



REPORT

**BOARD OF EDUCATION OF HOWARD COUNTY
MEETING AGENDA ITEM**

TITLE: School Start Times: Decision Briefing **DATE:** March 24, 2022
Brian Nevin, Director, Student Transportation Office
PRESENTER(S): Tom Platt, Decision Support Group, LLC

Strategic Call To Action Alignment:

Operations and practices are responsive, transparent, fiscally responsible and accountable, with students at the heart of all decisions.

OVERVIEW:

On February 10, 2022, the Board of Education approved the decision to begin immediately planning the implementation for the 2023/2024 school year. This included providing a standard reporting mechanism that would be shared with the Board at the intervals outlined in the implementation plan.

Please find an outline of the approach taken along with a sample report. The first official report will be presented at the June 9, 2022 meeting.

RECOMMENDATION/FUTURE DIRECTION:

Using mechanism to show format for future reports on progress of the School Start Time implementation.

SUBMITTED BY:	APPROVAL/CONCURRENCE:
Brian Nevin Director, Student Transportation Office	Michael J. Martirano, Ed.D. Superintendent
Bruce Gist Executive Director, Operations	Karalee Turner-Little Deputy Superintendent
	Scott W. Washington Chief Operating Officer

This report summarizes the approach and content for a School Board Reporting Template related to the School Start Time Change Implementation Project. This process and template will be followed for each of the scheduled updates within the plan and over the implementation timeline.

Approach

The objective of the Superintendent and staff is to provide the School Board with full access to the information it needs to sustain confidence in the status and success of the implementation process. Full transparency throughout the implementation timeline is the goal. Since this is a complex undertaking with many details, moving parts, and day-to-day adjustments required to the task plan, there will be timeliness and content implications for how the School Board can be most effectively kept informed. The Superintendent recommends a three-track approach to the flow of information:

- *Track 1: Data Dashboard* – The first track is to provide each member of the board with login access to a data dashboard built-up from the detailed implementation task plan. This dashboard consists of charts summarizing key statistics related to plan tasking, and a set of Key Performance Indicators (KPI) that collectively describe plan status relative to its defined objectives. This dashboard is available in real time, with live updates drawn directly from the task plan. Thus, as tasks are updated, changed, and completed the dashboard updates in real time. This track will allow individual members to assess status on a schedule that suits their needs and availability at any time in between the formal updates and other action items that will be brought forward as part of the implementation.
- *Track 2: Individual School Board Items* – The second track relates to individual aspects of the plan. By means of example, the Board will necessarily be involved in reviewing and approving the changes anticipated to Policy 5200. This and other action and informational items will be brought to the School Board’s attention at various times throughout the implementation timeline. These will provide an opportunity for informal updates and Q&A in addition to the specifics of the items being brought forward.
- *Track 3: Scheduled School Board Updates* – This final track is codified in the implementation task plan as a set of status reports to the School Board. They are deliberately scheduled to coincide with regular meetings and at set time intervals. Updates will be provided approximately quarterly to begin before transitioning to bi-monthly and finally monthly as the start of school in 2023/24 draws near. Each update will follow a prescribed approach as outlined below.

Formal Status Report Template

The following sequence will constitute each of the scheduled School Board updates described as Track 3 above:

- A. A written Report to the School Board will be provided in the Board package for each subject meeting, and will contain the following sections:
- i. Summary of plan progress to date, and since the last Report to the School Board
 - ii. Description of challenges met and overcome since the last update, including the impact on the critical path, if any
 - iii. Commentary regarding the objectives and critical path remaining to be accomplished before implementation, and before the next update
 - iv. Listing of requests to be made of the School Board, if any
- Note: A template for this report is appended to this memorandum.*
- b. A Summary Presentation to the School Board will be provided by means of introduction during the meeting itself and will highlight the most impactful points from the Report to the School Board.
- B. A question-and-answer session with the School Board will follow the presentation.

School Start Time Changes Implementation Project
Status Report to the School Board

Status Report Date: <i>The first report will be provided in June, 2022</i>	
Progress to-date <i>This section will include a list of objectives and accomplishments since project inception.</i>	Progress since last report <i>This section will include a list of objectives and accomplishments since the prior report to the Board.</i>
Critical path discussion <i>This section will focus on the project timeline. It will identify any obstacles or delays to critical path tasks and objectives, and what mitigation staff has completed or will complete to ensure that the overall implementation timeline remains achievable.</i>	
Requests of the School Board <i>This section will provide a list and description of any information items or requests of the School Board that staff desires be brought to the Board's attention as part of the report.</i>	