

DECISION MAKING

Decisions About A New Bell Schedule

- ISC will facilitate two-way communication with all stakeholder groups by organizing opportunities for input and outreach, such as constituent meetings, focus groups, and a website. The committee will utilize a variety of methods to investigate alternative models and best practices, such as reviewing research and arranging site visits or presentations. A professional facilitator will lead ISC meetings and guide the overall process.
- Unlike many committees where members are primarily advocates for their own agendas within a process that can be adversarial, ISC members are expected to reach a consensus decision that incorporates the diversity of needs and opinions within the committee and the broader Palo Alto High School community.
 - Consensus decision making is a way of reaching agreement between all members of a group. Instead of simply voting for an item and having the majority get their way, a group using consensus commits to finding solutions that everyone actively supports, or at least can live with.
 - Consensus is a cooperative process in which all group members develop and agree to support a decision in the best interests of the whole. In consensus, the input of every participant is carefully considered and there is a sincere effort to address all legitimate concerns.
 - Consensus is reached when all ISC members present at a scheduled committee meeting approve a decision. Any ISC member who is not present during consensus decision making will have a choice after the meeting to either add her/his approval to the decision or to stand aside. An absent member will not have the choice to block a consensus decision after it has been made.
- If ISC is unable to reach a consensus decision on a new bell schedule before its final meeting, the decision will be made by the Palo Alto High School Principal.
- ISC's consensus decision (or the Principal's, if no consensus was reached) will be delivered to the Board of Education by March, 2018. Final approval of any schedule change will be made by the Superintendent and Board of Trustees.
- The ISC facilitator and other ISC support staff may participate in ISC meetings as needed, but they are not formal ISC members. They will have no decision making power about the new schedule.

Palo Alto High School Innovative Schedule Committee (ISC)

Decisions About ISC Scope, Process and Timeline

- The Palo Alto High School Principal and the ISC facilitator will establish the overall scope, process and timeline of the committee's work.
- The ISC facilitator will design the agenda for each meeting of the full committee after consulting with the Principal and Subcommittee Coordinators as needed, and reviewing the reflection sheets of all ISC members from the prior meeting.

Decisions Within ISC Meetings

- A range of methods, such as consensus process and majority voting, will be used to make ongoing decisions within ISC meetings.
- When an agenda item requires a decision by all ISC members, the facilitator will select and identify the decision making method when first introducing the agenda item, whenever possible.
- The facilitator will make the final decision about all facilitation issues (e.g., when to close discussion on an agenda item; order of speakers, etc.).

Decisions Within ISC Subcommittees

- Subcommittee work plans should reflect the interests, priorities, perspectives, and timelines of the full ISC. Within this general guideline, ISC subcommittees are authorized to arrange their own meetings as needed and decide on their own work plans (e.g., which research, schedule models, or data to review; which focus groups to interview, etc.).