

## **Organizational Task Force 7/12/06 Meeting Minutes**

In attendance: John Curry, Anna dos Santos, Katherine Ginnetty, Matt Ginnetty, Trish Miller, Bill O'Neil, Cathy Tomaso, Kathy Urkevic.

Absent: Cindy Burns, Lynn Dwyer, Bill Glynn, Mike Pradko.

Meeting began at approximately 7:35.

Announced that Ben Benjamin would not be able to participate in the task force due to other work related commitments.

Reviewed the chart prepared by John Curry, rating job attributes for various roles. Since many roles are filled by only one person, filling out the chart would be similar to completing a performance review. We agreed to save the chart for later reference.

The group reviewed the list of questions prepared by John Curry a couple of weeks ago and selected many to be inserted into the current draft survey.

Next the group went through all of the questions in the draft survey. Some were reworded; some were deleted; some were moved to other sections. All questions in red (those suggested for deletion) were closely reviewed and most will be deleted. All of the questions in the Strategic Orientation were moved to other categories and the section was eliminated. Additional open-ended questions were added to the survey. Parent questions were reviewed and additional questions were added.

Next meeting will be held at Anna dos Santos' house at 13 Dover Circle, 7/19, at 7:30pm.

Meeting was adjourned at 11:10pm.

### **Action Items**

1. Anna will do minutes.
2. Anna will update survey questions and send out before next meeting.
3. Katherine will draft prefaces/intros for each category of questions.
4. Anna will contact Joe Perna for list of teacher responsibilities from brainstorming session in April and invite Dr. Jerry Marcus to next meeting.