

Executive Team Meeting

April 26, 2017

12:45 pm

Superintendent's Conference Room

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

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

Attendees: Jack Dillon, Annamaria Schrimpf, Amy Perreault, Bill Blake,
Michelle Roche, Edward Bouquillon, George Clement

Minutes

Agenda item: Review Minutes from April 6, 2017 Meeting **Presenter:**

Discussion:

Conclusions: Approved

Action items

✓ Post to website

Person responsible

Jaculen Maglio

Deadline

Agenda item: Summer Hours

Presenter: Edward Bouquillon

Discussion:

Conclusions: July 1st through August 22nd, 2017 hours will be 8 am – 2:00 pm Mon-Thurs,
8 am – 1 pm on Fridays

Action items

Person responsible

Deadline

Agenda item: Spirit Day May 5th

Presenter: Jack Dillon

Discussion: Activities will include talent show in the IRC, staff vs students basketball game in the gym,
outside clean up and distribute mulch, games in the café. Begins at 8 am through 2:30 pm

Conclusions:

Action items

Person responsible

Deadline

Agenda item: Junior/Senior Prom May 12th, Newton Marriott **Presenter:** Jack Dillon

Discussion: 200 tickets must be sold to hold prom, we have sold 125 so far. Don't see a problem with
ticket sales. Parents have been informed through email.

Conclusions:

Action items

Person responsible

Deadline

Agenda item: MPA Update

Presenter: Jack Dillon

Discussion: We have a great group of parents that are involved in the MPA. A Rock-n-Roll Bingo Night
fundraiser is being organized for October.

Conclusions:

Action items

Person responsible

Deadline

Agenda item: New Orleans Trip, Community Service & Learning **Presenter:** Michelle Roche

Discussion: Michelle was going to show pictures, but will show them next week.

Conclusions:

Action items	Person responsible	Deadline
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Agenda item: Chapter 74 Approval Process **Presenter:** Michelle Roche

Discussion: Approval process for Advanced Manufacturing & Multimedia, Part A was approved and Part B is being worked on.

Conclusions: Help is needed to complete Part B regarding space requirements.

Action items	Person responsible	Deadline
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Ed will sign process form before he leaves for NOCTI conference.

Agenda item: SkillsUSA Skills & Leadership State Conference **Presenter:** Michelle Roche

Discussion: 32 students are going to states this year.

Conclusions:

Action items	Person responsible	Deadline
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Agenda item: Senior Project Presentations **Presenter:** Michelle Roche

Discussion: Monday through Thursday next week seniors will present their projects. Advisory board will act as judges along with the principal and other staff members. Friday is make up day for any senior who was not able to present during the week.

Conclusions:

Action items	Person responsible	Deadline
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Agenda item: Delegation Duties upon Diane B's Departure **Presenter:** Annamaria Schrimpf

Discussion: Annamaria handed out a list of Diane's responsibilities and chose who she thought should be responsible for certain duties. Nutrikids – Heather Shastany, SNAP – School Nurse, Microsoft classroom – Justin Hahn, Connect 5 – Annamaria will look at her department to find the right person, Star Math – Justin Fraser de Haan, Go2CTV accepting students into ASPEN – George/Sue, Scholastics – Shantel Schonour, MCAS upload to ASPEN – Kevin Sheerin/Danielle Tagg, Staff Attendance – Lynne Belmer, Setup roll over for new school year – Cheryl Mixon, Attendance and Grades – Cheryl Mixon, Schedules – Guidance, EPIMS – Lynne Belmer

Conclusions: We must choose who will have access to sensitive information.

Action items	Person responsible	Deadline
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Diane Boyajian will train Justin Frase de Haan Star Math

Inform staff of new responsibilities Jack Dillon June 1, 2017

Discuss this process of transition at principal's meeting and report to Ed next week Jack Dillon

Other Information

Edward Bouquillon

- May 16th School Committee Meeting (Ed will be in Virginia attending NOCTI) agenda items; Field Trip Form, Nationals SkillsUSA Approval. **ACTION:** Inform Liz Rozan.
- Kevin Mahoney will be out May 16 through 19, 2017, Ed Bouquillon will be out May 14 through 23, will need coverage.

Meeting Adjourned: 1:50 pm