

School Start Time Ad Hoc Committee
Minutes

Date: January 5, 2017
Place: Havemeyer Board Room
Present:
Members: Dr. Gaetane Francis, Chair
Ms. Barbara O'Neill
Mr. Peter Sherr

Others: Dr. Salvatore Corda, Interim Superintendent
Ms. Kim Eves
Mr. Jim Hricay, Managing Director of Operations
Mr. Ronald Matten, Director of Facilities
Mr. Gus Lindine, Athletic Director, Greenwich High School
Dr. Chris Winters, Headmaster, Greenwich High School
Mr. Mike Archer, School Bus Consultants
Mr. Andy Forsyth, School Bus Consultants

1. The meeting was called to order at 12:30 pm, and the agenda was approved 2-0 (Mr Sherr not yet present).
2. The modified minutes from the 12/15/2016 meeting were approved 2-0 (Mr Sherr not yet present).
3. Update on Last Meeting's Action Items
 - a. Lighting Consultant. Additional consultant put in bid, but no better than original, so recommendation is to go with original consultant, Robert R. Banning, P.E. via Milone and MacBroom.
 - b. Board Feedback. Mike Archer reviewed feedback from the Board. He stated portions were incorporated into the new versions. These were sent out the morning of the meeting.
4. Communications Plan Discussion. Ms. Kim Eves presented an update on the communication plan and a proposed template. The FAQ sent out in December is on the website and can be updated as needed.
 - a. Parent link as the primary mode of communications to families will continue and a schedule of monthly updates on the fourth Friday of each month is planned through May with modifications as needed. A June communication will likely be sent prior to the end of school. Timeline for preparation of updates was also discussed as was format and general content.
 - b. Teacher and staff communications will come directly from the administration and they will receive the monthly updates as well.

- c. Other modes including local media, Town of Greenwich Website, and social media will be used to update families as well as other community members as appropriate.
- d. Page of GPS website with new bell times. Frequent communications with families via links and local media at the end of August just prior to the start of school.

5. "Punch List" Discussion

- a. Action Items and Responsibilities. A new punch list was distributed. It was requested that this be sent to attendees at least 24 hours prior to meetings. Discussion centered primarily on athletics and transportation as discussed below.
- b. Teacher/Staff commutes. Mr. Archer spoke with a representative from CT Rides (a State sponsored non-profit) about improving teacher commutes. Discussions will continue.

6. Transportation Update

- a. Traffic. Mike Archer working with town to update traffic pattern information. It is clear that the High School is the major cause of traffic on Hillside. The afternoon High School traffic will not be during peak commuter traffic times. Morning traffic will still have some overlap on Fairfield Avenue with CMS and GCDS. East Putnam traffic will be shifted, but it is felt the road engineering will be able to accommodate the shift in start time as the morning traffic is not as substantial as the evening commuter traffic.
- b. Private Schools. Mr Archer presented data on private school bus use. Inefficiencies including low ridership were discussed as well as possible solutions, although limited.
- c. Route Planning. Final route plans are expected by mid February with a presentation anticipated for 2/23/17. It is anticipated that the elementary start times will be finalized at that time as well.
- d. CT Transit Discussion. Use of CT transit for students within 2 mile radius of GHS was discussed. Dr Corda is making contact with personnel from CT transit to investigate options and possible improvements for student transportation to school.

7. Athletics Update

- a. Lighting. Plan discussed to proceed with hiring a consultant. Milone and MacBroom with Robert R. Banning, P.E. Will await discussion with Board to finalize.
- b. Fields. Further discussion was had about the use of town, other GPS school fields and extending usable time of current fields at GHS.

8. Next Steps

- a. Outline of all work and decisions already made.
- b. Draft of next update.
- c. Further communications with CT Rides (Mr Archer and CT transit Dr. Corda).

- d. Further work on all areas of the punch list.
 - e. Next Meeting will be January 19, 2017 at 12:30pm.
9. Meeting adjourned at 2:25. Passed 3-0.