

PARTICIPATION REQUIREMENTS

ISC is a large and diverse committee with a complex and challenging charge that can powerfully impact the education and well-being of every Palo Alto High School student. There is relatively limited meeting time available for committee members with such widely varied backgrounds, roles, experiences and beliefs to reach consensus on a new bell schedule.

People often volunteer for school committees so they can provide input on policy decisions and advocate for their own or their constituents' perspectives and interests. We have to operate from a different paradigm in order to successfully accomplish ISC's charge by March. ISC will only reach consensus by working together as a highly collaborative team that stays focused on the overall needs and best interests of the entire school community.

ISC members will engage together in a demanding process that is rigorous, fair, and inclusive. We must have the full presence and commitment of all members at every meeting so that we can develop mutual trust, shared knowledge and a unified consensus. Each meeting will build sequentially on the previous ones. We will not reach our goals if we have to continuously interrupt, rewind or recreate conversations to catch up late or absent committee members.

Prompt and consistent attendance is required for ISC membership. Please consider your ability to honor the following commitments before signing on to serve as an ISC member:

ISC Participation Agreement

I commit to attend all ISC meetings, arrive promptly, and stay for the duration of each meeting as a condition of my membership. I will attend meetings in 2017-18 on 9/12, 10/3, 10/17, 11/7, 11/14, 12/5, 12/12, 1/9, 1/23, 2/6 and 2/20 at the times listed on the ISC Meeting Schedule. I understand that all meetings will begin and end promptly as scheduled.

In the case of an unavoidable schedule conflict or emergency, I will contact the facilitator in advance by phone or email to discuss the situation and make any arrangements necessary to meet my obligations to the other committee members. Currently, I have no schedule conflicts that would interfere with my attendance at ISC meetings. *(Please note any exceptions in the space below):*

Signature: _____

Date: _____

Print Name:

SUBCOMMITTEE OPPORTUNITIES

Subcommittees are the driving engines of ISC's work. They perform a wide variety of essential functions between regularly scheduled ISC meetings, such as researching and synthesizing information or drafting proposals and reports. Subcommittees support the full committee to be well informed, more efficient, and better able to focus its limited time together on the highest priority issues and decisions.

Participation in subcommittee meetings and activities is strongly encouraged, but it is voluntary. You can choose how much time, if any, you want to contribute to subcommittee work. To accomplish ISC's charge within the mandated timeline, however, we will need vibrant subcommittees with substantial numbers of participants who meet as needed outside of regular ISC meetings. Subcommittees offer an opportunity for you to pursue in more depth your areas of interest, concern, or expertise. They also distribute leadership more broadly and equitably throughout ISC.

Each subcommittee needs at least one coordinator, and can opt to have co-coordinators. The role of the coordinator(s) is to plan and facilitate subcommittee meetings, coordinate communication within the subcommittee, and liaison with the ISC facilitator. It is not the coordinator's job to personally take on more of the subcommittee's work.

Here is a brief description of current ISC subcommittees. A Board Presentation Subcommittee will also be formed, but not until several weeks before the presentation in March.

- **Community Outreach Subcommittee:** *Facilitates communication with school community, e.g., focus groups, constituent & Town Hall meetings, website*
- **Research Subcommittee:** *Investigates alternative approaches and best practices in the field, e.g., arranges site visits, presentations, literature review*
- **Schedule Design Subcommittee:** *Designs schedule options based on criteria, priorities, and desired outcomes identified by full committee*
- **Board Report Subcommittee:** *Writes draft, gets ISC feedback, finalizes report*

Subcommittee Sign-Up

- I volunteer to work with the following subcommittee:
- I volunteer to serve as a Coordinator or Co-Coordinator of my subcommittee: Yes No