

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

Meeting Minutes

Date: February 23, 2017

Location: Havemeyer Board Room

Present:

Members: Dr. Gaetane Francis, Chair
Ms. Barbara O'Neill (arrived at 12:35)
Ms. Debbie Appelbaum
Mr. Peter Sherr, Ex-Officio (arrived 12:35)

Others: Dr. Salvatore Corda, Interim Superintendent
Mr. Jim Hricay, Managing Director of Operations
Mr. Ron Matten, Dir. of Facilities
Ms. Kim Eves, Director Communications
Dr. Christopher Winters, Headmaster, GHS
Mr. Gus Lindine, Athletic Director, GHS
Mr. Mike Archer, School Bus Consultants
Mr. Andy Forsyth, School Bus Consultants
Mr. Ryan Chmielewski, Millone & MacBroom

1. Meeting called to order by Dr. Francis at 12:30 pm.

2. Approval of the agenda -

MOTION Dr. Francis moved to accept the agenda. The motioned was seconded by Ms. Appelbaum.

VOTE 2 for, none against
(Ms. O'Neill, absent)

MOTION PASSED

3. Approval of the 2/2/17 meeting minutes -

MOTION Dr. Francis moved to accept the 2/2/17 meeting minutes. The motion was seconded by Ms. Appelbaum.

VOTE 2 for, none against
(Ms. O'Neill, absent)

MOTION PASSED

4. Communications Update:

A. February SST Update –

- Ms. Eves provided the committee with a DRAFT of the February Update document. It will note that all Elementary bell times will remain the same for 2017.
- Dr. Corda will release this information via a mini announcement at the 2/2/17 BOE Work Session.
- Mr. Sherr will repeat this information during his schedule WGCH broadcast.
- No changes to the DRAFT document were suggested.

B. Child Care Survey –

- The committee reviewed the DRAFT Child Care survey. Topics discussed included recipients, purpose, and questions to be included.
- Mr. Sherr recommended Ms. Eves consult a survey professional to insure the survey is clear and addresses the District's needs. He has a name of someone to contact.
- Ms. Eves will work with the survey professional (pro bono) and update the committee via email regarding any further revisions and/or for additional input.

C. High School punch list –

- Dr. Corda advised that GPS has secured reduced price CT Transit bus passes for GHS students to purchase.
- It was noted the late bus schedule had been set. Late buses

will leave GHS at 5:00 pm on Mon., Tues. and Thurs.

- Food service has confirmed Cardinal Café operating hours. It will open 15 minutes later than currently and close 15 mins, later than currently. The net effect will be longer operating hours. There is flexibility should breakfast service need to begin even earlier.
- The lunch waves will remain the same as this year.
- There was a discussion regarding Flex time for teachers. It was agreed that current case by case practice will remain in place so there is no need to note this in the February Update.
- There was a discussion regarding scheduled or emergency school-wide early dismissals as it related to food service and specifically lunch service. Current early dismissal is at 12:15 and lunch is not served. As dismissal will be pushed back to 1:15, consideration is being given to adding a lunch break. This could negatively impact instructional time. Currently, the Dir. Communications sends a consistent early release dismissal notice to all parents. Further consideration regarding how to handle early release days is required. It will be added to the next agenda.

5. Lighting Project –

A. Millone & McBroome Lighting Presentation –

- Mr. Chmielewski provided the committee with a PowerPoint and accompanying handout which outlined current lighting output, potential updates to current lighting, temporary lighting options, and a project timeline.
- Discussion after the presentation focused on next steps and process, which additional fields might be lit, requirements to accommodate existing sports schedules, access to other town fields and options for field optimization.
- It was agreed an Executive Session with John Wetmore to discuss a legal update was required to stay on track. It was recommended it take place prior to the next SST Ad Hoc Comm. Mtg. 3/9/17.

6. Transportation Update –

A. Routing –

- Route refinement has occurred. Ride times will be the same or shorter.

B. Independent Schools –

- Conversations regarding optimization of their routes is continuing.

7. Punch List review –

A. GHS Items –

- It was noted a more defined plan was evolving. Food Service and GHS facilities issues including custodial work has been addressed and completed.

B. Evaluation of Change in Bell Times –

- Dr. Corda noted he is seeking to identify a graduate student in the metro area to conduct the research required for GPS to effectively evaluate the impact of changes in bell time on students.
- A student at Columbia might be an option.
- He will be seeking counsel from the person in MN who has already done this work.

8. Adjournment –

MOTION Dr. Francis moved to adjourn. The motion was seconded by Ms. O'Neill.

VOTE 3 for, none opposed MOTION PASSED

Meeting was adjourned at 2:30 p.m.

Respectfully Submitted by

Ms. Debbie Appelbaum, acting Secretary