Pflugerville ISD School Closure Task Force Meeting Summary

Meeting	School Closure Task Force Working Meeting (final scheduled working session)
Initiative	Pflugerville ISD District Optimization
Date	Wednesday, October 7, 2026
Facilitator	Dr. Chrysta Carlin, Assistant Superintendent

Purpose and Charge

The School Closure Task Force supports students, families, and staff at the four Pflugerville ISD elementary campuses scheduled to close at the end of the 2026-2027 school year: Dessau Elementary, Parmer Lane Elementary, Pflugerville Elementary, and Windermere Elementary. All four campuses remain open this school year. The task force's charge is to help the closure and transition process go as smoothly as possible, gather community feedback, and plan meaningful ways to honor each school.

At this meeting, the task force reviewed its work to date, received status updates, gave feedback on a draft communication recommendation for the Executive Cabinet, and decided how the work will continue once the task force stops meeting.

Membership and Operating Norms

Task force members include campus staff and community members from the four closing campuses, supported by district staff. The task force makes recommendations; it does not make final decisions. Recommendations go to the Executive Cabinet for review.

Members opened with a one-word reflection on serving on the task force. Responses included "encouragement," "stressful," and "worrisome," and one member said the work had made the coming changes feel more real.

Meeting Schedule and Public Engagement

Meeting	**Focus**
Meeting 1	Hopes for the work and questions from members and their communities
Meeting 2	Spring legacy event brainstorm, later approved by the Executive Cabinet, and a Human Resources update
Meeting 3	Community engagement brainstorm
Public Hearing, Wednesday, September 30, 2026	Overview of work to date and public comment; one member of the public spoke
Working Meeting, Wednesday, October 7,	Status review, communication

2026	recommendation feedback, and transition of the work

The facilitator noted that rezoning is currently drawing the most community attention. To reach families at the closing campuses, the Rezoning Task Force is holding town hall meetings at those campuses, where families can view the proposed maps for their area, give feedback, and share concerns before that task force's next meeting. One campus meeting is scheduled in person on Thursday, October 8, 2026, and a virtual option for that community is being discussed with the Rezoning Task Force.

Status Updates

Staff placement process. Human Resources has completed meetings with staff at all four closing campuses and at Delco Primary, with the final meeting held on October 7. Staff will receive an email this week with the presentation and a form to list their grade level and campus preferences for the 2027-2028 school year. Preference forms are due Friday, October 30, 2026.
Staff open houses. Campus principals will host open houses for staff from the closing campuses on Tuesday, October 20, through Thursday, October 22, 2026, the week staff return from fall break. Visits are grouped by area each evening, so staff could visit as many as six campuses over the three nights. An RSVP form will be included in the email; it helps principals plan, but staff do not need to RSVP to attend. No formal open house is planned for middle school campuses, but district staff can help connect interested staff with those campuses.
Spring legacy events. Funding is secured. Campuses will set dates and plan logistics. The Executive Cabinet asked that dates be finalized and staggered across the four campuses so trustees can attend each event and the district can recruit volunteers, such as high school student groups. Principals and their leadership teams will coordinate dates after fall break.
Student keepsake and digital yearbooks. Funding is secured. Each campus will choose its student keepsake and decide whether to digitize its yearbooks.
Staff keepsake. The Executive Cabinet approved a staff keepsake. The funding amount is still being determined.

Transition Questions Raised by Members

Moving classroom materials. Members asked whether the district will move classroom materials so staff do not have to store them or take them home. District staff said an internal team is developing the process, including packing supplies, storage, and moving logistics. District staff shared that during earlier staff moves, the district moved teachers' classroom items and asked principals to help staff review older materials that may no longer be needed. Final details for the closing campuses have not been set.
Time to pack. Members noted that teachers will teach through the last day of school, and some have many years of materials in their classrooms. They asked whether additional days will be provided to pack. District staff said the request will be considered and that the internal team is building a timeline for packing, moving, and setting up at new campuses. Details will be shared with staff once they are set. District staff noted that in earlier moves the district offered optional paid set-up time, particularly for elementary teachers, and that some receiving campuses may have summer construction projects that will require coordination.
Campus support. A campus leader shared that this week's meetings had been emotionally

heavy for staff and asked whether district staff could visit campuses periodically. District staff agreed.

Outside expertise. A member asked whether the district had consulted anyone with school closure experience. District staff said the district has consulted with another district that has been closing schools over the past two years. That advice led the district to assign a dedicated project manager, and the district continues to check in for lessons learned.

Staff placement concerns. Members shared that staff at the closing campuses, particularly those in single-position roles such as specials teachers, educational assistants, and nurses, feel they have fewer placement options than other staff. Members said they believed some positions filled earlier could have been offered on a contingent basis to keep openings available for staff from the closing campuses. District staff explained that the closing campuses still need to be fully staffed this year, that positions filled during this school year are being offered with notice that they may not be available next year so that staff from closing campuses can be placed, and that the district is working with Human Resources on specialized situations. District staff acknowledged the concerns and frustration members expressed.

Communication Recommendation

District staff drafted a communication recommendation for the Executive Cabinet based on the community engagement themes from Meeting 3. Members reviewed the draft individually and then in table groups, and each table submitted one copy with its collective feedback. Common feedback included:

- Add general timelines for when families and staff can expect key information, even where exact dates are not yet known.
- Develop a frequently asked questions resource.
- Continue in-person engagement at the campuses.
- For transportation, provide printed information for each student showing the bus, stop, and pickup time, in addition to any online lookup tool, and hold a community meeting on transportation. Members also raised operational transportation concerns, such as route consistency, which district staff will share separately with the Transportation department.
- On routing family feedback through principals, district staff clarified that the district would draft communications and process the feedback received. Communications would be sent through campuses because families tend to respond more readily to their own school. Principals would not be expected to respond to each comment.

The facilitator will revise the recommendation based on this feedback and submit it to district leadership for Executive Cabinet review after fall break. The recommendation is intended to guide communication once the Board of Trustees votes on rezoning in November 2026.

Strategy and Considerations

Members agreed that this would be the task force's last formal meeting. One more meeting had been scheduled after fall break, but Executive Cabinet feedback would not yet be available, and much of the remaining work depends on the rezoning decision. The work will continue through these groups:

- **Campus principals.** Principals of the closing campuses will meet with principals of receiving campuses to plan student transition activities. Members agreed this should follow the rezoning vote but stressed scheduling early because of the spring state testing

calendar.

- **District internal working team.** Staff from departments such as Human Resources, technology, custodial services, transportation, and facilities will handle moving and staffing logistics. Questions raised at Meeting 1 that depend on rezoning will be routed to the responsible departments. The list of questions is posted on the district's District Optimization website.
- **Staff feedback by campus.** A member suggested a staff-only ThoughtExchange for each closing campus so principals can collect staff questions in one place. District staff said this can be set up by campus.

The facilitator thanked members for their time and honest input and invited them to continue reaching out with questions.

Next Steps

- Staff at the closing campuses will receive the preference form email this week. Forms are due Friday, October 30, 2026.
- Staff open houses will take place Tuesday, October 20, through Thursday, October 22, 2026.
- The facilitator will revise the communication recommendation and submit it for Executive Cabinet review after fall break.
- Principals will coordinate spring legacy event dates after fall break.
- District staff will share members' transportation feedback with the Transportation department.
- Open questions from the task force will move to the district internal working team by department.
- District staff will visit the closing campuses periodically to support staff.