

WESTWOOD SCHOOL COMMITTEE
Westwood, Massachusetts

SCHOOL START TIMES SUBCOMMITTEE MEETING MINUTES
December 1, 2021

Attendance and Call to Order

The meeting, held remotely¹, was called to order at 3:32pm by Subcommittee Chair Anthony Mullin. Also present were: Tim Chant, K-12 Wellness Director /Elementary teacher representative; Amy Davenport, High School Principal; Sanaa Devgan (Gr. 10) High School student representative; Marian Donovan, Westwood Teachers Association /Middle School teacher representative; Lateefah Franck, METCO Director; Matt Gillis, Athletic Director; Abby Hanscom, Director of Student Services; Chris Hilton, High School teacher /Parent representative; Lemma Jn-baptiste, Director of Business and Finance; Kathy Lee, High School teacher representative; Tammy McGowan, Parent representative; Emily Parks, Superintendent of Schools; Amanda Phillips, School Committee member; Jennifer Ryan Schultz, Parent representative; and Donna Tobin, Martha Jones School Principal. Lemma Jn-baptiste arrived at 3:37pm. Mike Redmon, Middle School Principal and Anthony Rodrigues, Parent representative were absent. John Cianciarulo recorded the minutes.

Anthony Mullin recognized the live stream of the meeting, which was provided for real-time, public access to the activities of the School Start Times Subcommittee. Members of the public were able to view a live stream of the meeting available online at www.westwood.k12.ma.us/live.

Subcommittee Chair Update

Welcome and Introductions

Members of the Subcommittee introduced themselves.

Discussion Items

Research Overview

Two pieces of research were shared; one included a summarization of existing research; the other an article from National Public Radio. There is broad research that has examined secondary schools' start times.

Superintendent Parks stated that the district has been thinking of changing school start times for a number of years. She presented this topic to the School Committee during the 2015-2016 school year. Work on the change was disrupted by the pandemic.

She further shared that the work of the Subcommittee is aligned with the district's strategic priority of a healthy and supported school community.

Group Objective and High-Level Project Plan

Subcommittee Chair Mullin shared the work plan:

- Form Subcommittee and kickoff—*December 2021*
- Develop list of potential options and survey design—*January 2022*
- Community forum on the science of school start times—*January/February 2022*
- Conduct teacher /staff, parent, and student surveys—*Late January/early February 2022*
- Understand impacts of different options—*February/March 2022*
- Develop criteria for evaluating options—*February 2022*
- Review survey results—*March 2022*
- Assess options /conduct analysis based upon criteria and community input—*March/April 2022*
- Update to School Committee—*April 2022*
- Community forum on start time options—*April/May 2022*
- Recommendation to School Committee—*May/June 2022*

¹ Remote meeting held in accordance with an Act relative to extending certain COVID-19 measures adopted during the State of Emergency.

- Implementation planning—*June 2022-June 2023*
- Planned implementation of new start times—*Fall 2023*

Brainstorm on Key Implementation Challenges

The Subcommittee brainstormed some key implementation challenges, which included:

- Transportation
- Before and After School programming
- Athletics
- Students with after-school jobs
- Start times of clubs and impact on advisor availability
- Community use of facilities/building rentals
- Use of early morning time
- Lunch scheduling
- Custodial shifts

Superintendent Parks and Director of Business and Finance Lemma Jn-baptiste will analyze challenges related to transportation and present to the Subcommittee at the next meeting.

Subcommittee Chair Mullin will share examples of surveys with the group. He requested that members review ahead of the next meeting.

Future Meeting Schedules

It was determined that monthly meetings between January and June be scheduled at 3:30pm.

New Business

There was no new business.

Adjournment

MOTION made by Amanda Phillips to adjourn the meeting. Motion seconded by Marian Donovan.

Roll-call vote:

Tony Mullin: **Aye**
 Tim Chant: **Aye**
 Amy Davenport: **Aye**
 Sanaa Devgan: **Aye**
 Marian Donovan: **Aye**
 Lateefah Franck: **Aye**
 Matt Gillis: **Aye**
 Abby Hanscom: **Aye**
 Chris Hilton: **Aye**
 Lemma Jn-baptiste: **Aye**
 Kathy Lee: **Aye**
 Tammy McGowan: **Aye**
 Emily Parks: **Aye**
 Amanda Phillips: **Aye**
 Mike Redmon: Absent
 Anthony Rodrigues: Absent
 Jennifer Ryan Schultz: **Aye**
 Donna Tobin: **Aye**

Result: 16-0-0 – Approved

The meeting adjourned at 4:27pm.

Documents/Exhibits Used at Meeting

- High-Level Project Plan
- Research:
 - Gowanda, NY Board of Education slideshow presentation
 - Neighmond, P., 2018. *Sleepless No More In Seattle – Later School Start Time Pays Off for Teens*. [online] www.npr.org. Available at: < <https://www.npr.org/sections/health-shots/2018/12/12/676118782/sleepless-no-more-in-seattle-later-school-start-time-pays-off-for-teens>>.