PALO ALTO HIGH SCHOOL INNOVATIVE SCHEDULE COMMITTEE
October 3, 2017

Time	Activity	Goals & Outcomes
8:30-9:15	**Welcome & Team Building** Guiding Questions: What are we doing today? Toward what purposes? • Welcome, personal introductions, getting present • Meeting preview • Team builder: "Diversity Round"	• We get connected to each other & focused on what we hope to accomplish today.
9:15 – 10:20	**Community Agreements** Guiding Question: What do I need from myself & from everyone on our committee in order to feel safe, supported, open, trusting & productive…SO THAT we can make a schedule decision that best meets the needs of the Paly community? • What are community agreements and why use them? • Begin developing ISC community agreements	• We propose a set of agreements we'll finalize at the next meeting. • We continue to build the collaboration, communication & trust necessary to successfully accomplish our charge.
10:20 – 10:30	**BREAK**	
10:30 – 11:15	**Reflections On Current Schedule** Guiding Questions: In what important ways does our current bell schedule work well? What important needs are not being addressed well by our current bell schedule? • Protocol Part 1: Graphic organizer, chalk talk, gallery walk, debrief	• We begin to identify major strengths and challenges of the current bell schedule to help guide upcoming research, outreach and decisions. • We begin to identify "the problem(s) ISC is trying to solve."
11:15 – 12:00	**Shared Criteria, Goals & Outcomes** Guiding questions: What specific needs, interests or activities do we want to consider in the schedule design? What are the outcomes for students, parents and staff that we want a schedule to contribute to, promote, and support? • Protocol Part 2: Graphic organizer, chalk talk, gallery walk, debrief	• We begin to identify our shared interests, values, and desired outcomes to help us evaluate any schedule we consider.

Time	Activity	Goals & Outcomes
12:00 – 12:30	**LUNCH**	
12:30 – 1:50	**Subcommittee Meetings** Guiding questions: What are the goals and priorities of the subcommittees? Which subcommittee might I want to work with? What are our next steps? • Subcommittees meet, develop action plans • Subcommittees report back to whole group	• We establish three subcommittees and do the initial planning necessary for launching their ongoing work.
1:50 – 2:00	**BREAK**	
2:00 – 3:10	**Schedule Research & Innovation** Guiding Question: How can a bell schedule contribute to beneficial outcomes for students, staff and families? What does the research in the field suggest are major lessons & pitfalls of block schedule design that should be considered by ISC? As the *Innovative* Schedule Committee, how might we think outside the box about possibilities while also being well-grounded in research and accountable to ISC's Required Criteria? • Presentation & discussion with Dr. Denise Pope	• We develop a shared understanding of the key research on block schedules so we are better prepared to evaluate schedule options. • We expand our knowledge and thinking about innovative and creative scheduling alternatives.
3:10 – 3:30	**Closure** Guiding Questions: What was most meaningful to you today? What or whom did you appreciate? • Reflection sheets • Closing circle	• We reflect on how successfully we accomplished our meeting goals and appreciate each other's contributions.