



Bell Schedule Evaluation (BSE) Planning Group Report February 11, 2020

BSE Members

Carrie Bosco, Associate Superintendent
Julie Grenier, Manager of Instructional Technology
Amy Obenour, DTA President
Kassandra Cochran, LGHS Guidance Department Chair
Alinna Satake, SHS Guidance Department Chair
Jen Young, LGHS Teacher
Rick Ellis, SHS teacher/Interim Assistant Principal
Adam Minyard, LGHS Assistant Principal
Greg Louie, SHS Principal

This year our school district engaged in an evaluation of our current bell schedule to determine what is working well and what might be improved as well as to consider how we might alter our bell schedule to bring it into alignment with new legal requirements related to high school start time ([Senate Bill 328](#)). This new law, that goes into effect in the fall of 2022, requires that all high schools begin the school day no earlier than 8:30 a.m.

Phase 1- Consult with Stakeholders on the Process

District staff consulted with our stakeholder groups, including DTA/CSEA leadership, to agree upon the process and timeline (Appendix A) for the bell schedule evaluation and the make-up of the Bell Schedule Evaluation (BSE) planning group and district Bell Schedule Committee (BSC). Discussion points included: intended outcomes of both groups, desired parameters for the process, and development of a communication plan. As part of this phase, we onboarded [Ken Yale](#), a consultant who assisted us with our 2015-16 bell schedule committee process. Ken facilitated a board study session (Appendix B) on November 19, 2019 to discuss and agree upon desired outcomes, process for the bell schedule evaluation and final decision-making authority of any recommended changes.

Phase 2 - Bell Schedule Evaluation Planning Group

The Bell Schedule Evaluation Planning Group (BSE) group was convened to evaluate our current bell schedule and investigate a possible bell schedule revision for the 2020-21 school year. The BSE's task was to design and implement the process used to solicit input, analyze the data, and make recommendations to the larger Bell Schedule Committee (BSC). The planning group met on October 23, 2019, November 22, 2019, December 18, 2019, January 13, 2020, and January 24, 2020.

The BSE gathered qualitative stakeholder input in a variety of ways. Ken Yale facilitated an initial session with the district's Instructional Leadership Team on August 1, 2019. The BSE held a first round of in person forums for students, staff and parents during the day and in the evening on November 7, 2019 at SHS and November 14 and 15th at LGHS. During these sessions we met with 268 stakeholders including staff, students and parents.

On November 19th, Ken Yale facilitated additional sessions DTA leadership and staff involved in the 2015 Schedule Advisory Committee by Ken Yale. A survey was also sent to all staff,

students and parents in December 2019. We had 1211 respondents to the survey. The BSE analyzed data from legal and district guidelines, as well as feedback from the stakeholder input sessions and surveys identified themes and recommended parameters for the Bell Schedule Committee (BSC) work and developed a comprehensive [FAQ](#) (Appendix C) that is updated regularly.

The BSE then created sample schedule options (Appendix D) and sought feedback through a second round of input sessions on those possible options. 528 participants participated in these input sessions on January 30th at SHS and February 6, 2020 at SHS and LGHS. We are currently analyzing the themes and input from the January/February sessions in preparation for the bell schedule committee sessions in March.

In addition to the in-person input sessions, the committee sent all stakeholders emails with updates on the progress of the committee. The BSE maintains a [website](#) with the [FAQ](#) and regular updates of the work of the committee. The BSE planning group created an application process (Appendix E) for the larger committee and is accepting applications through February 10th, 2020.

Phase 3 - Bell Schedule Committee (BSC)

Following the BSE process, a Bell Schedule Committee (BSC) will convene. This group will be broadly representative of stakeholders and will be tasked with making a recommendation to the Superintendent regarding a possible revision to the existing bell schedule within the identified parameters (to be determined). The BSC will include members of the planning group and:

- 2 Board members
- Mike Grove, Superintendent
- 4 parents (two from each school - Application & selected by Admin)
- 4 students (two from each school - Application & selected by Admin)
- 2 Classified reps (at least one from CSEA Exec Board - selected by CSEA)
- 4 additional teachers (two from each site - Application and mutually agreed upon by Admin and DTA)

The purpose of the BSC is to consider information gathered during the bell schedule evaluation process and to make a recommendation to the Superintendent regarding a possible revision to the bell schedule within the identified parameters. Any revision to the current bell schedule must be in compliance with all legal requirements and in consultation with the Board of Trustees and employee groups. Any proposed changes will also be vetted publicly (students, staff, parents) prior to any final consideration.

Appendixes

- (A) [Bell Schedule Timeline 19-20](#)
- (B) [11/19/19 Board Study Session Presentation & Notes](#)
- (C) [LGSUHSD Bell Schedule FAQ 2019-2020](#)
- (D) [Sample Bell Schedules](#)
- (E) [Application Process Staff, Parents/Students](#)