



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

November 12, 2020

7:00 p.m.

You are invited to a Zoom webinar.

When: Nov 12, 2020 07:00 PM Eastern Time (US and Canada)

Topic: School Committee meeting of Nov 12, 7pm

Please click the link below to join the webinar:

<https://littletonma.zoom.us/j/92978243256?pwd=YVBBWEkrL1U3Y3hYVzIveEJVeR6Zz09>

Passcode: 011228

Or iPhone one-tap :

US: +13017158592,,92978243256# or +13126266799,,92978243256#

Or Telephone:

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

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

Webinar ID: 929 7824 3256

International numbers available: <https://littletonma.zoom.us/j/92978243256?pwd=YVBBWEkrL1U3Y3hYVzIveEJVeR6Zz09>

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 – November 5, 2020

**-Oath to Bills -
and Payroll**

7:05 II. INTERESTED CITIZENS

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.

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.

7:10 III. NEW BUSINESS

1. **Attestation Survey:** *Discuss drafted survey regarding families potentially submitting an attestation that they will limit travel and social gatherings. Ask for feedback from the community.*

7:20 IV. INTERESTED CITIZENS

7:40 V. PRESENTATION

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

7:45 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>

7:50 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

November 19, 2020

7:00 PM

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.

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.



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

MICHAEL FONTANELLA, Chair

TIMALYN RASSIAS, Secretary
JUSTIN MCCARTHY, Member

SCHOOL COMMITTEE MINUTES November 5, 2020 7:00PM

PRESENT: Mike Fontanella
Matthew Hunt
Brad Austin
Justin McCarthy

ALSO PRESENT: Kelly Clenchy
Steve Mark
Dorothy Mulone
Bettina Corrow

NOT PRESENT: Timalyn Rassias

CALL TO ORDER

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

On a motion by Matthew Hunt, and seconded by Justin McCarthy, it was voted to approve the Oct. 29, 2020 consent agenda as presented. (AYE: Unanimous). Motion carried. Roll Call Vote: Matthew Hunt, AYE; Brad Austin, AYE; Justin McCarthy, AYE; and Mike Fontanella, AYE.

INTERESTED CITIZENS

None

RECOGNITION

- 1. Might Oak** - Steve Mark recognized the Might Oak Fund for the \$2,000 donation.

PRESENTATION:

- 1. Financial Report:** Steve Mark, Business Manager, gave a brief update of the financial report year to date. The report can be found in the packet.
- 2. HVAC Air Ventilation:** Chair Mike Fontanella gave an update of the HVAC Air ventilation system report of all four schools.

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.

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.

Prior to school starting ENE Systems, our HVAC contractor, went through all four schools, servicing all rooftop and classroom HVAC units, including replacing and upgrading filters, to ensure they were in full working condition.

“Littleton’s HVAC systems, in all their buildings, are in the top 10% of all the school districts we service”

In September, the District hired BLW Engineering to determine if the HVAC systems, as designed, met industry standards. Based on applicable guidelines (ASHRAE, State of Massachusetts Re-Opening Guidelines, Massachusetts Teachers Association, etc.) Littleton schools are safe to occupy.

In October, as part of the MOA with the LEA, we hired NETB Associations to measure current actual performance levels for all rooftop and classroom HVAC units in all four schools. NETB spent weeks in our buildings measuring and recording the outside airflow and ventilation rates for all classrooms and offices in the schools.

• *ALL HVAC UNITS TESTED MEET OR EXCEED THE MINIMUM VENTILATION RATES AS DEFINED IN ASHRAE 6.2.2.1.*

ASHRAE 6.2.2.1. **ZONE OUTDOOR AIR QUANTITIES (CFM/ZONE)** American Society of Heating, Refrigeration and air-conditioning Engineers published a standard known as ASHRAE 6.2.2.1 to specify minimum ventilation rates and air quality that will be acceptable to human occupants.

The minimum outdoor air (Vbz) required is defined as Breathing Zone Outdoor Airflow and can be calculated.

See Ashrae Table 6.2.2.1 Table below for additional info:

$Vbz = R_p P_z + R_a A_z$ (Eq.1), where:

Vbz: Breathing Zone Outdoor Airflow (CFM),

Rp: Outdoor air required by person (CFM/Person).

Can be found in Table-1

Pz: The maximum number of people expected to occupy the zone.

Ra: Outdoor air required by unit area (CFM/ft²). Can be found in Table-1

Az: The zone area (ft)

REPORT SUMMARY of Littleton High School, Littleton Middle School, Russell Street Elementary School and Shaker Lane Elementary School:

Objective:

Perform outside airflow testing on existing HVAC equipment serving the Littleton High School, Middle School, Russell Street and Shaker Lane Elementary schools.

Determine outside airflow and ventilation rates of areas.

TEST CONDITIONS:

Testing performed during normal hours. ENE controls have majority of outside air dampers commanded between 40-60% open. Facilities indicated that filters had recently been replaced

SUMMATION:

All HVAC units tested have passed the minimum ventilation rates as defined in the ASHRAE 6.2.2.1.

Brad Austin – How does it measure the cubic feet per minute?

It is getting colder outside. These numbers are based with the windows closed.

Mike Fontanella – Cubic feet per minute is a per person measurement. They used 15 people as an assumption to occupy a classroom. With the assumption of 15 people to a room, we are well above the industry standards. Yes, these numbers are based on having the windows closed. Our school buildings are safe.

There is no need to have the windows open when it is freezing outside. The report of the system we have in

place is based on closed windows in the classroom. If the teachers can keep their window open, that gives us an even better air flow.

We have purchased stand-alone devices that will be placed in each classroom.

Kelly Clenchy – We have had the principals send out an email to their teachers letting them know that they can safely close their windows in the classroom, now that it is getting colder outside.

John Harrington thanked the custodial staff on all their hard work to keep the systems safe and running.

Justin McCarthy – Spoke with Brad Laing, who looked over the report and he was very pleased with the report and numbers presented.

3. Public Health Metrics: Chair Mike Fontanella was not able to give us an up-to-date health metrics update, as the State has not released their latest data at this time. Littleton continues to be in red.

4. There is a joint program between DESE and the Department of Health for rapid testing for school districts, that we are looking to partner with. We have been soliciting for some more information, but no decision has been made at this point.

NEW BUSINESS

1. Thanksgiving break – Chair, Mike Fontanella discussed briefly whether families potentially should be submitting an attestation that they would limit travel and social gatherings during the Thanksgiving break and went through the suggested policies as listed below.

Policy for Returning to In-person Learning After Thanksgiving Break

Prior to the Thanksgiving break the District will ask all families of hybrid/onsite learners to complete and submit an online or paper form attesting to the following:

During the break individuals residing in the household will avoid travel to locations other than low-risk states. (Low-risk states are defined per Massachusetts guidelines found at <https://www.mass.gov/info-details/covid-19-travel-order#lower-risk-states>)

During the break, individuals residing in the household will avoid participating in any social gatherings that violate Massachusetts guidelines regarding such gatherings

(<https://www.mass.gov/info-details/covid-19-state-of-emergency#limits-on-gatherings->)

If a family declines to so certify – or elects not to complete and submit the form, students in that family will not be permitted to participate as in-person learners (a) for 14 calendar days after school resumes at the end of the break or (b) until they provide proof of a negative test result for COVID-19 for such students. The test must be administered on or after three calendar days have passed following the resumption of school at the end of the break. Until then, these students may participate remotely.

Policy A for Returning to In-person Learning After Thanksgiving Break

Failure in completing and submitting form PRIOR to Thanksgiving Break OR Failure to attest to limiting travel to low-risk states OR Failure to attest to adhering to guidelines regarding social gatherings
MEANS

Students will be required to be remote learners until:

- 12/14 (two weeks)
- Provide results of a negative COVID test administered no earlier than 12/3

Policy B for Returning to In-person Learning After Thanksgiving Break

Two weeks of remote learning is reasonable timeframe to determine if anyone in student's family contracted virus COVID test administered no earlier than 12/3 allows three days after break for potential virus to incubate and show up on test

Justin McCarthy – Right in line with what I was thinking. I know that my behavior and my family’s behavior has changed. If you want to keep the students in school, we must take the necessary steps. Brad Austin – I think I am with Justin on this. Follow the science. No need to go fully remote if we are putting the necessary steps in place. It will give us greater confidence and remind us all that we are accountable for our actions. It is fair and a decent compromise. Being willing to commit to the common good.

Matthew Hunt – I think this is fair. We are trusting everyone to do the right thing. We want to keep the schools open.

Mike Fontanella – Dr. Clenchy – do you think this is something that the District can do?

Kelly Clenchy – If we all pull together, we will be able to keep the schools open. We will have a hard deadline to ensure we get the forms back in time and are able to verify the information before the students are back from the holiday break.

Mike Fontanella – We owe it to the community to hear their feedback. But I think we need to work on a calendar to ensure that families have enough time to get these forms filled out. I think we should have a meeting next Thursday Nov. 12 for community input.

Brad Austin – I am happy to meet on Nov. 12 to discuss this further

Justin McCarthy – I think it is a good idea to give the community a chance to give us their input.

Mike Fontanella – Our goal is to keep the hybrid model going as long as possible.

INTERESTED CITIZENS

None

SUB-COMMITTEE

1. **PMBC** – Meeting with MA School Building board. Moving forward with the statement of interest for Shaker Lane Elementary School.
2. **Budget** – Next meeting planned for Nov. 12, 2020
3. **Policy** - No updates currently
4. **Notification** – Brad Austin reminded the Community that the next SEPAC meeting is scheduled for Nov. 10, 2020.

ADJOURNMENT

On a motion by Brad Austin, and seconded by Timalyn Rassias, it was voted to adjourn at 7:50PM. Roll Call Vote: Brad Austin, AYE; Brad Austin, AYE; Justine McCarthy, AYE; and Mike Fontanella, AYE.

NEXT MEETING DATE

School Committee

Nov. 12, 2020

7:00PM

Zoom Meeting

184
185 **DOCUMENTS AS PART OF MEETING**

186 Financial Report

187 HVAC Air Ventilation report

188 Policy for returning to In-person learning after Thanksgiving break

189



Thanksgiving Break Attestation Form

November 12, 2020





Littleton Public Schools

Town of Littleton, MA

Attestation Form for Thanksgiving Break

Due to increasing transmission of COVID-19 within our community and state, we ask that all LPS families complete this Attestation Form.

If you choose to decline to certify the following statements, or if you elect to not complete and submit the form, students in the family will not be permitted to participate as in-person learners (a) for 14 calendar days after school resumes at the end of the break or (b) until they provide proof of a negative test result for COVID-19 for such students. The test must be administered on or after three calendar days have passed following the resumption of school at the end of the break. Until then, these students may participate remotely.

* Required

Email address *

Your email

1. What is your first name? *

Your answer

2. What is your last name? *

Your answer

3. What is the name of your child(ren)? *

Your answer

4. What school(s) does your child(ren) attend? Click all that apply. *

- ☐ Shaker Lane School
- ☐ Russell Street School
- ☐ Littleton Middle School
- ☐ Littleton High School

6. Do you certify that the following statement is true for your household: During the break individuals residing in the household will not travel to locations other than low-risk states. (Low-risk states are defined per Massachusetts guidelines found at <https://www.mass.gov/info-details/covid-19-travel-order#lower-risk-states->.) *

☐ Yes

☐ No

7. Do you certify that the following statement is true for your household: During the break, individuals residing in the household will not participate in any social gatherings that violate Massachusetts guidelines regarding such gatherings. (Guidelines for social gatherings can be found at <https://www.mass.gov/info-details/covid-19-state-of-emergency#limits-on-gatherings->) *

☐ Yes

☐ No

Submit

Completing the Form

Yes = You certify the statements and students in your household are able to return to in-person learning the week of November 30th.

No = If a family declines to certify – or elects not to complete and submit the form, students in that family will not be permitted to participate as in-person learners (a) for 14 calendar days after school resumes at the end of the break or (b) until they provide proof of a negative test result for COVID-19 for such students. The test must be administered on or after three calendar days have passed following the resumption of school at the end of the break (12/3/2020). Until then, these students may participate remotely.

Timeline

Monday, November 16th - Forms sent to families

Monday, November 23rd - Deadline to submit form

Not completing and submitting form prior to Thanksgiving Break **OR** not attesting to limit travel to low-risk states **OR** not attesting to adhere to guidelines regarding social gatherings

MEANS

Students will be required to be remote learners until 12/14 (two weeks) **OR** provide results of a negative COVID test administered no earlier than 12/3