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**	October 21, 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
Provided Task Force with Model Rubric Scoring Results (via email)	H. Hill	09/30/2026	Completed

3. Core Working Session

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

Time	Agenda Item	Type	Owner
5:30-5:45	Intro & Review of Norms, Purpose, Role, Established Agreements		Hill
5:45 - 6:00	Presentation: Top 2 Models (Review, Pros/Cons, Financial Impact)	Presentation	Hill
6:00 - 7:00	Task Force Feedback: Name Strengths, Weaknesses, and Suggestions for Top 2 Models	Open Discussion	Hill
7:00 - 7:15	Review Public Survey Questionnaire	Task Force Feedback & Discussion	Hill
7:15 - 7:30	Overview for Plan of the Public Hearing/Close	Presentation	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)
N/A		

5. Action Items

Owner + due date for each.

Action Item	Owner	Due Date	Notes
Prepare presentation and secure forum for Public Hearing on Tuesday, Oct. 27, 2026, at 5:30 PM.	Hill	Oct. 27, 2026	

6. Next Meeting Focus

Focus of next meeting: Provide public comment regarding model proposals during a Public Hearing: Tuesday, Oct. 27, 2026 at 5:30 PM

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.