

**Austin Independent School District  
Process and Timeline for 2009-2010 Calendar Development  
(Goal: December 8, 2008 Board Adoption)**

1. Solicitation of Calendar Task Force members via AISD campus communications, news release, and website January 2008
2. Task Force member selection (application deadline February 13) February 15, 2008
3. Task Force member notification February 18-22, 2008
4. Calendar Task Force Orientation: Timeline, Core Values, Process, Norms (conducted by former parent Task Force Member) March 25, 2008
5. Conduct series of subcommittee activities to collect input on the 3-5 key issues March-May, 2008
  - a. Up Close
  - b. Executive PTA
  - c. Online feedback (AISD website)
  - d. Focus group discussions (vertical teams)
  - e. DAC
  - f. Develop and disseminate survey (CACs, PTA, focus groups)
  - g. Possibly “piggy back” on other parent gatherings by providing information tables or groups
    - i. Hispanic Futures Conferences
    - ii. African American Men and Boys Conferences
    - iii. Financial Aid Days
    - iv. Other
6. First Task Force Meeting: Review input and begin development of two drafts September 9, 2008
8. Second Task Force Meeting Finalize two drafts to submit to Superintendent’s Cabinet for review and input September 23, 2008
7. Present Task Force’s two drafts to Superintendent’s Cabinet for review and input September 29, 2008
8. Third Task Force Meeting: Review Superintendent’s Cabinet input and make adjustments to drafts as necessary for distribution to CACs, Council of Principals, DAC Executive Council and full Council, and PTAs. October 7, 2008
9. Send two calendar drafts to CACs and PTA Presidents (Deadline for feedback November 7, 2008, 4:00 p.m.) October 9, 2008
10. Present two calendar drafts to Council of Principals October 2008
11. Present two calendar drafts to Superintendent’s Teacher Advisory Forum (STAF) October 2008
12. Present two calendar drafts to Peer Assistance and Leadership (PALs) October 2008
13. Present two calendar drafts to student focus group at Alternative Learning Center October 2008

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| 14. Present two calendar drafts to Leadership Council of PTAs                                      | October 2008      |
| 15. Present two calendar drafts to District Advisory Executive Council                             | October 2008      |
| 16. Present two calendar drafts to District Advisory Council                                       | October 2008      |
| 17. Receive CAC feedback   | November 7, 2008  |
| 18. Fourth Task Force Meeting:<br>Review all feedback; select calendar to submit to Administration | November 13, 2008 |
| 19. Present Board agenda item to Superintendent's Cabinet  | November 17, 2008 |
| 20. Board Meeting: Discussion of 2009-2010 Calendar  | November 24, 2008 |
| 21. Board Action: Adoption of 2009-2010 Calendar   | December 8, 2008  |