

Executive Team Meeting

August 24, 2017

1:00 pm

Superintendent's Conference Room

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

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

Attendees: Jack Dillon, Kevin Mahoney, George Clement, Allison Salisbury, Maryanne Ham, Steve Sharek, Liz Rozan, Michelle Roche, Edward Bouquillon, Annamaria Schrimpf, Amy Perreault

Minutes

Agenda item: Review Minutes from August 17, 2017 Meeting **Presenter:**

Discussion:

Conclusions: Approved

Action items

✓ Post to website

Person responsible

Jaculen Maglio

Deadline

Agenda item: Postsecondary Programs **Presenter:** Allison Salisbury, Maryanne Ham

Discussion: Through Minuteman Technical Institute we're working on getting post-secondary programs accredited through the department of education so students can earn associates degrees. When a program is accredited that then opens the door to financial aid. The cost to apply for accreditation is \$1,500. It was confirmed by Ed that there must be a program in place to apply for accreditation and confirmed that post graduate and postsecondary graduate programs are not supported by MSBA.

Conclusions: Maryanne, Michelle and Allison are scheduling a meeting with Jim Brosnan. Ed stated to move forward with the process of establishing accreditation to include cosmetology, health assisting and advanced manufacturing.

Action items

Agenda item: Go Fund Me Accounts **Presenter:** Edward Bouquillon

Discussion: Minuteman must have a policy in place for crowd funding resources to acquire gifts to the school. Teachers should not be conducting Go Fund Me Accounts, nor should the MPA.

Conclusions: We need to get ahead of this and have a policy in place for Go Fund Me Accounts.

Action items Liz Rozan will check to see if Minuteman has a KCD policy in place. Ed will keep the team up to date regarding talks he's having with other superintendents who have concerns regarding crowd funding resources.

Agenda item: Summer Work Products **Presenter:** Edward Bouquillon

Discussion: All summer work products haven't been delivered, some have been shared through OneNote which is not available to the entire team but should be. Some were not required to produce a product.

Conclusions:

Action items Michelle Roche will expand sharing access to OneNote for summer work products for the team to view.

Agenda item: Leadership Retreat Evaluation Results **Presenter:** Steve Sharek

Discussion: Out of the 11 team members who received the leadership retreat evaluation survey, 10 have completed and submitted it. The group believes that the retreat was worthwhile and agreed that the location was worth going back to next year. Some comments regarding how to make the retreat better include the following: Include everyone, retreat should be planned sooner as to have more time to prepare, have a consultant run the meetings, schedule breaks, better prepared material, team building ideas to build team spirit. Jack Dillon agreed that time spent with the team away from Minuteman was great and had a reference regarding the comment about Properly Planned Follow-up. He said if persons are concerned about not being able to attend a meeting, they should review meeting minutes and speak to others that did attend the meeting. Steve Sharek commented that he thought both Jack and the comment referenced were just.

Conclusions:

Action items

Agenda item: Ed Tech Assistance - Administrators **Presenter:** Annamaria Schrimpf

Discussion: If any administrator is having any technical problems do not school dude it, call Rose Sullivan directly and she will contact one of our techs, who have portable telephones.

Conclusions:

Action items

Agenda item: 1:1 Update **Presenter:** Annamaria Schrimpf

Discussion: All freshmen, sophomores and juniors will receive a device upon return to school next week.

Conclusions:

Action items

Agenda item: Interns access to information and email communication **Presenter:** Annamaria Schrimpf

Discussion: We have three new interns starting next week who all have district emails. They should all use assigned district email not their personal email for Minuteman communications. Since they don't have a designated room, should we supply them with a laptop or desktop? Amy Perreault recommends they should have portable devices, laptops. Jack Dillon suggested they could use the old dental area as their office, Amy agreed.

Conclusions:

Action items Jack will arrange room setup.

Other Information

Jack Dillon

- We are ready to roll for opening day Monday.

Allison Salisbury

- We've hired an administrative assistant to work in the front office.
- CE needs a quiet space (like the Principal's conference room) for post graduates to take the aptitude test. Also for someone to acknowledge when they have completed the test. Jack agreed that the Principal's conference room would be a good place for them to test and would talk to Sue and Rose regarding the testing. Amy Perreault also offered her conference room as a backup testing room.

Michell Roche

- Met with portfolio and senior project groups, they had great recommendations.
- Tentative date is September 14th for final approval of advanced manufacturing. Phone meeting is scheduled on August 30th with Keith Westrich and Dave Edmonds.
- Kim the new administrative assistant for the front office will work part time for Michelle Roche, Maryanne Ham and Allison Salisbury. Rose Sullivan will also work part time for Michelle Roche.

George Clement

- Met with cluster leads regarding eliminating academic midterm exams, which will leave more room for portfolio submissions. All department heads are ok with it and will talk to their departments. Jack commented that eliminating these exams would alleviate some anxiety that kids experience around taking exams.

Edward Bouquillon

- Legislative Breakfast will take place here at Minuteman on Friday, September 29th at 7 am.
- At the retreat, we talked about a goal to have a Minuteman presentation at every school committee meeting. Some suggestions: portfolio or senior project group, academy pathways, other summer buckets, Minuteman 101, peer leadership with Anita Currier and Terri O'Brien, DLC literacy, educational technology, students presenting their 1:1 devices, transition needs for students who need a little more TLC.

Meeting Adjourned: 2:08