

Executive Team Meeting

September 15, 2016

2:00 pm

Superintendent's Conference Room

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

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

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

Minutes

Agenda item: Review Minutes from September 8, 2016 **Presenter:**

Discussion:

Conclusions: Approved

Action items	Person responsible	Deadline
✓ Post to website	Jaculen Maglio	

Agenda item: Massachusetts Life Sciences Center Grant Application **Presenter:** Michelle Roche/Steve Sharek

Discussion:

- Will apply for \$100,000 grant on equipment
- Met with Mr. Rafter to focus on bio-manufacturing for the grant
- Fundamentals of bio-manufacturing course to be held a WPI 32hour course at \$5000, Pat Rafter and Mark Jurman would take course

Conclusions:

- Pat and Mark will be paid a stipend

Action items	Person responsible	Deadline
--------------	--------------------	----------

Agenda item: Visit from Red Clay Consolidated School District, Delaware **Presenter:** Jack Dillon/Michelle Roche

Discussion:

- Brian Mattix Principal of Thomas McKean High School and Sam Golder Director of Secondary Schools visited Minuteman yesterday. The visit went well, they had many questions regarding admission policies, master schedule, our district, etc.

Conclusions:	Person responsible	Deadline
--------------	--------------------	----------

Agenda item: Recent Minuteman News Coverage **Presenter:** Steve Sharek

Discussion:

- There are many editorials on our website and in local newspapers, 95% is positive
- Needham Times, Lexington paper both very positive regarding the building project
- Some new websites in Belmont that support Minuteman
- It appears all the talk is in our favor

Conclusions:

Action items	Person responsible	Deadline
--------------	--------------------	----------

Agenda item: Mechanics of Reporting of Election Night Results to the Faculty, Staff and Press **Presenter:** Ed Bouquillon/Steve Sharek

Discussion:

- Town clerks have been asked to report to Ed, Ford, Steve and Liz. Steve will compile the information/votes

Conclusions:

- Campaign for Minuteman's Future / Election Night Celebration at Seasons 52 in Burlington night of election

Action items	Person responsible	Deadline
--------------	--------------------	----------

✓

Agenda item: FY18 Budget Process **Presenter:** Kevin Mahoney

Discussion:

- Will be distributing memo for the budget process packet for level funding
- Will leave text book and furniture line open
- Starting out with no additional staffing
- Once we gather all requests and review it will be a fluid process
- Capital equipment needs will go to Matt
- Hardware and software needs will go to Annamaria
- Infinite Visions training will take place in the library at 10 am next Tuesday September 20th for those who need it

Conclusions:

Action items	Person responsible	Deadline
--------------	--------------------	----------

✓

Agenda item: Dual Enrollment **Presenter:** Bill Blake

Discussion:

- Danielle Tagg will be point person
- There is three dual enrollment classes this year..English, Math and Physics
- Not sure if Culinary will be running this year
- There's still time for students to get in
- Accuplacer will run next week

Conclusions:

- Middlesex is being very flexible with regards to students having the opportunity to dual enrollment

Action items

- ✓ Blackboard message regarding dual enrollment

Person responsible

Jack Dillon/Steve Sharek

Deadline

Other Information

Edward Bouquillon

- 1) Targeted District Report
 - Received the report through emails
 - States their recommendations
 - Need to meet after September 20th to review, reflect and decide how to address recommendations in this report
 - Need to respond
 - **ACTION:** Meet with Diane Dempsey, Maryanne Ham and Kevin Mahoney to discuss what action we will take
- 2) Capital Fee
 - Received letter from DESE regarding Capital Fees
 - **ACTION:** Send to all Select board and School Committee Members
- 3) Amy Perreault will attend Mark Perna meeting tomorrow morning

George Clement

- Spoke at Needham PTC meeting this morning and it went very well
- There were 20 parent leaders from grade k – 12
- Most questions focused on the new building

Meeting Adjourned: 1:52 pm

Special notes: At 1:46 pm Ed said "Bill you are right"