

SCHEDULE FOR TASK FORCES ON HISPANIC QUALITY OF LIFE: EDUCATION
(Revised, 12/06/05)

LEGEND	
Task Forces	AISD Cabinet
AISD Board	AISD Staff
City Council	City Staff

ACTIVITY	TIMEFRAME
1. AISD Cabinet discusses charge, charter, and schedule	Oct. 24, 2005
2. AISD and City staff meet on charge, charter, and schedule	Nov. 11, 2005
3. AISD staff announces task force (on behalf of both AISD and City)	Nov. 22, 2005
4. AISD staff emails task force members materials	Dec. 1, 2005
5. AISD Board receives informational memo on charter and schedule	Dec. 2, 2005
6. City Council receives informational memo on charter and schedule	Dec. 2, 2005
7. Task force meeting (orientation, discussion of research, report outline, interviews)	Dec. 6, 2005
8. AISD staff develops interview protocol	Dec. 7-8, 2005
9. AISD staff emails interview protocol to task force members	Dec. 9, 2005
10. Comments due from task force members on interview protocol	Dec. 12, 2005
11. AISD and City staff provide update to Joint AISD/City Subcommittees	Dec. 13, 2005
12. AISD and City staff conduct interviews	Dec. 13, 2005 – Jan. 13, 2006

ACTIVITY	TIMEFRAME
13. AISD Board members receive memo extending opportunity to provide input	Dec. 16, 2005
14. City Council members receive memo extending opportunity to provide input	Dec. 16, 2005
15. AISD Cabinet members receive memo extending opportunity provide input	Dec. 16, 2005
16. City staff members receive memo extending opportunity to provide input	Dec. 16, 2005
17. Input from AISD Board members due	Jan. 9, 2006
18. Input from City Council members due	Jan. 9, 2006
19. Input from AISD Cabinet members due	Jan. 9, 2006
20. Input from City staff members due	Jan. 9, 2006
21. AISD staff prepares interview results	Jan. 17-18, 2006
22. AISD staff emails task force members interview results	Jan. 19, 2006
23. Task force meeting (interview results; major issues and priorities)	Jan. 24, 2006
24. AISD staff prepares first draft of report	Jan. 25-Feb. 7, 2006
25. AISD staff emails task force members first draft of report	Feb. 8, 2006
26. Comments due from task force members on first draft of report	Feb. 13, 2006
27. AISD staff prepares public review draft of report	Feb. 14-Feb. 24, 2006
28. AISD staff emails task force members public review draft or report	Feb. 27, 2006
29. Comments due from task force members on public review draft of report	Mar. 2, 2006
30. AISD staff revises public review draft as necessary	Mar. 4-9, 2006
31. AISD and City staff provide update to Joint AISD/City Subcommittees	Mar. 7, 2006

ACTIVITY	TIMEFRAME
32. AISD staff provides public review draft of report to contractor for Spanish translation	Mar. 10, 2006
33. AISD Cabinet presentation on public review draft of report	Mar. 27, 2006
34. AISD and City staff place public review draft of report on websites, with opportunity for online comment	Mar. 29, 2006
35. AISD staff makes first announcement of task force public forum on public review draft of report (on behalf of both AISD and City)	Mar. 30, 2006
36. AISD Board receives memo extending invitation to attend public forum and opportunity to comment on public review draft of report	Mar. 31, 2006
37. City Council receives memo extending invitation to attend public forum and opportunity to comment on public review draft of report	Mar. 31, 2006
38. AISD Cabinet receives memo extending invitation to attend public forum and opportunity to comment on public review draft of report	Mar. 31, 2006
39. City staff receives memo extending invitation to attend public forum and opportunity to comment on public review draft of report	Mar. 31, 2006
40. AISD staff makes second announcement of task force public forum on public review draft of report (on behalf of both AISD and City)	Apr. 6, 2006
41. Comments from AISD Board members due	Apr. 10, 2006
42. Comments from City Council members due	Apr. 10, 2006
43. Comments from AISD Cabinet members due	Apr. 10, 2006
44. Comments from City staff members due	Apr. 10, 2006
45. Task force holds public forum on public review draft of report	Apr. 13, 2006
46. AISD staff prepares analysis of online and forum input	Apr. 13-21, 2006
47. AISD staff emails task force members analysis of online and forum input	Apr. 24, 2006

ACTIVITY	TIMEFRAME
48. Comments due from task force on analysis of online and forum input	Apr. 27, 2006
49. AISD staff prepares final draft of report	Apr. 28-May 12, 2006
50. AISD staff emails task force members final draft of report	May 15, 2006
51. Comments due from task force members on final draft of report	May 18, 2006
52. AISD staff prepares final report	May 19-June 2, 2006
53. AISD staff transmits Joint AISD/City Subcommittees members final report	June 6, 2006
54. Task force presents final report to Joint AISD/City Subcommittees	June 13, 2006