

Executive Team Meeting

January 20, 2016

1:00 pm

Superintendents Conference Room

Attendees: Kevin Mahoney, Bill Blake, Jack Dillon, Annamaria Schrimpf, Amy Perreault, Steve Sharek, Carol Cohen, George Clement

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

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

Minutes

Agenda item: Review Minutes of January 13, 2016 Meeting **Presenter:** Kevin Mahoney

Discussion:

Conclusions: Approved

Action items	Person responsible	Deadline
✓ Post to website	Jaculen Maglio	1/27/2016

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

Discussion: Presented recommendation and revised budget book at the School Committee, public hearing last night.

Conclusions: Budget passed unanimously, now moving forward to towns for vote to approve.

Action items	Person responsible	Deadline
✓ Budget will be sent out to member towns to vote for approval	Kevin Mahoney	

Agenda item: Dual Enrollment Update **Presenter:** Carol Cohen

Discussion: Need criteria as to what students will be able to take to receive Middlesex credits. If they receive less than a C then they can't do dual enrollment. We need to look at student attendance and score of accuplacer.

Conclusions: Blocks of 40 minutes need to be longer. Its challenging for teachers and it can be confusing, but they can accommodate 8 blocks.

Action items	Person responsible	Deadline
✓		

Agenda item: Schedule Committee Update **Presenter:** Carol Cohen

Discussion: Will meet with committee today to look at a few different schedules that they are recommending. Rotating schedule seems to be better than being on one week the off the next. More activities can be completed with a longer period. Shawsheen has 40 minute classes.

Conclusions:

Action items	Person responsible	Deadline
✓ Will bring findings to next E-Team meeting	Carol Cohen	

Agenda item: Parent Teacher Conferences March 8th some staff will be in Nashville at the Academies Of Nashville Study Visit **Presenter:** Jack Dillon

Discussion: Schedule parent conferences either before or after March 8th.

Conclusions: Teachers should contact parents to inform them of the need to schedule conferences.

Action items	Person responsible	Deadline
✓ Will meet with Bill Blake and teachers to discuss	Jack Dillon	3/1/2016

Other Information

- 1) Jeff Wulfson contacted Ed to clarify that towns wanting to withdraw do not have to submit a plan to DESE.
- 2) All towns in district have scheduled Special Town Meetings to discuss the proposed Regional Agreement.
- 3) Tomorrow the superintendent is hosting a Town Official Breakfast Meeting to discuss the Regional Agreement process, questions related to Special and Town Meetings and the FY17 operating budget.
- 4) Jack Dillon spoke of the bomb threat that was called into the school on Tuesday, January 19th. The Lexington Police Department was notified immediately, the threat was assessed and the decision to not evacuate was determined. Annamaria Schrimpf suggested that administrators should have been notified before the phone call to parents went out. Bill Blake said he didn't receive a call regarding the threat. Annamaria explained that the call went out as an outreach call not an emergency call, but she will look to see what numbers were called.
- 5) Graduation will be at the Tsongas Arena in Lowell this June due to the Lowell Auditorium double booking on that date.

Meeting Adjourned: 1:37 pm

Special notes: