Welcome!

District Optimization Task Force



Sept. 15, 2026 | High School Schedule Task Force

Agenda

01 Task Force Norms - Review

02 Presentation from TIMELY

03 Consensus for Next Meeting(s)

04 Top 12 Schedule Attributes

05 Action Items & Owners

06 Next Meeting Focus

Task Force Operating Norms



Sept. 15, 2026 | High School Task Force

Purpose of Norms

These norms we will review apply to all optimization task forces to ensure consistent, efficient use of time and a clear, credible path for bringing recommendations to the District's Executive Cabinet and Board of Trustees.

Every task force is a recommending body. Final decision authority rests with the District's Executive Cabinet.

If a recommendation is not reached by the task force, decision-making authority will be deferred to Cabinet.

Task Force Norms

Start and end on time regardless of attendance; default length 60–120 minutes.

Discussions, materials, & draft recommendations are confidential until agenda & minutes are posted publicly. Do not share, discuss outside the group, or photograph/screenshot materials.

Participants must not discuss, post about, or reference deliberations or materials on social media at any time; questions about public sharing should be directed to the Task Force facilitator.

One conversation at a time — side conversation topics go to the “Parking Lot” to be addressed by the task force facilitator.

Rely on data/evidence over anecdotes when evaluating options.

Discourse on substance is expected and welcomed — it should remain civil; critique ideas, not people.

Documentation & Transparency

Please refrain from sharing out task force meeting information for 48 hours.

48

Confidentiality

All deliberations are confidential until minutes and agendas are posted publicly. Please, no social media discussion of Task Force work.

What We Produce

Minute meetings, deliberations, action items; video recording of meetings, written summary of outcomes.

Timely

BUILT BY EDUCATORS. POWERED BY AI.

Master scheduling done right *unlocks* time, money, and student opportunity.

Timely combines AI-optimization with hands-on educator support to build precise schedules aligned with district priorities in a fraction of the time.

22 States | 90+ Districts | 500K Students

Meeting Dates…

Sept. 15	Sept. 22	Oct. 27	Nov. 10
Core Working Session	Core Working Session - we need to add Oct. 20th as meeting date before Oct. 27th	Public Hearing	Finalize recommendation for the Executive Cabinet

All Meetings begin at 5:30 PM at the LTC Building

Getting to Yes:

Top 12 Attributes



Sept. 15, 2026 | **High School Schedule Task Force**



Getting to Yes: Top 12

The **Top 12 Attributes activity** will share, discuss, and vote to determine the Top 12 attributes we want in a high school schedule recommendation for the 2027–28 school year.

These attributes must meet our consensus while answering the four measurement principles in the Board's charge. They become the rubric we use to evaluate schedule models on Sept. 22.

The four measurement principles

Each table works one measure. Prompt: “My schedule will more than likely need…”

01

Maximize learning time

What has to be protected so we don’t lose the learning experience?

02

Ensure equitable access

What can students not lose? What must we protect for them?

03

Support staff well-being

What is the limit we must not cross? What specific outcome would harm staff?

04

Reduce spending

What can we do to reduce staffing costs across all four comprehensive high schools?

Names & Roles

01

TF Facilitator

Runs the activity, keeps time across rotations, and leads the Getting to Yes consensus check.

02

Co-Facilitator

Tallies the voting dots and helps consolidate similar attributes onto each poster.



03

Principal

The campus principal at each table. Names the measurement indicator and starts the round.

04

Recorder

Each group selects one. Writes down every statement as members provide input.



Let’s build our scheduling attributes

Table rotations | ~45 minutes

How each round works

Time may shorten each rotation as themes start to repeat.

01

Explain · 2 min

Principal names the measure: “In order to meet this, my schedule will likely need…”

02

Brainstorm · 5 min

Group calls out descriptors. Recorder writes down every statement.

03

Rotate & Repeat · ~45 min

Same activity at every table, until all 4 groups have built all 4 lists.

4 Tables, 4 Measures

Your Table

Each table is led by 1 of our 4 high school principals and works 1 of the 4 measurement indicators from the charge.

Staying on Topic

Descriptors should answer: “What would this look like in a master schedule?” Off-topic ideas go to the Parking Lot.

4 Groups · 4 Posters · 1 Principal Each



Time to Vote

Voting | 5 minutes

Voting Mechanics



Take a 3-minute break while facilitators tally the dots.

3

The Dots

Every voting member gets 12 dots (color doesn't matter). Place 3 dots on each of the 4 posters. These are your top 3 attributes per measure/poster. A max of 3 dots per poster. If you only like one idea on the poster, you can use your three dots on that idea…max of 3 per poster.

After Voting

Facilitators tally the dots to find the Top 16 attributes overall.



Getting to Yes

Consolidating our list | 5 minutes

The Consolidation Process

The Task Force Facilitator reads all Top 16 attributes aloud, one poster at a time.

Using a “fist of five,” the group checks consensus and consolidates any attributes that share a common theme.

Goal: each poster naturally narrows to 3 attributes for a total of 12 total across all 4 measures.

If Consensus Isn’t Reached

Private Tally Vote

If a poster has more than 3 attributes, each voting member writes their top 3 on a slip, folds it, and hands it to the Facilitator.

Dissenting Opinion

A member can advocate for an attribute they prefer and get it considered in a separate private tally vote.

The **Top 3 attributes from the private tally** cement the list for that poster.

Thank you!

