

**Mashpee Public Schools: School Start Time Committee (SSTC) Meeting
November 20, 2015 (3:30 – 4:15 PM) Quashnet School Library (MINUTES)**

Present: Chris Santos, Patricia DeBoer, Kristen Boyd, Kristine Jones, Robin Geggatt, Brian Brodie, Marcy Dugas, MaryKate O'Brien, Mark Balestracci, Sarah Provencher, and Matt Triveri

Absent: Don Myers, Matt Auger, and Tannah O'Brien

3:30 PM: Meeting Started—Introductions

3:33 PM: Discussed and agreed upon committee norms

Punctuality (Respectful of each other's time, value the time by being fully present, no cell phones or side-talk, be prepared)

Participation (Attentive listening without judgment, infuse humor, assume positive intent, respectful talk and body language, inclusive healthy tension)

Clearly Communicate Expectations (agenda driven and organized, results-focused, tied to vision)

Accountability and Productivity (personal responsibility, be flexible, service before self, honesty)

3:35 PM: Agreed upon committee's mission statement as presented

To review the current research on school start times, explore relevant factors and policies of comparable districts, and gather community input to make recommendations for start times that are feasible and appropriate for Mashpee. The success and well-being of all students in our district will be at the forefront of our work.

3:36 PM: Task list was reviewed; committee members volunteered for specific tasks (see below)
(Absent members were assigned to a task.)

Committee Members	Task
Marcy Dugas Kris Jones Matt Auger Tannah O'Brien	1 Develop Survey Questions (check those posted to Ashland site): <ul style="list-style-type: none"> ▪ Student Survey (all grade levels) ▪ Staff Survey ▪ Family/Parent Survey Surveys will be administered through Survey Monkey (late January/early February).
Chris Santos	2 Review content of "Adolescent Health and Later Start Time" PPT (Ashland site) http://ashlandhs.libguides.com/content.php?pid=637431&sid=5274079
Robin Geggatt MaryKate O'Brien Matt Triveri Don Myers	3 Review and summarize content of "Articles/Resources" Tab (Ashland Site) http://ashlandhs.libguides.com/content.php?pid=637431&sid=5274570 <ul style="list-style-type: none"> ▪ Left side of page: Split between Robin and MaryKate ▪ Right side of page: Split between Matt and Don (Matt: Articles #1 –#23; Don: #24 - #47)
Kristen Boyd Sarah Provencher	4 Review and summarize content of "Videos and More" Tab (Ashland site) http://ashlandhs.libguides.com/content.php?pid=637431&sid=5287839
Brian Brodie Don Myers	5 Review and summarize content of "Local News" Tab (Ashland site) http://ashlandhs.libguides.com/content.php?pid=637431&sid=5288058 Left Side—Other District Info: Natick, Dover-Sherborn, Sharon; Right side—newspaper articles
Mark Balestracci	6 Develop Comparison Chart—Local districts + SSL start times Connect with Ed MacDonald, Nauset Regional High School Principal
Chris Santos Patty DeBoer	7 Communication to the community—membership on the committee, our plan/action steps, progress, etc. (SC meeting updates, information posted on website, newspaper articles)
Chris Santos Kris Jones	8 Other—Invite pediatrician to be part of our committee—include in the process (Cape Cod Pediatrics)

As we move forward completing the above tasks (prior to our January scheduled meeting), please connect with other committee members if you need help completing a task. (Tasks # 3, 4, and 5 above are quite labor intensive.)

3:50 PM: Brian Brodie recommended adding a pediatrician to the committee.

3:54 PM: Next meeting date set: **Thursday, January 14, 2016 at 3:30 PM**

4:02 PM: Meeting adjourned. (Thank you, Chris Santos, for taking the minutes during the meeting.)

Reminder: It is important that we stay neutral and present all viewpoints.

Excellent Resource—Ashland Public Schools website:

<http://ashlandhs.libguides.com/content.php?pid=637431&sid=5274079>