



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 19, 2020

7:00 p.m.

You are invited to a Zoom webinar.

When: Nov 19, 2020 07:00 PM Eastern Time (US and Canada)

Topic: School Committee meeting of Nov 19th, 7pm

Please click the link below to join the webinar:

<https://littletonma.zoom.us/j/97662532750?pwd=eFJQWDZaTzRmUFRQZlhmblQVlJXdz09>

Passcode: 103455

Or iPhone one-tap :

US: +19292056099,,97662532750# or +13017158592,,97662532750#

Or Telephone:

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

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

Webinar ID: 976 6253 2750

International numbers available: <https://littletonma.zoom.us/j/ad2nB3HVA5>

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 12, 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.

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7:10 III. RECOGNITION

7:15 IV. PRESENTATION

- 1. Cross-District PD Day:** *Director of Teaching and Learning, Elizabeth Steele, will give an overview of the November 3rd Cross-District Professional Development Day.*
- 2. Review of FY22 Capital requested funding from Town:** *Business Manager Steve Mark will give a review of the FY22 Capital requested funding from the town.*

7:25 V. OLD BUSINESS

- 1. Surveys:** *Superintendent Kelly Clenchy and Director of Teaching and Learning Elizabeth Steele will provide a brief reminder to all families to complete the survey that was sent on Wednesday, November 18th, by Panorama Education. The survey covers the following topics: academic access and progress, overall well-being, and equity.*
- 2. Attestation Form:** *Superintendent Kelly Clenchy will give a brief reminder to all families to fill out and return the form if their children attend Hybrid Learning only.*

7:30 VI. INTERESTED CITIZENS

7:45 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-policies>

7:50 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 SCHOOL COMMITTEE MEETING
December 3, 2020**

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SCHOOL COMMITTEE

MINUTES

Nov. 12, 2020

7:00PM

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

ALSO PRESENT: Kelly Clenchy
Steve Mark
Dorothy Mulone
Bettina Corrow

NOT PRESENT:

CALL TO ORDER

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

On a motion by Timalyn Rassias, and seconded by Brad Austin, it was voted to approve the Nov. 5, 2020 consent agenda as amended. (AYE: Unanimous). Motion carried.

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

INTERESTED CITIZENS

None

PRESENTATION

1. Public Health Metrics: Katrina Wilcox Hagberg gave an up to date overview of the State health metrics data. The data is from Oct. 25 through Nov. 12. There is a notable jump of infected in the 20-29-year-old group.

With the new threshold data from the State, Littleton is now in the green.

She is hoping that people will continue to do their best and take precautions so the trend will continue to stay low. Our action is impacting our data.

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Matthew Hunt – Thank you for your work on the data.

Brad Austin – Does this data include the Halloween gatherings? Does it make sense to change the data currently?

Katrina Wilcox Hagberg – No, this data does not give us the whole picture of the impact of Halloween gatherings. I think it can benefit some smaller communities to change the metric. But I think this was done so the State can keep schools open. I believe the State changed the threshold because some schools were preparing to go fully remote but with this data, it does not warrant them to go remote but to stay in the hybrid model.

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

A copy of the attestation form for Thanksgiving break was included in the packet.

Elizabeth Steele, Director of Teaching and Learning presented the form will be emailed out to all families on Nov. 16th, but only the families whose children are attending the hybrid model currently or are participating in extracurriculars will be required to fill it out.

85 **Completing the Form**

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

88 No = If a family declines to certify – or elects not to complete and submit the form,
89 students in that family will not be permitted to participate as in-person learners (a) for
90 14 calendar days after school resumes at the end of the break or (b) until they provide
91 proof of a negative test result for COVID-19 for such students. The test must be
92 administered on or after three calendar days have passed following the resumption of
93 school at the end of the break (12/3/2020). Until then, these students may participate
94 remotely.

95
96 **Timeline**

97 Monday, November 16th - Forms sent to families

98 Monday, November 23rd - Deadline to submit form

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

101 **MEANS**

102 Students will be required to be remote learners until 12/14 (two weeks) OR
103 provide results of a negative COVID test administered no earlier than 12/3
104

105 Brad Austin – Thank you to Elizabeth and Kelly for their work on this form. If someone does not fill it out
106 by Nov. 23rd. I hope we will give a little grace time for families to fill it out a day late or so.

107 Do the guidelines speak to hosting out of state people?

108 Kelly Clenchy – I am hoping that everyone will fill it out on time so we have time to tabulate the data, but
109 we will do what we can to accommodate everyone.

110 If someone must travel out of state for any reason, the family will have to fill out this form as well.

111
112 Justin McCarthy – I think the survey is fine and fits the bill. I think the most important thing is that you
113 are being honest when filling out this form. We are asking everyone to make responsible decisions.

114
115 Matthew Hunt – Nothing to add – I agree with this form

116
117 Timalyn Rassias – Nothing to add – I agree with the form and questions
118

119 Mike Fontanella – I agree with this form. I do not have any concerns and we can all agree that the District
120 can email this form out to the community. We are hoping to keep the schools open and just asking all
121 families to act responsibly. We are entering a time where people will be spending more time inside and
122 the trend is raising. We are trying to minimize the spread and follow the guidelines from the State.
123

124 **Public Input:**

125 Kevin Davis – To go on having people coming in from out of state. This is trying to prevent the virus from
126 coming into Littleton. I see holes in this. What are you doing about the college students coming home?
127 And how will you handle families having company coming into Littleton from out of state?

128 Mike Fontanella – I have heard from some families that are hosting with family from other parts of the
129 state, and they are going to get tested prior to hosting. We are trying to go broad and follow the guidelines
130 set forth by the State.
131

132 Jo-Ann Dery – A negative test does not mean that you do not have the virus in you. It can take up to 14 days
133 to show up on a test.
134

Eileen Wedegartner – I do not see the harm in the school asking whether you are traveling out of state or having people coming from out of state to celebrate in Littleton.
Mike Fontanella – What type of gatherings can put you in a higher risk. We went with broad metrics that have been put in place by the State guidelines.

Diane Prunier – Thanks to Katrina for the presentation. Good job by all. I think the form is great. I do not think it will put people off at all. This is just stating that we are keeping people accountable. Signing a form helps keep people accountable.

Jessica Schoffel – Will the form be for everyone, also staff and students in all schools. And what about the high school students who are already 18 years old. Will they fill it out themselves?

Mike Fontanella – This is for the families, who have students participating in the hybrid plan or are participating in extracurriculars.

Kelly Clenchy – Students, who are 18, the form will still be filled out by their parents.

Eileen Wedegartner – I know that the Governor wants the students' back full time. What will happen for Littleton?

Mike Fontanella – Even though the Governor and Commissioner are strongly encouraging all students back full time but they have not demanded it yet. So, we have not looked at this at this time. The only way to do it, would be to go under a 6 feet distance in the school buildings.

INTERESTED CITIZENS

None

SUB-COMMITTEE

1. **PMBC** – No update

2. **Budget** – Meeting took place today. It is an open meeting if anyone wants to participate

3. **Policy** - No updates currently

4. **SEPAC** – A great second meeting. And we are off to a great start. SEPAC is looking for Liaisons from the Middle and High School.

ADJOURNMENT

On a motion by Justin McCarthy, and seconded by Timalyn Rassias, it was voted to adjourn at 8:00PM. Roll Call Vote: Matthew Hunt, AYE; Brad Austin, AYE; Timalyn Rassias, AYE; Justine McCarthy, AYE; and Mike Fontanella, AYE.

NEXT MEETING DATE

School Committee

Nov. 19, 2020

7:00PM

Zoom Meeting

DOCUMENTS AS PART OF MEETING

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

Cross-District Professional Development

November 3, 2020

Natalie Croteau, Technology Systems Coordinator
Julie Lord, Instructional Technology Coordinator
Elizabeth Steele, Director of Teaching and Learning

3 districts –
Ayer Shirley
Harvard
Littleton

402 educators

#LASHlearns



NOV. 3
2020

Virtual Cross-District Professional Development

**EMPOWERING
ALL LEARNERS
THROUGH INNOVATION**
**KEYNOTE SPEAKER:
GEORGE COUROS**

*Littleton | Ayer Shirley | Harvard
#LASHlearns*

AM Session: George Couros

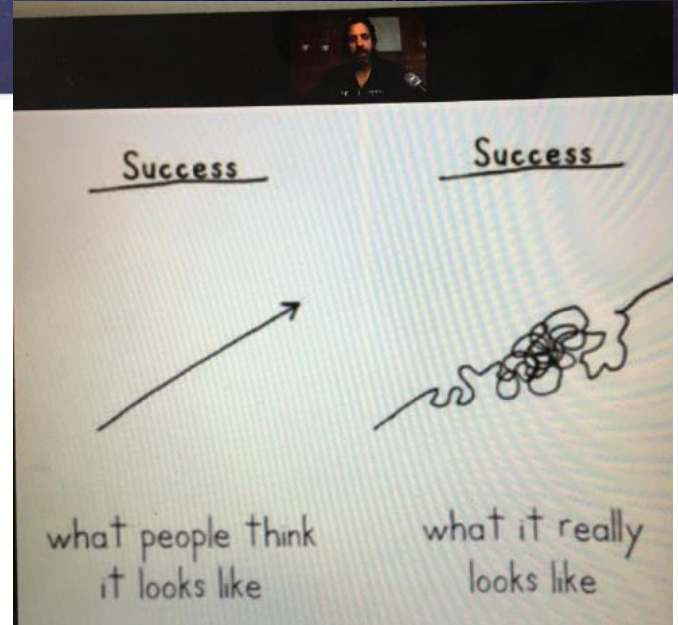
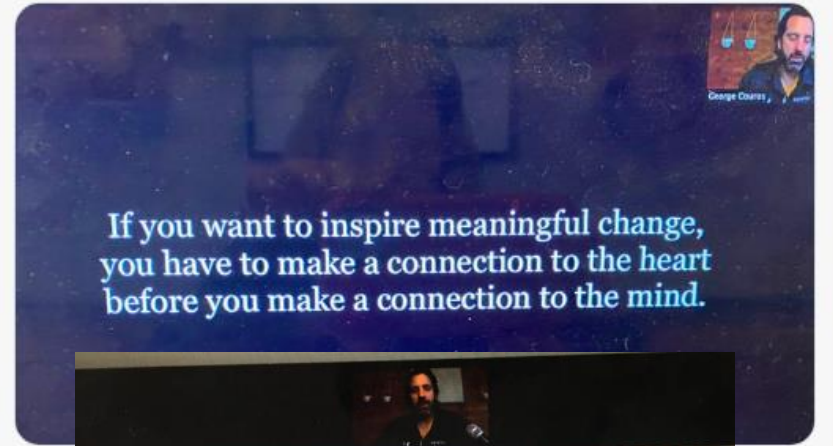


- “
1. Did I learn one new thing today?
 2. Did I help or inspire one person?
 3. Did I show gratitude to someone who has had a positive impact on me?



Susan Mitchell @RSSMathLab · Nov 3

Love this! ¹⁰⁰ @gcouros #LASHlearns



PM Sessions: Department Time and Reflection/Creation Time

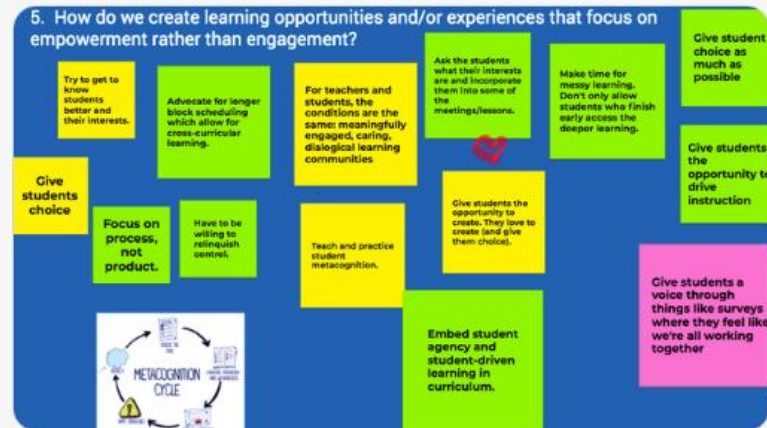
I love getting to collaborate and brainstorm with my local world language colleagues! **#LASHlearns**



Laurie Leblanc @lilyrose74 · Nov 3

Wonderful collaboration between Districts today!

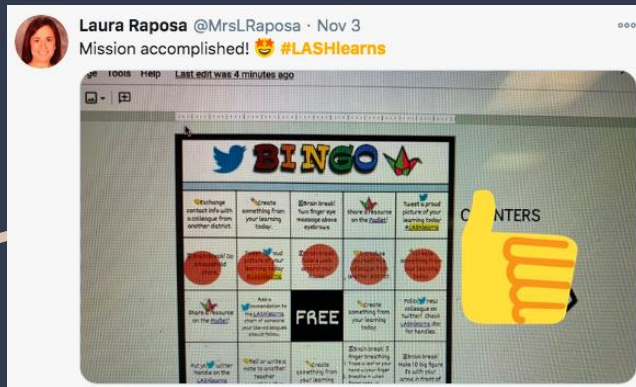
#LASHlearns



Rita McKinley @McKinleyRita · Nov 3

Sharing thankful thoughts with fellow coaches and interventionists during this afternoon's PD **#gratitude #LASHlearns**





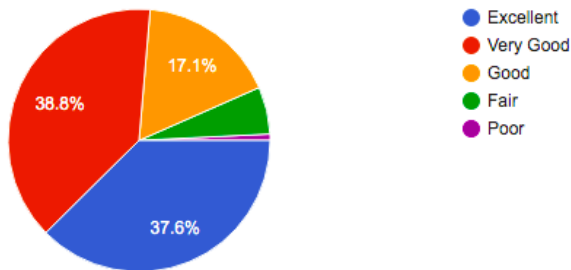
Littleton High School Library
@LittletonHS_Lib

BINGO! Ready to proudly display my badge...
#LASHlearns



6. Overall how would you rate this PD day?

258 responses



“This was THE BEST, most real, inspiring PD I've ever been part of; just what I needed at the time when I needed it the most.”

“Provided the spark I needed to innovate in my classroom”

“This PD was a breath of fresh air.”



Kate McCook
@KMcCookEnglish

...

Quick poll for **#lashlearns**: What's your **#oneword** takeaway from **@gcouros** today? So far, it's **#create** (students create) for me.

11:19 AM · Nov 3, 2020 · Twitter Web App

1 Retweet 5 Likes



Tracy Turner, EdD, LICSW @DrTTurner · Nov 3
Replying to @KMcCookEnglish and @gcouros
#empower **#LASHlearns**

...



1



Heidi MacGregor @mrsmacgregor206 · Nov 3
Replying to @KMcCookEnglish and @gcouros
embed

...



1



Natalie Croteau @Natalie_Croteau · Nov 3
Replying to @KMcCookEnglish and @gcouros
Engagement

...



Nicole Patterson @mrspattersonRSS · Nov 3

...

One thing that was reinforced for me at our PD today was the difference between "engaged" and "empowered" students! **#LASHlearns**

Thank
you!



SCHOOL CAPITAL FUNDS		SCHOOL PROJECTS					PMBC FUNDED PROJECTS				
FY 2022 requested							FY 2022 requested				
School projects		REQUESTED FUNDS	Priority rating	Cummulative Total			PMBC Requested Projects				Suggested priority
Russell Street School - Phone system replacement	The town is looking to replace the current system, and moving to a cloud based system that does not benefit the schools due to # of phones.	25,000	1	25,000	Replace RS Phone System to Standardize phone system across the district, and tie all schools together onto one phone platform.						
Central Office - Phone System replacement	see above	10,000	2	35,000	Currently on Town Hall phone system. Town is changing		Shaker Lane - Long Term Facility Planning Study		45,000		1
Maint Van replacement		35,000	3	70,000	Current Van is a 2006 Ford with over 110,000 miles. It is showing signs of severe rust and deterioraotion of the body panels, and has many maintenance issues.		High School - Admin Wing/Cafe Roof Replacement		800,000		2
Middle School - Phone/Paging System Replacement		43,000	4	113,000	Replace MS Phone System to Standardize phone system across the district, and tie all schools together onto one phone platform.		High School Aux Gym Floor Repair and Replacement: This would replace the Auxillary Gym current Rubber floor with a similar rubber floor, as well as the weight room rubber flooring. Both of which are showing signs of failure, peeling, etc.		35,000		3
Middle School - Card Access Replacemnt		25,000	5	138,000	To replace the current Camera system, which is proprietary in nature, and has many failing components. We would replace to our current system we have at other school to standardize these system across all schools. The Card Access would also be standardized across the school, and managed from one location.		High School - Rooftop HVAC unit - RTAC #1 (Library) replacemnt		\$\$\$??	75,000	4
Shaker Lane School - Paging System		18,500	6	156,500	To Replace the current and original 30 year old paging system at the Shaker Lane School. Current System is obosolete and repairs parts are not available.		Alumni Field Lights - rebalance, replace to LED fixtures, add two new poles and lights to balance lights through the field.			225,000	5
High School - Cardio Phy Ed Equipment		30,000	7	186,500	to replace current equipment		Russell Street - Front Sidewalk Issue - Standing Water issue			7,500	6
School Furniture Replacement - all schools		5,000	8	191,500	To Replace office furniture for staff, teachers, etc as needed across the district.		School - Central Offices - Carpet Removal and replace wit			17,000	7
High School - Front office and		14,500	9	206,000			High School - Parking Lot Repaving Project - (TOWN/DPV			350,000	8
High School - Library Carpet		22,000	10	228,000	Replacement of the High School Library Carpet.						
Air Conditioning MS Cafeteria		30,000	11	258,000	To install split a/c systems in the MS Cafe.		Russell Street - Classroom Doors Replacement - Total Project = \$70,000 - have \$20,000 under PMBC for RS Door Painting Per Cindy Napoli, Town may receive \$50,000 from State Funds for this project.			0	0
Swing Set Replacement - SL & RS Schools - add wheelchair Lift at each school		30,000	12	288,000	Replace current ageing swing sets at Shaker Lane and Russell Street Schools, and include a handicapped, wheelchair swing for ADA Compliant purposes.						
High School - Library Seminar Room dividing wall replacement		25,000	13	313,000	Replace the accordian type sliding partition for privacy and beter visability.						
	Total requested FY 2022	313,000					Total FY 2021 PMBC request and recommendations		1,554,500		