

Executive Team Meeting

June 1, 2016

1:00 pm

Superintendent's Conference Room

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

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

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

Minutes

Agenda item: Review Minutes of May 18, 2016 Meeting

Presenter:

Discussion:

Conclusions: Approved

Action items

✓ Post to website

Person responsible

Jaculen Maglio

Deadline

Agenda item: CTE Update

Presenter: Michelle Roche

Discussion: Advanced Manufacturing group will be here next week to see where the machines will be installed

Agenda item: Retirement Celebration and other information

Presenter: Jack Dillon

Discussion:

- Retirement for Joyce Cusack and Renee O'Donnell on Tuesday, June 14th in the Fife and Drum, cake, coffee, flowers, clocks with personal message engraved
- Graduation is all set for this Friday
- Senior awards night all set for Thursday

Conclusions:

Action items

✓ Brian will send out email with Tsongas information, time, directions etc.

✓ Diane Dempsey will send out email regarding awards night

Person responsible

Jack Dillon

Jack Dillon

Deadline

Agenda item: Finance Update

Presenter: Kevin Mahoney

Discussion:

- DESE did three year food nutrition review and findings were very strong, zero errors
 - a. Things to work on – fundraising, creating a wellness committee to meet quarterly, have notes to show when meetings took place, results of meetings
- FY17 All set in the infinite visions system, FY17 items can now be added.
- Debit and Credit card usage in the restaurant and bakery is working well. Will implement credit card usage in the automotive department to hopefully get more activity
- Specs for transition of the childcare space, on August 30 MIT will be out. Treumont wants to get in ASAP
- Kick off meeting for plaza improvement, there will be detours, weekly communication meetings will take place, all work should be complete by the end of July
- Bid came in so we contacted our engineering firm to design the overhead door
 - a. Next week three masons will look to knock out wall to install overhead door
- Inventory list needed by this Friday so we can auction over the summer

Conclusions:

Agenda item: Summer 2016 Project Work

Presenter: Edward Bouquillon

Discussion:

- There are three summer work proposals
 - 1) Senior Capstone, this is a teacher led initiative, but we need to keep ourselves present to this work
 - 2) Curriculum Mapping, need to create a team of subject matter experts to work with CTE staff, there will be a webinar on curriculum mapping
 - 3) Minuteman 101, expected implementation 2017-18 school year, 70% of content already exists, focus will be on 30% that not being addressed
- Reading summer work submitted by Bill Blake, it involves special education students transitioning into the school, it's done every year

Conclusions:

- Perkins grant should cover expenses of the three summer work proposals

Action items

- ✓ Make sure funds are available

Person responsible

Ed B. and Kevin Mahoney

Deadline

Other Information

Bill Blake, Common planning time

- All program leads will look at this through the lens of the academy and will take the lead during that common planning time
- Need to know who is going to be in charge to say what the expectations are going to be on a regular basis
- Will need, on a regular basis, agenda's and posted minutes
- E-team should provide a frame of what agenda's and minutes will look like

Annamaria Schrimpf, Education Technology fitting into the academy model

- I need to be aware of what is needed for technology,
- Digital curators can share information to others, Alisa Landau can share what she knows
- Share OneNote to keep all information current
- **ACTION:** Make recommendations to the superintendent

Meeting Adjourned: 1:54 pm