

# Executive Team Meeting

February 2, 2017

1:00 pm

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

## Minutes

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**Agenda item:** Review Minutes from January 26, 2017 Meeting                      **Presenter:**

**Discussion:** Change agenda item: FY18 Budget Update, change Chapter 78 to Chapter 70

**Conclusions:** Approved

Action items	Person responsible	Deadline
✓ Post to website	Jaculen Maglio	

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**Agenda item:** Fieldtrip Medication Procedure                      **Presenter:** Amy Perreault

**Discussion:** Nurses are asking for the fieldtrip medication process to be streamlined, especially for overnight fieldtrips. Trying to give students more control/independence during overnight stays, students have very little involvement now.

**Conclusions:** We are not trying to create a new policy.  
Ed commented about the new law on defibrillators.

Action items	Person responsible	Deadline
✓ Review each student's individual case and have meeting with parent/guardian.	Amy Perreault	Before overnight trip
✓ Find out how many people should be trained on using defibrillators.	Amy Perreault	

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**Agenda item:** Review DESE Webinar re: Revised Chapter 74 Application Process for Opening New Programs                      **Presenter:** Michelle Roche

**Discussion:** We learned that the process has changed. Part A must be submitted by March 10<sup>th</sup>, then DESE will send invite to submit Part B. If you are denied Part A, then you must wait another year to submit again. We sent letter of intent for Advanced Manufacturing. Have not sent out letter of intent for Multi-media. There is no cost to apply for a new program. Any donations we receive is for brand new equipment and will be based on our needs. DESE will provide training and curriculum and will work with the teachers that instruct the program.

**Conclusions:**

Action items	Person responsible	Deadline
✓ Send out letter of intent for Multi-media	Michelle Roche	
✓ Post for Advanced Manufacturing position 4/3/17 start date.	Michelle Roche	

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**Agenda item:** SREB High Schools That Work **Presenter:** Edward Bouquillon

**Discussion:** Logistics being a part of common core competency. Credentials are as important as OSHA.

**Conclusions:**

Action items	Person responsible	Deadline
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**Agenda item:** FY18 Budget Update **Presenter:** Kevin Mahoney

**Discussion:** Budget was approved and software donation was also approved.

**Conclusions:** Budget books will be sent out shortly

Action items	Person responsible	Deadline
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✓ Send out budget books	Kevin Mahoney	
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### ***Other Information***

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George Clement

- We have 40 kids attending the last shadow day tomorrow. Applications are down 10%. Meeting with Diane Boyajian and Allison Barry regarding our facebook page that will be ready before February vacation.

Michelle Roche

- Met with Early Ed and Care to discuss moving center to the high school building and they are good to go. Cosmo also must move.  
**ACTION:** Mat MacLean will talk to Katie regarding if room will be available before April vacation.  
**ACTION:** Give letter informing parents of the Early Ed and Care move to Ed for review.
- 10 out of 16 welding students passed the ASW certification. Thanks to Mr. Boyd.  
**ACTION:** Story should be put in Principal's Newsletter.
- A new health teacher starts after February vacation. She has a vocational background

Edward Bouquillon

- Academy Development Team met yesterday and will meet again next week. ADT needs a more reenergized effort for more structure around common planning time.  
**ACTION:** Have someone come in and talk to staff regarding Academy Centric.
- Minuteman Technical Institute Director Position is needs to be filled by July 1, 2017.  
**ACTION:** Job description must be created.
- Upcoming happenings: 2/8 STEM Chinese Delegation, 2/9 Skills Capital Grant Award Announcement at Mass Bay Community College, 2/13 Bob Gliner from California will be here doing documentary. Also met with Greenhouse advisory people.
- Had a very productive meeting with Watertown Interim Superintendents and Business Manager. We reviewed our history with them, it was a very positive meeting. Spoke about having an open house in Watertown to speak to parents about Minuteman sometime in April 2017.
- Collective bargaining is done for the next 3 years
- Archeologist have completed their digs and found nothing.
- A tour or walkabout for abutters is scheduled for Monday, February 13<sup>th</sup> at 4:45 pm.
- Skanska, KBA and Gilbane will have offices at Mill Street, Lincoln.
- Stakes and ribbons will be put up, should have permitting from Lincoln by mid-March, have late May ground breaking ceremony and will invite the governor.

Meeting Adjourned: 2:20 pm