

# Executive Team Meeting

June 7, 2017

1:00 pm

Superintendent's Conference Room

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**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, Steve Sharek, Edward Bouquillon, George Clement, Liz Rozan

## Minutes

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**Agenda item:** Review Minutes from June 1, 2017 Meeting      **Presenter:**

**Discussion:**

**Conclusions:** Approved

**Action items**

✓ Post to website

**Person responsible**

Jaculen Maglio

**Deadline**

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**Agenda item:** Summer Work Proposals

**Presenter:** Edward Bouquillon

**Discussion:** Summer work proposals have been submitted and reviewed. Not all proposals were approved and some had hours reduced. Ed read the title of each proposal and announced if the hours were reduced, approved or not approved. Approved proposals: Summer Reading Test Administrator, Dual Enrollment World Literature Course, Curriculum Mapping, Senior Project/Portfolio, Evaluation of Student Proficiency in the Targeted Language, Peer Mentoring, US History Since 1864 Course Reading Content and Syllabus, Children's Colonial Academy, Signs of Suicide, Project Transition, 2017 Senior Project Videos, Minuteman 101.

**Conclusions:**

**Action items:** Email will be sent to staff tomorrow announcing the approved proposals.

**Person responsible:**

Edward Bouquillon

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**Agenda item:** Update on Stationary Design

**Presenter:** Liz Rozan and George Clement

**Discussion:** DVC designed new Minuteman stationary due to the new 10-member district. There are 8 different layout designs for letterhead and 4 different layout designs for the email tag line. Jack recommended that the word "serving" be replaced with "partner communities". Ed recommended "district membership".

**Conclusions:** Sample #1 was approved for the new letterhead and sample #1 was approved for the new email tag line.

**Action items:** Email staff informing them of new email tag line along with directions on how to add new tag line to email.

**Person responsible:**

Annamaria Schrimpf

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**Agenda item:** Dates Concerning Construction

**Presenter:** Edward Bouquillon

**Discussion:** June 19 – bus loop will be reconfigured.

June 28 – Skanska will take over Mill street building as their headquarters.

August 6 – tennis court, softball and soccer fields will no longer be available.

**Conclusions:**

**Action items**

**Person responsible**

## Other Information

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Steve Sharek

- June 14<sup>th</sup> groundbreaking is ready to go on as planned. Brochures have been printed and will be given out on that day. Ford Spalding will be in on Monday to meet with Steve, Brian, Jack, Ed
- ACTION:** Jack Dillon will send groundbreaking invitation email out to staff tomorrow.

Jack Dillon

- MPA is very motivated and will start a speaker series next year.
- Jack asked if the executive team would be attending the MAVA Planning Retreat that takes place every year in August at Devens Common Center. Ed replied that the team should check their schedules to see if they're available to attend.

Edward Bouquillon

- Allison Salisbury is the Community Education Director effective July 1, 2017
- Maryanne Ham is the Director of Special Projects effective July 1, 2017
- George Clement is the Assistant Principal effective July 1, 2017
- These new appointees will be on a 12-month schedule.

Amy Perreault

- There will be an assembly for sophomores Tuesday morning at 8 am regarding Peer Leadership. They will watch a video, George Clement will give an inspirational speech. On Wednesday and Thursday interviews for the committee will take place.

Meeting Adjourned: 1:45 pm