

Executive Team Meeting

April 6, 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: Kevin Mahoney, Annamaria Schrimpf, Amy Perreault, Bill Blake, Michelle Roche, Steve Sharek, Edward Bouquillon

Minutes

Agenda item: Review Minutes from March 30, 2017 Meeting **Presenter:**

Discussion:

Conclusions: Approved

Action items

✓ Post to website

Person responsible

Jaculen Maglio

Deadline

Agenda item: Personnel Update

Presenter: Kevin Mahoney

Discussion: We are expecting a few retirements and staff leaving by the end of the year. Some job responsibilities held by these staff members will be assigned to administrative assistants. Marketing Program is closing. Notification for non-renewal must be delivered by April 15, 2017. Telecommunication program has one more year. A lot of restructuring must happen in certain departments. The ADT will be involved in the restructuring process. With a smaller school and smaller school committee we will be going through a metamorphosis that will free up time for some, we will need to utilize staff in other roles throughout Minuteman. The deadline for a plan will be May 1st and implementing it ASAP. Many teachers will gain professional status this year.

Conclusions: 1 million dollars of cuts will take place over the next two years. Some positions will be eliminated.

Action items

✓ Meet with Mr. Dillon to draft non-renewal letter

Person responsible

Michelle Roche

Deadline

Agenda item: School Store

Presenter: Kevin Mahoney

Discussion: Due to our Marketing program ending the school store may be eliminated and be a virtual store. We have no one to run the store. Suggestions are: maybe coop opportunity, run through the entrepreneur program, only open 2 hours a day during lunch. Should we have a 50% off sale? Orientation day incoming students may want to purchase Minuteman gear.

Conclusions:

Action items

✓ Discuss with Mr. Dillon

Person responsible

Kevin Mahoney

Deadline

Other Information

Michelle Roche

- The childcare center will be re-established and named Colonial Children's Academy. Cost to parents will be cut in half. Due to ending the childcare center, a new job description must be drafted as we will be re-establishing the position. All applicants must apply. Ms. Downing and I are composing a letter to current parents informing them of the re-establishment.
- Career Fair will take place on April 26th in the IRC, we have 40 employees expected to attend.

Edward Bouquillon

- This week's School Committee meeting was the best meeting ever. Everyone who spoke did a fabulous job, thank you Katie Smith, George Clement, Allison Salisbury, Amy Perreault, Bill Blake, Michelle Roche and Kevin Mahoney.
- Representatives from the Tremont school met with me to discuss opportunities such as dual enrollment with Brandeis University, renting our facilities, Tremont students enrolled in Minuteman classes.
- Sandwich board that's out on route 2A advertising cosmetology, needs to be removed.
- I spoke to Waltham Superintendent Drew Echelson regarding DESE's notice for Waltham and Minuteman to communicate, regarding our Radio and TV Broadcasting program that we are trying to get Chapter 74 approval for. Mr. Echelson would like to tour Minuteman.

Annamaria Schrimpf

- Water damage due to rain getting in is causing an odor problem in my office and surrounding areas, a complete cleaning needs to take place in case mold is growing.
ACTION: Engineers will be applying a rubber application to cover impacted areas to prevent leakage. The area needs to dry out completely before the application can be applied.

Amy Perreault

- I will create a sample schedule for next year, to be scheduled during the freshman exploratory time. I will be adding mindfulness, Executive Functioning, and cultural awareness to the curriculum. I will identify different people to implement the curriculum.

Meeting Adjourned: 2:10 pm