

Executive Team Meeting

October 6, 2016

1:00 pm

Superintendent's Conference Room

Attendees: Kevin Mahoney, George Clement, Amy Perreault, Bill Blake, 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 September 29, 2016 Meeting

Presenter:

Discussion:

Conclusions: Approved

Action items

Person responsible

Deadline

✓ Post to website

Jaculen Maglio

Agenda item: District Update

Presenter: Kevin Mahoney

Discussion:

Belmont has called a town meeting on October 19, 2016 regarding withdrawing from the Minuteman District

- If they receive 2/3 vote in favor, that will begin a 3year withdrawal process, but first they must get approval from the commissioner. The process will begin 7/1/2017 and end on 7/1/2020

Minuteman will be hosting an informational meeting at the Beech Street Center in Belmont on October 13th

- The meeting will begin at 7 pm and its purpose is to inform Belmont residents of the facts of leaving the district and the value add that remaining a member holds. Ed will be the moderator, there will be a panel that consists of Belmont residents, business owners, students, alumni, school committee members.
- Kevin will speak regarding the financial piece and Ed will talk about enrollment. There will also be a Q&A.
- We'll have one more planning meeting on October 12th to prepare for the 13th.

Meeting on October 17th in Lexington at 8 am

- Meeting is being called by Needham, Arlington and Lexington to discuss Belmont's withdrawal from the district. They are inviting all district selectmen and town managers/administrators.

FY18 Budget/Capital

- Ed met with staff yesterday and addressed how they will meet with the design team in feedback sessions to design the new school building.
- Michelle Roche wants to be in as many design sessions as possible.
- Ed and Kevin will encourage staff to visit other new vocational schools to see what's working for them and what's not.

Bus Transportation

- We have 2 new yellow activity buses and less than 5 students that are using them.
- Need to meet with bus company due to the 6 towns withdrawing and losing chapter 74 budget that came with those students.

Conclusions: May hire 2 part-time drivers, It's going to be tough to reduce our costs.

Action items	Person responsible	Deadline
Meet with Brian Tildsley and Cheryl Mixon	Kevin Mahoney	

Update on Congresswoman Clark's Visit

- The congresswoman had many questions regarding STEM in which Becky Quay was very informative
- We took them on a tour of Engineering, Robotics, Environmental and Advanced Manufacturing
- She is accessible if we want to reach out to her
- It was a great visit and she was very happy she came to Minuteman

Other Information

George Clement

- 1) I had 4 - 8th grade presentations this week, response as far as being interested in Minuteman is very similar to last year's response.
- 2) We will be mailing letters home to 8th graders asking for permission slips to attend Minuteman's Showcase Days
- 3) Ambassadors and other Minuteman students will attend a presentation by Mark Perna at Southeast October 11th

Bill Blake

- 1) 2 teachers will be on maternity leave so we are drafting a job description for long term substitutes and will post it

Michelle Roche

- 1) Electrical teacher will be out for 8 weeks beginning the week before Thanksgiving
- 2) Starting Tuesday, we'll have a new carpentry teacher or a substitute

Jack Dillon

- 1) Working on creating a new Minuteman Parent Association and School Council
- 2) **ACTION:** Send blackboard message looking for interested parents to join the MPA

Meeting Adjourned: 1:40 pm

Special notes: