

INNOVATIVE SCHEDULE COMMITTEE MINUTES

Meeting Date: December 12, 2017

Members Present: Radhi Dhall, Kimberly Diorio, David Foster, Jenny Gardiner, Sam Howles-Banerji, Sue La Fetra, Sam Moore, Erik Olah, Steve Sabbag, Susan Shultz, Corrie Sid, David Simoni, Misha Stempel, Nathan Strobe, Andrea Struve, Kristina Vetter, Maurice Wang **Members Absent:** Aimee Fuller, Samantha Hwang **Support Staff Present:** Christa Brown, Ken Yale

Decisions Made:

- None today

Issues Bin:

- What were the number of comments submitted on the community surveys?
- Can Chris K. help us analyze the comments?
- Request for more data on how the community feels about “C” days
- Request for more data on how a later start time would impact the commute to and from school?
- Does our current 8th period count for instructional minutes?
- Passing periods consistent through week?
- How do Paly’s course lengths compare with other schools?
- What can be offered during 8th period?
- Request for more specificity on how to name late start (Schedule #4)
- Check Schedule #5 with auditor for compliance with state requirements, including whether students can have 1st period or 8th period prep, and any issues related to the mandatory free period.
- How can student’s meet graduation requirements with Schedule #6?
- Request to review survey comments for possible additional proposed schedule types & innovations
- Additional schedule types ISC members want to see:
 - Schedule that replaces “C day” with a flexible innovative 5th day (e.g., 4x4x4x4 with Innovative Day)
 - Schedule #7 with two skinny periods instead of one
 - Modular schedule
 - True 4x4 semester schedule
 - Current Paly schedule with no “C day”, rotating Odd/Even on alternate Mondays (*editor’s note: this is Schedule #3*)

Action	Who's Responsible?	By when?
Contact someone who experienced a 4/4 semester schedule & report back	Misha	1/9/18
Check schedule types and Issues Bin questions with auditor for compliance with state requirements	Schedule Design Subcommittee	1/9/18
Provide samples of the additional schedule types requested by ISC members	Schedule Design Subcommittee	1/9/18
Address requests for additional data listed under Issues Bin in focus groups and departmental meetings where possible.	Community Outreach Subcommittee	1/23/18
Implement subcommittee action plans	All subcommittees	Ongoing

Additional Notes:

Welcome & Team Building

- This meeting focused on presentations by two subcommittees: Community Outreach and Schedule Design.

Community Outreach & Feedback

- It was noted that ISC has a complex relationship to community input and feedback. On the one hand, community input is absolutely essential for ISC to make a sound schedule decision. In order for the community to buy-in, they must be fully informed about ISC's work; provide authentic input; see their needs and desires reflected in ISC's work; believe ISC had a fair process internally and externally; and perceive that ISC acted in the overall best interests of the community.
- On the other hand, community feedback is not a referendum or vote, and ISC may make some decisions that are counter to majority community opinion. When community members respond in surveys or focus groups, they bring a different set of lenses than ISC members, who have a different charge and set of criteria they must also consider. For example, survey respondents are not charged with reaching consensus; they may not be aware of the mandatory parameters, regulations & mutually exclusive nature of some elements of schedule design; they may respond based more on individual or constituent preferences than ISC's school-wide Desired Outcomes; they have not studied the issues for 6 months as ISC members have and may not be fully aware of the research in the field; and the majority may desire something that is inequitable for a minority in the school community.

- The Community Outreach Subcommittee made a presentation that summarized the key themes from surveys completed by students (934 respondents), parents (305 respondents), and staff (141 respondents). This report can be accessed via the ISC website, as part of the documents linked to the 12/12/17 meeting.
- The subcommittee will make another report on its outreach efforts at the 1/23/18 meeting, focusing on feedback collected from department meetings and focus groups.

Schedule Design

- The Schedule Design Subcommittee made a 2-part presentation that can be accessed via the ISC website, as part of the documents linked to the 12/12/17 meeting.
- In the first part, the subcommittee provided an orientation to schedule design parameters. This focused mainly on California state law for required annual instructional minutes and the regulations about which elements in a bell schedule count towards instructional minutes requirements and how they must be configured to qualify.
- In the second part, the subcommittee presented 7 basic schedule types that they believe best represent the parameters, criteria, and priorities ISC has identified in our work to date. “Schedule types” were distinguished from “schedule tweaks.” “Schedule types” are differences in core design features, such as the total number of academic periods built into the schedule; the number of days in a full schedule cycle; the number of blocks per day; whether a period always starts at the same time or rotates; whether all periods are equal length or a mix of long & short periods; and whether there are any unique innovations, like mandatory free period or an intersession/ May term. “Schedule tweaks” are smaller differences in time, frequency & rotation, such as a change in start or end times; or the number, length & placement of advisory, flex periods, staff meetings, lunch, brunch, passing periods, or InFocus.
- ISC members did not indicate preferences or make any decisions about the different schedule types presented. Instead, they were charged with identifying whether there were any additional basic schedule types that were not presented today but need to be considered at the next meeting when a deeper analysis of each type will be conducted. Requests were made to the Schedule Design Subcommittee for a number of additional schedule types that are listed above in the Issues Bin section of these minutes.

Closure

- ISC members appreciated the hard work and conscientious efforts of both subcommittees in presenting such in-depth and insightful reports today.
- The next meeting will be held on 1/9/18. The meeting will focus on collaboratively analyzing all schedule types that ISC will consider in preparation for deciding on a single schedule type at the 1/23/18 retreat. Once consensus has been reached on a schedule type, ISC will begin considering a variety of schedule tweaks to the selected schedule type.