PALO ALTO HIGH SCHOOL INNOVATIVE SCHEDULE COMMITTEE
December 12, 2017

Time	Activity	Goals & Outcomes
4:00 – 4:15	**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.
4:15 – 5:00	**Community Outreach & Feedback** Guiding Questions: What steps have been taken to inform the school community about our work and collect feedback from them? What are the key themes emerging in the responses of students, families and staff? What implications might this data have for our schedule decision? • Subcommittee presentation • ISC processing	• We understand the major themes in the data collected so far from the school community. • We are better informed about key community needs, concerns, and opinions as we consider schedule options.
5:00 – 6:10	**Schedule Design** Guiding Questions: How well do the presented schedule types reflect the parameters, criteria & priorities ISC has identified in our work to date? Are there any other basic schedule types that should be considered? • Orientation to schedule parameters • Orientation to schedule types • Discuss Guiding Questions	• We develop a shared understanding of the key regulations, parameters & constraints of schedule design. • We develop a shared language for referencing different schedule types. • We identify all the basic schedule types ISC will choose from.
6:10 – 6:30	**Closure** Guiding Questions: What was most meaningful to you today? What or whom did you appreciate? • 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