

Executive Team Meeting

September 29, 2016

1:00 pm

Superintendent's Conference Room

Attendees: Kevin Mahoney, Ed Bouquillon, 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: MAVA General Membership Meeting

Presenter:

Discussion: Who's going?

Conclusions: Jack Dillon, Steve Sharek, Kevin Mahoney, Ed Bouquillon, Annamaria Schrimpf

Action items

Person responsible

Deadline

✓ Let Jackie know if you are attending so she can register you

Agenda item: MSBA

Presenter: Edward Bouquillon

Discussion:

Overall Timeline

- Over the next 6-8 weeks we have to finalize the design and development parameters of our plans. The details will be extensive
- The architects and the design team understand and expect changes, our intention is to keep footprint the same.
- New building may be ready to move into by 2020
- Early bids could go out before final blueprints are complete
- Monday, September 26th the school committee signed contracts, we will hire a construction manager, final planning board March 2017 timeframe
- Ground breaking in the spring of 2017
- It should take 2-3 months to empty building, the existing building will get demolished after a year that were out.

Short Term Impact

- Fields will not be available for 5 years, this will impact outdoor sports, summer programs
- Letter to all who is impacted by the fields being unavailable, will go out promptly.
- Access road off route 2 closer to Minuteman park will be available to buses for am drop off and pm pick up
- During the day that road will be used for construction vehicles
- Brian and Heather working on MIAA games, cross country also affected

Design and Development Feedback Sessions

- Met with Katie Smith to set agenda for ADT meeting on Monday, will review Professional Development calendar for whole year to get structure in place
- Pathways will be used for the purpose of getting feedback
- Ed will meet with staff on October 5th

Agenda item: Superintendent's Goals and Annual Plan

Presenter: Edward Bouquillon

Discussion:

- At tonight's SN&ES meeting I have 3 goals, Ed read his goals to the group
- Evidence of these goals are being addressed
- I will address campus development goals at a later date
- 13 acres to the east will be opportunity for development.
- Pool will not be replaced as of right now
- Within 12-18 months we need to know who are partners are
- Request letter of interest from partners and developers
- Land is not for sale only rental

Agenda item: Items to Review

Presenter: Jack Dillon

Discussion:

Special Advisory Wednesday

- Results are that almost 300 students participated
- Most teachers thought it was great, but would like more time
- We reached our goal, kids loved it, goal is to have in place twice a month
- Teachers have to set up meetings in order for it to be more successful

MPA Responsibilities for the MPA

- 🔑 Electing Officers for the MPA
 - George and Jack are trying to revamp the MPA
- 🔑 Fundraising for student activities and Scholarships
- 🔑 Organizing bi-weekly or monthly meetings
- 🔑 Collaborating with a Minuteman Liaison on how the committee/school can collaborate to better serve the school/students
- 🔑 Advocating for Minuteman at Civic organizations within our member districts, middle schools, town meetings, and other PTO's
- 🔑 Manage and maintain our existing MPA 503C
- 🔑 Recruit MPA members at various Minuteman events
 - Comedy Night was MPA's big event in the past.
 - Email is going out tomorrow to see who's interested
 - Will have Round Table with pizza to get this group going
 - Have to file annual reports every year
 - Reach out to Mary Polito and Rachel Ganimian

Conclusions:

Action items

Person responsible

Deadline

Agenda item: Update on 1:1

Presenter: Annamaria Schrimpf

Discussion:

- DLC members had a presentation in the IRC at 1:35 yesterday where they got feedback from staff, 76% agreed we need a 1:1
- DLC will look into their requests and responses
- DLC members have been assigned to certain department, not so much for technical support but rather integration of the technology
- Branding motto is Mpower designed/created by Allison Barry
- We will have more training
- CTE teachers are using OneNote for freshmen and sophomore's portfolios

Conclusions:

Action items	Person responsible	Deadline
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Agenda item: Student Study Team Update (SST)

Presenter: Amy Perreault

Discussion:

- Revamping Study Team, it is not SST so I am taking this project on and will present it in meetings to come. It will be very different than it is now

Conclusions:

Action items	Person responsible	Deadline
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Other Information

Congresswoman Clark will come to Minuteman to discuss the new academy model and new initiatives, particularly Girls in STEM and Girls in Trades. Then will be taken on a tour to Advanced Manufacturing and Automotive to see the virtual trainers.

Mass Life Science grant application will go out next week.

Battlegreen Run Foundation ran a logo contest and DVC student Melanie Hennessey a junior won the contest. Melanie will receive a scholarship.

IBEW Local 103 is officially talking partnership with Minuteman.

Meeting Adjourned: Adjourned 1:48 pm