

Executive Team Meeting

June 27, 2017

10:00 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, Amy Perreault, Bill Blake, George Clement, Edward Bouquillon, Allison Salisbury, Maryanne Ham, Steve Sharek, Liz Rozan

Minutes

Agenda item: Review Minutes from June 15, 2017 Meeting

Presenter:

Discussion:

Conclusions: Approved

Action items

✓ Post to website

Person responsible

Jaculen Maglio

Deadline

Agenda item: Minuteman Leadership Retreat 8/8-8/10

Presenter: Edward Bouquillon

Discussion: At the officers meeting last night it was approved for the leadership team to have the annual retreat outside of Massachusetts. The retreat will be at Lake Morey Resort in Vermont. The leadership team will not be attending the MAVA retreat this year. Some items on the agenda; MM 101, Suicide Prevention, Mindfulness, Academy Model, CPR, NEASC.

Conclusions: Wives, husbands or partners are invited to attend the retreat. The drive is approximately 2 ½ hours from Minuteman.

Action items

Agenda item: Stipends

Presenter: Jack Dillon

Discussion: FY18 teacher stipends have been assigned, list of suggestions was passed out and the team was asked to review and give feedback. There are 8-9 teacher mentors returning, Jack and Cindy DeMaio will meet to discuss mentors. Annamaria and Jack will meet to discuss DLC. Night school and after school leads haven't received any applications, an all staff email will go out to fill these positions.

Conclusions:

Action items

Agenda item: Advanced Manufacturing Position

Presenter: Jack Dillon

Discussion: We've offered Alex Peter's the position, he will start in July.

Conclusions:

Action items

Agenda item: Engineering Teacher Position

Presenter: Jack Dillon

Discussion: We've found someone for the position, but haven't heard back to let us know he's accepted the position.

Conclusions: Ed directed Jack to repost the position.

Action items

Agenda item: All Recommended New Hires to Meet with Ed

Presenter: Jack Dillon

Discussion: Ed remarked that he wants to reestablish meeting with new hires prior to their start date. Inform Jackie so she may schedule.

Conclusions:

Action items

Agenda item: Summer Mailings

Presenter: Jack Dillon

Discussion: There are 2 mailings that will go out this summer, one from the nurse's office and the other from the principal's office. The principal's mailing will include staff and student's schedules, calendars and other important information. Annamaria mentioned that she needs to inform students and parents of login information. Jack and Annamaria will meet to discuss. Steve mentioned to include the disclosure of nondiscrimination. George will also have a mailing going out this week. Kevin said that parents also need to be aware that Minuteman bus routes have changed for towns that have left the district. Jack also informed the team that there are only 46 student parking spots available to juniors and seniors due to the construction. Parking spots will be given on a first come first served basis.

Conclusions:

Action items

Agenda item: Annual Institutional Self-Evaluation
to Ensure that All Students Have Equal Access to All Programs

Presenter: Steve Sharek

Discussion: The Executive Team reviewed the school's efforts to ensure access to all programs by all students. It was the unanimous consensus that Minuteman had made tremendous strides to achieve the goal of providing equal access to all programs by all students.

Strengths

Among other things, it was pointed out that Minuteman:

- Doesn't charge fees for sports or other activities
- Has a "no cut" policy in athletics
- Pays for 100% student membership in SkillsUSA
- Provides laptop computers to all students through its One-to-One program
- Funds a stipend for a GSA Advisor
- Funds a stipend for a Non-Traditional Career Advisor

Weakness

Minuteman administrators also noted that, through no fault of its own, the school did not provide equal access to all programs by all students. One particular class of students, those living in out-of-district cities and towns, are routinely denied access to career and technical education programs at Minuteman.

This unfairness and inequity is the direct result of state regulations adopted by the Board of Elementary and Secondary Education in February of 2015. 6.03 CMR 4.03(6)(b)(1) forces certain out-of-district students to stay in their hometown schools even if they want to enroll in a program at Minuteman not offered in their hometown district.

Second, even when state regulations and out-of-district Superintendents allow out-of-district students to apply and enroll at Minuteman, those students' career choices are often severely limited. Again, this is no fault of Minuteman.

The Board of Elementary and Secondary Education needs to rescind or revise the regulations it adopted in February of 2015 to rectify this gross unfairness to out-of-district students. Minuteman's Administration will continue to forcefully oppose the regulations and champion their rescission.

Conclusions:

Action items Minuteman needs to continue to seek to amend or rescind the regulations that limit options for out of district students.

Other Information

Jack Dillon

- Minuteman's fleet of vans will now be parked in the back of the building where the automotive department kept their cars.

Kevin Mahoney

- Open bids for sewer project will go out next week.
- Budget adjustments to further reduce FY18 budget are in process.

Allison Salisbury

- Summer school numbers are looking the same as last year, we have had communications with parents, coordinated parking, pick up and drop off with construction team, traffic flow has been determined.
ACTION: Police Officer must be directing traffic.

Edward Bouquillon

- Blasting will begin July 10th with over 60 blasts. Trees are coming down over the next few days.
- School will be closed July 3rd.
- Bill Blake was given a breaking ground shovel at this, his last executive meeting.

Bill Blake

- Initial ELA MCAS scores show that 1 student didn't pass. We are hanging on to level one accountability.

Amy Perreault

- For the SRI class, we need specific dates. Jack recommends moving the dates out of August. Ed comments that we will pay teachers to come in during August to take the classes. Perhaps December and March would work for SRI classes.
- All transition meetings are complete, there have been over 82 meetings for incoming freshmen. Guidance counselors are required to submit recommendations for students.

George Clement

- SIMS report is complete.
- Enrollment is 140.

Meeting Adjourned: 11:11 am