

Executive Team Meeting

January 19, 2017

12:30 pm

Superintendent's
Conference Room

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

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

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

Minutes

Agenda item: Review Minutes from January 5, 2017 Meeting **Presenter:**

Discussion: No changes

Conclusions: Approved

Action items	Person responsible	Deadline
✓ Post to website	Jaculen Maglio	

Agenda item: Civil Rights Review Update **Presenter:** Steve Sharek

Discussion: Lisa Sandler will be here on Tuesday, January 31st from 1:00 pm to 3:00 pm in the Paul Revere room, all are invited. The MOA (Methods of Administration) review is being conducted because it's our turn, no complaints, not selected just our turn. There are 45 criteria that will be covered and the staff involved will be Ms. Perreault, Mr. Clement, Mr. Dillon, Mr. MacLean, Mr. Pitta, Ms. Belmer, Ms. Rozan and possibly Ms. Roche. Bill Edmonds will also be here. When complete DESE will submit report to Washington.

Conclusions:

Action items	Person responsible	Deadline
✓ Send an all staff regarding title 9 coordinator	Steve Sharek	
✓ Give Mr. Edmonds plans of the building to review		

Agenda item: Major Software Donation to the School **Presenter:** Steve Sharek, Michelle Roche

Discussion: PTC donated \$200,000 worth of equipment for our advanced manufacturing program.

Conclusions:

Action items	Person responsible	Deadline
✓ Draft thank you letter to Mr. Lyons	Steve Sharek	

Agenda item: FY18 Budget Update **Presenter:** Kevin Mahoney

Discussion: Public hearing is scheduled tonight where they will vote on the budget. A 2/3 weighted vote by entire school committee is required for the budget to pass. Mr. Clement should be in attendance. Hardcopy of budget book will be distributed once it is approved.

Conclusions: Need a link to budget book and presentation on website.

Agenda item: Vocational Spaces Lessons Learned and Equipment List **Presenter:** Edward Bouquillon

Discussion: Vote will take place tonight at the School Committee meeting for Construction Manager at Risk, Gilbane. Gilbane shared lessons learned document regarding work they've done on other vocational schools. Identifying furniture we're taking to the new building has to be decided over the next 6-8 weeks. Tuesday, January 31st KBA will submit site plans to the town of Lincoln's Planning Board. Wednesday, January 25th we will be having an Abutters meeting at 7:00 pm. We will also be having a joint meeting with Police/Fire Chiefs of Lincoln and Lexington on January 25th. Archeologist will start their dig on this day also.

Agenda item: SOS-Signs of Suicide **Presenter:** Amy Perreault

Discussion: Professional Development is on the calendar for teacher training for being an accessible adult. Ms. Kelley will start a pilot program before PD for everyone. Screening for students is planned, with consent forms going home to parents/guardians before screening. At risk students are broken down into 3 tiers 1) need intervention now 2) within 48 hours 3) within a week. Want the opportunity to talk to kids who may fall through the cracks. This will be an annual screening. Parent info night will take place.

Conclusions: Students should complete the survey which asks about substance abuse.

Agenda item: CVTE/SPED Update **Presenter:** Amy Perreault

Discussion: Ms. Roche, Mr. Blake and I will be attending special education leadership academy conference. The conference is looking at alternative pathways other than coop, internships, one day a week instead of a full week and workforce readiness.

Other Information

Michelle Roche

- Update chapter 74 for the 2 new programs Multimedia Engineering and Advanced Manufacturing, Ms. Rozan helped with letter of intent.
- Advanced manufacturing work is complete, now working with vendors to find cost for tooling the machines.
- February 8th we will have a Multimedia Engineering Advisory Group meeting.
- Need to have someone on board in advanced manufacturing by April, I am working on the job description and will advertise as a fulltime position.
- We are moving Childcare on site due to state of the building. We are working on letter to parents.
- Freshman exploratory survey results showed that 59% of students stayed in career major that they chose and 29% chose a different major. 6 of those students chose majors they didn't explore. **ACTION:** Minuteman 101, Freshman Academy – bring in ADT to review and hopefully improve freshman exploratory.

George Clement

- 10 Wayland students toured Minuteman and participated in mini exploratory's.
- Tomorrow is our first shadow day or "Minuteman for A Day" we are expecting 42 students.

Kevin Mahoney

- Testing water for lead started this morning, results will be available in a few weeks. Families will be notified of results.
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Meeting Adjourned: 1:26 pm