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 23, 2026
Lead	Hutcherson Hill	**Time**	5:30 - 7:30 PM
Recorder	Ruthie Yamaguchi	**Location / Link**	LTC
Cabinet Liaison	Adelaida Olivarez, Ed.D.	**Decision Method**	Review Design; No decisions made

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
Present Schedule Models	High School Principals	09-22-2026	Completed.
Review Schedule Models using Rubric	H. Hill	09-22-2026	In Progress

3. Core Working Session

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

Time	Agenda Item	Type	Owner
5:30-5:15	Intro/Norms		Hill, H.
5:15 - 7:00	Presentation of 4 Schedule Models	Review/Discussion	Ameka Durham-Hunt, Jon Bailey, Lacey Ajibola, Ph.D., and Michael Grebb
7:00- 7:05	Break		Hill, H.
7:05 - 7:30	Members Score Models	Data Review & Assessment	Task Force Members ~ Voting Members Only

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)
No Decisions	N/A	N/A

5. Action Items

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

Action Item	Owner	Due Date	Notes
Review Model Rubric Results	Hill, H.	09.30.2026	Results will be shared with the Task Force via email communication

6. Next Meeting Focus

Focus of next meeting: Determine which Schedule Models will be presented at the Public Hearing on Oct. 27, 2026

Next meeting date: October 20, 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
N/A		

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.