

Executive Team Meeting

December 7, 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, Allison Salisbury, Annamaria Schrimpf, Amy Perreault, George Clement, Maryanne Ham, Michelle Roche

Minutes

Agenda item: Review Minutes from November 29, 2017 Meeting **Presenter:**

Discussion:

Conclusions: Approved

Action items

✓ Post to website

Person responsible

Jaculen Maglio

Deadline

Agenda item: Consultancy Protocol (How do we implement SRI?) **Presenter:** Michelle Roche

Discussion: Michelle is asking the team for input on how to implement the SRI (School Reform Initiative) to the staff. She understands that the training is meant to help, not frustrate people. She said it was tough to use the protocols at her last meeting. The SRI protocols were implemented at this E-Team meeting and the team participated, Amy was the facilitator and Michelle had the dilemma. Amy reminded the team that other staff members have gone through SRI and perhaps we could reach out to them to help implement the protocols. Another suggestion was to start implementing this new technique in smaller meetings with specific protocols.

Conclusions: Implementing the protocols at today's meeting was helpful for Michelle. She said that norms are important, meetings shouldn't be dilemma driven, choose which protocol to focus on or learn how to implement the protocols, they're also going to look at student protocols once a month.

Action items

Agenda item: Field Trip Permission Form

Presenter: Jack Dillon

Discussion: Universal field trip form has been created and is ready to go to staff on Monday. The entire staff will be asked to discard any field trip forms they have and use the newly updated one. It will be sent to staff electronically and a hard copy will be placed in their mailbox.

Conclusions:

Action items

Agenda item: NEASC Timeline (Problematic)

Presenter: Jack Dillon

Discussion: Jack would like to move the NEASC visit to when we're in the new building due to all the work that must be done by May. There are 40 reports due, SRI training, CPR review in February and integration projects need to be created.

Conclusions: Kevin recommends keeping this item on the agenda for the next E-Team meeting.

Action items Add this item to the agenda for next E-Team meeting.

Agenda item: Professional Development Calendar

Presenter: Jack Dillon

Discussion: Mrs. Bouchard and Ms. Dempsey worked with Jack to readjust the PD calendar. Jack would like to push integration out till the fall, that will leave more time for NEASC.

Conclusions: When creating the PD calendar its helpful to know what's already scheduled for the year outside of regular school events.

Action items

Agenda item: E-Team Presentation to Finance Subcommittee

Presenter: Kevin Mahoney

Discussion: Tonight, the Finance Subcommittee will meet in the Paul Revere room at 6 pm. Look over your presentations one last time. The meeting will begin with presentations then end with questions. Only people presenting must attend the meeting.

Conclusions: Presenters are: George, Amy, Annamaria, Jack and Kevin. You may leave after the questions portion.

Action items

Agenda item: Students and Staff Vaccines

Presenter: Amy Perreault

Discussion: There are 2 post grad students who are not in compliance with vaccinations.

Conclusions:

Action items Jack and Allison will meet Monday to further discuss this item.

Amy will find out if compliancy is the same for night classes.

Other Information

George Clement

- 50-60 8th graders will be visiting Minuteman tomorrow for "Minuteman for a Day". Every program will have students visiting. A postcard inviting students to Minuteman to Shadow on January 12th will go out after Christmas.

Maryanne Ham

- Labors Union is here all week with 20 of our trade students learning about the DOT and Labors Union. They will all receive First Aid CPR certification. Next week another 20 students will have the same opportunity.

Meeting Adjourned: 2:07 pm