

GUIDELINES FOR OBSERVERS

Thank you for joining our meeting today. We appreciate your interest in ISC's work and welcome you as an observer! All meetings of the committee are open to public observation, and there will be time available for public comment at the beginning of each ISC meeting.

ISC is a cross-constituent committee of Palo Alto High School students, parents, and staff members representing diverse demographics and grade levels. You may also observe a number of ISC support staff who are not formal ISC members, but who contribute to the committee's work in a variety of ways, such as facilitating meetings, taking minutes, or providing expert counsel.

ISC is charged with "investigating, analyzing, and making a consensus decision on a new Palo Alto High School bell schedule that will optimize student learning and well-being." ISC members commit to engage in a fair, rigorous, and collaborative process with the goal of reaching consensus decision on a new schedule to present to the Board of Education in March, 2017. This very important, complex charge is made even more challenging by the heavy time demands required for such a large and diverse committee to process volumes of information, participate equitably, and reach consensus.

Because meeting time is so limited for ISC members to achieve these goals, we regret that only ISC members, support staff, and pre-arranged presenters will be permitted to make verbal comments during ISC meetings once the public comment section of the agenda has ended. As an observer, you are invited to use the back of this sheet to write your reflections, concerns, suggestions, or any other input you would like to share with ISC members. Please submit this sheet to the ISC support staff member taking minutes, who will forward your comments to all committee members after the meeting.

In addition, observers, like all members of the PAUSD community, have a number of ways to stay informed about ISC's work and provide ongoing input. All meeting dates, agendas, minutes and core documents will be posted on the ISC website, along with links to key research and data reviewed by the committee. You can access ISC's website at <http://paly.net/ISC>

The website has a link to the ISC email account, palyisc@pausd.org Emails sent to this address will be forwarded to the appropriate ISC member(s) or support staff. ISC will also be conducting focus groups and reviewing responses and data from surveys of the Palo Alto High School community.

We request that observers honor the following guidelines during ISC meetings. Please take a seat in the area designated for observers. Please do not raise your hand to be called on during the meeting for the reasons cited above. Please refrain from clapping, whistling or other forms of non-verbal approval or disapproval for particular statements. ISC members are not engaged in an adversarial process. Consensus requires deeply respectful listening and a trusting group dynamic. It is essential to the success of our work that every ISC member feels safe to express her or his opinions, even when they are unpopular or divergent, without fear of being ridiculed, blamed, shamed or pressured.

Thanks again for your interest, presence and support today!

OBSERVER REFLECTIONS

Meaningful thoughts, big ideas, concerns, or suggestions I had in today's meeting....

Name (optional) _____

Date _____