

Executive Team Meeting

September 1, 2016

2:00 pm

Superintendent's Conference Room

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

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

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

Minutes

Agenda item: Review Minutes from August 18, 2016 Meeting **Presenter:**

Discussion:

Conclusions:

Action items	Person responsible	Deadline
✓		

Agenda item: Personnel Update **Presenter:** Kevin Mahoney

Discussion:

- Transition plan for the business office is being implemented
- Michelle Resendes is leaving, her last day will be September 23, 2016
- Offer has been made and is under consideration for business office clerk position
- Date is being determined for staff budget training for teachers and administrative assistants using infinite visions
- Grant managers need to inform business office of their expectations, who is applying for grants etc.
- **ACTION:** Kevin Mahoney will review with Ed.

Conclusions:

Action items	Person responsible	Deadline
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Agenda item: Update on Preparations for the District Wide Election **Presenter:** Kevin Mahoney

Discussion:

- Absentee ballots will be distributed on September 9th
- All ads have run
- Post cards have been mailed with information regarding polling locations

Conclusions:

Action items	Person responsible	Deadline
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Agenda item: Delivery of Equipment of Advanced Manufacturing Program **Presenter:** Michelle Roche

Discussion:

- All machines were delivered and put in proper places

Conclusions:

Action items	Person responsible	Deadline
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Agenda item: Mark Perna Visit October 13th **Presenter:** George Clement

Discussion:

- He will speak to our 8th grade teachers and guidance counselors
- He will speak to all staff to review, retrain and inspire regarding showcase day

Conclusions:

Action items	Person responsible	Deadline
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Agenda item: Internal and External Communications **Presenter:** Steve Sharek

Discussion:

OCPF presentation to faculty and staff

- Received feedback from a school committee member who said that teachers might be afraid of doing anything in regards to the election. Hope that the OCPF presentation showed teachers what they can and cannot do.

Website changes

- Superintendent's perspective on the new school is now on the front page of Minuteman's website
- Refer to this if anyone has questions regarding the election

News Releases

- Judy Bass and I are getting articles out

Social Media

- Send any school related stories to George Clement and Allison Barry

Date, time, place notices of special election to databases

- One week before we will notify where, when etc.

Discuss possible visit of Arlington Advocate

- James Sanna, reporter for the Advocate wants to do a story on the state of the building, which will be published on September 14th.
- He'd like to visit Minuteman next week to sit in on a CTE class
- He will be accompanied by a photographer

Conclusions:

- Next Wednesday 9/7 is best for all

Action items	Person responsible	Deadline
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- ✓ George and Jack please round up a few students to be interviewed by James

✓

Agenda item: Capital Skills Grant (3yr capital equip request) **Presenter:** Steve Sharek

Discussion:

- We will apply for this grant of \$500,000
- Application is due in January

Conclusions:

Action items	Person responsible	Deadline
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Agenda item: Leadership Academy II Recruitment **Presenter:** Edward Bouquillon

Discussion:

- Our recruitment for Leadership Academy II begins September 1st. We hope that you might consider nominating one of your top administrators for this incredible professional development experience. Please send your nominations as they are due the first week in October.

Conclusions:

Action items	Person responsible	Deadline
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- ✓ Send complete nomination packet to E-Team

Jaculen Maglio

Agenda item: Update of LABBB Occupancy **Presenter:** Edward Bouquillon

Discussion:

- We have a new LABBB program coming in.

Conclusions:

- MOU has not been written yet.

Action items	Person responsible	Deadline
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✓

Agenda item: Field Trip Permission Slip **Presenter:** Amy Perreault

Discussion:

- Nurse has drafted a new permission slip that is universal for all off campus trips.
- It will allow leaving the building and be valid for the entire year.
- CTE staff has had epi pen training.

Conclusions:

Action items	Person responsible	Deadline
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Agenda item: Dual Enrollment and Articulation Agreement Liaison **Presenter:** Amy Perreault

Discussion:

- Job description has been created, would like to post as a stipend position for \$3,500

Conclusions:

Action items

- ✓ Increase stipend amount to \$5,000
- ✓ Let Ed look it over after changes have been made

Person responsible

Amy Perreault

Deadline

Amy Perreault

Other Information

Meeting Adjourned: 2:30 pm

Special notes: