

Executive Team Meeting

February 3, 2016

1:00 pm

Superintendents Conference Room

Attendees: Kevin Mahoney, Bill Blake, Jack Dillon, Annamaria Schrimpf, Amy Perreault, Steve Sharek, Carol Cohen, Ed Bouquillon, Michelle Roche, 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 27, 2016 Meeting **Presenter:** Edward Bouquillon

Discussion:

Conclusions: Approved

Action items

Person responsible

Deadline

✓ Post to website

Jaculen Maglio

2/8/2016

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

Discussion: No updates

Conclusions:

Action items

Person responsible

Deadline

✓

Agenda item: Creating a Revamped ELL Coordinator Position **Presenter:** George Clement

Discussion: We have a part time ELL, but feel we need someone readily available at all times. The need is growing. To be in compliance we need more hours of direct instruction from an ELL teacher. Position recommendation, a stipend position that is part time Special Education and part time ELL Coordinator.

Conclusions: Ed, will rely on your recommendation by June so we can take action in the fall.

Action items

Person responsible

Deadline

✓ Review again when number of non-English speaking students is known.

George Clement

June 2016

Agenda item: General Update on Admissions **Presenter:** George Clement

Discussion: 28 kids will shadow on Friday. We have 131 applications, 6 from Everett, 19 from Watertown.

Conclusions: Mailing going to 1200 names of students interested, but haven't applied.

Action items

Person responsible

Deadline

✓ Calls and mailings will go out to interested students

George Clement

Agenda item: Schedule Committee Update

Presenter: Carol Cohen

Discussion: No new update

Conclusions: Meeting with committee today after school

Action items

✓ Meet with committee, update next week

Person responsible

Carol Cohen

Deadline

2/9/2016

Agenda item: Maternity Leave/Family Medical Leave vs. Stipends

Presenter: Jack Dillon

Discussion: There are 3 people going on maternity leave that all have stipends.

Conclusions: Need to fill stipend positions.

Action items

✓ Post stipend positions

Person responsible

Jack Dillon

Deadline

2/12/2016

Agenda item: Updates, Girls in Trades / Senior Project Presentations /
Equipment Grant / Perkins Grant

Presenter: Michelle Roche

Discussion: Girls in Trade working on career fair to be held March 30th at the local 103 in Dorchester from 10 am – 1 pm.

Conclusions:

Action items

✓

Person responsible

Deadline

Other Information

- 1) We have Clyde the robot and a virtual lab
- 2) Lincoln Committee is visiting Minuteman on Monday, February 8th at 8 am.
- 3) Minuteman Teachers foundation is pretty well established.

Meeting Adjourned: 2:00 pm

Special notes: