

# Executive Team Meeting

September 8, 2016

2:00 pm

Superintendent's Conference Room

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**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

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## Minutes

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**Agenda item:** Review Minutes from September 1, 2016 meeting      **Presenter:**

**Discussion:**

**Conclusions:** Approved

Action items	Person responsible	Deadline
✓ Post to website	Jaculen Maglio	

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**Agenda item:** Update on Blackboard Connect and Aspen      **Presenter:**

**Discussion:**

- Are Blackboard and Aspen updated

**Conclusions:**

Action items	Person responsible	Deadline
✓ Check with Diane to make sure all is updated	Annamaria Schrimpf	ASAP

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**Agenda item:** Congresswoman Clark Visit October 5, 2016      **Presenter:** Steve Sharek

**Discussion:**

- Discuss Academy Model / New Initiatives / Girls in STEM / Girls in Trades

**Conclusions:**

- Will also give tour of certain trades when she visits

Action items	Person responsible	Deadline
✓ Set up logistics	Jack Dillon	

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

**Discussion:**

**1. CTE Staffing**

- Still looking for Welding TA, someone with welding experience
- Carpentry teacher also needed

**2. Upcoming Events**

- Scheduled banner raising in electrical IBEW local 103 on September 29<sup>th</sup> at 10 am
- Working on ribbon cutting in Bolton to show our new computer lab
- Hanscom Airforce base will hold career fair at Minuteman's mezzanine on November 2<sup>nd</sup> from 3-7 pm
- Northeast advanced manufacturing and training program will be here tomorrow
- Girls in Trade will be involved in leadership training at Worchester Tech on October 26<sup>th</sup>
- On September 14<sup>th</sup> Principal Brian Mattix of McKean High School in Delaware will be visiting Minuteman

**Conclusions:**

- We will have 3 licensed teachers in carpentry

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ Repost Welding TA job as a general helper	Michelle Roche	

**Agenda item:** Update on Digital Learning Curators **Presenter:** Annamaria Schrimpf

**Discussion:**

- DLC Digital Learning Curator is a select group of teacher that will participate in training, professional conferences, workshops and various other opportunities to build a common language and understanding that relates to technology embedded into the curriculum to improve student learning.
- Branding of 1:1 Empowering our revolution
- We meet once a month, will present twice a year at regularly scheduled meetings, assist others with the use of technologies for instruction, student info and data gathering
- To be successful it has to be current with students
- Will have designated DLC for certain areas
- Invite teachers to observe if they need assistance
- DLC's announced at our September 20<sup>th</sup> presentation

**Conclusions:**

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓		

**Agenda item:** Wednesday, September 21<sup>st</sup> Trial Run for Advisory Time **Presenter:** Jack Dillon

**Discussion:**

- Advisory will be adjusted to 10 minute blocks
- Will be used for students in after school clubs to discuss their particular club. Ex: Geek Club, Drama, GSA, Yearbook etc.
- May allot this time once or twice a month depending on how it works

**Conclusions:**

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ Report how the advisory adjustment went	Jack Dillon	

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**Agenda item:** Business Office Update

**Presenter:** Kevin Mahoney

**Discussion:**

- Building Maintenance Update
  - Swimming pool will be filled tomorrow
  - Advanced Manufacturing equipment is in the building; door will be installed on September 17<sup>th</sup>
  - Bill Weir will show us how to use the machines once they are installed
  - Service techs will be coming out soon to install machines, it usually takes 2 to 3 days to get them installed
  - Michelle is working on having machines up and running for showcase day
  
- Personnel Update
  - New Business Office Administrative Assistant Kelly, will start Monday
  - Interviewing for Business Manager in progress
  - Food Service Dept. has three part-time positions that need to be filled
  
- 3 Year Capital Equipment Program
  - Should be more focused on equipment needs and focused towards vocational areas
  - Would like feedback on tech needs
  - **ACTION:** Kevin will work with Annamaria on technical needs and Michelle on vocational equipment needs  
Also see what we can fund through Perkins grants

**Conclusions:**

**Action items**

**Person responsible**

**Deadline**

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### ***Other Information***

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Steve Sharek

- 1) Arlington Advocate Visit
  - Visit went well, 5 Arlington students interviewed
  - Discussed state of the building having adverse effect on students
  - Article will be in next week's paper
- 2) Vote Notification
  - Next Monday and Tuesday email notifications will be sent to CE, Alumni and constant contact regarding date, time and location of September 20<sup>th</sup> election. The exact text of the email notice has been approved by the Office of Campaign & Political Finance and the State Ethics Commission.

**Meeting Adjourned: 1:54 pm**

**Special notes:**