

Executive Team Meeting

April 6, 2016

1:00 pm

Superintendent's Conference Room

Attendees: Kevin Mahoney, Bill Blake, Jack Dillon, Ed Bouquillon, George Clement, Carol Cohen, Steve Sharek

Meeting called by: Scheduled Weekly

Type of meeting: Administration

Facilitator: Edward Bouquillon

Note taker: Jaculen Maglio

Minutes

Agenda item: Review Minutes of March 23, 2016 Meeting

Presenter:

Discussion:

Conclusions: Approved

Action items

Person responsible

Deadline

✓ Post to website

Jaculen Maglio

Agenda item: CTE Update

Presenter: Carol Cohen

Discussion: National Defense University visited Minuteman on Monday, April 4th. They were very impressed.

Conclusions:

Action items

Person responsible

Deadline

✓

Agenda item: Admission's Update
New Student Orientation & Dinner with Teachers

Presenter: George Clement

Discussion: Orientation will be May 14, 2016

Conclusions: Follow orientation schedule from last year, shouldn't change too much.

Action items

Person responsible

Deadline

✓ Prepare for orientation

George Clement

Discussion: Dinner with Teachers, please confirm your attendance email went out to all students. Because of phone and internet issues we are not receiving replies. Staff has responded favorably, 40 people signed up to do ice breaker activities. Student ambassadors are working with Ms. O'Brien and Ms. Nagel preparing for the event.

Conclusions: Drama set needs to be broken down in the IRC

Action items

Person responsible

Deadline

✓ Disassemble Play set in IRC

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

Discussion: Need to know ASAP what inside projects will be done over the summer.

Conclusions: Jack has requested the trophy case and work in gym. \$25k for summer work.

Action items	Person responsible	Deadline
✓		

Agenda item: Scheduled Bids **Presenter:** Kevin Mahoney

Discussion:

- Received 3 bids on the roadway work. Project will begin June 20th and completed by August 20th. This includes the access road all the way around the building and the front area also.
- Engineers will be onsite looking at athletic fields.
- Electrical engineers are looking at new electric service to pump station, Eversource is reviewing it. Will take 4 – 6 weeks to fix.
- Advance manufacturing overhead door engineered to accommodate new equipment bids.
- Activity buses bids.
- Superintendent's building and child care at MIT – Superintendents want to stay, Tremont School for Lincoln Lab, bids are open.

Conclusions:

Action items	Person responsible	Deadline
✓	Edward Bouquillon	

Other Information

Steve Sharek, Update on Town Meetings

- Lincoln, Acton and Concord passed the new building
- Wayland agreed in writing to pass over vote

Steve Sharek, Girls in Trade Conference

- Michelle Roche and Maryanne Ham did a lot of work
- It was a very successful conference
- Tons of unions were represented

Kevin Mahoney, Phone lines

- Phones were down for 2 days
- Emergency protocol?
- Blackboard message to all parents went out, Police and Fire Departments were notified

Edward Bouquillon, Next School Committee Meeting

- Tuesday, April 12 at 6:30
- Bill Blake will present Targeted District Review
- Amy Perreault will connect with Alice Deluca regarding Medical Policies

Meeting Adjourned: 1:41 pm