

Executive Team Meeting

December 15, 2016

1:00 pm

Superintendent's Conference Room

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

Meeting called by: Scheduled Weekly

Type of meeting: Administration

Facilitator: Edward Bouquillon

Note taker: Jaculen Maglio

Minutes

Agenda item: Update on DESE Targeted District Review

Presenter: Steve Sharek

Discussion:

Steve was not in attendance so Ed updated

- Targeted review was found on the DESE website, we haven't reviewed it yet

Conclusions:

Action items

Person responsible

Deadline

- ✓ Read the Targeted Review

Executive Team

Agenda item: Upcoming Civil Rights Review

Presenter: Steve Sharek

Discussion:

Steve was not in attendance, Ed informed us that Steve is now the Civil Rights Coordinator and will update team at the next meeting

Conclusions:

Action items

Person responsible

Deadline

- ✓

Agenda item: School Improvement Plan

Presenter: Jack Dillon

Discussion:

School Improvement Plan has been approved by the School Committee

- Special thank you to the School Council for their help
- SIP is good through June 2018

Conclusions:

Action items

Person responsible

Deadline

- ✓ Send to Executive Team before posting
- ✓ Review with Ed so it aligns with his goals

Jack Dillon

Agenda item: Massachusetts Life Sciences Center Approved
Equipment and Supplies Grant

Presenter: Michelle Roche

Discussion:

Grant is for \$100,000 plus \$10,000 for teacher training

- 105 applications were submitted, 49 applications were recommended for funding and we were one of them
- Steve is working on securing another equipment grant in the amount of \$500,000, the awarded will be announced between January 24th and February 7th
- \$150,000 implementation grant will also be submitted

Conclusions:

Other Information

Michelle Roche

Advanced Manufacturing

- All equipment in Advanced Manufacturing is operational
 - Presenters will be here tomorrow to inform us of costs to outfit each machine
- ACTION:** Keep doors to Advanced Manufacturing closed and locked while program is not up and running
- ACTION:** Repairs will take place on ceiling, windows and walls in this room

3D Rover

- Mr. Marshall has done a great job in researching a new learning tool, 3D Rover
- The vendor will be back with a presentation to be held in the Training Room, showing programs that will be using the 3D Rover

Kevin Mahoney

Finance Subcommittee

- We have made some additional reductions in the FY18 budget
 - Recommend not to fill math position
 - Reductions in technology, no summer painting, health insurance reduction
 - \$69,000 below current budget
 - Final recommendations to be submitted by January 5th
- ACTION:** Send other recommendations to Kevin
- ACTION:** Ed will make final recommendations

New Business Office Accounting Clerk

- Sonia Ventrano

Annamaria Schrimpf

Educational Technology Update

- All invoices must be submitted to the Business Office
- Status on One to One
- Finalizing new HP 360, will not be active till end of September
- Letter going home to parents/guardians mid-January regarding freshmen having a device in hand
- January 12th we will have an information session for parents

Edward Bouquillon

Middle School After School Programs

- Programs will begin in March 2017
- Goal is to have 200 students enroll
- Teachers will be paid an hourly rate
- Every program is on board
- Transportation details need to be worked out

New Hire

- Part-time person has been hired to coordinate facility rentals and transportation
- He will sit in the first desk in the Community Education Office

Update of Building Project

- Five construction management firms were interviewed this past Saturday
- March 2017 a third of the campus will be turned over to the newly hired construction management firm
- They are anxious to work on the project and feel privileged and committed to completing the project in 24 months
- **ACTION:** Jack will find office space for them in the building

Land Behind the Football Field to be surveyed by Archaeology Firm

- Representative from PAL, Public Archaeology Laboratory, will be here Tuesday to survey the land
- Land could have some artifacts that need to be preserved and we will honor the legacy of this property
- We will involve the students as this will be educational for them
- Two Indian tribes will be contacted

Meeting Adjourned: 1:34 pm

Special notes: