

Executive Team Meeting

January 13, 2016

1:00 pm

Superintendents Conference Room

Attendees: Kevin Mahoney, Bill Blake, Jack Dillon, Annamaria Schrimpf, Amy Perreault, Steve Sharek, Ed Bouquillon, Michelle Roche

Meeting called by: Scheduled Weekly **Type of meeting:** Administration

Facilitator: Edward Bouquillon **Note taker:** Jaculen Maglio

Minutes

Agenda item: Review Minutes of January 6, 2016 Meeting **Presenter:** Kevin Mahoney

Discussion:

Conclusions: Approved

Action items	Person responsible	Deadline
✓ Post to website	Jaculen Maglio	1/19/2016

Agenda item: FY17 Budget Process Update **Presenter:**

Discussion: Public hearing at 7pm Tuesday, January 19th. Budget is 98% complete. Need to decide what equipment will be purchased this year. Storage tanks in front plaza area will be pulled out. Need to decide when to start work on the front plaza. Would like to have work done when students aren't scheduled to be in the building.

Conclusions: Will meet with Ed today to finalize budget. Met with engineer and bids are going out.

Action items	Person responsible	Deadline
✓ Will meet with Lead Teachers	Kevin Mahoney	
✓ Jan. 19 th School Committee public hearing, will vote to approve budget	Kevin Mahoney	
✓ Budget will be sent out to member towns when approved	Kevin Mahoney	

Agenda item: 1:1 Program, Shared Vision **Presenter:** Annamaria Schrimpf

Discussion: CTE Teachers are being trained in 1:1 program for 9th graders. Training will be offered for Office 365 and OneNote.

Conclusions: We all have to be part of the 1:1 roll out. What training do we need? Administrative training is coming.

Action items	Person responsible	Deadline
✓ Offer training	Annamaria Schrimpf	

Agenda item: Online Testing 2019 **Presenter:** Annamaria Schrimpf

Discussion: Students will be tested online and they need to be ready and know how to learn with digital devices. It's very different reading online then reading a book. There are a lot more resources online.

Conclusions: We need to consider roll out for students. We need to support them. If students need their personal devices for learning, teachers need to be considerate of that. Teachers also need support and need to know how the roll out will happen. May be able to use FY16 funds for these devices.

Action items	Person responsible	Deadline
✓ Publicize online testing, and new resources for learning	George Clement, Steve Sharek	

Agenda item: Crisis Response Team **Presenter:** Jack Dillon

Discussion: Members of the team: Jack Dillon, Brian Tidsley, Amy Perreault, Susan Moser, Steve Sharek, Jackie Maglio, Matt MacLean. These are the key people who will have a specific roll. Other faculty may have a roll depending on how they affiliate with the members of the team.

Conclusions: Each member may create a group under their umbrella, to be sure we have all the resources needed in all crisis situations.

Action items	Person responsible	Deadline
✓ Prepare for audit in May	Jack Dillon	

Agenda item: Visit from Edward Little High School, Auburn, ME **Presenter:** Ed Bouquillon

Discussion: They are in the design phase in prep for the construction approval from the state. They've heard about the incredible work being done at Minuteman.

Conclusions: They want to visit and discuss how to build a state of the art comprehensive high tech school that will integrate academic standards with multiple career pathways, to provide students with real world, hands on applications.

Action items	Person responsible	Deadline
✓ Get some dates that will work for their visit	Bill Blake	

Agenda item: Nominations for MAVA Outstanding Senior Award and the Walter Markham Award **Presenter:** Michelle Roche

Discussion: Students were nominated by guidance counselor or teacher.

Conclusions: Students will receive a letter telling them they have been chosen. They will be interviewed by the Principal.

Action items	Person responsible	Deadline
✓ Inform students	Michelle Roche	

Other Information

- 1) Thursday, January 21st we will host a municipal breakfast to answer questions regarding the proposed regional agreement.
- 2) Ed will be interview by the Globe Thursday, January 14th at 10 am to discuss towns potentially leaving the district and the regional agreement.
- 3) Lexington Rotary Club is coming for lunch in the Fife and Drum and to hear Ed talk about the new building.
- 4) Friday, January 22nd Ed will attend the Alliance for Vocational Technical Education (AVTE) Coalition Launch and Forum, taking place in Boston at the Federal Reserve Bank, where Governor Baker and Secretaries Peyser, Ashe and Walker will speak.

Meeting Adjourned: 1:48 pm

Special notes: