

Executive Team Meeting

November 28, 2016

1:00 pm

Superintendent's Conference Room

Attendees: Kevin Mahoney, Ed Bouquillon, George Clement, Annamaria Schrimpf, 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: FY18 Budget Process **Presenter:** Kevin Mahoney

Discussion:

Capital Equipment Requests

- Kevin reviewed the budget requests
- ACTION: Ed would like to meet with Michelle Roche and Kevin Mahoney regarding equipment requests

Operating Review

- We continue to fund Community Education
- 5% increase in health insurance expected
- \$120,000 went toward voting expense
- Teachers for Multimedia Engineering and Advanced Manufacturing are funded in the FY18 budget

Finance Committee Presentation

- Thursday, December 1st at 6:30 pm in the Paul Revere room
- Please submit your presentation ASAP
- Provide update and include current year and prior years to show how initiatives have been successful

Conclusions:

George Clement should be prepared to present how enrollment, recruitment and retention efforts have shown positive numbers.

Action items

Person responsible

Deadline

- ✓ Submit presentations to Kevin Mahoney

Agenda item: Transition from Member (In-District) to Non-Member (Out of District) Status

Presenter: Kevin Mahoney

Discussion: Jack and George are composing a letter that will go to the towns that are leaving the district. The letter explains the process and what will change for them. Transportation, the sending towns budget for students attending Minuteman are just a few things.

Conclusions: January is an appropriate time to inform current in-district towns that will become out-of-district towns of the transition process
Jack and George will meet with Ed to finalize letter that will be sent to departing towns

Action items	Person responsible	Deadline
✓ Speak to departing towns superintendent	Edward Bouquillon	
✓ Assist Town Managers and Fincom with their budget	Edward Bouquillon	

Agenda item: Final Review/Design of Shops **Presenter:** Edward Bouquillon

Discussion:

- Architects will be here on 11/29, 12/1, 12/8, 12/9 to meet with teachers, instructors, outside consultants etc. to discuss final designs
- Academy Development Team will need to help with storage/warehouse sharing in general

Conclusions: Michelle Roche and Kevin Mahoney should sit in on all design meetings

Agenda item: Deadline for MAVA Leadership Academy 1, Extended **Presenter:** Edward Bouquillon

Discussion:

- Deadline has been extended to Thursday, December 8th
- Terri O'Brien and Sarah Ard are recommended by Ed and Michelle

Conclusions:

Other Information

Edward Bouquillon

- No news regarding the Targeted Review
- All day interviews on December 10, 2016 for Construction Management at Risk

Steve Sharek

- We submitted our Final Report to DESE on our \$10,000 Competitive Career and Technical Education Partnership Planning Grant. Maryann Ham served as Project Coordinator for the Planning Grant
- On November 30 we are submitting a \$150,000 Implementation Grant to DESE
- On December 8 we are submitting a \$500,000 Equipment Grant to the Executive Offices of Education and the Workforce Skills Cabinet for additional equipment for our Advanced Manufacturing program
- The school received a letter from the New England Association of Schools & Colleges (NEASC) continuing our accreditation status and asking for a Special Progress Report by February 15, 2017 on planning for the new school

Kevin Mahoney

- Ground breaking projected July 2017, we need to plan for athletics including bus expenses that will increase due to transporting students elsewhere

Jack Dillon

- Holiday Antique, Vintage & Decorative Arts Show and Minuteman's Career Day are both on Saturday, December 4th
- Should we be getting quotes on athletic field rentals for next year, "Yes" says Kevin Mahoney

Meeting Adjourned: 2:19 pm

Special notes: