

High School Schedule Committee  
November 16, 2011  
Official Notes

**In attendance:** Elisabeth Bacon (SHS), Bill Bistriz (IHS), Jodi Carter (IHS), Amy Byus (SHS), Mark Buchli (LHS), Kathy Creveling (LHS), Mike DeLetis (LHS), Phil Donley (LHS), Kate Emerson (IHS), Brandon Fortier (IHS), Lisa Hechtman (SHS), Issaquah High School student, Lane Helgeson (TMCHS), Tania Issa (LHS), Liberty High School student, Ed Marcoe (TMCHS), Kelly Munn (SHS), Paula Phelps (IHS), Skyline High School student, Gretel von Bargen (SHS)

**Facilitators:** Josh Almy, Ursula Baba, Jan Leonard, Patrick Murphy, Dennis Wright

Meeting began 6:00pm. (Meeting held in library of Issaquah High School.)

The committee accepted the minutes from the November 2, 2011 meeting. There were no additions or corrections.

Patrick Murphy, facilitator of the committee, presented a brief overview of the agenda for the meeting then the committee members reviewed public correspondence.

Discussion centered on reviewing the previously established considerations and creating criteria to serve as a filter for future schedule proposals. The agreed upon criteria are as follows:

- **Student Teacher Contact:**
  - The amount of contact time during a week needs to be the same for all students.
  - Periods will be no less than 40 mins. and no more than 90 mins.
  - Meet with students in a class a minimum of 3 times a week.
  - A minimum of 250 minutes per week in a class.
  - Most students will have an opportunity to access more course options than they currently have/do (more than 6) within the existing school day.
  - Each student will have at least one day per week with at least 80 minute periods.
- **Connectivity:**
  - Minimum of 5 minute passing periods.
  - Minimum of a 35 minute lunch period.
- **Teacher Planning:**
  - Daily teacher planning.
  - Teacher planning time is at least 16% of a teacher's schedule (1/6).
  - A minimum of 20 minutes planning each day.

The criteria were completed and will serve as the filter for vetting proposed schedules.

Meeting adjourned at 8:43pm.