

# Executive Team Meeting

August 17, 2017

10:30 am

Superintendent's Conference Room

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**Meeting called by:** Scheduled Weekly  
**Facilitator:** Edward Bouquillon

**Type of meeting:** Administration  
**Note taker:** Jaculen Maglio

**Attendees:** Jack Dillon, Kevin Mahoney, George Clement, Allison Salisbury, Maryanne Ham, Steve Sharek, Liz Rozan, Michelle Roche

## Minutes

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**Agenda item:** Review Minutes from July 31, 2017 Meeting **Presenter:**

**Discussion:**

**Conclusions:** Approved

**Action items**

✓ Post to website

**Person responsible**

Jaculen Maglio

**Deadline**

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**Agenda item:** Review of Revised School-Wide Goals for 2017-18 **Presenter:** Steve Sharek

**Discussion:** Goals were reviewed at the retreat and the team agreed on the modifications that were made.

**Conclusions:**

**Action items**

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**Agenda item:** Planning for the NEASC Decennial Self-Study **Presenter:** Steve Sharek

**Discussion:** NEASC Pre-Decennial Self-Study Workshop Oct. 11, 2017

- Minuteman is up for a self-study next year. Steve Sharek, Jack Dillon, Maryanne Ham and Bill Blake will attend the workshop in Burlington on Oct. 11<sup>th</sup>.

Professional Development related to the Self-Study

- Minuteman will retain Bill Blake to prepare for NEASC Decennial Review.

**Conclusions:**

**Action items**

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**Agenda item:** Plans for Minuteman Legislative Breakfast **Presenter:** Steve Sharek

**Discussion:** Letters went out to Minuteman's district legislatures and to two representatives from Watertown. We've received confirmation that Senator Eldridge and Senator Friedman will attend. Some items on the agenda: building project, legislation, SOLVED Collaborative, FFA.

**Conclusions:**

**Action items**

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**Agenda item:** Draft Goals for the Superintendent 2017-18 **Presenter:** Liz Rozan

**Discussion:** Handouts of goals were passed out, Steve added time lines for when goals should be completed, these goals are all part of the superintendent's evaluation in May.

**Conclusions:** Steve mentioned that some of these goals have already been done.

**Action items** Let Liz know if you think he can or cannot achieve these goals.

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**Agenda item:** Review Professional Development Calendar                      **Presenter:** Jack Dillon

**Discussion:** Handouts of the calendar were passed out; the calendar is close to a final draft. Focus is mainly on which academy staff should be in. Staff will have an opportunity to select a different academy, we will gather their data and determine if that's the best fit. Other items on the calendar include: showcase days, NEASC visit, integration proposal, CPR (will be added to the calendar and include mental health and ALICE), three Wednesdays will not be PD or early release due to MCAS. George recommends creating a list that staff can initial to track hours of PD.

**Conclusions:** Folders containing: school calendar, rotation schedule, professional development calendar etc. will be put in staff mailboxes. Next year this information will also be in ONE NOTE folder.

**Action items** Kevin will follow up regarding PD points.

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**Agenda item:** Review Academy/Pathway Chart                                      **Presenter:** Jack Dillon

**Discussion:** Handouts of Engineering, Construction and Trades Academy and Life Sciences and Services Academy were passed out. This will also be included in the staff folders. Review and give Jack feedback. Staff will have a week to decide which academy they'd prefer.

**Conclusions:**

**Action items**

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**Agenda item:** Opening Day Review    **Presenter:** Jack Dillon

**Discussion:** If you'd like to present PowerPoint slides on opening day send to Jack ASAP, if no slides are needed just send a slide with your name. Jack reviewed the sequence of speakers and what they would discuss.

**Conclusions:**

**Action items**

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## Other Information

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Jack Dillon

- Football practice will take place on the sliver of land near the soccer field. All athletics are scheduled off site that includes games and practice.

Kevin Mahoney

- Building should be ready for the new year.

Michelle Roche

- We have two candidates for advanced manufacturing and we are ready to hire, references need to be called first.

Allison Salisbury

- What is the process for hiring night class teachers? Do I have to get transcripts? Kevin and Allison will meet after this meeting to discuss.
- There are three candidates for the administrative assistant position for the front office. Ed will meet with them next week so a final decision can be made.
- Community Education may need a night class administrative assistant if Susan Lusk is chosen as the front office administrative assistant.
- Verify with Annamaria if post grads are going to get 1:1 devices.

Steve Sharek

- Regarding opening day, two mandatory tests will be sent out to staff electronically instead of paper. Lynne Belmer will receive and email when tests are complete. Annamaria will help Maryanne with establishing the electronic tests.

George Clement

- Family Fun Night was a great event, we had lots of kids playing trivia and corn hole.
- There are nine more operations to get X2 up and running fully, be prepared for issues. DESE has consultants that we may ask to come in to help. Aspen has been helpful.

Meeting Adjourned: 11:46