

## **BFCCPS Organizational Task Force 8/23/06 Meeting Minutes**

**In attendance:** John Curry, Anna dos Santos, Katherine Ginnetty, Bill Glynn, Jerry Marcus, Trish Miller, John Neas, Kevin O'Malley, Mike Pradko, Cathy Tomaso, Kathy Urkevic.

**Absent:** Cindy Burns, Matt Ginnetty, Bill O'Neil.

The meeting was held at Trish Miller's house. Starting on 9/6 (our next meeting) all meetings will be held at BFCCPS.

Meeting began at approximately 7:40pm

Anna introduced John Neas, President of the Board of Trustees, to the group. John spoke briefly.

The full group agreed that the minutes for the 8/16/06 meeting were correct and ready to be posted on the BFCCPS website.

Anna brought up the question of Bill G.'s status on the task force since he has withdrawn both of his children from BFCCPS. There is no policy requiring members to be BFCCPS parents or employees. Anna recommended that Bill be allowed to remain on the task force; no one presented any issues or opposing views. The group agreed.

Bill G. distributed copies of letters to parents with the randomly assigned IDs and Passcodes on them. They were approved by the task force. Kathy U. and Katherine volunteered to get the mailing labels and envelopes from Kate Edgar, stuff the envelopes, and mail them.

The group did a final review of the two surveys. Several final changes were agreed upon, including reordering the sections of the Parent survey; removing several questions in both; replacing references to "behaviors" with "actions"; Replacing "enables focus" with "promotes focus"; clarified "administration" by explicitly listing HOS, Deans, and Central Office staff separately or in combination depending on what the question intended.

Dr. O'Malley did say that from his perspective, school administration is the HOS and the Deans only. Central Office staff support school administration and the faculty.

Bill G. will make the final changes and add descriptive info to the survey sections that explain what Mission, Communication, etc. mean. At a minimum John and Anna will review the changes and help test the final products.

Dr. O'Malley gave Anna a copies of the Job Function Inventory interview schedule for 8/29 and 8/30.

At the 8/29 meeting with BFCCPS faculty and staff, Anna review the purpose of the task force, the approach being used, the schedule and will introduce the survey. Bill G. will review the structure of the survey and how to complete it online.

**Next Meeting:** There will be no meeting on 8/30. The next meeting will be on 9/6, in the BFCCPS Library. We will review the information available from the surveys and discuss the results of the job function inventory interviews.

The meeting adjourned at 10:00pm.

### **Action Items**

1. Anna will do minutes.
2. Kathy U. and Katherine will assemble and send out the letters to parents, using the letters generated by Bill G. and the labels to be generated by Kate Edgar.
3. Bill G. will go back to working with Rich Frongillo to host the surveys on the BFCCPS website.
4. Bill G. will make the final changes to the surveys agreed upon at the 8/23 meeting and notify the task force when ready for testing.
5. Available task force members will complete the surveys in test mode and report back any items needing fixing to Bill G.
6. Anna and Bill G. will present the staff survey to BFCCPS employees on 8/29 at 10:00am.
7. The Job Function Inventory Subgroup will conduct interviews on 8/29 and 8/30.
8. Cathy T. and Kathy U. will review the interview questions drafted by Katherine upon their return from vacations (this action item carried over from previous meeting).