

WESTWOOD SCHOOL COMMITTEE  
Westwood, Massachusetts

**SCHOOL START TIMES SUBCOMMITTEE MEETING MINUTES**  
**March 30, 2022**

**Attendance and Call to Order**

The meeting, held both in the Westwood Public Schools District Administration Office Professional Development Room, and remotely<sup>1</sup>, was called to order at 3:35pm by Subcommittee Chair Anthony Mullin in-person.

Also present:

Amy Davenport, High School Principal (In-person)  
Marian Donovan, Westwood Teachers Association/Middle School teacher representative (In-person)  
Lateefah Franck, Director of Equity, Integration, and Partnerships (Remote)  
Lemma Jn-baptiste, Director of Business and Finance (In-person)  
Kathy Lee, High School teacher representative (In-person)  
Tammy McGowan, Parent representative (Remote)  
Emily Parks, Superintendent of Schools (In-person)  
Mike Redmon, Middle School Principal (In-person; arrived at 3:47pm)  
Jennifer Ryan Schultz, Parent representative (In-person)  
Donna Tobin, Martha Jones School Principal (In-person)

Absent:

Tim Chant, K-12 Wellness Director/Elementary teacher representative  
Sanaa Devgan (Gr. 10) High School student representative  
Matt Gillis, Athletic Director  
Abby Hanscom, Director of Student Services  
Chris Hilton, High School teacher/Parent representative  
Amanda Phillips, School Committee member

John Cianciarulo recorded the minutes.

**Discussion Items**

**Final Review of Community Surveys**

The Subcommittee reviewed a draft of the student survey. High School Principal Amy Davenport shared the draft and indicated that she worked with both the Legislative and School Site Councils to form the questions.

The Subcommittee made recommendations on edits, which Mrs. Davenport incorporated. A version of the survey will be used for middle school students in grades 7 and 8. Time will be dedicated during the school day for students to complete the survey.

Drafts of the surveys for staff and parents were provided to the Subcommittee for their review.

**Parent Program**

A parent forum on adolescent sleep with Dr. Judith Owens, Director of Sleep Medicine at Boston Children's Hospital, will take place on Monday, April 4.

**Potential Schedule Scenarios**

Director of Business and Finance Lemma Jn-baptiste presented initial schedule scenarios for discussion. These included:

- Scenario A

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

- Elementary 7:45am-2:05pm
- Middle School: 8:15am-2:52pm
- High School: 8:50am-3:30pm
- Scenario A2 (Combined High School and Middle School)
  - Elementary: 7:50am-2:10pm
  - Middle School: 8:40am-3:17pm
  - High School: 8:50am-3:30pm
- Scenario B
  - Middle School: 7:45am-2:22pm
  - High School: 8:15am-2:55pm
  - Elementary Schools: 9:00am-3:20pm
- Scenario B2 (Combined High School and Middle School)
  - Middle School: 8:00am-2:37pm
  - High School: 8:10am-2:50pm
  - Elementary Schools: 9:00am-3:20pm
- Scenario C
  - Elementary Schools: 7:45am-2:05pm
  - High School: 8:15am-2:55pm
  - Middle School: 8:50am-3:27pm
- Scenario C2 (Combined High School and Middle School)
  - Elementary Schools: 7:45am-2:05pm
  - High School: 8:40am-3:20pm
  - Middle School: 8:50am-3:27pm

The Subcommittee discussed the impacts of each proposal.

Three firms have been approached about conducting a traffic study and it is hoped that the study will move forward soon. It was suggested that district staff conduct a “dry run” of the proposed schedule to see if the timing estimates are accurate.

### **New Business**

There was no new business.

### **Action Items**

*Approval of Subcommittee Meeting Minutes*

**MOTION** made by Jennifer Ryan Schultz to approve the Subcommittee meeting minutes of March 2, 2022. Motion seconded by Marian Donovan.

Roll-call vote:

Tony Mullin: **Yes**  
 Tim Chant: Absent  
 Amy Davenport: **Yes**  
 Sanaa Devgan: Absent  
 Marian Donovan: **Yes**  
 Lateefah Franck: **Yes**  
 Matt Gillis: Absent  
 Abby Hanscom: Absent  
 Chris Hilton: Absent  
 Lemma Jn-baptiste: **Yes**  
 Kathy Lee: **Yes**  
 Tammy McGowan: **Yes**  
 Emily Parks: **Yes**  
 Amanda Phillips: Absent  
 Mike Redmon: **Yes**

Jennifer Ryan Schultz: Yes  
Donna Tobin: Yes

**Result: 11-0-0 – Approved**

**Adjournment**

**MOTION** made by Emily Parks to adjourn the meeting. Motion seconded by Mike Redmon.

Roll-call vote:

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

**Result: 11-0-0 – Approved**

The meeting adjourned at 4:29pm.

**Documents/Exhibits Used at Meeting**

- Drafts of community surveys
  - Staff
  - Parents
  - Students
- Draft meeting minutes March 2, 2022 for the Subcommittee’s review and approval
- Potential schedule scenarios