

# Executive Team Meeting

April 13, 2016

1:00 pm

Superintendent's Conference Room

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**Attendees:** Kevin Mahoney, Bill Blake, Jack Dillon, Annamaria Schrimpf, Maryanne Ham, Steve Sharek, 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

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**Agenda item:** Review Minutes of April 6, 2016 Meeting      **Presenter:**

**Discussion:** Correct minutes to state that bids are going out for activity buses and for advanced manufacturing overhead doors. They are two separate things.

**Conclusions:** Approved

Action items	Person responsible	Deadline
✓ Post to website	Jaculen Maglio	

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

**Discussion:**

- Last week's Mass nine for the 9th trip to New Orleans was successful. Connie Maynard and Michelle Roche participated in building a house and learned their curriculum. \$500 was raised through the restaurant for the students upcoming trip to New Orleans in 2017, they are looking forward to our students experiencing the trip.
- IBEW local 103 will offer 2 top Minuteman students a scholarship.
- Prattville Machine and Tool Company were here on Friday, April 4<sup>th</sup>. They toured the shops, met with students, and had lunch. It was a great visit.
- Senior projects are going well.
- Curricular mapping – Katie Smith is working with Rubicon Atlas.

**Conclusions:**

Action items	Person responsible	Deadline
✓ Students need to apply for scholarship		

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**Agenda item:** Update on CoSN Conference      **Presenter:** Annamaria Schrimpf

**Discussion:**

- This was a conference for Tech Directors. Need to know where to focus, where does Minuteman need to move forward? Technology is not looked at as a teaching and learning component, but it is. We need to be a future ready school. This needs to be a collaborative effort to see how we are using technology. Personalized learning for students is several years out.

**Conclusions:**

- Annamaria Schrimpf and Bill Blake will attend Blended Learning Conference next week.
- Components are: budget, data privacy, protocol with data privacy, moving forward together.
- Joe Joncas is putting curriculum on OneNote.

**Action items**

**Person responsible**

**Deadline**

✓

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**Agenda item:** CDSA Draft Schedule

**Presenter:** Bill Blake

**Discussion:** Handouts of a draft schedule for the site visit for targeted review were passed out. They will visit on May 9<sup>th</sup>. We hope it's not too disruptive to classes as senior finals are taking place during their visit. Coverage has been arranged so teachers can attend meetings.

**Conclusions:**

**Action items**

**Person responsible**

**Deadline**

- ✓ 15-20 students are needed to talk to the review team
- ✓ Special Ed parents are also needed

George Clement

Amy Perreault

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**Agenda item:** Bid Results

**Presenter:** Kevin Mahoney

**Discussion:**

- Contract was awarded for roadwork repair and will start after a discussion with Cranberry Hill.
- Tremont School will occupy Lincoln Lab effective 11/1/16.
- Bright Horizons will stay for the summer.
- We have 2 more bids for a yellow student activity bus and a white student activity bus. They buses will have different license requirements and will be used for field trips, sport players transportation etc. Will hire 2 part time drivers. Bids are due May 3<sup>rd</sup>.

**Action items**

**Person responsible**

**Deadline**

✓

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**Agenda item:** MHS Superintendent End of Cycle Progress Report  
May 2016

**Presenter:** Maryanne Ham

**Discussion:** May 1<sup>st</sup> need more evidence for Ed's goals. Discussion continued with what evidence was needed.

**Conclusions:**

**Action items**

**Person responsible**

**Deadline**

✓

## ***Other Information***

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### **Edward Bouquillon, Summer Work**

- Academy Development Team is leading the effort to recruit certain teachers and staff to work on the three buckets of summer work which are 1) Minuteman 101 2) Curriculum Mapping 3) Capstone/Portfolio. Will have mini training in curricular mapping by Katie Smith.

### **Michelle Roche, STEM Conference**

- November 1<sup>st</sup> STEM conference, girls are applying by doing a workshop or an exhibit. **ACTION:** Application to be sent before May 29<sup>th</sup>.
- Joe Joncas is working on an online store where teachers can order t-shirts for their students. The logo and color will all be consistent. **ACTION:** Joe needs to bring vendor in and meet with Kevin Mahoney and Annamaria Schrimpf.

**Meeting Adjourned: 2:10 pm**

**Special notes:**