

Executive Team Meeting

June 1, 2017

1:00 pm

Superintendent's Conference Room

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

Facilitator: Edward Bouquillon **Note taker:** Steve Sharek

Attendees: Jack Dillon, Kevin Mahoney, Annamaria Schrimpf, Amy Perreault, Bill Blake, Michelle Roche, Steve Sharek, Liz Rozan, George Clement, Edward Bouquillon

Minutes

Agenda item: Review Minutes from May 25, 2017 Meeting **Presenter:**

Discussion:

Conclusions: Approved

Action items

✓ Post to website

Person responsible

Jaculen Maglio

Deadline

Agenda item: Report of Civil Rights Review **Presenter:** Liz Rozan and Steve Sharek

Discussion: Liz Rozan and Steve Sharek attended an exit interview conducted by Lisa Sandler and Dave Edmonds of the Massachusetts Department of Elementary and Secondary Education (DESE) on May 29, 2017. Liz reported that the DESE staff members expressed deep appreciation for the work done by Minuteman in preparing for the visit. Lisa Sandler indicated it was the best such review she has done. Among other things, Lisa commended the school on its positive culture, the work of its Special Education department, and its Admissions and Recruitment efforts. Steve said there were only a few potential findings. One, lack of a rubric for the award of Minuteman scholarships, has already been addressed. The others are related to facilities, including Braille signage, paper towel dispensers in bathrooms, and the need to reposition some mirrors. Kevin Mahoney reported that Facilities Coordinator Matt MacLean is already working to address the potential issues identified by DESE. Steve circulated a "Screening Committee Procedures" document that was developed in preparation for the Civil Rights Review.

Conclusions:

Action items

Person responsible

Deadline

- (1) When the outstanding facilities issues are addressed, Matt Mahoney should take pictures of the completed work and provide them to Steve, who will send the pictures to DESE to verify that the work has been completed.
- (2) The "Screening Committee Procedures" should now be used by administrators when they form screening committees to hire new faculty and staff.

Agenda item: Coordinated Program Review (CPR) Self-Assessment **Presenter:** Amy Perreault

Discussion: Amy Perreault said that Minuteman will have a Coordinated Program Review (CPR) sometime during the next school year. We need to do a Self-Assessment this year in advance of that review. The Self-Assessment includes three areas: Special Education, English Language

Learners, and Civil Rights. A DESE staff member visited yesterday to provide her staff and the Title IX Coordinator with training. The training was very helpful. Some of the preparation work will be tedious and time-consuming. For example, Amy's staff needs to review in detail 20 student records for Special Education. Because of the recent DESE Civil Rights Review, Steve Sharek said he already has documentation for 10-11 of the 25 Criteria in the Civil Rights section of the CPR. He will need assistance on some of the others, such as how we screen out bias and stereotyping in curriculum. Bill Blake said help may be available from other districts.

Conclusions:

Action items

Person responsible

Deadline

- (1) Amy Perreault may need additional funds to pay staff to review student records for the Self-Assessment.
 - (2) Steve Sharek will need help from Executive Team members so that he can respond to several of the Criteria in the Civil Rights section.
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Other Information

- 1. Additional District-Wide Reviews. Dr. Bouquillon mentioned that the decennial review by the New England Association of Schools and Colleges (NEASC) is coming up soon. Bill Blake said a Title I review is also scheduled.
Action Needed: Keep track of review schedule and need for adequate preparation and oversight.
- 2. Groundbreaking Ceremonies. Dr. Bouquillon said the Lincoln Conservation Commission had unanimously approved an Order of Conditions for the project the night before. The Lincoln Planning Board had previously approved the project. The June 14 groundbreaking ceremonies can officially proceed.
Action Item: Dr. Bouquillon will meet with Steve, Principal Dillon, and Assistant Principal Brian Tildsley to discuss logistics for the event, including security.
- 3. School Committee Meeting. Dr. Bouquillon said the School Committee would be meeting on June 13. Liz Rozan reviewed some of the items on the agenda, including action on policies.
Action Item: Check to see that the Student Handbook adequately addresses M.G.L. Chapter 71, Section 37H ¾, one of the Criteria in the upcoming CPR.
- 4. Personnel. Dr. Bouquillon said he would be hiring Allison Salisbury as Director of Community Education. Together, they interviewed four (4) candidates this week for the job of Summer School Lead.
Action Item: None
- 5. MCAS and LABBB. Principal Jack Dillon reported that he had tweaked the School Calendar slightly because the state has released dates for MCAS exams for the coming year. The School Committee had already been notified that this would occur. A new School Calendar will be posted online. He also said that he and Michele Roche would be meeting with staff from LABBB to talk about several questions and concerns.
Action Item: Report back to the Superintendent on discussion with LABBB.
- 6. MCAS Test Administration. A news outlet asked DESE for information on student cheating and other issues with the administration of MCAS exams across the state. Like many other districts, Minuteman has had sporadic issues with students and cell phones.

Action Item: None

7. Facilities Issues. Kevin Mahoney said Maintenance would be moving some equipment off the football field. Some of the equipment might be declared surplus. He also said that the school should plan to do electrical work in Child Care, in addition to planned work in Advanced Manufacturing.

Action Item: Revise posting to include Child Care work.

8. Child Care Center. Because of a spate of news stories about the new Colonial Children's Academy, Michelle Roche reported that there has been plenty of calls and interest in the new facility. She felt they would have no trouble meeting their target enrollment. She also said that 16 students have already signed up for the Girls in STEM Summer Camp.

Action Item: None

Meeting Adjourned: 2:05