

# Executive Team Meeting

March 30, 2017

9:00 am

Superintendent's Conference Room

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**Meeting called by:** Scheduled Weekly

**Type of meeting:** Administration

**Facilitator:** Edward Bouquillon

**Note taker:** Jaculen Maglio

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

## Minutes

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**Agenda item:** Review Minutes from March 16, 2017 Meeting      **Presenter:**

**Discussion:**

**Conclusions:** Approved

**Action items**

✓ Post to website

**Person responsible**

Jaculen Maglio

**Deadline**

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**Agenda item:** Review 2017-2018 School Calendar

**Presenter:** Jack Dillon

**Discussion:** 2017-2018 school calendar is the same traditional every other week academic/CTE. March has two extra days for sophomores in ELA, science and math to prepare for MCAS. May also gives sophomores more time in math to prepare for MCAS. June now gives sophomores extra time in science for MCAS prep. Graduation is June 1<sup>st</sup>, last day of school is June 12<sup>th</sup>, professional development calendar has not yet been created. The back of the school calendar shows the dates for closing and posting grades as usual.

**Conclusions:**

**Action items**

✓ Check dates of Jewish holidays

**Person responsible**

Jack Dillon

**Deadline**

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**Agenda item:** Civil Rights Review

**Presenter:** Steve Sharek

**Discussion:** DESE will be here in May to review civil rights. To prepare for their visit I am asking the following staff to submit information to me by April 3<sup>rd</sup>: Mr. Pitta, Ms. Belmer, Mrs. Perreault, Mr. MacLean, Mr. Clement.

**Conclusions:**

**Action items**

✓

**Person responsible**

**Deadline**

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**Agenda item:** Massachusetts Girls in Trades Grant Application

**Presenter:** Steve Sharek

**Discussion:** The attorney general has \$90,000 for equity in construction trades, we are applying for \$40,000 to support the equity in Trades Student Leadership Council and Massachusetts Girls in Trades. 10% for administration cost to school, t-shirts, stipends, marketing, graphics.

**Conclusions:**

**Action items**

**Person responsible**

**Deadline**

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**Agenda item:** Dinner with Teachers Event

**Presenter:** George Clement/**Jack Dillon**

**Discussion:** Next Wednesday is the date of the event, we'd like administration to attend and help serve food and engage with students. We have 100 students attending, but are prepared for approximately 30 more as that's what happened last year.

**Conclusions:**

**Action items**

**Person responsible**

**Deadline**

- ✓ Email George to let him know you'll be there
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## Other Information

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### Michelle Roche

- We've interviewed for advanced manufacturing and have two candidates.
- Chapter 74 approval with advanced manufacturing is moving forward, due date to submit application is May 4<sup>th</sup>.
- DESE is requesting evidence of communication with Waltham for duplicate program.

**ACTION:** 1. Let Ed see the Evidence of Communication Form

2. Put Radio and Television Broadcasting on the exploratory schedule

- Career Fair will take place on April 26<sup>th</sup>, so far we have 15 employers attending.
- Early Education and Care's move back to the high school is going smoothly. The children will now have access to the gym and the library will have a child care section. Staff will have discounted tuition and overall the rate will be 40% less. We are hoping for 14 children and the hours are 7 am – 4 pm.
- Sunday, April 9<sup>th</sup> through Saturday, April 15<sup>th</sup>, 4 staff and 16 students will head to New Orleans for community service and learning through Mass Nine for the 9<sup>th</sup>.

**ACTION:** Steve Sharek will work with Michelle Roche to publicize the event.

### Kevin Mahoney

- Fire alarm pull boxes on first floor are not functioning, we have 30 days to fix them. Lexington Alarm is working to correct the problem.
- We are preparing for snow this weekend, speed bumps will not be replaced until next week. Ball fields (not the football field) are being prepared for practice only, no home games. Lexington needs to take their walkabout so the markers/stakes will stay on fields till we receive permits. Track will not happen this year as we only had 7 students sign up.

**ACTION:** 1. Maintenance will make markers/stakes more visible with spray paint.

2. Ed will email Steve Garvin regarding Lexington's walkabout.

Tuesday of April vacation week would be ideal.

### Edward Bouquillon

- April 4<sup>th</sup> School Committee meeting speakers will be:  
The Academy Development Team, George Clement will cover admissions, Allison Salisbury regarding the afterschool program, June trip for skills needs to be on the agenda, New chapter 74, Special Education report.
- Academy Development Team Survey will close today and I will send you a summary of the results. Breezing through it I see that they want more structure on Wednesday's PD and help from each other, they are willing to learn. They are not all in the same place therefore some are struggling. We

need to get strategic in helping them, maybe with smaller targeted training. We need to know what we are expecting from them as far as their skill level, do they need to be at 60% or higher?

- School Building Project is moving forward.
- Next Lincoln Planning Board moving slowly forward.
- Tools for School is being reviewed by the inspector general.
- Budget is being reviewed by the district towns, Lexington has approved it unanimously.
- I will host town managers and selectmen next Thursday, April 6<sup>th</sup> in the Paul Revere room to discuss the challenges to transitioning to a smaller school and update on the school building project.
- 2017 School Coin designs was chosen.

Meeting Adjourned: 2:10 pm