

Executive Team Meeting

March 16, 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, Carol Cohen

Meeting called by: Scheduled Weekly **Type of meeting:** Administration

Facilitator: Edward Bouquillon **Note taker:** Jaculen Maglio

Minutes

Agenda item: Review Minutes of March 2, 2016 Meeting **Presenter:**

Discussion:

Conclusions: Approved

Action items	Person responsible	Deadline
✓ Post to website	Jaculen Maglio	

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

Discussion: No discussion

Conclusions:

Action items	Person responsible	Deadline
✓		

Agenda item: Special Education Schedule/Academy Model 2016-17 **Presenter:** Amy Perreault

Discussion: Special Education is moving forward in an academy model. Margaret Teehan will chair and run meetings in the Life Science Academy. Beth Nardone will chair and run meetings in the Trades Academy. Each Special Education staff member is assigned to an academy, some co-teaching will be broken up into different areas.

Conclusions: Special Education is aligned with the academy model.

Action items	Person responsible	Deadline
✓		

Agenda item: Academy Development Team's Trip to Nashville **Presenter:** Edward Bouquillon

Discussion: 400 people went on the trip, it was well organized and very informative. 10 years ago all Nashville schools became Academies. They have 1 ½ hours of common planning time per week. Staff have weekly group meeting where they are all involved in what projects students were working on, student's grades, data on tests etc. The way staff worked together was impressive.

Conclusions: ADT will meet next week to prepare presentation for the School Committee and Staff

Action items	Person responsible	Deadline
✓ Prepare presentation	ADT	
✓ Turn research into action, common planning time most important focus.	ADT	

Agenda item: Review Calendar for next few weeks **Presenter:** Edward Bouquillon

Discussion: Ford Spalding will speak at tonight's General Advisory Board meeting. Friday Rubicon meeting, Ed will attend. March 28th at 7:15 Outstanding Lexington Students Awarded at Town Meeting. March 21st BBQ for best attendance class.

Conclusions:

Action items	Person responsible	Deadline
✓ Prepare for Everett's visit	Edward Bouquillon	3/24/2016

Other Information

- 1) George Clement, New student testing day is May 14th. **Action:** Lisa Camagna is coordinating.
- 2) George Clement, Gearing up for April 13th 6-7:30 "Dinner with Teachers". Teachers will have dinner at 4:30. **Action:** Send email with information to all staff asking who will be here to help. At least one vocational staff should be here. Teachers will make phone call to invite students.
- 3) Edward Bouquillon, School Committee voted 13-0 to bond the project, now it moves to all annual town meetings to vote.
- 4) Jack Dillon, Went to middle schools to present accepted students with hats and an invitation to have dinner with the teachers. **Action:** Visit more middle schools with hats and invitations.
- 5) Jack Dillon, Minuteman Spring Cleaning May 13th. Get students involve with helping spruce up the outside along with Advisory Board members. **Action:** Send all staff email and meet with Kevin about having burgers for students helping.
- 6) Bill Blake, Having an MCAS assembly to get kids psyched about taking the test. Breakfast has been arranged for students on MCAS days.
- 7) Bill Blake, Four substitutes have been hired.
- 8) Annamaria Schrimpf, Email went out regarding MCAS.
- 9) Annamaria Schrimpf, 22 cameras were installed, pool area is covered, there's a motion detector that will sound an alarm if motion is detected near the edge of the pool. American Alarm will call 2 phone numbers. **Action:** Test motion detector siren with Jack Dillon and give American Alarm 2 phone numbers to call.
- 10) Annamaria Schrimpf, CTE training is going well, lots of new products. **Action:** Continue training.

- 11) Carol Cohen, Honor Roll students will be given discounted Celtic tickets tomorrow at 2 pm.
- 12) Carol Cohen, Teacher recommendations for incoming students will go out.
- 13) Kevin Mahoney, Lead teachers will hold on FY17 budget.
- 14) Kevin Mahoney, Stakes on baseball field are not to be removed. **Action:** Walk around the building to make baseball field safer.
- 15) Edward Bouquillon, Chapter 74 approval on advanced manufacturing equipment. **Action:** Gets bids out on what we want to buy. Edward will talk to Executive Director of NIMS.

Meeting Adjourned: 2:02

Special notes: