

Executive Team Meeting

March 2, 2016

1:00 pm

Superintendent's Conference Room

Attendees: Kevin Mahoney, Bill Blake, Jack Dillon, Annamaria Schrimpf, Amy Perreault, 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 February 24, 2016 Meeting **Presenter:**

Discussion:

Conclusions: Approved

Action items **Person responsible** **Deadline**

✓ Post to website Jaculen Maglio

Agenda item: CTE Update – Hoisting License **Presenter:** Michelle Roche

Discussion: Only have 1 staff member licensed to use fork lift.

Conclusions: 10 – 14 Staff members and maintenance will be trained on using fork lift.

Action items **Person responsible** **Deadline**

✓ Training Michelle Roche

Agenda item: CTE Update - IBEW **Presenter:** Michelle Roche

Discussion: IBEW had great meeting, making connections with Minuteman for Girls in Trade.
March 30th Career Fair, the governor will not attend.

Conclusions: IBEW can provide OSHA training.

Action items **Person responsible** **Deadline**

✓ Email Ed and Steve to make connection with Deb Goldberg Michelle Roche

Agenda item: CTE Update – Grant for manufacturing **Presenter:** Michelle Roche

Discussion: Kyle Romano and Matt MacLean will be clearing an area for equipment.

Conclusions: Anticipate equipment will be installed over the summer. NIMS should be involved from the beginning. We are not hiring an instructor for the new equipment now. Advisory group should offer evening program this fall.

Action items	Person responsible	Deadline
✓ Advisory Group needs to come in	Michelle Roche	
✓ Make recommendation to Superintendent on evening program	Michelle Roche	
✓ Invite NIMS when equipment is installed	Michelle Roche	

Agenda item: School Policies – Accident and Illness, Communicable Disease, Medication Policy **Presenter:** Ed Bouquillon

Discussion: Review policies, going forward E-Team will review all policies.

Conclusions: Amy Perreault working with nurse on medication policy.

Action items	Person responsible	Deadline
✓ Changes need to go through the School Committee	Liz Rozan	
✓ Student Handbook needs updating with restraint policy, new camera's in building	Brian Tildsley	

Agenda item: VISTA Survey **Presenter:** Edward Bouquillon

Discussion: DESE requiring survey affecting grade 11 in English Language Arts only.

Conclusions:

Action items	Person responsible	Deadline
✓ Complete survey	Bill Blake	

Agenda item: Mayor of Everett to Visit Minuteman, March 30th **Presenter:** Edward Bouquillon

Discussion: School Committee and other members of the mayor's team will attend.

Conclusions: Ask mayor if Admissions can visit middle schools with a presentation. Send Minuteman information to Everett families. Deadline to apply is April 1, 2016.

Action items	Person responsible	Deadline
✓ Have Everett students speak during mayor's visit	Jack Dillon	3/28/2016
✓ Prepare presentation	Jack Dillon, Steve Sharek	3/28/2016

Agenda item: Summer Construction Projects **Presenter:** Kevin Mahoney

Discussion: Repave access road, front entrance. Softball field will be engineered over the summer, with 2017 completion. Roof is being evaluated by roofing company.

Conclusions: Repaving will take place 6/20-8/20/2016.

Action items	Person responsible	Deadline
✓ Gale needs to contact McKinley	Kevin Mahoney	

Agenda item: Information for Academy Assignments from Survey Monkey **Presenter:** Annamaria Schrimpf

Discussion: Survey was completed by only half the staff.

Conclusions: If no response, we will assign academy for staff. Amy Perreault will send reminder to her Special Ed staff.

Action items	Person responsible	Deadline
✓ Send survey out to staff that didn't respond	Annamaria Schrimpf	3/4/2016

Other Information

- 1) Jack Dillon, We have a scheduling team in place. **ACTION:** Secure someone from X2 to come in and help with getting schedules in to X2 system.
- 2) Kevin Mahoney, We've extended afternoon into the evening coverage for the welcome center. **ACTION:** They will need training.
- 3) Bill Blake, Substitutes in high demand, interviewing is taking place, gearing up for MCAS. **ACTION:** Reach out to Jill Asser, Advertise in local colleges, add to school spring.

Meeting Adjourned: 1:50 pm

Special notes: