

# Executive Team Meeting

October 27, 2016

1:00 pm

Superintendent's Conference Room

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

**Meeting called by:** Scheduled Weekly

**Type of meeting:** Administration

**Facilitator:** Edward Bouquillon

**Note taker:** Jaculen Maglio

## Minutes

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**Agenda item:** Review Minutes from October 6, 2016 Meeting

**Presenter:**

**Discussion:**

**Conclusions:** Approved

**Action items**

**Person responsible**

**Deadline**

✓ Post to website

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**Agenda item:** FY18 Budget Process-Finance Subcommittee Presentations **Presenter:** Kevin Mahoney

**Discussion:** Finance Subcommittee Meeting to present our budget request for FY18.

We will present how we are transitioning to the new school, program plan, class size, MCAS, ELL and how it has evolved, how technology will transition, security, athletic fields, admission strategy, growing enrollment, advanced manufacturing, TV studio.

**Conclusions:**

- Be prepared to share what's your driving your departments requests
- Hold off on moving forward on nonessential building improvements
- Michelle needs a budget for outfitting a TV Studio
- Steve has no budget line
- Jack will look at the civil rights plan for the upcoming CPR

**Action items**

**Person responsible**

**Deadline**

Speak with the guy that was with Ernie regarding additional equipment for Advanced Manufacturing

Michelle Roche

Share with Michelle what equipment teachers/instructors have asked for

Kevin Mahoney

Let Steve know what the budget was last year for publicity

Kevin Mahoney

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**Agenda item:** Hanscom Civilian Jobs Fair Nov. 2<sup>nd</sup>

**Presenter:** Steve Sharek

**Discussion:** On Wednesday, November 2<sup>nd</sup> from 3-7 pm Hanscom along with Mass Department of Career Services, will hold a Civilian Job Fair at Minuteman on the Mezzanine. Guests are asked to register in advance.

**Conclusions:**

Action items	Person responsible	Deadline
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<b>Agenda item:</b> Advisory Committee Appreciation Dinner	<b>Presenter:</b> Steve Sharek
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**Discussion:** The dinner went very well, over 150 people attended. President of the Mass Building Trades Council Frank Callahan was the keynote speaker.

**Conclusions:**

Action items	Person responsible	Deadline
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<b>Agenda item:</b> District Accountability Report Next Steps	<b>Presenter:</b> Edward Bouquillon
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**Discussion:** We have written a draft response to the final report.

- Pointing out that they didn't mention we have the highest Special Education Improvement in the state.
- SIP should not be the lead sentence and the SIP is in the process of being revised
- Minuteman is now a Level 1 School District

**Conclusions:**

We need a teacher handbook

Action items	Person responsible	Deadline
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Ask Cindy DeMaio for a mentoring guide

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## ***Other Information***

Kevin Mahoney

Belmont's request to withdraw has been received

- School Committee will notify the district of Belmont's intention to withdraw
- Each town will call a special town meeting, or do nothing, which will indicate the town agrees to Belmont's request
- There will be a consensus to withdraw if they are denied
- If they are granted withdrawal that will start a three-year clock starting 7/1/2016 and they can't change their minds
- Belmont School Committee member will stay on until 2020, when the last of the in-district Belmont students graduate

Building Project picking up steam

- Design team has met with all the technical programs
- Subcommittee looking at athletic fields
- Site permitting in Lexington and Lincoln
- We have 9 binders of companies that want to be involved in the construction of the new building
- Construction Management at risk group will be interviewing process will take place December 10<sup>th</sup>
- Completion of project should be March 2020

Edward Bouquillon

- Meeting on November 8<sup>th</sup> at DESE to discuss building project
- Waltham feasibility is underway

- Inquiring with Lex Media to help with TV Studio design
- Met with the new superintendent of Nashoba Dr. Brooke Clenchy

Annamaria Schrimpf

- Power outage on Monday was due to a problem in the welding area, two ends of a patch engine were plugged in
- When phones are down the phones that will work are the ones in the Superintendent/Community Education Administrative area and the Principal's area

Michelle Roche

- Electrical teacher is out on medical leave starting week before Thanksgiving, we are having difficulty getting a licensed electrician. **ACTION:** Jack Dillon will reach out to former teacher
- Ten Minuteman staff along with the architects are going to Essex North Shore tomorrow to see their makerspace

**Meeting Adjourned: 1:55 pm**

**Special notes:**