

Executive Team Meeting

March 23, 2016

1:00 pm

Superintendent's Conference Room

Attendees: Kevin Mahoney, Annamaria Schrimpf, Carol Cohen, Steve Sharek, 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 March 16, 2016 Meeting

Presenter:

Discussion:

Conclusions: Approved

Action items

✓ Post to website

Person responsible

Deadline

Jaculen Maglio

Agenda item: CTE Update

Presenter: Michelle Roche

Discussion:

- Horticulture did well at FFA, Minuteman won gold and will go to nationals in Louisville in October.
- Substitute Teachers in short supply in CVTE areas.
- Advanced Manufacturing – bids are going out for equipment.
- Girls in Trade conference next week, 400 people will be going.
- Environmental fish tank – where should we put it.
- Horticulture is asking for chickens.
- Energy Trailer is being completed so we can see a demo soon.
- Nine for Nines New Orleans trip – Kyle R. is not going due to surgery.

Conclusions:

- Fish tank should be put in enclosure in Horticulture
- Chickens – have you checked the bylaws on keeping animals, is it proper for zoning, how many chickens, enclosure?

Action items

✓ More information regarding chickens

Person responsible

Deadline

Michelle Roche

Agenda item: Installation of TV in Cafeteria

Presenter: Kevin Mahoney

Discussion:

- Would like to install 80" TV in cafeteria over the serving area. The purpose is a message board for students. Also when we have events in the café we could utilize the TV. Vendor recommended the 80" versus multiple screens.

Conclusions:

- Having screen over serving area could cause problems when we have events, we would have to change the setup of the room and it works the way we conduct events now.

Action items

Person responsible

Deadline

- ✓ Have vendor return for more recommendations, options regarding placement of TV and other kinds like a projector behind the screen.

Kevin Mahoney

- ✓ Check this website - Draperinc.com

Kevin Mahoney

Annamaria Schrimpf

Other Information

1) Steve Sharek

- FFA news release is in the works.
- Minister of Thailand's visit to Minuteman is in the paper.
- Alliance for Vocational Technical Education is having a public forum next week at the State House.
- New Minuteman brochure will be mailed out and distributed at town meetings.

2) George Clement, Admissions Update

- 29 staff signed up to help on the 13th for Dinner with Teachers. Not all majors are covered. Phone calls from teachers inviting students to dinner will go out soon. **Action:** Remind vocational teachers that they should attend the dinner.

3) Carol Cohen

- Course recommendation forms were mailed to middle schools.
- MCAS testing is going well.

Meeting Adjourned: 1:45 pm

Special notes: