

Executive Team Meeting

August 31, 2017

9:00 am

Superintendent's Conference Room

Meeting called by: Scheduled Weekly **Type of meeting:** Administration
Facilitator: Edward Bouquillon **Note taker:** Jaculen Maglio
Attendees: Edward Bouquillon, Jack Dillon, Kevin Mahoney, George Clement, Maryanne Ham, Steve Sharek, Liz Rozan, Michelle Roche, Annamaria Schrimpf, Amy Perreault

Minutes

Agenda item: Review Minutes from August 24, 2017 Meeting **Presenter:**

Discussion:

Conclusions: Approved

Action items

✓ Post to website

Person responsible

Jaculen Maglio

Deadline

Agenda item: School Committee Presentation Schedule **Presenter:** Liz Rozan

Discussion: Handouts of SC presentation schedule were passed out.

As talked about at last week's meeting, presentations will be held at school committee meetings to support Ed's goals. Presentations and dates were selected: 9/19 Senior Projects, Portfolio's, Peer Leadership and Overview of Pathways, 10/17 MCAS and Admissions, 11/14 MPA Report, 12/12 1:1 Devices; work of Digital Learning Curators, 1/16 Report on SRI Training; Minuteman 101, 3/13 ADT Update: Curriculum Mapping, 4/10 Integration Project, 5/15 School Improvement Plan, 6/12 Student Career Tech Organization, The Academy Development Process should be on the schedule every month.

Conclusions:

Action items

Agenda item: Revision of Superintendent's Goals **Presenter:** Liz Rozan, Maryanne Ham

Discussion: Handouts of draft goals were distributed to the team.

Steve, Liz, Maryanne and Ed worked on these goals and established SMART goals:

1. Student Improvement, Academy Model Development
2. Professional Practice, Legislative Engagement
3. District Improvement, Increasing Membership
4. District Improvement, Campus Development

Conclusions:

Action items

Agenda item: Online School Store **Presenter:** George Clement

Discussion: Handouts of SourcePak proposal were distributed to the team.

There will be a link to access Minuteman's school store on the Minuteman website. SourcePak, Volusion is the site host and Authourized.net is the credit card provider. We

choose the items we want to sell, SourcePak produces the items, warehouses them and handles all sales transactions. There is a minimal monthly fee to maintain the site.

Conclusions: We'll give it time and see how it works out and report back.

Action items Let Annamaria know where on the website the link to access the store should be.

Agenda item: District Superintendent Breakfast/Luncheon **Presenter:** Edward Bouquillon

Discussion: Liz will reach out to superintendents to find the best date for a breakfast/luncheon, once determined she will send out invitations. Some agenda items will be: career tree, Minuteman morning program and the general financial admission process.

Conclusions:

Action items

Other Information

Amy Perreault

- Two staff members will be having babies, one is due in November and the other in February. Nurses position will need coverage.
ACTION: Post the position for a long-term nursing substitute and long-term social worker substitute.
- Need to fill three spots for SRI training and choose a location.
ACTION: Invite Chuck Bruno, Allison Barry and Tracey Sierra.
ACTION: Jack Dillon will call Cranberry Hill to reserve office space for the training.

Michelle Roche

- DESE will be here on September 14th to give final approval for the advanced manufacturing program.
- Exploratory starts next week. Jack and Michelle met with LABBB and will meet again to discuss issues that took place last year.
ACTION: Take minutes at the meeting with LABBB.
- STEM Day at Fenway Park will take place on September 14th.
- Mr. Voges would like to create a AP computer science class that would be available to seniors. It's a broad-based class that many students could take. It would aid robotics to get the programming that they need.
ACTION: Michelle with present the idea to Mr. Ayres.

George Clement

- DVC has a growing waitlist, they can't except any more students because there aren't enough machines. There is room for more students, there are 14 juniors enrolled this year.
ACTION: Michelle Roche will explore the possibility of buying more machines to allow more students to join DVC.

Edward Bouquillon

- Annamaria and Ed met to discuss a potential data analyst position and are developing a job description. The position will be posted soon.
ACTION: Prepare job description to share at next E-Team meeting.
- Offices will close at 1:00 pm tomorrow.

Meeting Adjourned: 10:21 am