

BFCCPS Organizational Task Force 8/16/06 Meeting Minutes

In attendance: Cindy Burns, John Curry, Anna dos Santos, Bill Glynn, Jerry Marcus, Bill O'Neil

Absent: Katherine Ginnetty, Matt Ginnetty, Trish Miller, Mike Pradko, Cathy Tomaso, Kathy Urkevic.

Kevin O'Malley does not attend subgroup meetings unless specifically needed.

Meeting began at approximately 7:40pm

The full group agreed that the minutes for the 8/9/06 meeting were correct and ready to be posted on the BFCCPS website.

The full group reviewed the status of the parent survey and the steps that still needed to be completed. Matt sent out updated versions of both surveys before leaving on vacation. The letter for parents was not ready for review and approval by the full group, so it will not go out by 8/17 as planned. Our goal will be to prepare the letter for parents for approval at the 8/23 meeting. Bill has contacted Ben Benjamin, BFCCPS' new Webmaster, about transferring the survey to the school's website.

At the 8/29 meeting with BFCCPS faculty and staff, Anna will do the introductory portion of the presentation. Bill will review the structure of the survey and how to complete it online. At the 8/23 meeting, the agenda for the 8/29 meeting will be set.

Dr. Marcus suggested that we consider reissuing the survey at the start of the 2007-2008 and 2008-2009 school years as one way to track the success of any organizational changes that are made.

Anna announced we will be meeting at BFCCPS starting with the 9/6 meeting.

The group then split into subgroups.

Job Function Inventory Subgroup

Interview sheets will be prepared with the questions preprinted and lots of room for comments and feedback.

After the interviews are completed, we will decide how to organize the functions and prepare them for presentation.

Availability for interviews was discussed. Bill will be on vacation after Monday, 8/21, and Cindy will also be on vacation after noontime on Tuesday, 8/22.

Survey Subgroup

The subgroup focused on reviewing and revising the Parents' survey and made several changes. Corresponding changes were made to the staff survey. Final decisions on several of the proposed changes will be made at the 8/23 meeting.

Next Meeting: Trish Miller's house at 16 Newell Drive. It will be a full group meeting. The primary focus will be on the surveys: final agreement on the statements in the survey; approving the letter to families; and preparing for the 8/29 meeting with BFCCPS faculty and staff.

The Job Function Inventory subgroup completed their work at 9:40pm.
The Survey Subgroup completed their work at 11:00pm.

Action Items

1. Anna will do minutes.
2. John will draft the letter to parents, using Katherine's memo as the basis.
3. Bill G. will work with Ben Benjamin to host the surveys on the BFCCPS website
4. Bill G. will contact Kate to get address labels for each BFCCPS family.
5. Bill G. will make the changes to the surveys agreed upon at the 8/16 meeting.
6. Bill G. will send out the questions that have been removed but are useful and may be put in a separate section of the survey.
7. Dr. O'Malley will schedule interviews with administrative staff for the week of 8/21.
8. Cathy T. and Kathy U. will review the interview questions drafted by Katherine upon their return from vacations.