Minutes of Meeting:  Monday, February 25th, 2019- 5:30 p.m.
Room 307, Town Hall- 37 Shattuck Street, Littleton, Ma

Present: David Stevens, Andrew Sammarco, Tyler Gray, Treasurer Steven Venuti

The meeting was called to order at 5:30pm

Annual Town Report Submission:
Submissions by all Town Boards and Committees to the 2018 annual Town report are due by March 1st. The Commission reviewed a draft annual report that Dave had prepared for the board. After the review, Tyler made a motion to approve said report for 2018. Andrew seconded the motion, and the Commission voted 3-0 in favor.

F.Y. 2020 Fund Distributions:
The Commission discussed its annual trust fund distributions for F.Y. 2020. The proposed distributions to the various Town departments and organizations were as follows:

- Library Department: $15,000
- Littleton Scholarship Trust: $50,000
- F.M. Kimball and Morrison Scholarships: $58,000
- Bradford Sampson Relief of Animals: $4,000
- A Tuttle and Clancy Lyceum: $6,735.41
- Cemetery Department $13,000

The Commission’s F.Y. 2020 distribution to the School Department will be determined at the next meeting. Tyler made a motion to approve all of the above proposed fund distributions for F.Y. 2020, excluding the Cemetery Department. Andrew seconded the motion, and the Commission voted 3-0 in favor. Tyler made a motion to approve the Cemetery Department’s
distribution for F.Y. 2020. Dave seconded the motion, and the Commission voted 2-0 in favor. Andrew recused himself from this vote because he serves on the Cemetery Commission.

**M.H. Kimball Grant Request from the School Department:**
The Commission was presented with a grant request from the School Department to fund a new learning initiative called “Portal” by social studies teacher Lilly Ogden and other school representatives. The “Portal” is a large screen inside a tent-like structure, hooked up to a high speed internet connection, that allows students to engage with people from around the world in real time. The Town of Andover currently owns and runs a couple of these units, and they’re viewed as being highly effective cultural learning tools. The proposal submitted to the Commission (Exhibit A), requested $20,000 of the $25,000 total cost to rent a “Portal” from Andover for four months. The rental comes with technical support and training for the staff that will be running the unit. The Commission will discuss this proposal further at its next meeting.

**F.M. Kimball II and Morrison Scholarship Selection Committee Membership:**
The Commission discussed the current membership of its F.M. Kimball II and Morrison Scholarship Selection Committee. As of this meeting, the members from the 2018 Committee that are willing to once again serve this year are Andrew, Larry Wenz, and Fred Faulkner. Dave mentioned that resident Stephen Gentile is interested in joining the Committee. After discussion, Tyler made a motion to appoint Mr. Gentile to an indefinite term on the F.M. Kimball II and Morrison Scholarship Selection Committee. Andrew seconded the motion, and the Commission voted 3-0 in favor.

**Meeting Minutes- 10/16/18:**
The Commission reviewed the draft minutes from its meeting held on October 16th, 2018. After the review, Tyler made a motion to approve said meeting minutes as printed. Dave seconded the motion, and the Commission voted 3-0 in favor.

*Tyler made a motion to adjourn at 7:10pm. Andrew seconded the motion, and the Commission voted 3-0 to adjourn.*

*Next Meeting- To be determined.*
Exhibit A:

Kimball Foundation Grant 2019

Project Name: Shared_Studios: Portal to the World

Contact Person: Lilly Ogden

Additional Contact People: Julie Lord and Heidi MacGregor

Total Funding Request: $20,000

Funding is itemized below and totals $25,000. The Littleton Education Fund has already approved funding for $5,000.

Objective of Project:

The Shared_Studios: Portal to the World project will allow students and community members of Littleton to connect with people around the world through a reputable network of global Portals. The Portal contributes to the excellence and uniqueness of the Littleton by offering a one-of-a-kind experience to share empathy, knowledge, connections to the curriculum, art, music and ideas through an authentic 21st century physical medium. The Portal is also a powerful way to harness technology and use it in a way that impacts how we see other people, countries, and ourselves in this global community in which we live.

Project Overview:

The Shared_Studios: Portal to the World project is a unique learning experience that connects students, staff, and community members to the world. Portals are live, full-body audiovisual environments hosted by communities around the world that enable face-to-face dialogues between people who would likely not otherwise meet. Inside, you are able to converse with someone in a distant Portal as if in the same room. Participants can make eye contact, converse in real-time, and have described feeling like they were “breathing the same air.” I have participated in a Portal that was visiting WGBH in Boston. I connected with university students in Herat, Afghanistan. It was an incredibly powerful experience for me. I was able to sit and speak with students who were breaking their fast during Ramadan at their evening meal and share stories from all of our lives, as well as our experiences in each of our countries and our impressions of each others’ countries. As I processed how powerful my conversation was, since it broadened my perspective immediately, I also could not help but imagine the potential this Portal would have with my own students and school community.

Portals can take several different forms. I would like to pursue the Inflatable Portal, because I think it best fits the needs of our schools and community. It is portable and also can be opened to include more students at one time. All Portals are gold on the outside and made to look nearly identical on the inside to create the impression of a single continuous space. The patented technology inside each Portal is unobtrusive, making Portal interactions feel natural and unmediated. Portals exist in nearly 40 locations in over a dozen countries. Portal host sites include public parks and plazas, museums, schools and universities, refugee camps, and tech hubs.

I would like to use the Portal with my 6th grade students who are learning about world geography. I would like the Portal to be available to teachers and students at all Littleton schools. The Portal can be moved to different locations. I envision it being at each school during the duration of the project. It is a powerful learning experience that has uses for students at Shaker Lane and all the way up to students at the high school. In addition, I envision having the Portal open to the community of Littleton. I would like to run different community
events to invite residents to come and experience the Portal. I also can see different school and/or community organizations utilizing the Portal on their own. I believe that once people experience what the Portal can offer, it will be sought after for different learning opportunities. I want to note that the Portal experience is special and very different from a Skype or FaceTime experience. The environment of the Portal and the advanced audio and visual technology that come with each Portal create the sense that you are sitting right next to a person in another country. It is an intimate environment that I believe is unmatched.

If I am able to secure funding for the Portal, I would like to have it for several months (the number of months depends on the amount of funding I am able to secure) during the 2019-2020 school year. I would also like to use some of the money to fund a professional development day for staff to learn more about how to pair curriculum with the Portal technology.

My expected outcomes all center around developing genuine empathy between students and community members in Littleton and people around the world in the Portal network. Portals combine the connective potential of the internet with the intimacy of a face-to-face conversation, and provide the opportunity to connect with someone new. Whether separated by distance, perceived difference, or both, Portals bring people together for intentional and meaningful conversations. Portals provide participants an opportunity – and justification – to share a space and experience. Inside a Portal, participants can step outside of their comfort zones and speak openly with strangers, simultaneously shaping their own beliefs and rediscovering how to walk in someone else’s shoes. The conversations would be designed and moderated by me and other teachers and community members, and encourage the generation of ideas in new, unstructured contexts or for a particular programmatic purpose, such as sharing curriculum, ideas from classes, music, poetry, or other projects.

The global network is also deliberately curated to bring together diverse groups. With placements ranging from modern art museums to internally displaced persons camps and from remote small towns to large international cities, Portals are designed to connect across distance as well as difference. Shared_Studios seeks to bring together individuals and groups of people who otherwise might never meet. The collective is working to create a global public square for the 21st century where previously impossible shared experiences fuse social bonds among participants, facilitating new connections and building empathy on a global scale.

Lastly, I have attached several video links, two PDF files, and the Shared_Studios website to my email to help illustrate and explain what the Portal project is and the great potential that it has. These videos and files will help show what this special project is.
Project publicity: Shared Studios will create a banner announcing sponsors/donors of the Portal and display it for the community to see.

Project Expenses:

<table>
<thead>
<tr>
<th>Item</th>
<th>Estimated cost per unit</th>
<th>Total Estimated Cost</th>
<th>Vendor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Portal Professional Development Day</td>
<td>$500-$1,000</td>
<td>$500 - $1,000</td>
<td>Share_Studios/Andover Public Schools</td>
</tr>
<tr>
<td>Portal Rental and Connections to worldwide Portal system for approximately 4 months</td>
<td>$19,000</td>
<td>$19,000</td>
<td>Shared_Studios</td>
</tr>
</tbody>
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Additional Resources:

Littleton Education Fund has approved $5,000 funding for this project.

Supporting Information:

The below links are to the Shared Studios website to provide additional information about the Portal, three video links below to help illustrate the Portal, and a frequently asked questions document.

Overview of Shared_Studios
Ports Overview Video
Shared Meals Video
Ports: Walk Through the Internet Video
Ports: Frequently Asked Questions