

INNOVATIVE SCHEDULE COMMITTEE MINUTES

Meeting Date: January 23, 2018

Members Present: Radhi Dhall, Kimberly Diorio, David Foster, Jenny Gardiner, Sam Howles-Banerji, Samantha Hwang, Sue La Fetra, Sam Moore, Erik Olah, Steve Sabbag, Susan Shultz, Corrie Sid, David Simoni, Misha Stempel, Nathan Strobe, Andrea Struve, Kristina Vetter, Maurice Wang **Members Absent:** none **Support Staff Present:** Christa Brown, Ken Yale

Decisions Made:

- No final decisions were made about a new schedule. ISC will continue to work toward reaching a consensus decision over the next 1 - 2 meetings.

Issues Bin:

- How would a mandatory free period be structured?
- How do schools with a rotating A/B schedule deal with the impact of holidays?
- Consider applying modular features as a tweak
- Questions for the auditor:
 - If we had a 2 - 3 week intersession where students take a single course, would we still have to offer PE during that time?
 - Does the state requirement for 400 minutes of PE every 10 days only apply to students who haven't met their PE graduation requirement?

Action	Who's Responsible?	By when?
Prepare schedule options based on retreat discussions	Schedule Design Subcommittee	2/6/18
Check with PAUSD on whether staff development days are currently being counted toward state instructional minutes requirements	TBD	2/6/18
Contact Saratoga and Los Gatos High Schools about their experience with A/B block schedules	Facilitator	2/6/18

Additional Notes:

Focus Groups & Department Feedback

- The Community Outreach Subcommittee reported on ISC meetings with two student focus groups, ASB, two parent focus groups, Latinos Unidos, Paly staff meetings, and the following departments: Special Education, Foreign Language, English, PE, and CTE.
- Highlights from this report can be accessed via the ISC website, as part of the documents linked to the 1/23/18 meeting.

Consensus Decision Making 201

- ISC is only empowered to make a final schedule decision if it is approved by consensus of all members. If consensus is not reached, the decision will be made by the principal. Any site based decision must be approved by the PAUSD Board of Education.
- ISC reviewed prior discussions on consensus decision making, including what is consensus, why consensus, and what is needed to reach consensus. A more detailed description of this information can be found on the ISC website in the document titled, “Decision Making,” and in the minutes for ISC meetings on 9/12 and 12/5.
- In preparation for future decision making, ISC discussed several more key concepts about how consensus process will operate within the committee.
 - First, consensus does not mean everyone gets what they want or is enthusiastic about all, or even any of the decisions. During consensus decision making, members can register varying “levels of consensus”, including “enthusiastic”, “best choice given the constraints”, “live with it”, “stand aside and support consensus”, “block consensus”, or “talk more.”
 - Second, ISC will make a final decision on the schedule by consensus, but not every decision leading to the final schedule will be made by consensus because of time limitations and the diversity and complexity of needs, perspectives and variables. A combination of consensus and voting (by at least a 2/3 majority) will be used as needed to meet time limits along the way to a final decision by consensus.
 - Finally, by the end of ISC’s work, our goal is for every ISC member to be able say we engaged in a fair, inclusive and rigorous process; we tried our best to address many complex & conflicting needs & interests; and we can all stand behind the decision, even if we’re not all enthusiastic or fully satisfied, because it represents a schedule ISC believes will support student learning & community well-being.
- During today’s meeting, most decisions related to next steps in designing and revising a schedule were made by voting, so they are not final decisions. The “levels of consensus” system will be used in any final decision making about the schedule.

Technical Expert Feedback

- It has been essential for ISC to get guidance on state law and instructional minutes requirements. There are financial & legal consequences if Paly's schedule is out of compliance, and whatever decisions we make can be negated.
- It has been challenging to get all the information we need because the law is complex, there are lots of gray areas, especially regarding innovations, and different technical experts sometimes can provide conflicting interpretations.
- ISC members reviewed technical feedback provided by two consultants at the California Department of Education and the auditors that review PAUSD's bell schedules and attendance for compliance. Additional questions were generated for the experts.

Select A Single Schedule Type

- In previous meetings, ISC collaboratively analyzed the pros and cons of 11 schedule types. Given the number of variables and time limitations, it was not practical for ISC to thoroughly consider all of the ways of configuring each of these schedule types and the implications for the community.
- Instead, ISC chose a single schedule type today that will be used as a foundation for considering further revisions and a final schedule decision in a subsequent meeting. The selected schedule type is "Schedule #3: 7 period, 4/3, no rotation." It can be found on the ISC website, at the link for "Schedule Types", under the documents for the 1/9/18 meeting. It is also commonly known as an A/B block schedule.
- In the final round of elimination voting, 14 of 18 members supported Schedule #3, and 4 members supported "Schedule #9: 7 period, 4/4/3/4/4, Innovative Day, Period 7 skinny." Since there was not a consensus decision, this is not a final decision on either a schedule type or an actual schedule.
- All committee members supported piloting at least one "Innovative Day" next year during a non-regular day (i.e., special or minimum day schedule) as a way of gauging whether to further develop and incorporate it as a more regular feature in future years. 10 ISC members supported piloting 1-2 Innovative Days next year, and 8 supported piloting 7-9 Innovative Days, all on non-regular days. Again, since there was no consensus, this is not a final decision.

Hot Buttons & Schedule Tweaks

- ISC has been discussing a lengthy list of "Hot Button issues" throughout its process that can be found on the website under the documents for the 10/17/17 meeting. Hot Buttons are issues that could have a major impact on schedule design and are potentially controversial within ISC and/or the school community.

- Today ISC had an in-depth discussion to narrow parameters on a number of Hot Button issues that will be used to create and consider alternative configurations for the selected schedule type. It was noted that every schedule tweak is interdependent and requires trade-offs, and some desired parameters may be mutually exclusive. The parameters chosen today, subject to later change and consensus decision making, are:
 - Period length/ average weekly instructional minutes per course: 80 – 92 minutes per period, averaging 200 – 230 minutes per week.
 - Latest ending time of any period: 3:25 – 3:40
 - Staff/ PLC time: Always on the “B” day, for an average of 125 minutes per week. No consensus was reached on placement before or after school, although most favor before school meetings at this point.
 - Flex/ Tutorial: Either 40 minutes if it’s only on an “A” or “B” day, or 35 minutes if it’s on both days, embedded within the school day and not attached to lunch.
 - Advisory: 40 minutes, once a week

Closure

- The next meeting is on 2/6. ISC will try to make a consensus decision on a schedule at this meeting. However, since there are still many issues to discuss, it is possible that final decision making will happen at the last meeting, scheduled for 2/20.