



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
BRAD AUSTIN, Member

MIKE FONTANELLA, Chair

TIMALYN RASSIAS, Secretary
JUSTIN MCCARTHY, Member

SCHOOL COMMITTEE MEETING

October 1, 2020

You are invited to a Zoom webinar.

When: Oct 1, 2020 07:00 PM Eastern Time (US and Canada)

Please click the link below to join the webinar:

<https://littletonma.zoom.us/j/97107321391?pwd=anYwVjlvZEZsS2tpVXpSMnM3K293Zz09>

Passcode: 967421

Or iPhone one-tap :

US: +19292056099,,97107321391# or +13017158592,,97107321391#

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

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VIDEO OR CALL WILL BE MUTED UPON JOINING MEETING.

Please use the "RAISE YOUR HAND" feature in the zoom meeting to ask to speak.

PARTICIPANTS/ATTENDEES ARE REMINDED THAT BY JOINING THIS MEETING THAT YOU CONSENT TO YOUR LIKENESS AND AUDIO BEING USED AND REBROADCAST BY LCTV. This LIVE meeting can be viewed online at LCTV On-Demand at <https://littleton.vod.castus.tv/vod>

**** *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. Call to Order

2. Consent Agenda

-Minutes – September 24, 2020

**-Oath to Bills -
and Payroll**

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 or 33 Shattuck Street, P.O. Box 1486, Littleton, MA 01460.

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7:05 II. INTERESTED CITIZENS

7:10 III. NEW BUSINESS

1. **MOA with the LEA:** *Chair, Mike Fontanella will give an update on the MOA with the LEA.*
2. **Protocols Regarding Social Gatherings by Students:** *Superintendent Kelly Clenchy will discuss the Protocols regarding social gatherings by students.*

7:30 IV. PRESENTATION

1. **Public Health Metrics:** *Chair, Mike Fontanella will give an update to the Public Health Metrics.*

7:35 V. INTERESTED CITIZENS

8:00 VI. 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>

8:05 VII. 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
October 8, 2020
7:00 PM**

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JUSTIN MCCARTHY, Member

SCHOOL COMMITTEE MINUTES September 24, 2020 7:00 PM

PRESENT: Mike Fontanella
Matthew Hunt
Brad Austin
Timalyn Rassias
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 Sept. 10, 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

NEW BUSINESS

- Food Service presentation by John Overcash** – Thanked the School Committee, Superintendent, and the administrative team during this time. He reminded the community they are still serving meals. All students' breakfasts and lunches are being served free of charge at this time thanks to USDA grant. Grab and Go meals are available to all Littleton resident students regardless of which school they attend. The School Committee thanked John Overcash and his staff for all their hard work during the entire spring and summer.

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- 35 2. **School Opening:** Superintendent Kelly Clenchy and Building Principals gave a brief update on the
36 first week of school. Already have had in-person learning for both groups: A-L and K-Z cohort.
37 Remote learning for K-5, and the first 10 PD days before school started on Sept. 16.
38 Rebecca Deacon gave a brief overview of the students at Shaker Lane PreK through Grade 2 both in-
39 person and remote learning. The students are doing a fantastic job with social distance and wearing a
40 mask all day.
41 She thanked the tech team for their tireless work and tech help. The custodians are doing a great job
42 keeping the building clean and sanitized.
43 Cheryl Temple thanked the teachers, nurse, cafeteria staff and custodian staff for all their hard work.
44 Our safety protocols are working great. Teachers are doing great engaging all students – the ones in
45 the classroom as well as the students at home.
46 Jason Everhart – Thanked the educators for all the work they are doing. Thanked the custodian who is
47 cleaning desks, handles etc. repeatedly. Thanked the families for their flexibility. Everyone is working
48 together to make this happen and be a success.
49 John Harrington – Thank you to Littleton families and students. It has been great to see staff and
50 students back in the school buildings. Our core value at LPS is teamwork and collaboration. Huge
51 shout out to the tech team, custodian, admin team. LHS had fire drills as guidelines require. It is not
52 easy to teach simultaneously remote and in-person. Making the best of a very difficult situation.
53 Elizabeth Steele – Our principals and assistant principals have worked hard to get the schools ready for
54 this opening. I have seen seamless teaching between students in-person and remote learners.
55 Lyn Snow – Principals and assistant principals are wearing so many hats currently. Special Education
56 is always a fluent situation. Make changes – backlog of evaluations are being worked on. A lot of
57 heavy lifting. Parents have been very patient and great at communicating their needs.
58 Kelly Clenchy – reflecting on the next three months. We were determined to create three learning
59 models. Never lost sights of what is important – to educate our students. We realize that we will
60 continue to learn throughout the year. We will continue to reflect and assess what we are doing. We
61 are ready and willing to ensure that every student has a successful school year.
62
63 Brad Austin – Want to say thanks to everyone. I still have concerns about Shaker Lane and Russell
64 Street students – they might be too young to learn though remote. Biggest challenge is how long can a
65 student sit in front of a screen?
66 Rebecca Deacon – younger students require so much attention from a teacher. Live streaming – some
67 teachers are leaving their google meetings open all day so students at home can jump in at any time to
68 ask a question.
69 Matthew Hunt – worried about the amount of time students spend on the screen every day.
70 Justin McCarthy – would appreciate if the google meets could stay open all day so remote students
71 feel like they are part of the class all day.
72
73 John Hartington – we have spent a lot of time working on how much time students, especially middle
74 and high school students spent in front of the computer screen.
75
76 Mike Fontanella – Happy to hear how happy everyone is to be back in the classroom. We are
77 benefitting being a small community. We need another survey of families and students learning input.
78 We need some baseline to work on to ensure everyone is comfortable at this point with remote and in-
79 person learning.
80
81 3. **MASC/MASS Joint Conference, November 6, 2020 Official Delegate Form:** In the event a School
82 Committee member attends the MASC Conference and would like to vote at the Annual Business
83 meeting, it is necessary that an official delegate be designated, and form submitted by October 16, 2020.
84 Voting has been pushed out to a later date.

85 **PRESENTATION:**

86 **1. HVAC Study:** BLW Engineers, Inc. Ken Beck gave a brief presentation on their HVAC study of the school units
87 Littleton Public Schools engaged BLW Engineers to evaluate the building HVAC system relative to its
88 current operating conditions, reopening the building to the public and potential considerations
89 relative to Covid19. Kenneth R. Beck, PE, Principal in Charge, visited each school, reviewed building
90 documentation, and prepared the following evaluation.
91

92 While at the site, BLW Engineers met with the facility's operator who reported the HVAC systems.
93 Receives regular preventative maintenance which includes filter replacement, grease motors and bearings,
94 replace fanbelts and verify damper and valve operation.
95

96 Based on applicable guidelines (ASHRAE, State of Massachusetts Reopening Guidelines, Massachusetts
97 Teachers Association, etc.), the School are safe to occupy and should consider the following best practice
98 operation of the current HVAC system in an effort to provide an environment to best protect the occupants
99 and visitors to the building during the pandemic.
100

101 BLW Engineers provided Tier 1 recommendations. All the recommendations are listed in the packet
102 which is posted online.
103

104 Mike Fontanella – Tier 1 recommendation - Increase filtration units on the roofing units. Working to get more
105 filtration on hand. Cleaning and replacing the filters more often. Already doing this. Window and doors open as
106 much as possible. Looking at Tier 2 recommendations as well.
107

108 Brad Austin – Two standards that are being used. If I understand we are using the highest code at this time?

109 Ken Beck – Based on reduced classroom sizes, the classroom current system can provide more than 32
110 CFM/occupant which exceeds current code requirements (10 CFM per occupant plus 0.12 CFM/SF), MTA
111 Guidelines and can be supplemented by operable windows.
112

113 Mike Fontanella – Just to confirm - the classroom current system can provide more than 32 CFM/occupant which
114 exceeds current code requirements with the windows closed. When the windows can be open, we are exceeding
115 these requirements.
116

117 Matthew Ridge – What will happen when winter hits when you cannot have the windows open? Ken Beck – The
118 evaluation is based on windows being closed.

119 Mike Fontanella – we can either add in more filtration or move students to another room.

120 Brad Austin – Follow the guidelines set by Brookline – strive to be at 32 at all times.
121

122 Brad Liang– How are you judging if we are getting fresh air into the system or recirculated air? Are the units in the
123 nurse's office disconnected from the main system and do they have their own system?

124 Ken Beck – Whoever is monitoring the system will get notified if the system is circulating recirculated air back
125 into the classroom. The units used for the nurse's area are not connected to the rest of the system.

126 Mike Fontanella – The HVAC System Evaluation are posted within the packet listed online
127

128 **2. Public Health Metrics:** Chair Mike Fontanella updated the community on public health metrics for Covid-19.
129 The report is also posted on the District website.

130 Littleton is in green. If a community is in red, sports team will not be playing that town until they move out
131 of the red status
132

- 133 3. Timalyn Rassias raised a concern from parents that the students are not starting their school day by saying
134 the Pledge of Allegiance. John Harrington – this will be addressed with faculty and they will be starting
135 their school day by saying the Pledge of Allegiance.
136

137 **INTERESTED CITIZENS**

138 None.
139

140 **ADJOURNMENT**

141 On a motion Justin McCarthy by and seconded by Timalyn Rassias it was voted to adjourn at 8:24PM. Roll
142 Call Vote: Matthew Hunt, AYE; Timalyn Rassias, AYE; Brad Austin, AYE; Justin McCarthy, AYE; and
143 Mike Fontanella, AYE.
144

145 **NEXT MEETING DATE**

146 **School Committee**

147 **October 1, 2020**

148 **7:00PM**

149 **Zoom Meeting**
150

151
152 **DOCUMENTS AS PART OF MEETING**

153 HVAC Study

154 Public Health Metrics for Covid-19

Littleton Police Department

Matthew J. Pinard, Chief of
Police

500 Great Road

Littleton, MA 01460



Littleton, MA 01460

FOR IMMEDIATE RELEASE

Tuesday, Sept. 15, 2020

Contact: Jordan Mayblum

Phone: 617-993-0003

Email: jordan@jqpr.net

Joint Release

Littleton Police and Schools Remind Residents to Maintain Social Distancing and Avoid Large Gatherings

LITTLETON -- Superintendent Kelly Clenchy and Police Chief Matthew Pinard wish to remind all community residents, and especially young adults, of the importance of adhering to social distancing guidelines as the summer draws to a close.

Under state guidelines, indoor gatherings are limited to eight people per 1,000 square feet of indoor floor space and should never exceed more than 25 people in a single enclosed, indoor space.

Additionally, outdoor gatherings are limited to 25 percent of the maximum permitted occupancy of the space, and all gatherings -- indoor and outdoor -- must be conducted in a way that allows each participant to maintain at least six feet of physical distance from all other attendees who live outside their household.

Everyone attending a gathering with more than 10 people is required to wear a mask or face covering

"We have seen the widespread consequences that have resulted from high school students in other communities not adhering to these guidelines by attending parties at private homes and disregarding the rules that are in place to keep everyone safe,"

Superintendent Clenchy said. "In doing so, these individuals have increased risk-levels within their communities and required dramatic changes to established school reopening plans in order to mitigate further risk. I am hopeful that, in Littleton, our students will remain cognizant of the danger these gatherings pose and continue doing their part to prevent the spread of COVID-19. As a community, we need to continue to pull together and do everything that we can to keep our community as safe as possible."

All Littleton residents are reminded that these guidelines are in place because public health experts have determined that large gatherings are a root cause of the spread of the coronavirus.

"This year has been full of sacrifices by all of us as we've had to upend our way of life to stop the spread of COVID-19," Chief Pinard said. "Now, as schools are reopening, it's even more important that we are mindful of the importance of continued vigilance in the fight against this virus. Our officers will be paying close attention to signs of large gatherings, and will be working to inform and educate residents about physical distancing rules."

###

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John Guilfoil Public Relations LLC
8 Prospect St.
Georgetown, MA 01833
617-993-0003

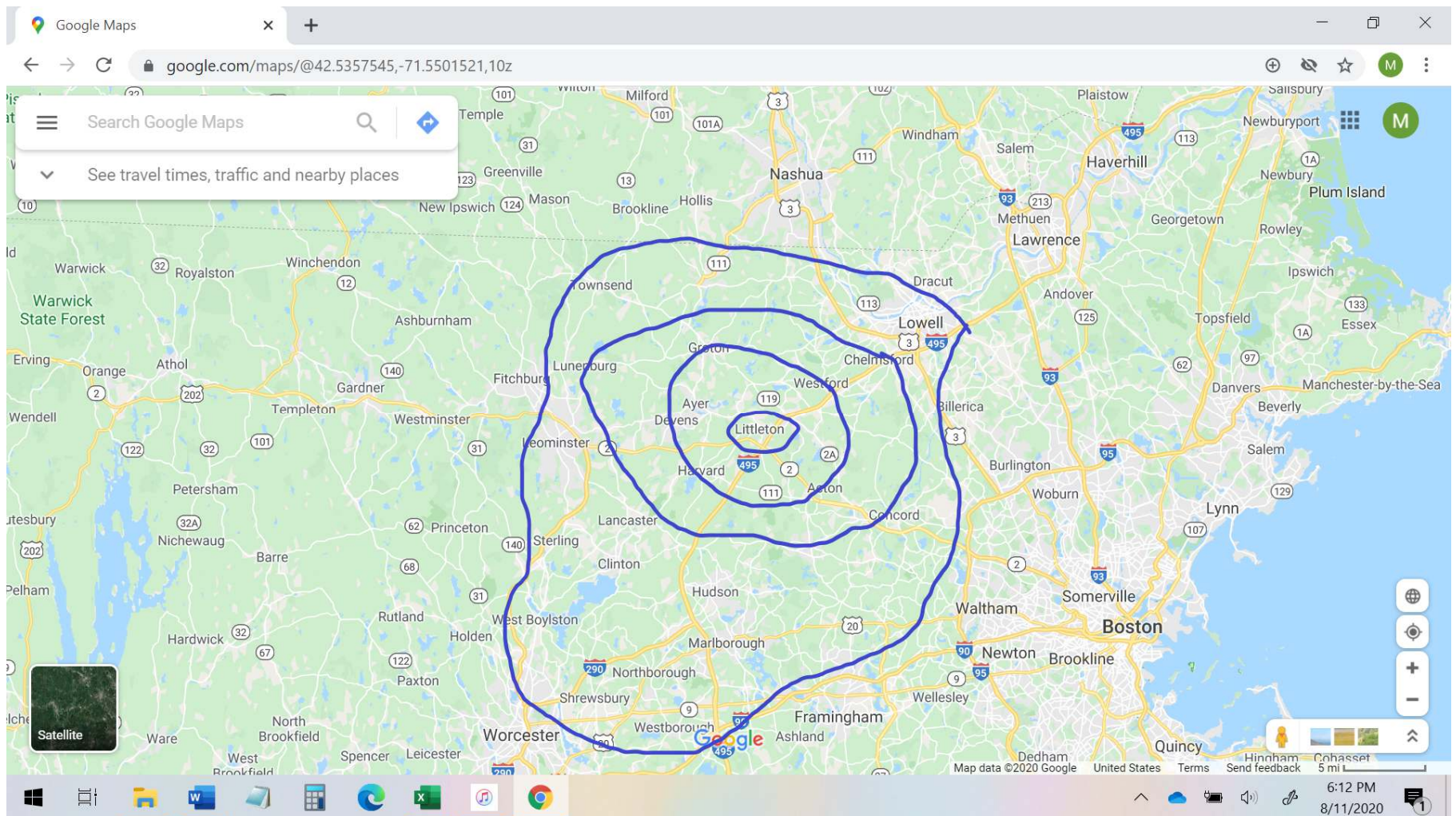
Covid-19 Health Metrics

Littleton and Surrounding
Communities

Town Groupings Evaluated

- **Littleton**
- **Border Communities**
 - Littleton, plus Acton, Ayer, Boxborough, Groton, Harvard, and Westford
- **Contiguous Communities**
 - Border Communities, plus Bolton, Carlisle, Chelmsford, Concord, Dunstable, Lancaster, Lunenburg, Maynard, Pepperell, Shirley, Stow
- **495 Belt**
 - Contiguous Communities, plus Ashby, Bedford, Berlin, Boylston, Clinton, Hudson, Leominster, Lincoln, Lowell, Marlborough, Northborough, Shrewsbury, Southborough, Sterling, Sudbury, Townsend, Tyngsboro, Wayland, West Boylston, Westborough, Weston
- **Middlesex County**
- **Commonwealth of Massachusetts**

Town Groupings Evaluated



Thresholds

DESE Thresholds Average Cases Per Day per 100,000

- <4 Cases Per Day: GREEN
- Between 4 and 8 Cases Per Day: YELLOW
- >8 Cases Per Day: RED

Harvard Global Health Institute
Testing Positivity Threshold
<3%

City/Town	Population	Total Cases (Last 14 Days)	Average Cases per Day (Last 14 Days)	Rate of Average Daily Cases per 100,000 Residents (Last 14 Days)	Average Cases Per Day Compared to 4 Cases Per 100,00 (DESE Green Threshold)	Total Tested (Last 14 days)	Total Positive Tests (Last 14 days)	Percent Positivity (Last 14 Days)
Littleton	10,227	6	0.43	4.19	4.76%	673	6	0.89%
Acton	23,662	5	0.36	1.51	-62.27%	1,466	8	0.55%
Ayer	8,196	3	0.21	2.61	-34.64%	628	3	0.48%
Boxborough	5,793	0	0.00	0.00	-100.00%	288	0	0.00%
Groton	11,325	5	0.36	3.15	-21.16%	1,349	5	0.37%
Harvard	6,620	0	0.00	0.00	-100.00%	375	0	0.00%
Westford	24,817	24	1.71	6.91	72.69%	1,445	25	1.73%
Border Communities Total	90,640	43	3.07	3.39	-15.28%	6,224	47	0.76%
Bolton	5,426	0	0.00	0.00	-100.00%	372	0	0.00%
Carlisle	5,252	2	0.14	2.72	-32.00%	318	2	0.63%
Chelmsford	35,391	29	2.07	5.85	46.32%	1,962	36	1.83%
Concord	18,918	3	0.21	1.13	-71.68%	1,749	3	0.17%
Dunstable	3,403	0	0.00	0.00	-100.00%	156	0	0.00%
Lancaster	8,082	3	0.21	2.65	-33.72%	423	3	0.71%
Lunenburg	11,736	3	0.21	1.83	-54.35%	533	3	0.56%
Maynard	11,336	7	0.50	4.41	10.27%	670	6	0.90%
Pepperrell	12,114	3	0.21	1.77	-55.78%	533	3	0.56%
Shirley	7,636	2	0.14	1.87	-53.23%	366	2	0.55%
Stow	7,234	2	0.14	1.97	-50.63%	469	2	0.43%
Contiguous Communities+ Total	217,168	97	6.93	3.19	-20.24%	13,775	107	0.78%
Route 495 Belt Totals	642,573	468	33.43	5.20	30.06%	43,145	548	1.27%
Middlesex County	1,634,150	1162	83.00	5.08	26.98%	200,269	1,363	0.68%
Commonwealth of MA Totals	6,894,522	5,569	397.79	5.77	44.24%	782,320	6,788	0.87%

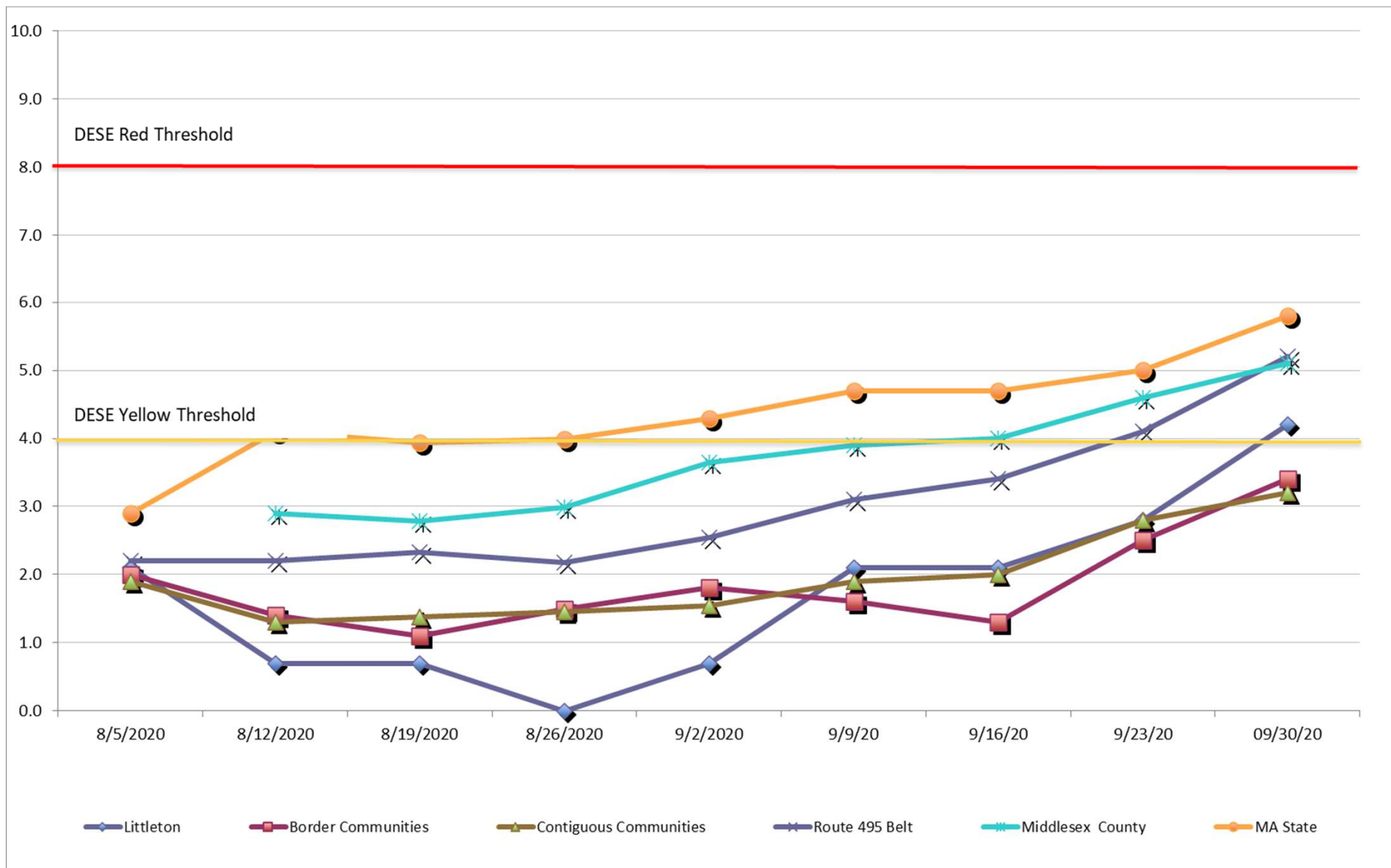
Data from September 30, 2020 MA weekly DPH report

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Shirley	7,636	2	0.14	1.87	-53.23%	366	2	0.55%
Stow	7,234	2	0.14	1.97	-50.63%	469	2	0.43%
Contiguous Communities+ Total	217,168	97	6.93	3.19	-20.24%	13,775	107	0.78%
Ashby	3,219	0	0.00	0.00	-100.00%	142	0	0.00%
Bedford	14,123	11	0.79	5.56	39.08%	1,188	12	1.01%
Berlin	3,240	1	0.07	2.20	-44.89%	189	1	0.53%
Boylston	4,712	0	0.00	0.00	-100.00%	333	0	0.00%
Clinton	14,000	15	1.07	7.65	91.33%	783	18	2.30%
Hudson	19,864	9	0.64	3.24	-19.09%	1,089	11	1.01%
Leominster	41,716	16	1.14	2.74	-31.51%	2,200	21	0.95%
Lincoln	7,052	2	0.14	2.03	-49.36%	428	3	0.70%
Lowell	110,997	170	12.14	10.94	173.50%	7,196	195	2.71%
Marlborough	39,597	57	4.07	10.28	157.05%	2,978	77	2.59%
Northborough	15,109	12	0.86	5.67	41.83%	1,009	12	1.19%
Shrewsbury	38,526	22	1.57	4.08	1.97%	3,071	23	0.75%
Southborough	10,208	7	0.50	4.90	22.45%	1,339	10	0.75%
Sterling	8,174	1	0.07	0.87	-78.15%	684	1	0.15%
Sudbury	19,655	4	0.29	1.45	-63.66%	1,331	4	0.30%
Townsend	9,506	2	0.14	1.50	-62.43%	458	3	0.66%
Tyngsboro	12,527	9	0.64	5.13	28.29%	690	12	1.74%
Wayland	13,835	6	0.43	3.10	-22.56%	1,105	8	0.72%
West Boylston	8,077	0	0.00	0.00	-100.00%	460	0	0.00%
Westborough	19,144	17	1.21	6.34	58.57%	1,509	20	1.33%
Weston	12,124	10	0.71	5.89	47.29%	1,188	10	0.84%
Route 495 Belt Totals	642,573	468	33.43	5.20	30.06%	43,145	548	1.27%
Middlesex County	1,634,150	1162	83.00	5.08	26.98%	200,269	1,363	0.68%
Commonwealth of MA Totals	6,894,522	5,569	397.79	5.77	44.24%	782,320	6,788	0.87%

Average Daily Cases

	Average Daily Cases per 100,000 (past 14 days)	DESE Threshold
Littleton	4.2	Yellow
Border Communities	3.4	Green
Continuous Communities	3.2	Green
Route 495 Community Belt	5.2	Yellow
Middlesex County	5.1	Yellow
MA State	5.8	Yellow

Data from September 30, 2020 MA weekly DPH report

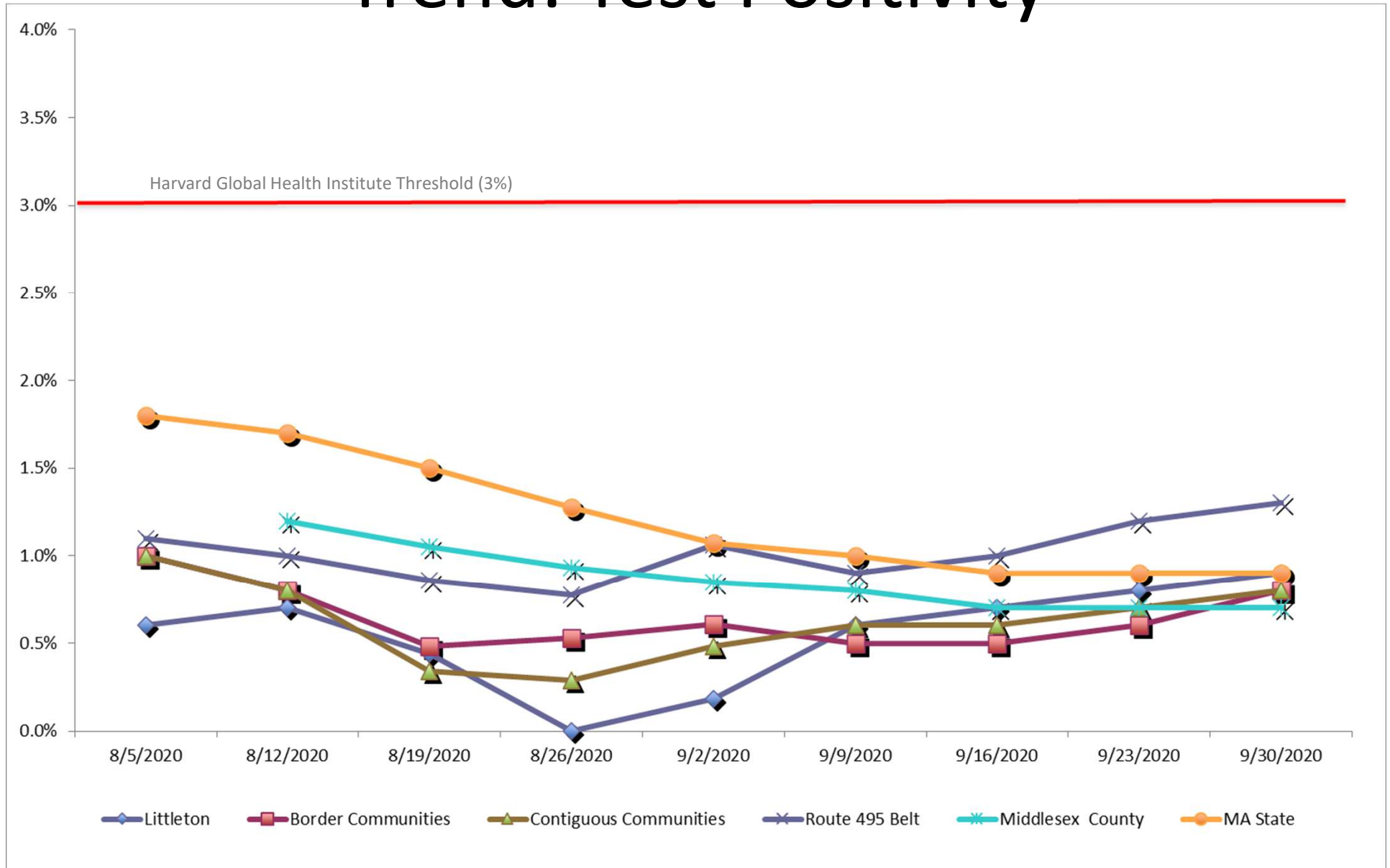


Percent Positivity

	Total Molecular Tests (last 14 days)	Percent Positivity	3% Positivity Threshold
Littleton	524	0.9%	<3%
Border Communities	5,264	0.8%	<3%
Continuous Communities	11,039	0.8%	<3%
Route 495 Community Belt	33,771	1.3%	<3%
Middlesex County	137,114	0.7%	<3%
MA State	567,709	0.9%	<3%

Data from September 30, 2020 MA weekly DPH report

Trend: Test Positivity



Heath Metrics Summary

- Data as of September 30, 2020 report
- Littleton is **Yellow**
 - 6 cases in the last 14 days
 - Average daily cases per 100k population = 4.2
 - Percent positivity in last 14 days = 0.9%
 - A third week of increased cases has put Littleton in Yellow. Testing positivity remains level.
- Border and Surrounding Communities are **Green**
 - Average Daily Cases have risen and some communities are Yellow but overall, the region remains Green
 - Testing Positivity has also risen but remain below 1.0%, well below 3.0% threshold
- Middlesex County is **Yellow**
 - Rates are slightly higher, but testing positivity is stable
- MA State is **Yellow**
 - Rates are slightly higher, but test positivity is stable