

Palo Alto High School Innovative Schedule Committee (ISC)

**SCOPE, PROCESS, AND TIMELINE**

Phase	Projected 2017-18 Meeting(s)	Purposes & Primary Activities
<b>Phase 1: Orientation &amp; Team Building</b>	9/12, 10/3	<ul style="list-style-type: none"> <li>•Develop a shared understanding of the rationale, charge, required criteria, deliverables, process, timeline, infrastructure and commitment required for our work together.</li> <li>•Build collaboration, communication &amp; relational trust among ISC members so that we can best serve the interests of Palo Alto High School students, families and staff.</li> </ul>
<b>Phase 2: Develop &amp; Implement Subcommittee Action Plans</b>	Form subcommittees 10/3 <i>(plus ongoing subcommittee meetings from October through March as needed)</i>	<p>Conduct a rigorous process of investigation &amp; inquiry into the needs &amp; perspectives of our school community, alternative scheduling models, and best practices in the field through the work of four subcommittees:</p> <ul style="list-style-type: none"> <li>•Community Outreach Subcommittee: <i>Facilitates communication with school community, e.g., focus groups, constituent &amp; Town Hall meetings, website</i></li> <li>•Research Subcommittee: <i>Investigates alternative approaches and best practices in the field, e.g., arranges site visits, presentations, literature review</i></li> <li>•Schedule Design Subcommittee: <i>Designs schedule options based on criteria, priorities, and desired outcomes identified by full committee</i></li> <li>•Board Report Subcommittee: <i>Writes draft, gets ISC feedback, finalizes report</i></li> </ul>
<b>Phase 3: Build Foundational Knowledge</b>	10/3, 10/17, 11/7, 11/14	<ul style="list-style-type: none"> <li>•Review key research findings &amp; data analysis conducted by the subcommittees to provide baseline knowledge about schedule design.</li> </ul>
<b>Phase 4: Identify &amp; Prioritize Desired Outcomes &amp; Key Criteria</b>	10/3, 10/17, 11/7, 11/14, 12/5, 12/12	<ul style="list-style-type: none"> <li>•Process &amp; synthesize community input &amp; research conducted by the subcommittees to clearly define desired outcomes &amp; prioritized criteria for evaluating all schedule options.</li> </ul>
<b>Phase 5: Develop New Schedule</b>	1/9, 1/23, 2/6	<ul style="list-style-type: none"> <li>•Engage in a collaborative, consensus-based decision making process to evaluate schedule options and design a new schedule.</li> </ul>
<b>Phase 6: Prepare &amp; Present Report</b>	2/20 <i>(Present @ 3/13 Bd. mtg.)</i>	<ul style="list-style-type: none"> <li>•Write a report outlining ISC’s findings &amp; decisions.</li> <li>•Prepare &amp; deliver presentations to the Board, Superintendent, and school community.</li> </ul>
<b>Phase 7: ISC Closure Activities</b>	2/20	<ul style="list-style-type: none"> <li>•Evaluate the work of ISC and appreciate the contributions of all members.</li> </ul>