

**Minuteman Executive Team Meeting  
Thursday, September 1, 2016 1:00 pm  
Superintendent's Conference Room**

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**AGENDA**

- 1. Review Minutes from August 18, 2016 Meeting**
- 2. Personnel Update, Kevin Mahoney**
  - Transition plan for the business office
- 3. Update on Preparations for the District Wide Election, Kevin Mahoney**
- 4. Delivery of Equipment for the new Advanced Manufacturing Program, Michelle Roche**
- 5. Mark Perna Visit October 13<sup>th</sup>, George Clement**
- 6. Internal and External Communications, Steve Sharek**
  - OCPF presentation to faculty and staff
  - Website changes
  - News releases
  - Social media
  - Date, time, place notices of special election to databases
  - Discuss possible visit of Arlington Advocate
- 7. Capital Skills Grant, Steve Sharek**
  - 3 year capital equipment request (Kevin Mahoney)
- 8. Leadership Academy II Recruitment, Edward Bouquillon**
- 9. Update of LABBB Occupancy, Edward Bouquillon**
- 10. Field Trip Permission Slip, Amy Perreault**
- 11. Dual Enrollment and Articulation Agreement Liaison, Amy Perreault**