

Executive Team Meeting

May 11, 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: Edward Bouquillon, Jack Dillon, Kevin Mahoney, Annamaria Schrimpf, Michelle Roche, Steve Sharek, George Clement, Liz Rozan

Minutes

Agenda item: Review Minutes from May 4, 2017 Meeting **Presenter:**

Discussion:

Conclusions: Approved

Action items

✓ Post to website

Person responsible

Jaculen Maglio

Deadline

Agenda item: Groundbreaking Ceremonies

Presenter: Steve Sharek

Discussion: Groundbreaking will take place on June 14th at 9:15 am in the front of the building. Ford Spalding will be the MC of the event. Invited guests are: Governor Charlie Baker, Lt. Governor Karen Polito, MSBA, Cabinet Secretaries, Minuteman School Committee, MPA, the entire staff, KBA, Skanska, Gilbane, MAVIA and many more. Student Ambassadors, SkillsUSA, and the Senior Class President may hold the shovels along with a few others. We'll have a reception on the mezzanine with coffee and light fare.

Conclusions: We'll meet once a week to discuss how our plans are progressing.

Action items

Person responsible

Deadline

Agenda item: Hanscom Community Partnership Committee

Presenter: Steve Sharek

Discussion: Hanscom held their quarterly committee meeting here yesterday. There were approx. 20 Hanscom employees, Middlesex Community College, BJ Dunn, Selectmen, Town Managers among many others were in attendance. They developed four coop jobs, they are looking for engineers, CAD and auto mechanics. At Hanscom they need plumbers, electricians and childcare providers.

Conclusions: Hanscom and Minuteman will have a formal agreement that could include the follow: MM will be the site for civilian job fairs, Hanscom regularly speaks to our students regarding career opportunities, MM students will be able to visit their base, coop/internship opportunities, memorialize some tuition discount for base personnel taking after-school training/community education courses here and having Hanscom sit on our advisor board and vice versa.

Action items

Person responsible

Deadline

Agenda item: Review the Superintendent's Checklist

Presenter: Edward Bouquillon

Discussion: Liz and others have been working on the checklist (handout of checklist). This checklist shows when required reporting is to be submitted. Important components have been delegated, training has been scheduled, training will be directed by Annamaria. Some stipend positions will not be posted. Mrs. Ham and Ms. Roche will be moving their offices to the CE/Superintendents area. Director of Special Programs has been posted. Mr. Jankowski's position is being looked at, along with Mrs. Lusk the night time CE admin assistant.

Conclusions: Check in every week on how the delegation is going.
Mrs. Ham will do EPIMS for staff and will contact Mrs. Boyajian.

Action items	Person responsible	Deadline
Talk to Ms. Mixon and Mrs. Murphy regarding their delegated assignments.	Jack Dillon	

Other Information

Michelle Roche

- MIT is holding a workshop for makerspace on June 6th and 7th at a cost of \$600 a day. Mr. Marshall and Mr. DiPaolo should attend. It will be helpful with the designing of our makerspaces.
- Advanced manufacturing advisory group, what are our next steps. We need to be thinking about manufacturing companies in our area.
ACTION: Reach out to Johanna Dawling, president of the manufacturing group.
ACTION: Have Mr. Pitta call the manufacturing companies in our area.

Annamaria Schrimpf

- Educational Technology Carousel is next week (handout of schedule)

Edward Bouquillon

- Jack Dillon will be acting superintendent next week.
- Building project has been through a lot with Lincoln's planning and conservation committees, which have been supportive. Approvals should be in place the first week of June, trees will start coming down the first week of July, foundation begins in late August, steel erected in September.
- School Committee meeting next Tuesday, Mr. Dillon and Mr. Sharek will attend.
- **ACTION:** Ford Spalding will draft letter to abutters, Ed will review and it will go out after Lincoln's special town meeting.
- **ACTION:** Jackie send Liz the official Lincoln abutters list.

Meeting Adjourned: 1:50 pm