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**	10/07/2026
Lead	Chrysta Carlin	**Time**	5:30 pm
Recorder	Robert Herrera	**Location / Link**	LTC Lone Star
Cabinet Liaison	Tamara Spence	**Decision Method**	

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 updates to submitted recommendations and help determine community engagement sessions*

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
5:38 PM	Review of Task Force Work	Discussion	Facilitator
6:01 PM	Review Communication Recommendation	Discussion	Members
6:22 PM	Decision Making and Next Steps	Option Development	Members
6:36 PM	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

6. Next Meeting Focus

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.