Optimization Meeting
District Task Force - Master Schedule
Date: 8/31/2026 (5:30-7:20)
Note Taker: Ruth Yamaguchi

Goal:

- Why
- Identify Roles
- Brainstorm Resolutions
- Development of Ground Rules
- Define our Charge

- Introductions - Community Builder Activity (One Hope/One Worry- Sticky Note Table Activity Share out)
- Norms
    a. Start on time (5:30). Meeting one will be shorter than the others.
    b. Confidential meeting topics and materials (public record - will post within 48 hours)
    c. Do not post any materials or discussion topics on social media. Instead, refer them to Hutcherson Hill
    d. One conversation at a time (side conversations go to the parking lot)
    e. Rely on the data/consider the evidence
    f. Discourse is focused on the idea (rather than a person- keep them separate)
    g. Note: Facilitator HH clarified that this committee is an advisory committee and not the official decision maker (cabinet and the Board will make final determinations)
- Purpose & Role
    a. HS Master Schedule is our task at hand - nothing more or less.
    b. Debate on ideas
    c. Roles
        - 1 - Facilitator - H. Hill (non-voting role)
        - 2 - Recorder - R. Yamaguchi
        - 3 - Time Keeper
        - 4 - Members (District Staff are non-voting members. Campus staff, students and parents are the voting members)
- Decision Making Protocol
    a. 3 Standards
        - Everyone can help shape the decisions
        - 80% of participants are satisfied with the idea(s coming from this task force
        - Believe that none of the decisions will harm students
            - WE SEEK CONSENSUS! 🙂

b. Confidentiality Statements - All members signed and are expected to maintain confidentiality

- Charges - Reviewed the “Administrative Charge to the High School Schedule Task Force”
    1. Stewardship of the Academic Experience
    2. Schedule Optimization and Operational Alignment
    3. Scope of Inquiry and Recommendation
    4. Cross-Functional Collaboration
    5. Communication and Transparency
    6. Reporting and Accountability

        - Read and Note: What stands out?
            - Concepts Shared Out
                - Will teachers take short cuts that impact the integrity of instruction?
                - Will we actually meet the $3-$5 million that we are tasked to save?
                - Ensure work is truly collaborative and not completed in silos
                - Our deadline to present our product to the board is 11/1/26

- Handling Dissent
    - Dissent is part of the process
    - Members encouraged to share and even express dissent
- Meeting Cadence
    - Set the agenda ahead of time
    - Sometimes we may be assigned homework (i.e. research other high schools)
- Exit Ticket Activity - Fence & Field
    - Identified alignments and dissents regarding 10 standards/task force requirement
- Closing Activity - Four Characteristics Activity