

**BFCCPS Organizational Task Force**  
**9/20/06 Meeting Minutes**  
**BFCCPS Library**

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

**Absent:** Trish Miller, Bill O'Neil

The meeting began at approximately 7:35pm

The minutes of the 9/13 BOTF Meeting were reviewed and approved.

Bill G. presented an overview of the method and rationale for presenting survey results in graphical format. The group then had a lengthy discussion on this methodology with Dr. Marcus. The discussion covered displaying percentages vs. raw data; how to calculate percentages; rebinning (grouping the answer categories into fewer categories), as well as the general structure of the report. Our conclusions were:

1. The report would display the actual numbers of answers for each answer bucket and not just percentages.
2. "No Opinion" would be considered as a valid answer and would be included in displays of data.
3. Rebinning the categories as done by Bill made sense; No Opinion and Neutral could be left as 2 separate categories. "Agree" would contain the Strongly Agree and Agree results. "Disagree" would contain the Strongly Disagree and Disagree results.
4. If percentages were calculated, the denominator must be the total number of responses received for that section vs. that question.
5. All the raw data should be included in the report, most likely as an appendix.
6. The body of the report should cover what was seen in the survey and what conclusions were reached by the task force during its analysis.
7. An Executive Summary will be needed.

Dr. Marcus very strongly recommended that no data be released before the final report is ready to be presented to the Board. We agreed.

Dr. Marcus also pointed out that our original plan to review the report and our recommendations with all interested parties before formally presenting them to the Board could be seen as undermining the authority of the Board. We agreed

to have the first presentation of our report be at the 11/9 Board meeting. Additional review meetings will need to be held to gather comments and concerns from parents and employees. We need to verify the process to be used with the Board of Trustees.

Since the survey data will not be published in advance of our report, we did not need to review the draft Survey Overview document.

Next, John Neas, Board President, asked the task force to consider having membership on the task force be limited to Board members, parents, or employees of BFCCPS, due to the sensitive and far reaching impact of the group's charge. Task Force members presented reasons why the group did not think this was a necessary, nor appropriate, limit on committee membership. After a lengthy and respectful discussion, John agreed with the opinion of the task force and withdrew his request.

The task force suggested that any BFCCPS community member that expresses concern about the composition of the task force should be strongly encouraged to attend one or many task force meetings to assess the functioning of the group for themselves.

The meeting adjourned at 10:20pm.

**Next Meeting:** The next meeting will be on **9/27, in the BFCCPS Cafeteria.**

### **Action Items**

1. Anna will do minutes.
2. The Job Function Inventory Subgroup will create a matrix of job functions and roles (this will stay on the list for a few weeks until actually done).
3. Bill G. will update the charts based on the changes agreed upon.
4. The Alternative Structures subgroup members will interview schools about their organizational structures.