

BFCCPS Organizational Task Force 8/9/06 Meeting Minutes

In attendance: John Curry, Anna dos Santos, Katherine Ginnetty, Matt Ginnetty, Bill Glynn, Trish Miller, Kevin O'Malley, Mike Pradko

Absent: Cindy Burns, Bill O'Neil, Cathy Tomaso, Kathy Urkevic.

Jerry Marcus was not able to attend tonight's meeting.

Meeting began at approximately 7:45pm

The group agreed that the minutes for the 8/2/06 meeting were correct and ready to be posted on the BFCCPS website.

A draft email, intended to be a status update for the staff and potentially for parents, was reviewed. Dr. O'Malley suggested that having the update come from the task force directly to staff members was not the most appropriate process to follow. Ideally, communications would flow from the task force to Dr. O'Malley, then to the staff. He also mentioned that staff have already been notified of the 8/29 Survey Meeting via one of his letters. Since the primary motivation behind the status email was to let staff know that the involvement we promised them was delayed to 8/29, we agreed that the status email no longer needed to be sent to staff. The email will be redrafted into a memo and be posted on the website for anyone wishing to know more about what we are doing.

Each subgroup then gave an update on work completed or in process:

Job Function Inventory Subgroup

Job descriptions have been reviewed and summarized. Interviews with administrative staff need to be scheduled. Distributed draft email to be sent to admin staff to let them know what to expect during the interviews. Based on the process issue already raised by Dr. O'Malley, the email will be reworked and sent to Dr. O'Malley. He will schedule the interviews, mostly likely the week of 8/21.

Alternative Structures and Best Practices Subgroup

Katherine has put together a preliminary list of questions to ask schools to be interviewed. They need to be reviewed/added to by other subgroup members currently on vacation. Katherine has also been in contact with the Principals' Center at Harvard and gotten several excellent leads and literature references

she is pursuing. Discussed buying a membership in a major educational curriculum association in order to have access to a key publication.

Survey Subgroup

Copies of the revised version of both surveys were distributed. Statements had been resequenced and several had been reworded. Significant time was spent on a couple of statements that still needed rewording, trying to clarify exactly what we were looking to find out with the question. Agreed that letter to parents should go out by 8/17 and the parent survey needed to be ready sometime the week of 8/21. Hosting issues have not yet been discussed with Rich Frongillo. Testing of the surveys can be done by a spouse (Kim Pradko? Karen Glynn?) and one teacher (Lynn Dwyer?).

Next Meeting: Anna dos Santos' house at 13 Dover Circle. It will be a subgroup meeting. Due to vacation plans, the Alternative Structures subgroup will not meet at all. The other 2 subgroups will meet.

This meeting ended at 10:00pm.

Action Items

1. Anna will do minutes.
2. Anna will redraft the status email into a Word document that can be posted on the website for interested parties to read.
3. Anna will rework "interview" email and send to Dr. O'Malley
4. Dr. O'Malley will schedule interviews with administrative staff for the week of 8/21.
5. Katherine will send out the literature references she is pursuing.
6. Cathy T. and Kathy U. will review the interview questions drafted by Katherine upon their return from vacations.
7. Matt will draft the letter to parents about the survey.
8. Bill G. will contact Rich Frongillo about hosting the surveys on the BFCCPS website (this is urgent since Rich will be leaving on vacation very soon).