

# Executive Team Meeting

May 4, 2016

1:00 pm

Superintendent's Conference Room

---

**Attendees:** Kevin Mahoney, Bill Blake, Jack Dillon, Annamaria Schrimpf, Carol Cohen, Amy Perreault, Ed Bouquillon, Michelle Roche, George Clement, Steve Sharek

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

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

---

## Minutes

---

**Agenda item:** Review Minutes of April 27, 2016 Meeting                      **Presenter:**

**Discussion:**

**Conclusions:** Approved

Action items	Person responsible	Deadline
✓ Post to website	Jaculen Maglio	

---

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

**Discussion:**

---

**Agenda item:** Education Technology                      **Presenter:** Annamaria Schrimpf

**Discussion:**

Blended Learning Professional Development

- Attended workshop last week, it was very interesting
- Station Rotation: Designing classes to individualize a classroom
- One aspect of station rotation has to be online, either in a group or individually
- Minuteman has the capacity to do this and it's worth doing
- Eric Marshall has already started using this

Ed Tech Carousel May 19<sup>th</sup> Training for Administrators and Administrative Assistants

- Working session on May 19<sup>th</sup>, One Note, Office 365
- Administrative Assistants will have one hour session

Update on 1-1

- Rollout will happen next January for 9<sup>th</sup> grade exploratory students
- 1-1 for everyone will be September 2017
- Need to allocate time for professional development

Website

- Phase 2, consider training in key areas
- Designate one person who will have training in each department that has a page on the website
- Athletics page is out of date, posting of games is recommended
- Coop department needs training
- Not all service shops have a presence on the website
- All pages should be updated
- Summer reading assignment should be posted

- Class of 2020 should be updated – Class advisor should have training to keep website up to date
- Posting invitations to bid should be on the website, Kevin Mahoney

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ Advisory Board should have postings	Maryanne Ham	
✓ Speak to class advisors	Jack Dillon Annamaria Schrimpf	
✓ Allocate Professional Development time for maintaining website pages	Annamaria Schrimpf	

**Agenda item:** Belmont Town Meeting **Presenter:** Steve Sharek

**Discussion:**

Tonight is Belmont’s Special Town Meeting

- Jack Weiss will speak on behalf of Minuteman
- 3 Minuteman students will attend, along with Ed Bouquillon, Steve Sharek, Kevin Mahoney, Ford Spalding

**Agenda item:** Parent Survey’s **Presenter:** Carol Cohen

**Discussion:**

- I would like to survey parents of juniors regarding the Guidance Department, for my DDM

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ Survey questions need to be reviewed by the Superintendent prior to sending	Carol Cohen	

### ***Other Information***

Jack Dillon, Teacher Appreciation Week

- All teachers received a gift of candy in their mailbox

Bill Blake, CDSA Visit Next Week

- Will hold a meeting today in the IRC for staff to review DESE visit

Ed Bouquillon, Superintendent Staff Feedback Survey

- Survey shows we’re on the right track
- 85% of staff responded to survey
- Ed will share survey results with the Leadership team when all data is collected

Michelle Roche, Bill Blake, Senior Projects

- Seniors are doing a great job
- They have practiced, great speaking voices, working well with team mates, very interactive, listening to their peers respectfully, they looked so professional in their suits
- Welding has really stepped up to the plate this year.
- Academic teachers were involved and worked well with CTE instructors

**Meeting Adjourned:** 1:46 pm

**Special notes:**