PFLUGERVILLE ISD

# Task Force Meeting Agenda

*Common template used by all optimization task forces — per Task Force Norms, Section 2*

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|---|---|---|---|
| **Task Force Name** | High School Schedule | **Date** | August 31, 2026 |
| **Lead** | Hutcherson Hill | **Time** | 5:30 - 7:30 PM |
| **Recorder** | Ruthie Yamaguchi | **Location / Link** | LTC |
| **Cabinet Liaison** | Adelaida Olivarez, Ed.D. | **Decision Method** | Consensus/Fist of Five |

*Decision method: consensus / majority / fist-to-five — confirm once at the start of the task force and reuse it every meeting.*

## 1. Purpose of Today's Meeting

**Purpose:** *To provide a proposed high school schedule model that will realize a minimum of $3 Million in cost savings for the District.*

**Decision(s) needed by end of meeting:** *Use exit ticket to gather feedback from the Task Force on the success measures of our charge.*

## 2. Review of Prior Action Items

*First Meeting - None*

| Action Item | Owner | Due Date | Status |
|---|---|---|---|
| N/A | | | |
| | | | |
| | | | |

## 3. Core Working Session

*Data review, option development, discussion. Time-box each item below.*

| Time | Agenda Item | Type | Owner |
|---|---|---|---|
| 5:30-5:35 | Intro | | Hill |
| 5:35 - 6:35 | Orientation: Norms, Purpose & Role, Establishing Agreements | | |
| 6:35 - 6:45 | Break | | |
| 6:25 - 7:00 | Exit Activity/Next Meeting | | |
| | | | |

*Type = discussion / data review / option development / decision. Anything outside this task force's charge goes to the Parking Lot / Out-of-Scope Log (Section 7), not into this session.*

## 4. Decisions / Consensus Reached Today

*Distinguish Decisions (agreement to move forward) from Inputs (data, concerns, options still under evaluation). If consensus isn't reached, record the dissenting view briefly.*

| Decision / Consensus | Method Used | Dissenting View (if any) |
|---|---|---|
| | | |
| | | |
| | | |

## 5. Action Items

*Owner + due date for each. Feeds next meeting's Section 2 review.*

| Action Item | Owner | Due Date | Notes |
|---|---|---|---|
| Welcome & Orientation | Hill | 8/31/2026 | N/A |
| Exit Activity - Provide Input on our Success Measures | Hill | 8/31/2026 | Leave work with Facilitator |
| Review Next Meeting Dates | Hill | 8/31/2026 | N/A |
| | | | |

## 6. Next Meeting Focus

**Focus of next meeting: Identify and Reach Consensus on Top 10 Attributes of a High School Schedule Model**

**Next meeting date: Sept. 15, 2026**

## 7. Parking Lot & Out-of-Scope Log

*Tangents and issues outside this task force's charge — log and route to the appropriate owner rather than absorbing into scope.*

| Item | Routed To / Owner | Status |
|---|---|---|
| | | |
| | | |

### Meeting Norms Reminders

- We will begin and end as scheduled.
- We will listen to understand and capture topics that need additional discussion in the Parking Lot.
- Personal experiences and perspectives matter, and we will use data and evidence to evaluate options and make recommendations.
- Different perspectives are expected and valued. We will challenge ideas and assumptions while respecting one another.