



# ***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)

JEN GOLD, Vice Chair  
STACY DESMARAIS, Member

JUSTIN MCCARTHY, Chair

BRAD AUSTIN, Clerk  
BINAL PATEL, Member

## **SCHOOL COMMITTEE Joint Meeting School Committee/BOH MINUTES August 25, 2022 7:00PM**

**PRESENT:** Justin McCarthy  
Brad Austin  
Stacy Desmarais

**ALSO PRESENT:** Kelly Clenchy  
Lyn Snow  
Dorothy Mulone

### **NOT PRESENT:**

### **CALL TO ORDER**

Justin McCarthy called the meeting to order at 7:00p.m.

On a motion by Brad Austin and seconded by Stacy Desmarais it was voted to approve the June 2, 2022, minutes as presented. Roll Call Vote: Brad Austin, AYE; Justin McCarthy, AYE; and Stacy Desmarais, AYE.

### **INTERESTED CITIZENS**

None

### **BOH KEVIN BAKER CALLED THE MEETING TO ORDER**

### **PRESENTATIONS**

- 1. Public Health Crisis Response Guide:** BOH presented the Public Health Crisis Response Guide (draft form and a working document) and received feedback from School Committee members.

*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](mailto: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.*

## About the Guide

- Not a defined protocol or procedure but a guide to help the Board of Health maneuver through a public health crisis
- Founded on our learnings from COVID-19 but ideally applicable to other crises
- Level of community impact determined with help from Infectious Agent Decision Support Tool when applicable
- Actions taken in a given crisis are situation dependent

## Levels of Concern/Crisis

Level Operations Public Health Crisis:

### 0 Operating Normally No apparent public health concerns

- |                      |  |
|----------------------|--|
| Public Health Crisis | • No current or foreseeable public health crises |
| Operations           | • Board of Health meeting on a normal frequency  |
| Actions              | • Preparedness planning                          |
|                      | • Manage stockpiles                              |
| Communications       | • Website: Standard rotating information         |

### 1 Monitoring Current or foreseeable public health crisis exists

- |                      |   |
|----------------------|---|
| Public Health Crisis | • A current or foreseeable public health crisis exists  |
|                      | • Minimal current or anticipated impact on our community  |
| Operations           | • Board of Health meeting on a normal frequency   |
|                      | • Standing agenda item to review public health data   |
| Actions              | • Education and guidance posted to Board of Health web page   |
| Communications       | • Website: Information on public health crisis with links to appropriate information (CDC, Massachusetts DPH) |

### 2 Minor Impact Public health crisis having a minor impact on our community

- |                      |   |
|----------------------|---|
| Public Health Crisis | • A current public health crisis exists   |
|                      | • Minor impact on our community   |
| Operations           | • Board of Health meeting on a normal frequency   |
|                      | • Standing agenda item to review/update   |
|                      | • Public health data  |
|                      | • Public advisories   |
| Actions              | • Board of Health votes on a public advisory  |
| Communications       | • Website, Social Media, Town-wide Email: Information on public health crisis and public advisory |

### 3 Moderate Impact Public health crisis having a moderate impact on our community

- |                      |   |
|----------------------|---|
| Public Health Crisis | • A current public health crisis exists   |
|                      | • Moderate impact on our community  |
| Operations           | • Board of Health meeting on a normal or increased frequency  |
|                      | • Standing agenda item to review/update   |
|                      | • Public health data  |
|                      | • Public advisories   |
|                      | • Orders  |
| Actions              | • Board of Health promptly attends joint meeting with Select Board to discuss and impose Order  |
|                      | • Restrictions imposed on municipal buildings and/or public spaces  |
| Communications       | • Website, Social Media, Town-wide Email: Information on public health crisis and potential restrictions on activities and/or locations |

#### **4 Major Impact Public health crisis having a major impact on our community**

Public Health Crisis	<ul style="list-style-type: none"><li>• A current public health crisis exists</li><li>• Major impact on our community</li></ul>
Operations	<ul style="list-style-type: none"><li>• Board of Health meeting on an increased frequency</li><li>• Standing agenda item to review/update</li><li>• Public health data</li><li>• Public advisories</li><li>• Orders/Regulations</li></ul>
Actions	<ul style="list-style-type: none"><li>• Board of Health call emergency meeting specifically to impose Order or Regulation</li><li>• Board of Health meeting with Select Board on a routine basis</li><li>• Restrictions potentially imposed on businesses and private spaces</li></ul>
Communications	<ul style="list-style-type: none"><li>• Website, Social Media, Town-wide Email, CodeRED: Information on public health crisis and potential restrictions on activities and/or locations</li></ul>

#### **Items to Consider**

- How to determine our “crisis level” at a given moment
- Add guidance for Health Agent activities
- Increased community monitoring
- Deploy stockpile supplies
- Launch community events (e.g. vaccine clinics)
- Concern about the availability of data pertinent to our community

Brad Austin – Thank you to BOH for taking the leadership on this. How will this fit in on the re-org on the town side. What kind of role do you want the school committee to have on this? Trying to understand the health side of this and the government side of this, where do you see the school committee. Are we having an advisory role, participatory or is it more “a listen to us” role?

Matt Wayson – A public health coordinator will be the first employee will be reporting to the Town Administrator and respond to the different departments within the town.

We are still working on how this plan/guide will be connected with all the different boards. We do not have an answer for that yet.

Kevin Baker – I see the School Board having an advisory and participatory role.

Brad Austin – I do think that the schools have access to real time data, such as case numbers etc. If we know there will be challenges to get, can we take proactive steps to collect the data. Can we identify gaps and find ways to get the data needed.

Kevin Davis – This is the single source of information. If it is health related stuff, we absolutely need to start publishing that right away. We need to find the way to relay the message appropriately.

Brad Austin – I do think that the School Committee needs to think if we want to adopt something like this, but I am still trying to think which action needs to take place.

Stacy Desmarais – Really great idea to learn from the past. I think this is a great way to start and a smoother way to communicate the data to the public. I would like to have a clarification on what the crisis is. Is it a pandemic or endemic. Would like to see how the school committee gets integrated in this, and

when how. I would insert how you are monitoring and collecting the data under the “Actions”. I do think this is a really good foundation.

Matt Wayson – I agree, we can be a little more specific in some areas.

Stacy Desmarais – Do you have a specific source where you retrieve your data from, like the CDC or WHO?

Matt Wayson – Yes, we use specific sources and there probably be a bullet point within the document listing the sources used.

Kevin Davis – Boxing yourself into specific areas of data sources and listing them out is not necessarily something I believe we should be doing.

Brad Austin – Under level 3 Action items it states that BOH and Select Board will share jointly. That is not the way information was handled in prior practice.

Matt Wayson – yes, we will tighten up the language.

Justin McCarthy – thank you for putting this document together. I think it is helpful to have such a document on hand.

Kelly Clenchy – Thank you for putting this document together. I do not see anything about any outreach to other communities. Do you have a direct connection with DPH?

Matt Wayson – We do have it listed but it will be included in this document as well.

Kevin Baker – yes, we have a direct connection with DPH.

Lyn Snow – I like that we have a plan, it is very comforting.

**2. ID Decision Support Tool:** BOH presented the ID Decision Support Tool and received feedback from School Committee members

**NEW BUSINESS**

**1. Discussion led by BOH on assistance for families related to COVID related issues**

(Test kits, vaccination clinics and masks)

Stacy Desmarais – When is coming to school department, thinking of attendance of both staff and students?

Matt Wayson – It is my understanding that the State is not going to support pool testing. I am not sure how we will know if we have an outbreak in the schools? The school will have to find the definition on when they will feel they are in “red”.

Kevin Davis – Is there a way to keep a tally of how many tests you are given to students? Or can you keep a tally of the absences whether it is Covid or flu?

Lyn Snow – There is not reporting requirement from DESE for case count at this point. For health office visits we do keep some data and our attendance data.

Kelly Clenchy – We will keep data internally and we encourage families to provide us with information. We will data available, but it will not be as accurate as in the past because there is not reporting

requirements at this point. DESE guidelines have changed too, at this point they are recommending that you isolate for 5 days and once you are fever free for 24 hours without any medication, you can return to school. Another protocol we have is that anyone entering the nurse's office has to be masked.

Matt Wayson – So what is the word I should use for a student who has been in close contact. They are allowed to come to school but.. They are required to wear a mask, suppose to wear a mask, or encouraged to wear a mask?

Kelly Clenchy – We encourage the student to wear a mask. Families have been good about giving us information, but it is different this year.

Matt Wayson – In our spreadsheet we could include the attendance information from the schools.

Kelly Clenchy – I am not sure that the attendance data will provide the information you are looking for.

Justin McCarthy – I really hope we will be able to conduct school committee business. We should be able to provide a sample of information to work with.

Kevin Davis – We are trying to be a little more pro-active with our data this year. BOH are trying to have our fingers on the pulse.

Gino Frattallone – We have to trust the school staff. If they found out that a student has covid, that student will be sent home until they are better.

Justin McCarthy – The School Committee do feel that the Superintendent and the school administration and the school nurses are doing a great job.

- 2. Elder and Human Services Liz Tretiak discussed their offerings related to COVID assistance.** They are bringing home test kits to any residents that needs them.

### **INTERESTED CITIZENS**

None

### **ADJOURNMENT**

On a motion by Brad Austin and seconded by Stacy Desmarais it was voted to adjourn at 8:18PM. Roll Call Vote: Brad Austin, AYE; Justin McCarthy, AYE; and Stacy Desmarais, AYE.

### **DOCUMENTS AS PART OF MEETING**

Minutes from June 2, 2022

Littleton Board of Health Guidance for Addressing Public Health Crises