

# PALO ALTO HIGH SCHOOL INNOVATIVE SCHEDULE COMMITTEE

February 6, 2018

Time	Activity	Goals & Outcomes
4:00 – 4:15	<p><b>Welcome &amp; Team Building</b></p> <p>Guiding Questions: What are we doing today? Toward what purposes?</p> <ul style="list-style-type: none"> <li>• Welcome &amp; get present</li> <li>• Meeting preview</li> </ul>	<ul style="list-style-type: none"> <li>• We get connected to each other &amp; focused on what we hope to accomplish today.</li> </ul>
4:15 – 5:00	<p><b>Decision Making Process Review</b></p> <p>Guiding Questions: What range of options does a group have for making decisions? Which decision making methods are most fair and productive? What kinds of decisions does ISC make hierarchically vs. cooperatively vs. autonomously? When does ISC use voting instead of consensus? What would happen if every ISC decision was made by consensus?</p> <ul style="list-style-type: none"> <li>• Decision making approaches in ISC</li> <li>• Desired Outcomes vs. conflicts of interest</li> </ul>	<ul style="list-style-type: none"> <li>• We deepen our shared understanding of the methods and rationale for ISC decision making.</li> </ul>
5:00 – 5:15	<p><b>Q &amp; A With Saratoga High School</b></p> <p>Guiding Questions: What follow up questions do we have about the written feedback we received from Saratoga and Los Gatos high schools? What lessons can we take from Saratoga High School's transition from a schedule similar to Paly's to one similar to Schedule Type #3?</p> <ul style="list-style-type: none"> <li>• Discussion with Saratoga High School Assistant Principal Brian Safine</li> </ul>	<ul style="list-style-type: none"> <li>• We learn from the experiences of two high schools with similar profiles and demographics to Paly that made schedule changes like those we are considering.</li> </ul>
5:15 – 5:35	<p><b>Schedule Type &amp; Improvements</b></p> <p>Guiding Questions: What schedule type will best serve the overall interests of Paly's students, staff, and families? How does our selected schedule type support, promote and/or contribute to ISC's Desired Outcomes, Required Criteria, hot button priorities, community feedback and key research in the field? How might the selected schedule type be improved to better support ISC's Desired Outcomes?</p> <ul style="list-style-type: none"> <li>• Consensus building</li> </ul>	<ul style="list-style-type: none"> <li>• We try to reach consensus on a single schedule type and related schedule improvements that we'll use as a foundation for making final schedule tweaks and add-ons.</li> </ul>

Time	Activity	Goals & Outcomes
5:35 – 6:10	<p><b>Schedule Tweaks</b></p> <p>Guiding questions: What tweaks might improve our selected schedule type by making it more consistent with our Desired Outcomes, Required Criteria, community feedback and key research in the field? What tweaks might better align our selected schedule type with our areas of agreement on key hot button issues and help bridge our key areas of difference?</p> <ul style="list-style-type: none"> <li>• Consensus building</li> </ul>	<ul style="list-style-type: none"> <li>• We work toward consensus on schedule tweaks for period length, total weekly instructional minutes start and end times, staff/PLC time, tutorial, and advisory.</li> </ul>
6:10 – 6:30	<p><b>Closure</b></p> <p>Guiding Questions: What was most meaningful to you today? What or whom did you appreciate?</p> <ul style="list-style-type: none"> <li>• Next steps</li> <li>• Reflection sheets</li> <li>• Closing circle</li> </ul>	<ul style="list-style-type: none"> <li>• We reflect on how successfully we accomplished our meeting goals and appreciate each other's contributions</li> </ul>

### ISC COMMUNITY AGREEMENTS

*Approved 10/17/17*

*In order to create a committee culture where we all feel safe, supported, open, trusting & productive ...SO THAT we can make a schedule decision that best meet the needs of the Palo Alto High School community, we commit to work toward these agreements:*

BE OPEN TO ALL IDEAS & POSSIBILITIES	RESPECT OUR DIFFERENCES	BUILD INCLUSION & BELONGING
Consider all perspectives	Assume positive intent	Encourage and respect all voices
Take the time to think and process	Have courage to speak honestly	Ask questions to better understand others
Acknowledge when you don't know the answer	It's OK to disagree during the process	Listen deeply, beyond just hearing
Be willing to change your mind	Need and knead the disagreement	Be fully present and engaged