PALO ALTO HIGH SCHOOL INNOVATIVE SCHEDULE COMMITTEE
January 23, 2018

Time	Activity	Goals & Outcomes
8:30-8:50	**Welcome & Team Building** Guiding Questions: What are we doing today? Toward what purposes? • Welcome & get present • Meeting preview	• We get connected to each other & focused on what we hope to accomplish today.
8:50 -- 9:20	**Focus Groups & Departments Feedback** Guiding Questions: What have we learned from our meetings with focus groups and departments? What are the implications of this data for our schedule decision? • Community Outreach Subcommittee presentation • ISC processing	• We are better informed about community needs, concerns, and opinions as we prepare to make schedule decisions.
9:20 – 9:45	**Consensus Decision Making 201** Guiding Question: How will we be able to make consensus decisions given our time limitations and the diversity and complexity of schedule considerations, needs, perspectives, and variables? • Review Consensus 101 • Consensus 201: 3 Big Ideas	• We deepen our understanding of consensus process so that we are better prepared to make consensus decisions in our remaining meetings.
9:45 – 10:00	**Technical Expert Feedback** Guiding Questions: What feedback have we gotten from technical experts about the schedule types we are considering? Which schedule types might need to be modified or eliminated because of state requirements? How does this feedback impact the potential schedule tweaks and add on features we might want to consider? • Review summary document, clarifying questions, follow up questions for auditor	• We get a deeper understanding of state requirements so that we can design, assess, and select schedule options that are compliant.

Time	Activity	Goals & Outcomes
10:00 – 10:10	**BREAK**	
10:10 – 11:10	**Select Single Schedule Type** Guiding Questions: What schedule type will best serve the overall interests of Paly's students, staff, and families? How does our selected schedule type support, promote and/or contribute to ISC's Desired Outcomes, Required Criteria, hot button priorities, community feedback and key research in the field? • Selection protocol	• We decide on a single schedule type that we'll use as a foundation for making tweaks in the next agenda section.
11:10 – 12:00	**Hot Buttons & Schedule Tweaks** Guiding questions: What tweaks might improve our selected schedule type by making it more consistent with our Desired Outcomes, Required Criteria, community feedback and key research in the field? What tweaks might better align our selected schedule type with our areas of agreement on key hot button issues and help bridge our key areas of difference? • Hot Button rounds: weekly instructional minutes; latest period ending time	• We make preliminary decisions on key hot button issues…SO THAT we can bring revised schedule options to the next meeting for final tweaking and consensus.
12:00 – 12:30	**LUNCH**	
12:30 – 3:10	**Hot Buttons & Schedule Tweaks (continued)** • Hot Button rounds: staff/ PLC time; flex/ tutorial periods; advisory periods	
3:10 – 3:30	**Closure** Guiding Questions: What was most meaningful to you today? What or whom did you appreciate? • Next steps • Reflection sheets • Closing circle	• We reflect on how successfully we accomplished our meeting goals and appreciate each other's contributions

ISC COMMUNITY AGREEMENTS
Approved 10/17/17

In order to create a committee culture where we all feel safe, supported, open, trusting & productive …SO THAT we can make a schedule decision that best meet the needs of the Palo Alto High School community, we commit to work toward these agreements:

BE OPEN TO ALL IDEAS & POSSIBILITIES	RESPECT OUR DIFFERENCES	BUILD INCLUSION & BELONGING
Consider all perspectives	Assume positive intent	Encourage and respect all voices
Take the time to think and process	Have courage to speak honestly	Ask questions to better understand others
Acknowledge when you don't know the answer	It's OK to disagree during the process	Listen deeply, beyond just hearing
Be willing to change your mind	Need and knead the disagreement	Be fully present and engaged