**School Time Task Force Meeting**
**Thursday, May 29, 2019 @ 3:15PM**
**Dover Sherborn Middle School**

**Attendees:** *Andrew Keough, Dawn Fattore, Sarah Wilson, Michael Jaffe, Ann Dever-Keegan, John Smith, Laura Dayal, Stephen Wrobleski, Amanda Brown, Allison Gullingsrud, Beth McCoy*

**Minutes**

- Now entering phase 2 - planning for implementation of new start times (2020-21)

- Ongoing concerns:
    - Elementary schedules (sleep time, before/after school care)
    - Continued communication with the community (surveys, coffees, newsletters)
    - After-school activities at the secondary level (extra help, activities, athletics)
    - Transportation & traffic (traffic patterns on the road, volume in school driveways)

- Developed a draft of working groups to address outstanding questions/needs
    - 6 proposed groups
    - Each group has a leader(s) who will choose a project manager
        - Transportation & traffic (Dawn Fattore)
        - Staff implications PK-12 (Stephen Wrobleski)
        - Secondary before & after-school programming (John Smith)
        - Secondary school schedules (Scott Kellett & Ann Dever-Keegan)
        - Elementary before, during and after-school programming (Allison Gullingsrud & Laura Dayal)
        - Communication (Amanda Brown & Sarah Wilson)

- Timeline
    - Sub-groups share timeline, updates, plan of action by October
    - Must address budget implications in fall/early winter

- Next meeting for Steering Committee - August 13 @ 9AM
    - Leaders to update spreadsheet as groups take form