PFLUGERVILLE ISD

Task Force Meeting Agenda

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

Task Force Name	School Closure	**Date**	09/09/2026
Lead	Chrysta Carlin	**Time**	5:30 pm
Recorder	Robert Herrera	**Location / Link**	Admin Bldg Board Room
Cabinet Liaison	Tamra Spence	**Decision Method**	Consensogram

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 an overview of the task force, gather information for future agendas, and brainstorm ideas for community and school celebrations.*

Decision(s) needed by end of meeting: *Determine if consensus is reachable by end of meeting*

2. Review of Prior Action Items

First Meeting - None

Action Item	Owner	Due Date	Status

3. Core Working Session

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

Time	Agenda Item	Type	Owner
5:30 PM	Welcome and Intro Activity	Discussion	Facilitator
5:54 PM	HR Timeline and Discussion	Discussion	Members
6:28 PM	Spring Legacy Event Planning	Discussion	Members
7:32 PM	Prioritizing Next Steps	Option Development	Members
	Adjourn		Facilitator

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
Draft a recommendation for campus spring legacy events for cabinet review.	Dr. Carlin	9/17/26	
Spend the next meeting working on family communication events and timeline for recommendation.	Dr. Carlin	9/23/26	
School newsletter and district communication.	Dr. Carlin	9/11/26	

6. Next Meeting Focus

Focus of next meeting: Timeline this out and how big are the events? What types of events? HR decisions seem to be a big question for the task force.

Next meeting date: 9/23/26

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
Can there be a thought to seniority for staff transitioning?	Dr. Olivarez	
Can staff be notified of the process for their next school? How will they be chosen?	Dr. Olivarez	
Will these meetings be sent to the community and not only posted?	Dr. Olivarez	
How will the public hearing days be communicated to the community?	Dr. Olivarez	

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.