

## INNOVATIVE SCHEDULE COMMITTEE MINUTES

**Meeting Date: September 12, 2017**

**Members Present:** Kimberly Diorio, David Foster, Jenny Gardiner, Sam Howles-Banerji, Samantha Hwang, Dipti Joshi, Sue La Fetra, Kindel Launer, Sam Moore, Erik Olah, Steve Sabbag, Susan Shultz, Corrie Sid, Misha Stempel, Nathan Strope, Andrea Struve, Maurice Wang **Members Absent:** Melissa Anderson **Support Staff Present:** Christa Brown, Ken Yale

### Decisions Made:

- Misha Stempel will be the ISC Student Liaison. ISC student reps should contact her for any support needs.

### Issues Bin:

- What do we need to know about SEL curriculum and the time needed for its implementation?
- Can “free and reduced” breakfast be served before school starts?
- How will the starting date of any schedule change be determined, and by whom?
- In the Decision Making document that provides a definition of consensus process, what is meant by the statement that members make “a sincere effort to address all legitimate concerns”? How do we know which concerns are “legitimate”?

Action	Who's Responsible?	By when?
Provide a sub code for the retreats	Kim	9/13/17
Distribute meeting minutes to ISC	Ken & Christa	9/17/17
Make arrangements to attend the Oct. 3 ISC retreat, 8:00 – 3:30	All ISC members	before 10/3/17
Read the 6 articles in the binder about scheduling	All ISC members	before 10/3/17
Send retreat location and revised roster to ISC	Ken	before 10/3/17
Establish ISC subcommittees	All ISC members	10/3/17

### Additional Notes:

- This was the first meeting of the ISC. Members introduced themselves and engaged in team building activities to begin creating the collaboration, communication and trust necessary to successfully accomplish the committee's charge.

- An orientation was provided to develop a shared understanding of ISC's basic purposes, process, operations, structure, and membership requirements. Some key highlights included:
  - ISC is charged with investigating, analyzing, and making a consensus decision on a new Palo Alto High School bell schedule that will optimize student learning and well-being.
  - A 7-phase scope, process, and timeline was reviewed for the overall work of ISC that includes team building and orientation; developing & implementing subcommittee action plans; building foundational knowledge; identifying and prioritizing desired outcomes and key criteria; developing a schedule; preparing and presenting a Board report; and closure activities. All ISC meeting agendas will address product, process and relationship outcomes.
  - The committee will develop a plan to actively promote two-way communication with the school community. ISC will provide opportunities for community input through a series of events like focus groups, constituent meetings and Town Halls. The committee will establish a website that publicizes these events, and post ISC meeting summaries, key documents and research. The website will also provide a link for the public to write to the committee.
  - ISC will make a decision on the bell schedule through a consensus process, not an adversarial process. Consensus is a cooperative process in which all group members develop and agree to support a decision in the best interests of the whole. If the committee can't reach consensus, the Principal will make the decision. Final approval of any schedule change will be made by the Superintendent and Board of Trustees.
  - Members discussed some of the benefits and challenges of consensus. Some benefits include greater likelihood that everyone's opinions are heard and concerns are addressed; more focus on shared interests and values; greater chance that the best solution possible will be selected, even if not everyone is enthusiastic about the outcome; more credibility and leverage for any decision; and all ISC members becoming advocates and ambassadors for the decision rather than the losing side undermining the decision. Challenges include that more time is needed for a consensus decision; it's harder to reach consensus and perhaps to be innovative with a large group; and the process can be frustrating.
  - ISC's infrastructure will include 4 subcommittees that drive and document ISC's work: Community Outreach; Research; Schedule Design; and Board Report. Misha Stempel will serve as Student Liaison to support the student representatives. Non-voting support staff to the ISC will include a website manager, data manager, documentation coordinator, meeting logistics coordinator, and a facilitator.
  - Members discussed and signed a Participation Agreement that requires attendance at all full committee meetings as a condition of ISC membership. Attendance at subcommittee meetings and activities is voluntary, though strongly encouraged.
  - The facilitator will support ISC to make recommendations in the best interests of the district community; build teamwork and cohesiveness within ISC; create a safe space for hard conversations; and guide a fair and productive process. The facilitator is not an advisor or advocate for any particular schedule, nor a decision maker on issues related to the schedule.