

Executive Team Meeting

September 14, 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, Maria Mastrocola, Anita Currier

Minutes

Agenda item: Review Minutes from September 6, 2017 Meeting **Presenter:**

Discussion:

Conclusions: Approved

Action items

✓ Post to website

Person responsible

Jaculen Maglio

Deadline

Agenda item: Portfolio's, Sr. Project Presentation **Presenter:** Anita Currier/Maria Mastrocola/Gene DiPaolo for School Committee

Discussion: Maria explained the process and reasons for sr. projects and mentioned that the sr. project members meet on a regular basis. Maria began the presentation and recommendations were made to shorten her Power Point slides and add pictures.

Anita began the presentation on portfolio's and commented on how important they are because they tell a story of the student. Recommendations were to bring a physical binder portfolio to the meeting and to talk more about how it tells a story of the student. Power Point slide should include a snapshot of the portfolio. Questions were asked regarding students having access to their portfolio once they graduate, they do have access and knowledge of how to access it should be a requirement for senior sign out.

Conclusions: Gene DiPaolo will not be presenting at the School Committee meeting.

Action items Shorten wording on slides and add pictures.

Agenda item: Peer Leadership Introduction **Presenter:** Anita Currier/Terri O'Brien Presentation for School Committee

Discussion: Anita started the presentation and mentioned how juniors have a unique relationship with freshmen, they spend time together through scheduled meeting and lunch dates. Ed stated that Peer Leadership grew out of the Academy Development Team and was supported through summer work initiatives. Recommendations were to shorten amount of information on slides and add pictures.

Conclusions: Anita and Maria will present at the School Committee meeting and will ask Terri O'Brien to join them.

Action items Shorten amount of information on slides and add pictures.

Agenda item: After School Program **Presenter:** Jack Dillon, Kevin Mahoney, Allison Salisbury

Discussion: Allison told the team that enrollment numbers for Octobers' after school program are very low and its due to a few factors. Brochures were just delivered to district middle schools this week and the program starts in less than 3 weeks. Some teachers don't have the time and would like to run the program once a year not twice a year. Busing has been hard to obtain which causes an issue on getting students here. Jack has concerns with the timing of the program and would like the focus to be on admissions visiting middle schools to do their presentation of Minuteman as an option for high school. Jack also suggested mailing the brochures to middle school students homes, not distributing brochures at the middle schools. Other comments were to offer the fall program to 6th and 7th grades only and offer 8th grade to participate in the spring program along with 6th and 7th grades.

Conclusions: If enrollment doesn't increase by the end of next week suspend the fall program. Include a deadline to register from here on in.

Action items

Agenda item: Update on Academy/Pathway Identification **Presenter:** Jack Dillon

Discussion: Jack passed out a newly revised representation of the Academy/Pathway Identification and said that it's balanced, except for social studies. It was noticed that Alissa Landau was not identified nor was Alex Peters. Other questions asked were: should administrators, administrative assistants and facilities be identified with an academy/pathway? Ed advised that administrators need to be flexible and shouldn't be committed to an academy/pathway because they may be needed in different areas at different times.

Conclusions: The question of administrators being assigned a pathway will be revisited after SRI training. Kevin, Ed and Steve are the only administrators not attending SRI training.

Action items Provide number of people in each pathway.

Agenda item: Post-Secondary Program Planning **Presenter:** Maryanne Ham

Discussion: Maryanne will be having a teleconference with Jim Brosnan regarding the post-secondary program planning. A letter of intent is required to offer these programs, the letter will be sent to DESE for electrical, metal fab and welding and LPN.

Conclusions:

Action items

Agenda item: Fax Lines – Locations and use **Presenter:** Kevin Mahoney

Discussion: We have 8 fax lines most of them we don't use stated Kevin. The team thought that the following departments should have their own faxes: Admissions, Guidance/Nurse, Business Office and a general fax.

Conclusions: Team will have further discussion regarding fax lines.

Action items

Other Information

Jack Dillon

- Back to School Night was a success, approximately 300 parents attended. Some parents didn't have enough time to meet with all the teachers because it was only a 2-hour event. Jack suggested that a second Back to School Night should be added next year. Ed suggested dedicating some Tuesday's and Thursday's to parents so they have the opportunity to meet with teachers.

Steve Sharek

- We haven't heard any news regarding the \$500,000 grant for metal fabrication and welding.

Michelle Roche

- Dave Edmonds from DESE was here today to finalize the Advanced Manufacturing program. He was impressed but there were 2 safety issues that need to be addressed.
- Letter from Keith Westrich indicating we have a deadline of September 15th for frameworks for the Multi-Media Engineering program.
- Michelle and Steve are members of a group that has recently formed to establish freshmen exploratory frameworks. They'll be sending out a survey and a letter to the new group looking for feedback on what they believe is relevant to freshmen exploratory. The first meeting is November 30 where they will present the results of the survey. Steve mentioned that establishing frameworks for freshmen exploratory is very important because this is the only chapter 74 that has no frameworks.

George Clement

- Freshmen enrollment is at 144 as of today.
- George believes that the Minuteman logo needs to indicate that we are a high school. George showed some new designs that didn't interest the team, so he will explore different designs. Some comments were to recycle different phrases but to keep the logo head and the word Minuteman, Minuteman Tech is most used at town meetings.

Meeting Adjourned: 2:24