

WESTWOOD SCHOOL COMMITTEE  
Westwood, Massachusetts

**SCHOOL START TIMES SUBCOMMITTEE MEETING MINUTES**  
**March 2, 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 3:34pm by Subcommittee Chair Anthony Mullin in-person.

Also present:

Tim Chant, K-12 Wellness Director / Elementary teacher representative (Remote)  
Amy Davenport, High School Principal (In-person)  
Sanaa Devgan (Gr. 10) High School student representative (Remote)  
Marian Donovan, Westwood Teachers Association / Middle School teacher representative (In-person)  
Lateefah Franck, Director of Equity, Integration, and Partnerships (In-person)  
Matt Gillis, Athletic Director (In-person)  
Abby Hanscom, Director of Student Services (In-person)  
Lemma Jn-baptiste, Director of Business and Finance (Arrived at 3:37pm; In-person)  
Kathy Lee, High School teacher representative (In-person)  
Tammy McGowan, Parent representative (Remote)  
Emily Parks, Superintendent of Schools (In-person)  
Amanda Phillips, School Committee member (Remote)  
Mike Redmon, Middle School Principal (In-person)  
Jennifer Ryan Schultz, Parent representative (Arrived at 3:42pm; Remote)  
Donna Tobin, Martha Jones School Principal (In-person)

Absent:

Chris Hilton, High School teacher / Parent representative  
Anthony Rodrigues, Parent representative

John Cianciarulo recorded the minutes.

**Discussion Items**

**Review of Feedback and Drafts of Community Surveys**

The Subcommittee reviewed drafts of the parent and staff surveys, moving into breakout groups for ten minutes to discuss. The breakout groups then shared their feedback with the full Subcommittee.

It was agreed that an important aspect of the data needed is the level of need for before and after-school program services and the degree to which families are concerned about such impacts.

Work will be done to compose a survey for students.

The surveys will be finalized and shared with the Subcommittee at its March 30 meeting. Necessary revisions include framing the concept for the middle school, requesting data related to Extended Day, and potential impacts on student parking at the high school.

It is anticipated that the surveys will be sent the week of April 14.

**Planning for Parent Forum**

The district is working to schedule a parent forum on the science of later school start times led by Dr. Judith Owens, Co-Director of Sleep Medicine at Boston Children's Hospital, in early April.

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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.

### Upcoming Communication Plan

A webpage on school start times is being developed and will launch soon.

It is anticipated that another forum will be held in the spring for community feedback on school start times.

### Traffic Study Proposals

Director of Business and Finance Lemma Jn-baptiste contacted the vendor that completed the traffic study for the Hanlon-Deerfield project to secure a proposal and scope of work for a potential study related to the impact of changed start times. The cost for the study is \$23k.

Ms. Jn-baptiste is working to secure additional quotes from other vendors.

The study would be completed via a review of existing data from the Massachusetts Department of Transportation and not necessarily by conducting counts on local streets.

### New Business

There was no new business.

### Action Items

*Approval of Subcommittee Meeting Minutes of January 26, 2022*

**MOTION** made by Emily Parks to approve the Subcommittee meeting minutes of January 26, 2022. Motion seconded by Marian Donovan.

Roll-call vote:

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

**Result: 16-0-0 – Approved**

### Adjournment

**MOTION** made by Marian Donovan to adjourn the meeting. Motion seconded by Donna Tobin.

Roll-call vote:

Tony Mullin: **Yes**  
Tim Chant: **Yes**

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

**Result: 16-0-0 – Approved**

The meeting adjourned at 4:40pm.

Documents/Exhibits Used at Meeting

- Draft meeting minutes of January 26, 2022 for the Subcommittee's review and approval
- Draft School Start Times Survey – Parents
- Draft School Start Times Survey – Staff