

Executive Team Meeting

September 21, 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, Amy Perreault, George Clement, Maryanne Ham,
Edward Bouquillon, Steve Sharek, Liz Rozan

Minutes

Agenda item: Review Minutes from September 14, 2017 Meeting **Presenter:**

Discussion:

Conclusions: Approved

Action items

✓ Post to website

Person responsible

Jaculen Maglio

Deadline

Agenda item: School Improvement Plan

Presenter: Jack Dillon

Discussion: The current School Improvement Plan expires June 2018. Many valuable hours have been spent revising this plan and since we will be in the new building in 2019, Jack recommends that the current plan be extended through 2019.

Conclusions:

Action items

Agenda item: Transgender Bathrooms (across from Fife & Drum) **Presenter:** Jack Dillon

Discussion: These bathrooms will now be available for all students not just for adults.

Conclusions:

Action items

Agenda item: Project Based Learning Group (PD)

Presenter: Jack Dillon

Discussion: Jack has asked a few more staff members to attend the October 24th PBL at Regis College, in an effort to balance out pathway groups.

Conclusions:

Action items

Agenda item: After School Numbers

Presenter: Allison Salisbury

Discussion: Allison was not present the item was not addressed.

Conclusions:

Action items

Agenda item: Summer School Forecasting

Presenter: Allison Salisbury

Discussion: Allison was not present the item was not addressed.

Conclusions:

Action items

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

Discussion: Letter of intent has been completed for advanced manufacturing, electrical, metal fab and welding and LPN and were submitted to DESE. We already have postsecondary programs in automotive and cosmetology.

Conclusions: Next step is to work on Part A of the application process for each program.

Action items Send letter of intent for Culinary Arts as well.

Agenda item: Alumni Development **Presenter:** Maryanne Ham

Discussion: Maryanne would like to discuss bringing together an Alumni Group. Maryanne has a few alumni in mind that she has spoken to and they are on board to help. Allison Barry is managing the alumni list and alumni Facebook page.

Conclusions: Call a group together with strong ties to alumni.

Action items Schedule meeting with Superintendent, Allison Barry, John Fusco, John Donato, Steve Sharek, Jack Dillon, and Maryanne Ham.

Agenda item: Special Education Demographics **Presenter:** Amy Perreault

Discussion: Some changes have been made in the Guidance department to balance out the number of students each counselor is responsible for. Mr. Farrill is now the counsel for Early Education and Care and Ms. Camagna is the counselor for all freshmen and two programs. Ms. Camagna has 218 students, Ms. Dempsey has 131, Mr. Farrill has 226 students which includes post grad and AM12 students.

The extra help program we ran helped us to determine who needed assistance and helped student's transition easier. Disabilities are at 50% for the school, most cases are emotional, autism cases went up.

Conclusions:

Action items

Agenda item: SRI Update **Presenter:** Amy Perreault

Discussion: Amy is working with Ms. Graham to offer graduate credit for those who attend the SRI training next week. Four are committed and four are interested. All attending have put their time into AESOP, all classes will be covered by substitutes and other teachers. Ms. Bowen will have coverage for her lunch break.

Conclusions:

Action items

Agenda item: Minuteman 101 **Presenter:** Amy Perreault

Discussion: Amy is excited about the content of MM101 but its a lot of information and the room that the class is being held in isn't the best location because there are no windows and very little room for students to move about. They're in class for four hours every day. Amy recommends the class be held in the Training room where there are windows and plenty of space for students to move around.

Conclusions: Students who complete the class will receive a certificate of achievement, made by DVC and presented by Jack Dillon at a special time and place TBD.

Action items Book the Training room with Allison for the remaining MM101 classes.

Other Information

Amy Perreault

- Signs of Suicide (SOS) is being rolled out with freshmen and upper classmen will participate at a later date. Interns have put together a program for students that focuses on “See Something Say Something”. An announcement will be made every week with a new theme.

Edward Bouquillon

- There’s been a lot of jobs posted on Zip Recruiter including a welding assistant and special education substitute.
- Ed asked Amy about requirements for speech reinforcement. Amy replied that we have more students with sound sensitivity than hearing impairment. We have in place an FM system for hearing impaired students. **ACTION:** Consider the Light Speed Top Cat system for the new building.
- New building is at 90% designed as of today. Advanced Manufacturing will have some changes made.
- Legislative Breakfast will be held in the Paul Revere room on Friday, September 29th at 7:30 am,we’ll be discussing campus development.
- SRI training for staff is scheduled for Wednesday, Thursday and Friday of next week. Kevin, Ed, Amy and Steve will be the only administrators in the building.

Meeting Adjourned: 1:55 pm