PFLUGERVILLE ISD

Task Force Meeting Agenda

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

Task Force Name	High School Schedule	**Date**	September 15, 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
Review charge and	All members	9/15//2026	Complete
Confirm next meeting dates and location	Hill	9/15/26	Complete

3. Core Working Session

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

Time	Agenda Item	Type	Owner
5:30 - 5:35 PM	Welcome & recap of Meeting 1 key takeaways, review charge	Discussion	Hill
5:45 - 6:30 PM	Timely presentation: scheduling model options and projected financial savings for each option	Data Review	Timely
6:40 - 7:15 PM	Small-group work: identify and prioritize the top 12 attributes of a high school schedule model, informed by the Timely presentation	Option Development	All members
7:15 - 7:25 PM	Whole-group share out and consensus check on priority attributes	Decision	Hill
7:25 - 7:30 PM	Closing, action items, and next meeting focus	Discussion	Hill

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)
Top 12 attributes of HS Schedule	Dot voting	

5. Action Items

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

Action Item	Owner	Due Date	Notes
Welcome & Orientation	Hill	9/15/2026	N/A
Review Next Meeting Dates	Hill	9/15/26/2026	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. 22, 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.