

Executive Team Meeting

July 31, 2017

1:00 pm

Superintendent's Conference Room

Meeting called by: Scheduled Weekly
Facilitator: Edward Bouquillon
Attendees: Jack Dillon, Kevin Mahoney, Annamaria Schrimpf, Amy Perreault, George Clement, Edward Bouquillon, Allison Salisbury, Maryanne Ham, Steve Sharek, Liz Rozan, Michelle Roche

Type of meeting: Administration
Note taker: Jaculen Maglio

Minutes

Agenda item: Review Minutes from June 27, 2017 Meeting **Presenter:**

Discussion:

Conclusions: Approved

Action items

✓ Post to website

Person responsible

Jaculen Maglio

Deadline

Agenda item: Posting on School Spring-Exploratory/Entrepreneurial Instructor **Presenter:** E. Bouquillon

Discussion: Position has been posted to teach Minuteman 101 and will include financial literature. This position will work with students in the SLC and students on 504s so these students can also be involved with senior projects and ready them for life after Minuteman. Amy asked if there was a competencies test for the applicants. Annamaria replied that there is only a test for secretaries, so she will create a test for this type of position. Ed mentioned that Microsoft has badging which has core competencies and this should be taken as part of the interview process. One Note, E Portfolios and 365 competencies should be included on the test that Annamaria creates.

Conclusions: Potential for Minuteman 201 for sophomores.

Action items Competencies test created by Annamaria.

Agenda item: Retreat Agenda and its Development **Presenter:** E. Bouquillon

Discussion: Draft agenda was distributed, Ed reviewed items on the agenda with focus on the academy model development, specifically: Identifying the academy model, implementing an academy before we move into the new building, refine the borders and define the structures, pathways within each academy, directors of each academy, staffing organizational chart needs to be put in place,

Conclusions:

Action items Send additional agenda items to Ed.

Agenda item: Superintendent's Goals **Presenter:** E. Bouquillon

Discussion: Incorporate school wide goals with Ed's goals, adding new members, partnerships and community based involvement to the district. These goals will also be revisited at the retreat.

Conclusions:

Action items

Agenda item: Construction Update

Presenter: E. Bouquillon

Discussion: Blasting starts this week, 2 blasts a day, there will be a warning whistle before the blast.
50k under budget with concrete and steel site work.
A flythrough of the new building has been put on our website.

Conclusions:

Action items

Agenda item: Professional Development Calendar

Presenter: E. Bouquillon

- a. SRI – 12 staff will be trained at the end of September and will be expected to help us take a lead in getting real with the academy model.
- b. CPT - Common planning time needs more structure and we need to hold people accountable.
Topics of professional development will be drafted at the retreat.
- c. Project Based Learning
- d. Other – ALICE training will continue, students will have live drills that will include taking them to our safe zones which are Cranberry Hill and the National Park.

Discussion: Mentoring program must be incorporated into the academy.

Conclusions:

Action items Invite Cindy DeMaio to the next E-Team meeting.

Agenda item: Nurses Forms

Presenter: A. Perreault

Discussion: Ms. Bolduc has recreated every form in the nurse's office, they have been reviewed by Ed and will be included in the summer mailing. The field trip forms must be in to the nurse well in advance of the field trip. If medicine is to be administered it must be submitted to the nurse's office well before the day of the trip.

Conclusions:

Action items

Other Information

Edward Bouquillon

- Summer work projects, how are things progressing?
 - a. Ms. Kelley has rewritten S.O.S., all 9th graders will be screened during Minuteman 101 and the remaining classes will also be screened.
 - b. Ms. Camagna is working on Naviance.
 - c. Ed will send out a reminder to the rest of the team members to see where they're at.
- We need to look at safety in the new building as we restructure maintenance.
- Exploratory workforce needs creation of frameworks, it will be a stipend position.
ACTION: Selected candidate will meet with Ed before taking the position.

Kevin Mahoney

- Acton is asking for projections for FY19, we will work off the model we used for FY20. We need to be cautious of the one year where we will not receive any capital fees. Ed commented that this is the last budget in this building, we need to keep the building safe and clean without any major repairs. The floor in the cafeteria will be repaired by the end of next week.

Jack Dillon

- The bus traffic pattern has changed due to construction.

- Student parking spots has decrease from 144 spots to 44 spots. Working on how to determine who gets a spot.

Amy Perreault

- CPR is coming along and will get in far before the deadline, civil rights is done, ELL still creating documents.

Michelle Roche

- Coordinator Program Review (CPR) will be on site in February.
- STEM camp will take place next week, there are 32 middle school students and 12 high school students. Ms. Griffin, Mrs. Ard and Ms. DeMaio will run the camp.
- Early Education and Care looks great, please stop by. Parents night will take place on August 16th, we have 2 open spots remaining.
- Perkins has a new process for grants, there is a webinar on how to apply.
- New chapter 74 application for advanced manufacturing.
- SME Education Foundation was here last week to give a presentation on how they help schools with course development, research and scholarship grants along with donating time, money, resources and in preparing our students. They spoke about what types of manufacturing is going on in our area. Their goal is to raise money for Minuteman. The CEO will be here Friday at 3 pm to tour our programs.
- We are not a PRIME school yet; Westford and Worcester are the only PRIME schools in Massachusetts.
- Painting is done in Telecom, floors are being waxed.

Maryanne Ham

- EPIMS are done
- Minuteman post-secondary is focusing on advanced manufacturing, the state will push through.
- Students will be able to apply for Pell grants, some student will be able to get associates when graduating.

George Clement

- 35 students came for summer reading testing, testing will take place on August 9th as well.
- Minuteman's online store will be opening soon.
- Working on Title 1 workshop on getting grant money, implementing everything that Mr. Blake had on the application. We will reapply every year.
- Shadowing, open house, dinner with teachers have all helped in increasing enrollment.

Steve Sharek

- We'll be applying for a \$485k grant for metal fab.
- We've received a donation from Minuteman's Future Foundation.
- Judy Bass will be writing an article about coming back to school and bringing the academy to life.

Meeting Adjourned: 2:10 pm