

PALO ALTO HIGH SCHOOL INNOVATIVE SCHEDULE COMMITTEE
September 12, 2017

| Time | Activity | Goals & Outcomes |
|-------------|--|--|
| 4:00 – 5:00 | <p>Welcome & Team Building</p> <p>Guiding Questions: Who are the Innovative Schedule Committee members? What are we doing today? Toward what purposes?</p> <ul style="list-style-type: none"> • Personal introductions • Public comment • Meeting preview • Team challenge: “Group Juggling” | <ul style="list-style-type: none"> • We get connected to each other and focused on what we hope to accomplish today. • We begin to build the collaboration, communication & trust necessary to successfully accomplish our charge. |
| 5:00 – 6:00 | <p>ISC Orientation</p> <p>Guiding Questions: How will ISC function? What are the responsibilities & commitments expected of all ISC members?</p> <ul style="list-style-type: none"> • Binder review: roster, charge, required criteria, deliverables, schedule, scope, process, timeline, decision making, support staff, reference materials | <ul style="list-style-type: none"> • We develop a shared understanding of the ISC’s basic purposes, processes, operations, structure & membership requirements. |
| 6:00 – 6:15 | <p>ISC Participation</p> <p>Guiding Questions: Why do we need subcommittees? How will they benefit our work? Which subcommittee might I want to work with? Now that I more fully understand what it will require to be an ISC member, am I ready to make the commitment?</p> <ul style="list-style-type: none"> • Participation Agreement • Role of subcommittees • Sign Participation Agreement and sign up for subcommittees | <ul style="list-style-type: none"> • We understand the subcommittee structure and consider our personal role in subcommittee work. • We each make a final decision about whether to serve as an ISC member. |
| 6:15 – 6:30 | <p>Closure</p> <p>Guiding Questions: What was most meaningful to you today? What or whom did you appreciate?</p> <ul style="list-style-type: none"> • Next steps • Reflection sheets • Closing circle | <ul style="list-style-type: none"> • We reflect on how successfully we accomplished our meeting goals and appreciate each other’s contributions. |