

# Executive Team Meeting

May 18, 2016

1:00 pm

Superintendent's Conference Room

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**Attendees:** Annamaria Schrimpf, Amy Perreault, 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

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**Agenda item:** Review Minutes of May 4, 2016 Meeting

**Presenter:**

**Discussion:**

**Conclusions:** Approved

**Action items**

✓ Post to website

**Person responsible**

Jaculen Maglio

**Deadline**

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**Agenda item:** CTE Update

**Presenter:** Michelle Roche

**Discussion:** Michelle wasn't in attendance, she was at the MVSA Academic Scholars Luncheon in Dracut along with Jack Dillon and Bill Blake.

**Action items**

✓

**Person responsible**

**Deadline**

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**Agenda item:** Administration Survey

**Presenter:** Maryann Ham

**Discussion:** This survey will go out to all staff seeking feedback on how effectively administration supports staff in their individual roles within the school building. There are nine questions, Ed suggests to simplify the questions.

**Conclusions:** Jill Asser can send her survey to PG teachers. Maryann took notes as what to change on the survey.

**Action items**

✓ Take Comments off the survey.

✓ Needs to be approved by Ed before the survey goes out.

**Person responsible**

Maryann Ham

Maryann Ham

**Deadline**

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**Agenda item:** MassBay – Navigating Dual Enrollment Seminar

**Presenter:** Edward Bouquillon

**Discussion:** Michelle Roche and Carol Cohen should attend.

## Conclusions:

### Action items

- ✓ Register to attend

### Person responsible

Michelle and Carol

### Deadline

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## *Other Information*

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### George Clement, Admissions

- 117 students were tested during Orientation Day. Some students still need to be tested
- We are still receiving applications
- We have 138 applications from out of district that we can't process
- **ACTION:** Contact parents

### Amy Perreault, Transition Programs

- Minuteman parent called the Boston Globe after she read an article regarding students transitioning back to school after being out for a prolonged period of time due to illness, mental health issues etc. The parent praised Minuteman because of the great job we do in transitioning our students. We have the REAL Room which is instrumental in this process

### Annamaria Schrimpf, Ed Tech Update

- Tomorrow there will be professional development for staff, Ed Tech Carousel along with a survey
- During Orientation last weekend parents filled out surveys that gave us a lot of useful information as to where they live, social media they use, digital literacy they are using, not many use X2

### Carol Cohen, Dual Enrollment

- Courses have already been selected
- Eligible students need 2.5 GPA, 92% attendance rate
- Field trip to National College Fair in Boston Monday, May 23<sup>rd</sup>

### Meeting Adjourned:

Special notes: 1:42 pm