

**BFCCPS Organizational Task Force  
9/27/06 Meeting Minutes  
BFCCPS Cafeteria**

**In attendance:** Cindy Burns, John Curry, Anna dos Santos, Matt Ginnetty, Bill Glynn, Jerry Marcus, Trish Miller, Cathy Tomaso, Kathy Urkevic

**Absent:** Katherine Ginnetty, Kevin O'Malley, Mike Pradko

The meeting began at approximately 7:40pm

The minutes of the 9/20 BOTF Meeting were reviewed and approved with several corrections.

Although the task force had discussions at the 9/20 meeting regarding the statistical methods to be used, questions resurfaced soon after the meeting. In an attempt to resolve the matter, numerous people who have experience with statistics were consulted, including Chuck Mayo, Board member. The task force expressed their sincere appreciation to Chuck and others for their time. Information collected during meetings and phone calls was presented to the task force for continued discussion on the matter of statistics and presentation methods. The task force's report and presentation material will make use of the information and recommendations as appropriate.

After much additional discussion about the survey, the task force agreed that:

- The intent of the survey was to get the pulse of the BFCCPS community on various topics and enable them to share their opinions rather than making assumptions on their behalf.
- The survey was, in effect, an electronic version of a focus group and not intended as a scientifically designed process.
- Because the survey was not a scientifically designed process, attempting to use advanced statistical analysis, such as calculating the standard deviation for each rating, is unnecessary.
- Summary tables showing all of the raw data will be included in the appendix of the report.
- Due to the cost of color copying, colored bar charts may not be included in the report itself but may be published separately on the website; this will be decided later.
- The comments from the survey will be included in the appendix of the report.

- All comments will be reviewed and any comments that may damage the reputation of a person or violate privacy standards will be redacted (typed over with XXX's, not deleted) before being released for public viewing. This applies to report copies that may be made for the library or be posted to the BFCCPS website.

Next the group discussed the structure of the report and how the analysis is being done by the survey subgroup:

- All agreed that an executive summary will be prepared that outlines all of the recommendations made by the task force.
- A description of the task force charge and our overall approach can be followed by separate "chapters" for the Survey analysis, job function inventory, and the analysis from the alternative structures and best practices subgroup.
- The Survey analysis should note themes and key comments from the respondents.
- Each chapter can present a list of problem areas or issues that could be addressed by a change in our organizational structure.
- A separate section should present the recommendations and the rationale behind each.

Over the next couple of weeks the report structure will be finalized. The Survey Subgroup will complete documenting their analysis for review at the next meeting.

The group defined a process to be used to gain community feedback and support for the task force's recommendations. The process will be presented to the Board at the 10/12 Board of Trustees meeting for their approval. Overview of the process follows:

- The task force report is presented to the Board on 11/9 and the executive summary is reviewed at the meeting.
- One or 2 meetings for BFCCPS employees are held during the day for an in depth review and discussion of the report and recommendations.
- Meetings for parents are held – 2 during the evening and one during the day – for an in depth review and discussion of the report and recommendations.
- Two or 3 special Board workshops for Board members are held in the evening to do an in depth review and discussion of the report and recommendations.
- All of the meetings are open to all interested people.

The document to be presented to the Board will be distributed to the task force for comment.

Finally, the group agreed that a letter to BFCCPS parents and employees is needed that will update everyone on what we are doing, give global participation data from the survey, and express our appreciation for the community's

involvement. A draft letter will be distributed by Friday for inclusion in next week's Pink and Blue Sheets.

The meeting adjourned at 10:05pm.

**Next Meeting:** The next meeting will be on 10/4, the BFCCPS Library. The Survey Subgroup's analysis will be reviewed and discussed. The Alternative Subgroup will present an update on work completed and in process.

### **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. John will draft a letter to be distributed to parents and employees giving an update on what we are doing with the survey results and our schedule. He will try to have the draft out for **review by Friday** so that it can be ready to send to Kate Edgar on Monday, 10/2, for the 10/4 Pink Sheet and to Deb Schwab for the 10/6 Blue Sheet.
4. Anna will draft a proposal to the Board that outlines a suggested review process to be used subsequent to the presentation of the report to the Board on 11/9. The proposal will be **distributed by 9/29** to the full task force for review.
5. The Survey Subgroup will complete the draft analysis and commentary on the survey results and **distribute by Tuesday, 10/3**, to the full task force.