

Executive Team Meeting

May 4, 2017

9:30 am

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, Annamaria Schrimpf, Bill Blake, Edward Bouquillon, Michelle Roche, Steve Sharek, George Clement, Liz Rozan

Minutes

Agenda item: Review Minutes from April 26, 2017 Meeting

Discussion:

Conclusions: Approved

| Action items | Person responsible | Deadline |
|-----------------|--------------------|----------|
| Post to website | Jaculen Maglio | |

Agenda item: Policy for Grade Changes **Presenter:** Annamaria Schrimpf/Liz Rozan

Discussion: Policy must be in place for the Guidance department that includes changing grades, student career plans, articulating what Guidance services are. This policy must go in the student/parent handbook.

Conclusions: Input for policy should be sent to Liz Rozan and then reviewed by Ed before it goes to Alice Deluca.

| Action items | Person responsible | Deadline |
|---|------------------------------|----------|
| Draft a Guidance Policy that will be sent to Alice Deluca, where she can present to the School Committee. | Liz Rozan/Annamaria Schrimpf | |

Agenda item: FY18 Anticipated Staffing Changes **Presenter:** Kevin Mahoney

Discussion: Budget has been passed, some changes will be presented to School Committee in July.

Conclusions: Suspend discussion until Amy Perreault is present.

| Action items | Person responsible | Deadline |
|---|--------------------|----------|
| Jack Dillon and Kevin Mahoney will have further discussion on this issue. | | |

Agenda item: Perks for Tremont School **Presenter:** Edward Bouquillon

Discussion: Could offer Minuteman employee discount for afterschool programs and childcare.

Conclusions:

| Action items | Person responsible | Deadline |
|---|--------------------|----------|
| George Clement will forward his email to Ed with recommendations. | | |

Agenda item: Update by 7/1/17 MM letterhead brochures/forms with updated district
Presenter: Edward Bouquillon

Discussion: DVC is updating our letterhead. Create two formal stationeries, one for the district and one for the high school. District stationery should have school committee listed.

Conclusions: No new title of the school – Minuteman Regional Vocational Technical School District is our legal name. When designs are complete let's review, and order a case of each on high quality paper.

| Action items | Person responsible | Deadline |
|---|-------------------------|----------|
| Design district and high school stationery. | Maria Galante/Liz Rozan | |

Agenda item: Summer Schedules to Jackie
Presenter: Edward Bouquillon

Discussion: Forward your anticipated summer vacation days to Jackie so that she may create a schedule.

Conclusions:

| Action items | Person responsible | Deadline |
|--------------|--------------------|----------|
|--------------|--------------------|----------|

Agenda item: MPA Funds Update
Presenter: Jack Dillon

Discussion: A new account has been established with our treasurer in the amount of \$14,000. \$6,000 will be donated to the scholarship fund. MPA is organizing a fundraiser which will take place in October.

Conclusions:

| Action items | Person responsible | Deadline |
|--------------|--------------------|----------|
|--------------|--------------------|----------|

Agenda item: Data Responsibilities
Presenter: Edward Bouquillon

Discussion: Announcement was made regarding Ms. Boyajian's departure. She may be available after July 1, 2017 to help with any issues that may arise. List of staff with new responsibilities has been updated.

Stipends/Roles and Tasks Clarified

Some data assignment examples include the following:

- Rose Sullivan will be the new Data Lead, Edward Bouquillon is the Superintendent Data Lead
- Nutrikids – Ms. Shastany
- SNAP – Nurse
- EPIMS – HR
- Website No School Announcement – Ms. Maglio
- Public records, student data - Admissions

Reporting and Data Management Obligations

- Data required and data we use for our own reasons needs to be verified and communicated to the Superintendent Data Lead, he will be uploading the data.
- Certain reports are due on specific dates, there is a timeline.
- State reporting on DESE website.
- We need to designate someone skilled that can be responsible for the back end of ASPEN, it's a very involved.
- Data entry and upload can be sourced to ASPEN, but it's expensive.

Conclusions:

Action items

Person responsible

Deadline

Jack Dillon send Annamaria Schrimpf End of Year checklist. Review during next week's management meeting.

Agenda item: Sign Out Sheet for EOY

Presenter: Edward Bouquillon

Curriculum Mapping

- End of year sign out sheet for Curriculum Mapping must be done by June 1st. Consider Rubicon system.

Core Tech Competency Exam

- Microsoft competency exam must be completed by the beginning of the new school year and Ed will have results to prove testing was completed.

Discussion:

Conclusions:

Action items

Person responsible

Deadline

Other Information

Acting Superintendent May 14 – 23, 2017

- Kevin will be out May 17 – 19, 2017, Ed will be out May 15 – 23, 2017
- Ed's signature is needed on letter to DESE regarding school transportation.
- School Committee meeting May 16th, Ed will not attend. SkillsUSA students will attend to acquire financial approval for Skills trip. Students who won gold will be speaking. Also, students who traveled to New Orleans will speak of their experience volunteering for Mass Nine for the 9th.

Edward Bouquillon

- All Staff Tuesday, May 23rd to discuss NOLA trip, SkillsUSA, Professional Development as it relates to The Academy Model and High Tech High.

Kevin Mahoney

- Budget has been approved.

Steve Sharek

- Civil Rights Review all set to go.

Meeting Adjourned: 10:59 am