

**Greenwich Board of Education
Greenwich Public Schools
Greenwich, Connecticut
School Start Time Ad Hoc Committee**

Meeting Minutes

Date: October 6, 2016
Place: Havemeyer Board Room
Present:

Members: Dr. Gaetane Francis, Chair
Ms. Barbara O'Neill
Mr. Peter Sherr

Others: Dr. Salvatore Corda, Interim Superintendent
Mr. Jim Hricay, Managing Director of Operations
Mr. Gus Lindine, Athletic Director, Greenwich High School
Dr. Chris Winters, Headmaster, Greenwich High School

1. The meeting convened at 1pm. The agenda was approved by a vote of 3-0.
2. Discussion Item: SST Project Manager: Jim Hricay described the process to date and reviewed the RFP for hiring a project manager. The interview committee includes Mr. Hricay, Dr. Carabillo and Mr. Watts. A decision is expected in 1-2 weeks. The consultant will provide a job plan.
3. Discussion Item: Future committee work.
 - i. A punch list will be developed by the administration over the next 2-3 weeks. The punch list will include a list of issues to be addressed for optimal implementation of the start time change and each issue will also include a description of its priority level, the lead time required for execution and any need for Board involvement. Board committee members will give their input with regards to issues and prioritization and will invite input from other Board members or other individuals as needed.
 - ii. Each issue will be further described including a framing of the problem statement, identification of those to be involved and who is taking responsibility, and a timeline.
 - iii. Criteria for evaluating solutions were discussed. These included safety, academics, financial, and social emotional considerations including family impact.
 - iv. Examples of issues to be included in the punch list that were brought up at the meeting included: elementary schools for 9am start, field time limitations, academic impact of early dismissal for athletes, and high school students not eligible for transportation.

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- v. Board Role: discussion of what role the Board and committee can play to assist the administration's work included: sharing issues from the community that are areas of concern, communication with other organisations within Greenwich, prioritization of issues and options for solutions in conjunction with the administration.
4. Future meetings:
The next meeting was scheduled for 3 weeks later, on Thursday 10/27/2016 at 1pm. There was a discussion of setting a standing meeting time, but no specifics were decided upon. Items to be in the next agenda include the project manager and work on punch list.
5. The meeting was adjourned at 2:45 by a 3-0 vote.