

Executive Team Meeting

May 25, 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, Amy Perreault, Bill Blake, Liz Rozan,
Michelle Roche, Steve Sharek, Edward Bouquillon

Minutes

Agenda item: Review Minutes from May 11, 2017 Meeting **Presenter:**

Discussion:

Conclusions: Approved

Action items

✓ Post to website

Person responsible

Jaculen Maglio

Deadline

Agenda item: Personnel Updates **Presenter:**

Discussion:

Data Delegation Responsibilities

- Liz Rozan received training and Maryanne Ham is working with Lynne Belmer on EPIMS

Moving Administration Evaluation Process to Teach Point

- This topic was discussed at the Principals meeting and everyone agreed to move the administration process to teach point. Amy Perreault asked for Ed's approval, Ed approved.

Other

- Michelle Roche, interviews are underway for an engineering teacher. Advanced manufacturing candidate is promising.
- Amy Perreault, interviewing for paralegal and REEL room positions.
- Edward Bouquillon, interviews will take place next Wednesday for summer school lead position. This lead position will be supervised by Allison Salisbury. Michelle Roche will move her office to the copy room outside of Community Education. We are seeking a fulltime assistant for Allison Salisbury who will also assist Michelle Roche.

Conclusions:

Action items

Person responsible

Deadline

Agenda item: Construction Updates **Presenter:** Edward Bouquillon

Discussion:

Dates and Locations of 1st Work and Work Zones

- Dates are becoming firmer due to Lincoln permitting. May 31st expected to get conservation approval, June 1st will begin to mobilize the site, mid-June the back-parking lot and areas west will no longer be available, including the fields. June 14th groundbreaking ceremony will commence on the football field, local dignitaries have been invited, Skills USA students, student ambassadors, FFA students will all be in attendance possibly holding shovels.

- Soccer nets need to be removed before fencing can be installed. **ACTION:** Jack Dillon will have them removed next week.
- Storage shed will be moved by maintenance.

Conclusions:

Action items	Person responsible	Deadline
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Agenda item: June 14th Groundbreaking **Presenter:** Steve Sharek

Discussion: Staff, students and news media haven't been notified yet, they will be notified after May 31st. Need to know how many shovels and hard hats we need. Sign for new school would be nice to have in the background. Sound system is needed, microphone, maybe speakers. Ford Spalding is the MC, Ed will speak along with Representative Kaufman, Jack McCarthy, Jeff Stulin. Reception on the mezzanine with coffee and pastry following outdoor groundbreaking.

Conclusions: Jack Dillon will draft an invite to students and staff, Ed will review before its sent. Groundbreaking will now take place on the football field.

Action items	Person responsible	Deadline
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Let Steve Sharek know who else should speak

Agenda item: Daycare Enrollment **Presenter:** Michelle Roche

Discussion: Colonial Children's Academy has 6 children enrolled as of today. The maximum enrollment is 16. Waiting on approval of logo, press release will go out soon, would like space on front page of website to advertise,

Conclusions: Lexington Chamber of commerce will receive 10% discount. Alert our middles schools and the MPA about the children's academy.

Action items	Person responsible	Deadline
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Agenda item: Day School Enrollment Fall 2017 **Presenter:** George Clement

Discussion: 137 students enrolled in the fall, 81 out of district.

Conclusions: Draft a letter to in-district schools regarding speaking to parents at events held at their school.

Action items	Person responsible	Deadline
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Agenda item: Summer Work Proposals **Presenter:** Jackie Maglio (Handouts)

Discussion: 16 Summer Work Proposals were submitted. Team reviewed each one's description, hours and cost. Changes will be made accordingly by Edward Bouquillon.

Conclusions:

Action items	Person responsible	Deadline
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Agenda item: SOS Update **Presenter:** Amy Perreault

Discussion: Signs of suicide will be presented to the entire school next year.

Conclusions:

Action items	Person responsible	Deadline
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Agenda item: Summer Work **Presenter:** Kevin Mahoney
Discussion: A video analysis of our sewer line was performed and found there is water coming in, in two areas. The problem has been identified and will be fixed over the summer. Bids for the job will go out in June. Any painting needed please inform me of any requests.
Conclusions: Advanced Manufacturing related room needs wiring, paint and other work done, Telecom classroom needs to be moved. Early Education needs more work. Jack Dillon recommended the school store be turned back into the athletic director's office. Cindy DeMaio is moving into the office behind the school store.

Action items	Person responsible	Deadline
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Agenda item: Budget Update **Presenter:** Kevin Mahoney
Discussion: Adjustments have been made to the FY18 budget, that leaves an available balance at the end of this year. The budget has been reduced by 3.7%. Leads should spend down their available balances by the end of this school year, purchases can be made for next year's supplies. Next year sophomores and freshmen will receive 1:1 devices, teachers will receive laptops, staffing changes are imminent, Perna services will be reduced, equipment for advanced manufacturing has been cut, these are some of the reasons for the FY18 budget being reduced.

Conclusions: Will meet with finance committee to rectify our budget.

Action items	Person responsible	Deadline
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Agenda item: School Store **Presenter:** Kevin Mahoney
Discussion: George Clement will be leading an online store, with the help of Allison Barry. Allison has been working on setting up the website, she's in charge of the technical side. Inventory would be kept at the vendors warehouse.
Conclusions: The store needs to be incorporated into the curriculum, perhaps web design or the entrepreneur program.

Action items	Person responsible	Deadline
☑Complete a summer work proposal with a school wide goal and return it to Edward Bouquillon.	Allison Barry/George Clement	

Agenda item: Surplus Equipment and Property **Presenter:** Kevin Mahoney
Discussion: Surplus property will be sold at auction online.

Conclusions:

Action items	Person responsible	Deadline
Trades hall has items to sell that need to be inventoried.		

Other Information

Meeting Adjourned: 2:37 pm