

BFCCPS Organizational Task Force
9/6/06 Meeting Minutes
BFCCPS Library

In attendance: Cindy Burns, Anna dos Santos, Katherine Ginnetty, Bill Glynn, Trish Miller, Mike Pradko, Kathy Urkevic.

Absent: John Curry, Bill O'Neil. Cathy Tomaso

Dr. O'Malley does not attend subgroup meetings unless specifically invited. Jerry Marcus was not available to join us this week.

The meeting began at approximately 7:35pm

Anna dos Santos and Bill Glynn presented the staff survey to BFCCPS employees on 8/29 at 10:00am. It was well received.

The Job Function Inventory Subgroup conducted interviews on 8/29 and 8/30, as planned. Lori Clements, chairperson for the Board's HR Committee, attended the interviews also.

The members of the survey subgroup were either arriving later or were not available, so instead of splitting into 2 subgroups as planned, all attendees reviewed the interviews done on 8/29 and 8/30. The interview sheet from each interview was read and discussed. A list of recommendations culled from the interviews and interviewers will be compiled for the next meeting.

Next the group began reviewing and discussing the survey results from the staff. 24 responses had been received so far. The deadline for the surveys was extended to Friday, 9/8, because the teachers could not reach the Internet from their school PCs for several days. Because a large number of responses from parents had been received on 9/5 (the grand total was around 100 responses), they were not yet available in the database for analysis and reporting.

The task force reviewed a spreadsheet that summarized the responses for each section by calculating the percentages of each rating per statement and the average rating for each statement. The statements with a "Neutral" average or lower (Disagree or Strongly Disagree) were noted for further analysis. Those statements with an average of "Strongly Agree" were also noted in order to make sure these features were highlighted in the survey report and preserved by all recommendations coming from the task force.

The task force did not have enough time nor enough copies of the comments from the staff survey to discuss them at this meeting.

We agreed to not discuss the results of the survey outside of the task force until the draft reports were ready for a broad review by the BFCCPS community.

The meeting adjourned at 10:40pm.

Next Meeting: The next meeting will be on 9/13, in the BFCCPS Library. We will review the draft Job Function Inventory Report, discuss the work completed and left to be done for the Alternative Structures subgroup, and review the survey results.

Action Items

1. Anna will do minutes.
2. Anna will compile the first draft of the Job Function Inventory Report and send out to the full group for review before the next meeting.
3. Bill G. will complete the conversion of survey responses into the database with help from others in the survey subgroup.
4. The Survey Subgroup will meet to assimilate the survey data for review at the next meeting and begin creating the survey report.