

## INNOVATIVE SCHEDULE COMMITTEE MINUTES

**Meeting Date: January 9, 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 Strope, Andrea Struve, Kristina Vetter, Maurice Wang **Members Absent:** none **Support Staff Present:** Christa Brown, Ken Yale

**Decisions Made:**

- Schedule type #4B was dropped from consideration (7 period, 5/4/5/4/3/4/5/4/4/3, no rotation, Periods 1 & 7 skinny)

**Issues Bin:**

- What is the process for selecting among the remaining schedule types?
- Questions for the auditor:
  - Confirm pure advisory block doesn't count for instructional minutes
  - Need to check how mandatory free periods work for instructional minutes – look at AB 1012
  - Will the “Innovative Day” count for state required minutes?

Action	Who's Responsible?	By when?
Make arrangements for subs, work, classes, transportation, etc. to attend retreat	All ISC members	ASAP
Transcribe & email collaborative analysis charts and ranking sheet to ISC	Christa & Ken	1/16/18
Discuss schedule types in & outside ISC so ready to make decision at retreat	All ISC members	1/23/18
Come to retreat with all schedule types ranked 1-10	All ISC members	1/23/18
Prepare retreat presentation to ISC on focus group & departmental feedback	Community Outreach Subcomm	1/23/18
Work with facilitator to prepare schedule calculations & projections at retreat	Schedule Design Subcommittee	1/23/18
Check schedule types and Issues Bin questions with auditor for compliance with state requirements	Kim	1/23/18

## **Additional Notes:**

### **Welcome & Team Building**

- Aimee Fuller resigned as an ISC member because she is unable to continue attending meetings.
- ISC appreciated the efforts of the Schedule Design Subcommittee in following up on prior Issues Bin requests, and especially thanked Erik and Maurice for working over the holiday break to prepare for today's meeting, including:
  - Maurice culled all community feedback to identify suggestions for schedule types that are consistent with ISC's charge and Required Criteria.
  - Erik created samples of the schedule types requested at the 12/12/17 meeting or suggested in community feedback.
  - Misha gathered feedback from a colleague who had previously worked at a school with a 4x4 semester schedule.
- ISC is at a stage in the process where feedback from a technical expert or auditor is essential. Paly's auditor said he will reply in early January to a list of questions submitted by ISC over a month ago. Kim will identify another expert if he does not respond.

### **Collaborative Schedule Analysis**

- ISC reviewed the differences discussed at the last meeting between "schedule types" and "schedule tweaks." "Schedule types" are differences in core design features, such as the total number of academic periods built into the schedule; the number of days in a full schedule cycle; the number of blocks per day; whether a period always starts at the same time or rotates; whether all periods are equal length or a mix of long & short periods; and whether there are any unique innovations, like mandatory free period. "Schedule tweaks" are smaller differences in time, frequency & rotation, such as a change in start or end times; or the number, length & placement of advisory, flex periods, staff meetings, lunch, brunch, passing periods, or InFocus.
- Most of today's meeting focused on developing a collaborative analysis of 9 schedule types, two of which had sub-versions. They represent all the viable schedules presented & requested by ISC members, plus those suggested by the community. "Viable" means that the schedules meet ISC Required Criteria and state requirements to the extent we can tell at this point, until they are reviewed by the auditor.
- The only decision making in today's meeting was to eliminate any schedules that did not support ISC Desired Outcomes and Required Criteria, and that didn't have support from even a single ISC member. At the retreat, ISC will select a single schedule type from those remaining, and then start making tweaks. After the tweaks are made, ISC will consider added features to any schedule, e.g., intersession/May term, minimum and specials day schedules, twilight classes, etc. At the 2/6 meeting, ISC will hopefully be able to make a final decision on a schedule by consensus.

- The schedule types were all scaled to make it easier to compare them. As much as possible, tweak elements were kept relatively constant for now so it would be easier to distinguish differences in type elements, although the tweak elements may be changed in future meetings. For example, all the schedule types analyzed today (except Schedule #1, the current Paly schedule) have a start time @ 8:15; the latest student or staff end time @ 4:00; 0 period @ four 50 minute periods per week; total of state-defined weekly instructional minutes @ within 100 minutes of the current Paly schedule; flex and advisory combined weekly minutes @ 100- 120 minutes; staff/PLC meetings @ 120 minutes per week; brunch @ 15 minutes; lunch @ 40 minutes; InFocus @ 5 minutes; and passing periods @ 10 minutes.
- ISC members were instructed that the collaborative analysis of schedule types was not about personal preferences, but about how well each schedule type supports the ISC Desired Outcomes and meets Required Criteria. ISC members were encouraged to develop a comprehensive profile of all the pros (benefits), cons (challenges), and improvements (ways a schedule type can be changed to better support ISC's Desired Outcomes, such as grafting on a feature from another schedule type), and to cite research and community feedback whenever possible in their analysis.
- The schedule types, a summary chart showing how they were scaled, and the collaborative analysis of each type will be posted on the ISC website next to the minutes for this meeting.
- ISC members then did a preliminary ranking of all the schedule types. Schedule #4B was the only schedule that was not supported by any ISC member, so this schedule was eliminated from further consideration.

### Closure

- The next meeting is the retreat, which will be held on 1/23/18 at the Homewood Suites-Hilton, 4329 El Camino Real, Palo Alto. The meeting will include a report by the Community Outreach Subcommittee on feedback from focus groups and department meetings, a more in-depth orientation to consensus process, and the selection and tweaking of a single schedule type.