



School Start Times Committee 2019

AGENDA a n d M I N U T E S

Date: October 15, 2019; (6:30 - 8:00 PM)

Location: District Services Center, Community Room

Committee Members Attending: Kara Diliberto, Amy Einolf, LeeAnn Haberle, Leigh Ann Staudenmeier, Bethany Tuck

District Staff in Support: Nancianne Edwards, Dr. Lisa Hoffman, Mattias van't Hoenderdaal

Unable to Attend: Christy Micucci, Amy Harwick

Absent: Tonya St. Clair, Diane Richino, Dean Wackerman, Jenn Woods

Purpose: Create a parent committee to analyze school start times and costs and make recommendations to the Board by February 1, 2020 (if there is a recommendation for 2020-21).

Meeting Objectives: Review survey samples from other districts and compile draft surveys for the committee to send out to students, parents, and staff

Schedule [90 mins]

Time	Mins.	Activity
6:30 to- 6:40 pm	10	Welcome Update on information available in the Shared Drive Nancianne reviewed some additional information that was added to the shared drive based on the last meeting, including the minutes from our last meeting , our current school start times , an overview of the athletic team schedules , sample surveys (thank you, Leigh Ann) and a decision matrix sheet . Nanci will also check to make sure the permissions for the shared drive allow committee members to edit and not just comment (this has been done-10/16/19).
6:40 to 7:50 pm	70	Survey Development Since there were only a few committee members in attendance, they worked as a whole group to review the sample surveys and tailor the questions and content to be relevant for QCSD. Each committee member took individual notes, so a " QCSD Sleep Survey Questions " document will be added to the shared drive for committee members to add their edits and notes for the parent/community survey and a " QCSD Sleep Survey for Students " document will be added for committee members to add their edits and notes for the student survey. Then the draft surveys will be shared with the whole committee for review and comment.
7:50 - 8:10 pm	15	Group Sharing and Determine Next Steps Prior to the next meeting, the committee requested that: <ul style="list-style-type: none">• A dedicated e-mail address be set up to collect community questions or comments (with a log of emails submitted provided to the committee at each meeting) NE Note: That address will be set up this week and will be added to the website page under development (see next item.)

		<ul style="list-style-type: none"> • A page be established on the website for the committee's work and (initially) populated with the committee's meeting notices and meeting minutes, space for an FAQ, and for links to some of the research documents the committee members find relevant • A first draft of a one page document/flyer to explain the start time issue (using the sample Heidi provided as a model) • Committee members add their edits to the two survey question documents from their individual notes NE Note: Is October 28th a reasonable deadline to have completed this so the questions can be made available to all committee members for review prior to our next meeting on November 7?
8:10 pm		Public Comment No members of the public were present.
8:10 pm		Adjourn
		Future Committee Meeting Dates: (6:30-8:00 PM) <ul style="list-style-type: none"> • Tuesday, October 22, 2019 at 6:00 p.m. - presentation of the state sleep study report at the Bucks County IU; two parents on the committee plan to attend and will register on the BCIU website for the event. • Thursday, November 7, 2019 • Thursday, December 12, 2019 • Tuesday, January 7, 2020 • Monday, January 20, 2020

Committee Norms:

We will start on time and end on time to be respectful of the committee members' time.

We will plan each meeting to have an agenda and clear objectives to maximize the effectiveness of our time together.

We will engage in respectful dialogue, recognizing that reasonable people may disagree on substantive issues.