

# School Start Time Changes Implementation Plan



## **Presentation and Discussion**

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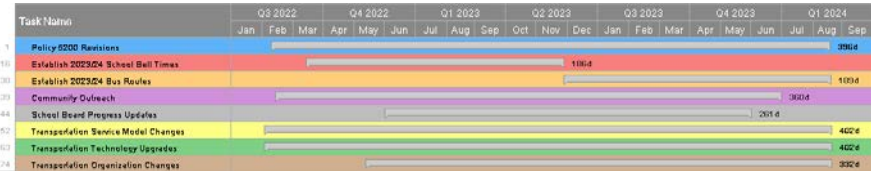
# The Rationale for 2023

## Critical Dependencies

1. Policies to enable change
2. School-by-school bell times to understand actual changes
3. Stakeholder engagement to enable adaptation
4. Systems, processes, and operational design to ensure success

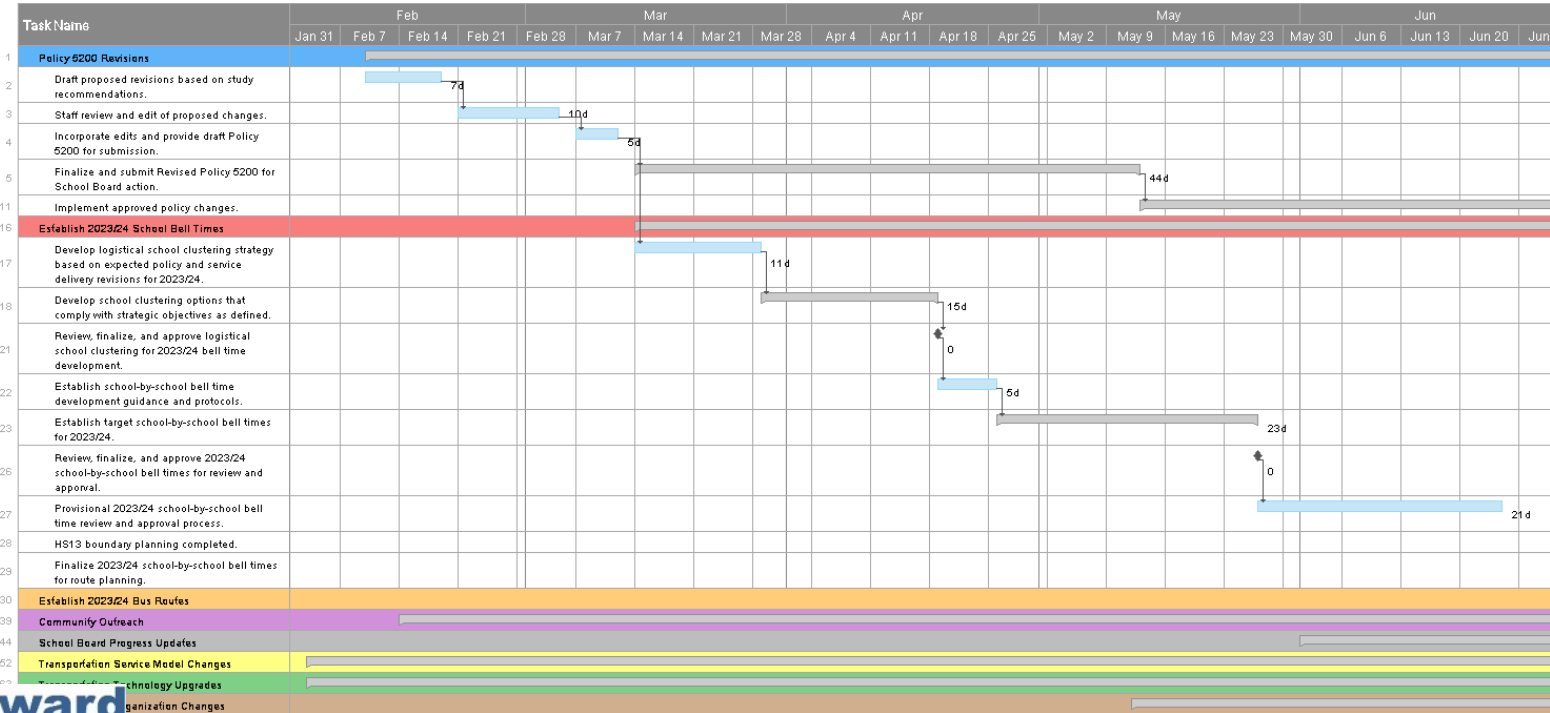
## Plan Summary

*8 related workstreams*  
*76 tasks (and growing)*  
*47 task dependencies*  
*8 organizations (so far)*



# Dependencies Example

## Policy Revisions → Bell Times → Engagement



# Key Success Factors

- 1. *Transparency* in reporting what is required, when it will be done, by whom, and the ongoing status of all tasks.**
- 2. *Commitment* to the plan, of the resources required, and by the responsible organizations and individuals.**
- 3. *Flexibility* to adapt the plan to new information and changing circumstances.**

# Plan Structure & Plan Management

**The key success factors points to the need for:**

- ***A proper tool*** – Documented in a project management software with export and reporting
- ***Active management*** – The plan has task requirements every day, week, and month; these are likely to change, expand, and adjust
- ***Regular oversight*** – Accountability over a comprehensive plan and extended timeline

# Workstreams

- 1. Policy 5200 Revisions:**
  - Foundational element in a no-cost solution.
  - Establishes planning parameters.
- 2. School-by-school start time planning:**
  - Feasibility study only provided examples.
  - Early action enables early adaptation.
- 3. Bus route development for 2023/24:**
  - Cannot begin without 1 & 2.

# Workstreams, continued

## 4. Community engagement:

- An overlay workstream for the entire timeline.
- Extends beyond core plan to associated impacts.

## 5. School Board progress updates:

- For action, information and accountability.
- Interim milestones will include Board action items.

# Workstreams, continued

6. **Transportation service delivery adjustments:**
  - **Assess and alter the contracting model, as required to support bell time changes.**
7. **Transportation technology adjustments:**
  - **Derivative of policy adjustments.**
  - **Has technology and process implications.**
8. **Transportation organization adjustments:**
  - **Assess and alter office staffing, as needed.**



# Plan Details

The basis for management and oversight is the task-by-task detail:

At Risk	Task Name	Start Date	End Date	Assigned To	Duration	% Complete	Predecessors	Notes
	<b>Establish 2023/24 School Bell Times</b>	03/14/22	11/28/22	Brian Nevin	186d			
	Develop logistical school clustering strategy based on expected policy and service delivery revisions for 2023/24.	03/14/22	03/28/22	DSG	11d		4	Work to be completed in collaboration between DSG and staff. Work precedes approved policies and service changes to ensure overall timeline is achievable.
	Develop school clustering options that comply with strategic objectives as defined.	03/29/22	04/18/22	Brian Nevin	15d		17	Work to be completed in collaboration between DSG and staff. Work includes prospective placement of HS13 and associated feeder school implications to ensure the overall timeline is met. This will be adjusted once actual boundaries and student placements have been determined.
	Conduct analysis iteration #1 and seek staff feedback and suggestions.	03/29/22	04/04/22	DSG	5d			
	Revise analysis and recommend target clusters for bell time development.	04/05/22	04/18/22	DSG	10d		19	
	Review, finalize, and approve logistical school clustering for 2023/24 bell time development.	04/18/22	04/18/22	Brian Nevin	0		18	
	Establish school-by-school bell time development guidance and protocols.	04/19/22	04/25/22	DSG	5d		21	Work to be completed in collaboration between DSG and staff.
	Establish target school-by-school bell times for 2023/24.	04/26/22	05/26/22	Brian Nevin	23d		22	Targeted bell times with options for minor adjustments as needed during detailed 2023/24 route planning.
	Conduct analysis iteration #1 and seek staff feedback and suggestions.	04/26/22	05/09/22	DSG	10d			
	Revise analysis and recommend school-by-school bell times for 2023/24.	05/13/22	05/26/22	DSG	10d		24, 10	Final revisions follow only after School Board action on dependent policy revisions.
	Review, finalize, and approve 2023/24 school-by-school bell times for review and approval.	05/26/22	05/26/22	Scott Washington	0		25	
	Provisional 2023/24 school-by-school bell time review and approval process.	05/27/22	06/24/22	School Board	21d		26	Include sub-tasking as required and once known. Task presumes some level of Cabinet review and School Board action will be required. Such approval would be provisional for target school bell times with potential minor changes based on the demands of 2023/24 bus routing and other dependencies.
	HS13 boundary planning completed.	11/01/22	11/01/22	Planning Office	0			Placeholder milestone for completion of dependent process not covered under this project plan.
	Finalize 2023/24 school-by-school bell times for planning.	11/01/22	11/28/22	Brian Nevin	20d		28	Incorporate results of HS13 boundary planning. Incorporate appropriate sub-tasking as required and once known.

# Recommendation

## At this meeting:

- A vote on whether to proceed with implementation in 2023/24 as per this plan.

## If approved, work to begin immediately includes:

- Drafting of revisions to Policy 5200.
- Determination of recommended school-by-school bell times for 2023/24.

# Questions

