

Executive Team Meeting

September 6, 2017

1:00 pm

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, George Clement, Allison Salisbury, Maryanne Ham, Steve Sharek, Liz Rozan, Michelle Roche, Edward Bouquillon, Amy Perreault

Minutes

Agenda item: Review Minutes from August 31, 2017 Meeting **Presenter:**
Discussion: Other Information Amy Perreault; add ACTION: post position for long term social worker substitute.

Conclusions: Approved

Action items	Person responsible	Deadline
✓ Post to website	Jaculen Maglio	

Agenda item: September 19th School Committee Agenda **Presenter:** Liz Rozan

Discussion: The draft School Committee agenda and list of presentations were distributed. Liz began by reviewing the draft agenda and the list of School Committee meeting presentations discussed last time. The first presentation will be three student improvement projects: Portfolio's, Sr. Project by Anita and Maria and an introduction of Peer Mentoring by Anita. Superintendent's Report was discussed next and Ed clarified that he will present the School Wide Goals, Professional Development Opportunities and the School Reform Initiative as part of his report. Ed stated that the professional development agenda is robust this year and that the presentations under his report will reflect his goals.

Conclusions: Presentations should have one PowerPoint slide each and will be no longer than 30 minutes. Jack will update on the Colonial Children's Academy, field trips, enrollment numbers. Executive session is also part of Ed's goals.

Action items Handouts should be given to Liz in advance of the meeting.
Jack will email Liz the PD calendar.
Amy will provide SRI detail.

Agenda item: Post Grad Update **Presenter:** Allison Salisbury

Discussion: Yesterday was the first day for post grads which began with a 15-minute presentation in the café. Teachers were asked to attend, but most teachers couldn't. PG's were escorted to their classes that were already in progress. Changes need to be made so that students aren't missing the beginning of class. Ed suggested that Allison choose a start date for PG's that works best for her.

A section of the café will be blocked off for PG's during their lunch break.
Last year there were issues with PG's not paying their tuition, especially with credit card payments. If payment isn't received they won't receive a certificate of graduating.

This year there are 34 PG's; Cosmetology (10), Automotive (9), Electrical (6), Carpentry (5), Culinary (2), Metal Fab (2)

Conclusions: If payment isn't received, schedule a meeting with the student and Jack Dillon. If needed the next meeting will be with Kevin Mahoney and the student.

Action items Michelle Roche will make sure teachers attend the post grad presentation next year.

Agenda item: After School Program

Presenter: Allison Salisbury

Discussion: This years after school program is approaching quickly and teachers don't have much time to plan. Its difficult to have every shop represented, may want to offer half of the shops during the fall and the other half during spring. Ed believes that creating a new structure isn't the best resolution.

Conclusions: Ed suggests having a separate meeting with George, Jack, Michelle, Allison and himself.

Action items

Agenda item: Review Back to School Night, September 13th

Presenter: Jack Dillon

Discussion: Back to School Night is being revamped. Jack will follow up after back to school night to report in on the changes.

Conclusions:

Action items

Agenda item: Update on Academy/Pathway Identification

Presenter: Jack Dillon

Discussion: Survey has been completed and collected, it is on the agenda for the next Principal's meeting and will be on the next E-Team meeting agenda.

Conclusions:

Action items

Agenda item: Exploratory Curriculum Project

Presenter: Michelle Roche

Discussion: This item was not discussed.

Conclusions:

Action items

Other Information

Jack Dillon

- SRI training location at Cranberry Hill is not obtainable. The location of the training will be in the Paul Revere room. Lunch will be provided by Neillio's or other caterers. If needed Ed will do café duty during lunch.

ACTION: Memo to participants explaining the intensity and importance of this training will be drafted.

ACTION: Jack and Amy will look at space on Mill Street as another option for the training.

Meeting Adjourned: 1:40 pm