - physical distancing

270 612 respondents - mask wearing

271 533 respondents - cleaning and sanitization protocols

272 455 respondents - social and emotional health

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

274 positive, asymptomatic spreading

275

276 Added comments or considerations from respondents

- 277 ● Concern of number of people being in contact with each other, leading to being spreaders of the virus
- 278 ● Need for the social and physical aspect of in-person school
- 279 ● Concern for mental health of students
- 280 ● Trust in-person learning with appropriate protocols in place
- 281 ● Like to see re-evaluation during the year, not be locked into one decision for year now
- 282 ● Concern for students and/or family members that are immunocompromised
- 283 ● Concern for students wearing masks all day
- 284 ● Concern of the number of requirements for re-opening in-person
- 285 ● Concern about support and service delivery for students with Individualized Education Plans
- 286 ● 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

Comments from School Committee Members:

Matthew Hunt – Pleased to see what has been done thus far. He likes the consistency. He has some serious concerns about having the students follow the rules, especially the younger students. Very interested in seeing the hybrid plan, as he believes that will be the more easy plan to implement.

Timalyn Rassias – Concern with wearing a mask all day, especially for the younger students. LMS and LHS students can more easily understand the rules and regulations. Need more structure if we go with a remote learning plan. How are we going to handle Special Ed students' services? Kelly Clenchy – if we implement a hybrid plan we can implement their services within that plan. What about subs? Are we working from a pool of subs? Kelly mentioned that there is a concern with subs.

Justin McCarthy – Prepare for the worst and hope for the best. Hybrid model seems to be the best option. Would like to know how services for Special Ed services for students will happen? Who will make the decision on which plan we decide to go with?

Brad Austin – Just reminded the public that there will be other forums for interested citizens to join and hear more about this topic.

Mike Fontanella – Planning to take the bus or not? Do you roughly know if the numbers are like last year's transportation registration? Steve Mark just received the guidelines about transportation. If we go to a hybrid model, we might be able to follow the transportation guidelines without any problems. Mr. Fontanella did mention the negative impact of not having student learning in-person is huge.

### **INTERESTED CITIZENS**

Jen Stach – Thanked everyone for their hard work on these plans. If we have an in-person learning plan, but if your household does not want to allow a return to school. Is there a way to keep your child home? Superintendent Clenchy is hoping to be able to assign a teacher as a remote learning teacher for K-5 students. That would not be able to be done for LMS or LHS students at this point. But it will be provided if needed. Would it be possible to have a later start time for secondary students if we have a remote learning plan in place? John Harrington will need to have conversations with faculty and the question has been discussed but nothing has been finalized at this point.

Anne Spiegel – How will it be handled if staff gets compromised by COVID? Mike Fontanella – still working out the details and waiting for more guidelines from DESE.

Looking at air ventilation system – Mike Fontanella – waiting for guidelines from DESE

Disappointed to hear the district is using 3 feet vs. 6 feet. – Mike F – 3 feet is minimum but always striving for 6-feet distance if possible.

Mary Woodward – Has it been considered to do different models at each school, i.e. All in-person for high school and maybe a hybrid model for elementary schools? Or does it have to be a district wide plan for all schools?

Mike Fontanella – We are considering this option, but nothing has been decided at this point. DESE guidance is indicating that Special Ed students should receive services in-person even if we are doing a hybrid model or remote learning.

Ben Banister – Is there a set date for when the decision is being made? Mike Fontanella – Date has not been set yet, but we need to use all the time we have to make the right decision.

If we are going with a hybrid model, if siblings are in different schools – would it be possible to have them in school/at home on the same days? Mike Fontanella asked the administration to consider this option.

Will Tigers Den be open? Kelly Clenchy - We are hoping to be open if we have in-person learning or a hybrid model.

Kerri LaVoie – Voiced concern about students who are on individualized education plans. Mike Fontanella is hoping there will be more robust service this fall.

Shaker Lane cannot accommodate the 6-feet social distance. But feels like there are spaces that could be utilized for classroom space – Mike Fontanella did say that they are looking at every space possible.

Shaker Lane is such an old building – how will the students be kept safe with masks on. How will the staff ensure that the students are keeping their masks on and keeping social distance from one another? Michelle Kane – It is a learning process for all students. Mike Fontanella did remind the public that no families need to send their child back to school if they don't feel it would be safe for them or their family situation. The district will be required to help a family if they choose to keep their child home.

Mrs. LaVoie feels that the ventilation system is horrible. Has the air ventilation been looked at for Shaker Lane School? Steve Mark said we are looking to evaluate and review the air filtration system. We are working on this at all four schools.

Kevin Davis – Signage should be mandatory at all schools. Air circulation should be published. How are we handling contact tracing? Mike Fontanella - That has not been planned out yet. How are we cleaning the buses? Steve Mark – Guidelines just came out yesterday. More to come on this subject and cleaning protocol. Minimum number of students infected before schools need to be closed. Mike Fontanella – more to come from the task force later.

Karen Morrison – IEP's and 504's – serving any students. How are we going to serve those childrens' needs? Kelly Clenchy – We are using assessment programs to determine if any services are needed to support students. One of the assessments we are using is MAP testing in both reading and mathematics. Have you considered using any space outside of the school buildings? Kelly Clenchy – we have ordered canopies to be used for outside teaching, but we are not going to use outside public buildings.

Kameswari Sridibatla – if we go back to in-person learning. What are the plans if the students come to school with a fever etc. Are you planning to test students or staff? Kelly Clenchy – the protocol is not to be testing either staff or students, but we would ask them to quarantine for 14 days to ensure the health of all involved.

Amy Tarlow-Lewis – Lost contact time. Some students really did progress this past spring. Why are we building in unified arts into the model instead of using all instruction time on academics? Would like to see our students get caught up on what they lost this past spring. Kelly Clenchy – we are trying to educate the whole child and have them learn all subjects including unified arts.

Would really like to see special educated students being pulled out and special accommodation (special classroom) made for Special Ed students to receive in-person learning should we be in remote learning again. Mike Fontanella – asked the administration to keep this in mind as we go ahead with the planning.

Kathleen Croal - Some students did not get as much instruction as others. She is afraid that students will be taught the same instruction / curriculum as last spring. Some students might be really bored if they get taught the same curriculum again. Is there anyway that students could be grouped as to ensure they advance from their learning point they are at?

Kelly Clenchy and Elizabeth Steele – Identify key objectives of each student and challenge them efficiently. Maintain course level and grade level standards and continue with them. Evaluate the students as we move on. Fill in learning gaps and teach new content throughout the year to ensure the students continue to learn throughout the school year. This is to ensure all students are progressing as we go forward.

Mike Fontanella thanked all interested citizens for their participation. We had close to 90 interested citizens listening in.

## **SUBCOMMITTEE REPORTS**

1. PMBC: None
2. Budget Subcommittee: None
3. Policy Subcommittee: None

**ADJOURNMENT**

On a motion by Matthew Hunt, and seconded by Justin McCarthy it was voted to adjourn at 9:34 PM. Roll Call Vote: Matthew Hunt, AYE; Timalyn Rassias, AYE; Brad Austin, AYE; Justin McCarthy, AYE; and Mike Fontanella, AYE.

**NEXT MEETING DATE**

**August 6, 2020**

**7:00PM**

**Zoom Meeting**

**DOCUMENTS AS PART OF MEETING**

LPS Reopening of Schools

Back to School Planning – Surveying our Community

## SEPTEMBER (10)

M	Tu	W	Th	F
	*1	*2	*3	*4
7	*8	*9	*10	*11
*14	*15	**16	17	18
21	22	23	24	25
28	29	30		

\*Staff/PD

\*\*Start of School

## OCTOBER (20)

M	Tu	W	Th	F
			1	2
5	6	7A	8	9
12	13	14	15	16
19	20	21A	22	*23
26	27	28 <sub>MSC</sub>	29 <sub>MSC</sub>	30

\*Staff /PD

## NOVEMBER (17)

M	Tu	W	Th	F
2	*3	4	5 <sub>EC/MS</sub>	6
9	10 <sub>EC</sub>	11	12 <sub>EC</sub>	13
16	17	18A	19	20
23	24	25A	26	27
30				

\*Staff PD / Election Day

## DECEMBER (17)

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

## JANUARY (19)

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

## FEBRUARY (15)

M	Tu	W	Th	F
1	2	3	4	5
8	9	10A	11	12
15	16	17	18	19
22	23	24	25	26

## MARCH (23)

M	Tu	W	Th	F
1	2	3A	4	5
8	9	10	11	12
15	16	17 <sub>EC</sub>	18	19
22	23	24 <sub>EC/MS</sub>	25 <sub>EC/MS</sub>	26
29	30	31		

## APRIL (16)

M	Tu	W	Th	F
			1	2
5	6	7	8	9
12	13	14A	15	16
19	20	21	22	23
26	27	28	29	30

## MAY (20)

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

## JUNE (13)

M	Tu	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	***17A	18
21	22	23	24	25
28	29	30		

\*\*\*Tentative Last Day of School

**School Starts: September 16, 2020**  
 Student Days Scheduled 175 days –  
**June 24, 2021** Any unused “snow days” will be used to adjust the School Calendar to the State requirement of 170 days. If no days are lost due to weather or for other reasons, students could be dismissed as early as **June 17, 2021**. When determined; the last day of school will be a 3-hr. Early Release.

## KEY

- A** = All District PreK-12 – 3-hr. Early Release
- 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

# LITTLETON PUBLIC SCHOOLS

## 2020-2021 School Calendar **DRAFT** as of 08.04.20

### STARTING DATES

September 1 \*Teachers return  
 September 16 \*\*Start of School (new)

### NO SCHOOL – HOLIDAYS/VACATION DAYS/

#### PROFESSIONAL DEVELOPMENT

**September 4 Labor Day break** (deleted)

September 7 Labor Day  
 September 28 Yom Kippur  
 October 12 Columbus Day  
**October 23 Professional Development** (added)  
 November 3 Professional Development/Election Day  
 November 11 Veteran's Day  
 Nov. 26 – 27 Thanksgiving Break  
 Dec. 24 – Jan. 1 Holiday Break  
 January 18 Martin L. King Day  
 February 15 -19 Winter Break  
 April 2 Good Friday  
 April 19-23 Spring Break  
 May 31 Memorial Day

### BACK TO SCHOOL CURRICULUM NIGHTS

Thursday, Sept. 10 SL K & Transitional Back to School Night  
 Monday, Sept. 14 MS Back to School Night  
 Tuesday, Sept. 15 RS Back to School Night  
 Thursday, Sept. 17 HS Back to School Night  
 Tuesday, Sept. 22 SL Grade 1, 2 Back to School Night

### EARLY RELEASE – ALL SCHOOLS (Wednesdays/Fridays/last day)

**September 16 Professional Development** (deleted)  
 October 7 Professional Development  
 October 21 Professional Development  
 November 18 Professional Development  
**November 25 Thanksgiving Break**  
 December 2 Professional Development  
**December 11 (Fri.) Professional Development**  
 January 13 Professional Development  
 January 27 Professional Development  
 February 10 Professional Development  
 March 3 Professional Development  
 April 14 Professional Development  
 May 5 Professional Development  
**May 28 (Friday) Professional Development**  
**June 18 (Friday) Tentative Last Day of School** (deleted)  
**June 17 (Thursday) Tentative Last Day of School** (added)

### EARLY RELEASE – PARENT CONFERENCES

Wednesday, Oct. 28 Middle School Conference  
 Thursday, Oct. 29 Middle School Conference  
 Thursday, Nov. 5 Middle School Conference  
 Thursday, Nov. 5 K-5 Elementary Conference  
 Tuesday, Nov. 10 K-5 Elementary Conference  
 Thursday, Nov. 12 K-5 Elementary Conference  
 Wednesday, March 17 K-5 Elementary Conference  
 Wednesday, March 24 K-5 Elementary Conference  
 Wednesday, March 24 Middle School Conference  
 Thursday, March 25 K-5 Elementary Conference

### EVENING PARENT CONFERENCES

Thursday, Oct. 8 High School Evening Conference  
 Thursday, Oct. 28 Middle School Evening Conference  
 Thursday, Nov. 5 K-2 Elementary Evening Conference  
 Tuesday, Nov. 10 3-5 Elementary Evening Conference  
 Wednesday, March 10 High School Evening Conference  
 Wednesday, March 17 K-2 Elementary Evening Conference  
 Wednesday, March 24 3-5 Elementary Evening Conference  
 Thursday, March 25 Middle School Evening Conference  
 Thursday, March 25 Middle School Conference

### 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), and cable channel 3  
 Twitter: Kelly Clenchy @kbstel

High School Graduation Date – June 4, 2021



**Gr. 8 Promotion Ceremony – TBD**



Tigers' Den will close at 4:00pm on 11/25/20 and the last day of school.

### MAJOR RELIGIOUS & CULTURAL HOLIDAYS & HOLY DAYS

Sept. 18 – Sept. 20 Rosh Hashanah  
 September 28 Yom Kippur  
 November 14 Diwali begins  
 December 10-18 Chanukah  
 December 25 Christmas  
 December 26 Kwanza  
 March 27 Passover  
 April 2 Good Friday  
 April 4 Easter Sunday

### MARKING PERIODS

#### K-5 Marking Period Ends:

December 4, March 19, June 18

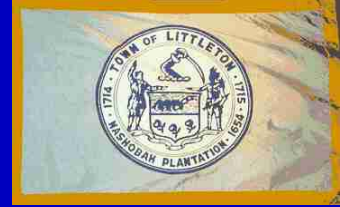
#### Middle School Marking Period Ends:

November 20, March 5, June 18

#### High School Marking Period Ends:

November 6, January 22, April 9, June 18

# ***HVAC Systems***

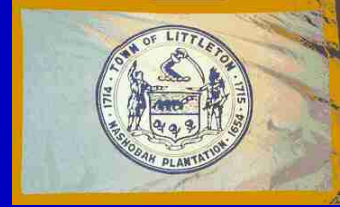


## **DESE Guidance on HVAC Systems:**

- ***Clean ventilation system***
- ***Run HVAC systems for one week prior to school opening***

- **All rooftop and classroom HVAC units have been inspected, cleaned and filters replaced by our contractor this summer**
- **All rooftop and classroom HVAC units are in full working condition**
- **All rooftop and classroom HVAC units will be inspected by our vendor monthly during the 2020-2021 school year (as opposed to quarterly)**
- **Monthly inspections will ensure all units and parts are clean and in full working condition and filters are replaced as needed**
- **HVAC systems will be run for one week prior to schools opening**

# ***HVAC Systems***

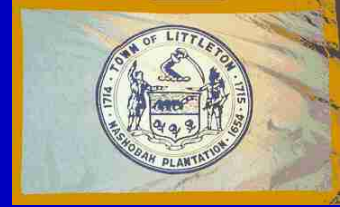


## **DESE Guidance on HVAC Systems**

- ***Consider upgrading filters***
- ***Maintain ventilation for longer hours***

- **Filters for all rooftop HVAC units will be MERV 11 or MERV 13 when school opens (Russell Street has been MERV 13 since re-build, other schools were using MERV 8)**
- **Rooftop HVAC units will be running each day at 100% capacity (standard practice) which will refresh air in the buildings**
- **Rooftop HVAC units will continue to run at 100% at night (after all students and staff have departed) for an additional 2 hours, guaranteeing fresh air in the building for the start of the next day**

# ***HVAC Systems***



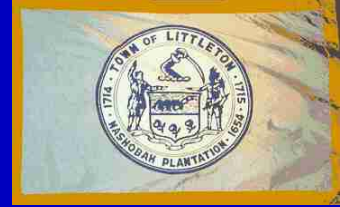
## **DESE Guidance on HVAC Systems**

- ***Consider upgrading filters***
- ***Adjust HVAC settings***
- ***Maintain ventilation for longer hours***
- ***Open windows when appropriate***

- **Filters for all classroom HVAC units will be MERV 11 when school opens, up from MERV 8**
- **Classroom HVAC units will run at a minimum setting of 60% fresh air (up from standard 30% setting)**
- **Classroom HVAC units will run at night (after all students and staff have departed) for an additional 2 hours**
- **Weather conditions permitting, all classroom (and building) windows will be open throughout the school day to aid in circulating fresh air into the buildings**

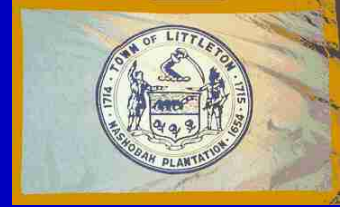


# ***HVAC Systems***



- **Russell Street is the only school with central AC. The three other schools, including Shaker Lane, have some AC units in parts of the building to help address conditions on hot days**
- **Staff will move students, as possible and necessary, to these parts of the buildings should conditions warrant it**
- **With the implementation of Remote Learning, the Superintendent can declare a full school Remote Learning day if conditions warrant it**

# ***HVAC Systems***



- All schools, including Shaker Lane, have fully functioning rooftop and classroom HVAC units that are running at peak efficiency allowing maximum air movement through the buildings and classrooms
- All four schools are complying with and meet DESE recommendations regarding air quality
- “Littleton’s HVAC systems, in all their buildings, are in the top 10% of all the school districts we service”

Below is the full list of symptoms for which caregivers should monitor their children, and staff should monitor themselves:<sup>2 3</sup>

- ☐ Fever (100.4° Fahrenheit or higher), chills, or shaking chills
- ☐ Cough (not due to other known cause, such as chronic cough)
- ☐ Difficulty breathing or shortness of breath
- ☐ New loss of taste or smell
- ☐ Sore throat
- ☐ Headache *when in combination with other symptoms*
- ☐ Muscle aches or body aches
- ☐ Nausea, vomiting, or diarrhea
- ☐ Fatigue, when in combination with other symptoms
- ☐ Nasal congestion or runny nose (not due to other known causes, such as allergies) *when in combination with other symptoms*

**If staff or students have any of these symptoms, they must get a test for active COVID-19 infection prior to returning to school.**

Every school should have a list of available test sites.<sup>4</sup> A [list of test sites is available here](#), and Massachusetts also has an [interactive testing map](#). Staff and students who have symptoms should also contact their primary care physician for further instructions. More information related to the availability of testing will be provided later this summer.

*Please turn to the next page for information on protocols for possible COVID-19 scenarios.*

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<sup>2</sup> Massachusetts DPH, [Testing of Persons with Suspect COVID-19](#). (2020, May 13).

<sup>3</sup> <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

<sup>4</sup> A [list of test sites is available here](#); this is Massachusetts's [interactive testing map](#)

## Quick reference sheet: Key actions for individual COVID-19 events

Event	Location of Event	Testing Result	Quarantine
Individual is symptomatic	If an individual is symptomatic <u>at home</u> , they should stay home and get tested.  If an individual student is symptomatic <u>on the bus or at school</u> , they should remain masked and adhere to strict physical distancing. Students will then be met by the nurse and stay in the medical waiting room until they can go home. They should not be sent home on the bus. If an individual staff member is symptomatic at school, they should find coverage for their duties and then go home and get tested.	Individual tests <u>negative</u>	Return to school once asymptomatic for 24 hours
		Individual tests <u>positive</u>	Remain home (except to get medical care), monitor symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from local board of health or MA Community Tracing Collaborative. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days <u>and</u> until at least 3 days have passed with no fever and improvement in other symptoms.
		Individual <u>is not tested</u>	Remain home in self-isolation for 14 days from symptom onset
Individual is exposed to COVID-19 positive individual	If an individual is <u>at home</u> when they learn they were in close contact with an individual who tested positive for COVID-19, they should stay at home and be tested 4 or 5 days after their last exposure.  If an individual is <u>at school</u> when they learn they were in close contact with an individual who tested positive for COVID-19, they should be masked for the remainder of the day (including K-1 students) and adhere to strict physical distancing. At the end of the day, they should go home and should not take the bus home. They should stay at home and be tested 4 or 5 days after their last exposure.	Individual tests <u>negative</u>	Return to school, if asymptomatic or once asymptomatic for 24 hours
		Individual tests <u>positive</u>	Remain home (except to get medical care), monitor symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from local board of health or MA Community Tracing Collaborative. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days <u>and</u> until at least 3 days have passed with no fever and improvement in other symptoms.
		Individual <u>is not tested</u>	Remain home in self-quarantine for 14 days from exposure

## *Section 2: Protocols for potential school closure (partial or full) or district closure*

### Protocol: Presence of multiple cases in the school or district

1. If there is more than one confirmed COVID-19 case (students or staff) in the school at one time, or if there is a series of single cases in a short time span, school leaders and the superintendent should work with the local board of health to determine if it is likely that there is transmission happening in school.
2. For each individual case, **FOLLOW STEPS UNDER:** “Protocol: Student or staff tests positive for COVID-19.” Note that when there is one isolated case, the student’s close contacts will need to stay home and be tested, not the whole school.
3. When there is suspected in-school transmission *beyond one cohort or a small number of cohorts*, school and district leaders must consult with the local board of health as to proposed next steps. These steps could include, *for example*, making a decision to a) close part of the school or the entire school for a short time (e.g. 1-3 days) for an extensive cleaning or other facility mitigation, or b) close the school partially or fully for the longer duration of a 14-day quarantine period.
4. Should there be circumstances where there are multiple cases in multiple schools, school and district leaders must consult with the local board of health as to proposed next steps. These steps could include, *for example*, making a decision to a) shut down the district for a short time (e.g. 1-3 days) for an extensive cleaning or other facility mitigation, or b) shut down the district for the longer duration of a 14-day quarantine period.
5. **Before a final decision is made on a school or district closure, the superintendent must consult with DESE for further guidance.**

#### **Contacts:**

**Russell Johnston**, Senior Associate Commissioner, [Russell.Johnston@mass.gov](mailto:Russell.Johnston@mass.gov), 781-605-4958.

**Erin McMahon**, Senior Advisor to the Commissioner - Fall Reopening Implementation Lead, [Erin.K.Mcmahon@mass.gov](mailto:Erin.K.Mcmahon@mass.gov), 781-873-9023.

6. If the decision is made to close for some number of days, the school and/or district should send clear information and instructions to families and staff:
  - a. Informing them that it is possible COVID-19 is being transmitted in the school and/or district
  - b. Noting that there may be more potential cases that are not yet symptomatic
  - c. Recommending students quarantine and not have contact with others
  - d. Reminding families of the importance of not having contact with higher-risk individuals (e.g., grandparents)
  - e. Reminding families of the list of COVID-19 symptoms for which to monitor
  - f. Ensuring that remote learning is immediately provided to all students

7. Before bringing students back to school:
  - a. Check inventory levels of needed supplies (e.g., disposable masks, soap, hand sanitizer, cleaning products); re-order replacement inventory
  - b. Consider a school-wide refresher training on the importance of correct hygiene procedures (masks, physical distance, handwashing)
  - c. Reiterate the critical nature of masks, physical distancing, and hand hygiene when students return to school

### **Protocol: Presence of significant number of new cases in a municipality**

1. In the case of significant municipal outbreak, as determined by the local board of health or DPH, the superintendent and school leaders must consult with the local board of health to determine whether it is appropriate to close a specific school, schools, or an entire district.
2. **Before a final decision is made on a school or district closure, the superintendent must consult with DESE for further guidance.**

**Contacts:**

**Russell Johnston**, Senior Associate Commissioner, [Russell.Johnston@mass.gov](mailto:Russell.Johnston@mass.gov), 781-605-4958.

**Erin McMahon**, Senior Advisor to the Commissioner - Fall Reopening Implementation Lead, [Erin.K.Mcmahon@mass.gov](mailto:Erin.K.Mcmahon@mass.gov), 781-873-9023.

### **Protocol: State-wide regression to a previous reopening phase**

1. Massachusetts is tracking its overall statewide reopening in phases according to the [Reopening Massachusetts](#) plan. Currently, Massachusetts is in Phase 3 of reopening, where even more businesses can resume operations with specific guidance.
2. If Massachusetts moves back into a prior phase, DESE (in consultation with the Massachusetts COVID-19 Command Center) will communicate with school districts and schools to determine whether in-person school should continue.



# Update to School Committee: LPS Reopening of Schools 8/6/2020



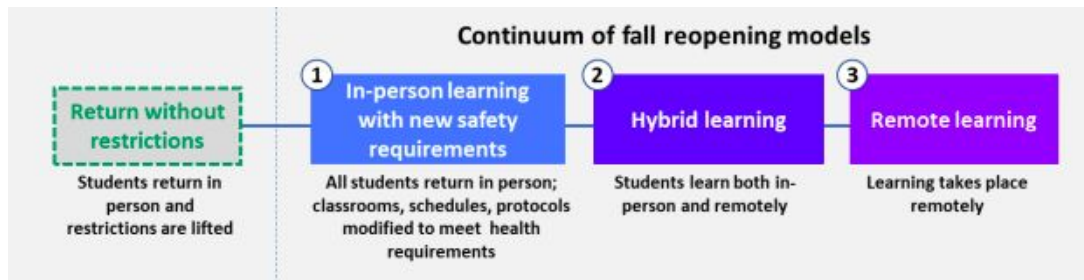
\*All plans provided in this update are in draft form.



# 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





# Hybrid Learning Plans

Hybrid Learning Plans will have the following expectations:

- Physical distancing of 6ft for any in-person learning
- 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

## Groupings:

- All preschool and Transitional classrooms will attend M, T, Th, F
- Kindergarten & Grades 1, 2 classrooms will be divided into “A” and “B” groups.
- Group “A” will attend school in-person on Monday and Tuesday.
- Group “B” will attend school in-person on Thursday and Friday.
- All students will attend classes remotely on Wednesday.
- Students working from home will attend synchronous and asynchronous learning.

# Shaker Lane School

## Scheduling:

- Every attempt will be made to schedule siblings into the same-day groupings.
- We will attempt to create schedules that keep students in cohorts as much as possible.

## Other Considerations:

- Special Education
- Kindergarten Hybrid Plan Survey
- Full remote learning is an option in both the in-person and hybrid models

# Russell Street School: Hybrid Model

The **Russell Street School Hybrid Model** is constructed with several goals in mind. Our primary focus is to (1) create small cohorts of students, and (2) reduce the total number of exposures for each student and teacher.

The **Russell Street School Hybrid Model** is a mix of In-Person Learning and Remote Learning. Each grade will have two groups, A and B.

# Russell Street School

## Monday-Tuesday Model (Group A)

### Grade 3

Jessica Schoffel

Heather Love

Michele Smith

## Thursday- Friday Model (Group B) EXAMPLE

### Grade 3

Annmarie Soares

Kerry Kristie

Tricia Singer

\*Michelle Behan

\*Cathy Autio

\*Zoe Germain

Each teacher in the Monday-Tuesday Model will pair up with a teacher in the Thursday-Friday Model and a learning assistant will be assigned to work with each pair. Each pair of teachers will also share their classrooms. Each classroom will have the full class set of desks set up in rows with 6 feet of distance.

# Russell Street School

Two In -Person Days: All safety protocols from the In-Person Plan will be used.

Three Remote Learning Days: All students will follow their individual schedule. Students will be expected to start their day in their class meeting and attendance will be taken. Students will have a variety of full class meeting time, small group meeting time, independent work time and scheduled breaks as per their schedule. Students are expected to end their day in a class meeting.

Special education services and interventions can be scheduled during whole group lessons and small group time within each student schedule.

# Littleton Middle School

## Groupings:

- Students will be divided into “A” and “B” groups.
- Group “A” will attend school in-person on Monday and Tuesday.
- Group “B” will attend school in-person on Thursday and Friday.
- All students will attend flex, even when remote.
- Students working from home will attend classes via live stream.
- All students will attend classes virtually on Wednesday.

## Scheduling:

- Every attempt will be made to schedule siblings into the same groups.
- We will attempt to create schedules that keep students in cohorts as much as possible.

# Littleton Middle School

## **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.
- Work not completed in class will be HW for that evening.
- Transport materials to and from school each cycle.

## **Educator Responsibilities:**

- Grading policy, late-work similar to pre-covid expectations.
- A clearly defined schedule for assignments, homework.
- Clear and consistent communication with families.
  - Protocols regarding attendance, work production, family communication.



# Littleton Middle School

## **Administration Responsibilities:**

- Town-hall events to prep students/families for September
- Enhanced Weekend Update
- Streamline communication for updating parents
- Create professional development opportunities for teachers to plan effectively
- Further develop two-way communication with families for increased engagement

# Littleton Middle School

## **Family Responsibilities:**

- Establish routines at home to support online learning (quiet space, awake for class, etc.)
- Make sure students attend classes regularly
- Become familiar with Aspen, Google Classroom, etc.
- Check and respond to email regularly
- Prepare students to wear masks for extended periods of time

# Littleton High School

## Groupings:

- All students will be divided into “A” and “B” groups.
- Group “A” will attend school in-person on Monday and Tuesday.
- Group “B” will attend school in-person on Thursday and Friday.
- All students will attend classes remotely on Wednesday.
- Students working from home will participate in synchronous and asynchronous learning opportunities.
  - Synchronous learning will occur during the regularly scheduled periods

# Littleton High School

## Attendance Tracking

- Teachers will note student attendance in Aspen for each class meeting.
- Students attending classes remotely are required to attend live classes as scheduled

## Student Experience

- Same safety precautions in place as for in-person learning plan (previously presented)
- Face masks/coverings required for students and staff unless not possible due to medical conditions
  - Student desks will be spaced 6' apart

# Littleton High School

## Student Experience (cont.)

- Teachers will provide beneficial, formative feedback and numeric/letter grades for student growth and learning
- Teachers will provide live video and audio access to students who are remote
- Teachers will design daily lessons that provide direct instruction as well as a variety of collaborative and independent activities to engage students, both in-person and remote
- Teachers will collaborate with SPED staff (teachers and/or aides) and related service providers to ensure delivery of modifications / accommodations for students on IEPs