

Executive Team Meeting

October 4, 2017

8:30 am

Superintendent's Conference Room

Meeting called by: Scheduled Weekly **Type of meeting:** Administration

Facilitator: Edward Bouquillon **Note taker:** Jaculen Maglio

Attendees: Edward Bouquillon, Jack Dillon, Kevin Mahoney, Allison Salisbury, Maryanne Ham, Steve Sharek, Liz Rozan, Michelle Roche, Annamaria Schrimpf

Minutes

Agenda item: Review Minutes from September 21, 2017 Meeting **Presenter:**

Discussion: Correct Ms. Farrill to Mr. Farrill and fill number of students he counsels.
Kevin Mahoney didn't attend the meeting, remove his name from attendees.

Conclusions: Approved

Action items	Person responsible	Deadline
✓ Post to website	Jaculen Maglio	

Agenda item: CPR **Presenter:** Michelle Roche

Discussion: Paper work is to be submitted to DESE 8 weeks before the scheduled February 2018 CPR visit. Michelle is completing the CTE portion but other departments must complete their portion. Michelle distributed paperwork and asked for it to be turned in to her by December 12th.

Conclusions:

Action items

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

Discussion: First step is complete; we've applied for Culinary Arts, LPN, Electrical, Metal Fabrication and Welding, as well as, Advanced Manufacturing. The next step is to complete Part A. To complete Part A, we will work with our existing advisory committees and work to build a separate LPN advisory committee. Maryanne, Kevin and Allison are scheduled to meet with a company that offers a virtual financial aid program that they'd like to start using for all the new post-secondary programs. We will also begin the application process with COE which we will use as our accreditation agency.

Conclusions:

Action items

Agenda item: Minuteman Futures Foundation **Presenter:** Maryanne Ham

Discussion: In creating this foundation Mr. Bateman would like to reach out to parents, alumni and faculty. Ed commented that email and home addresses that we have can't be shared unless we have permission, which he believes we don't have permission. As mentioned in the last E-Team meeting, Ms. Barry is managing the alumni list and alumni Facebook page.

Conclusions: Ed suggested we review Ms. Barry's lists, look at our policies and have our lawyers review for accuracy. Student records policy must be updated to include an opt out for sharing information. A link to the Minuteman Futures Foundation page will be added to Minuteman's website and information regarding the MFF will be included in the upcoming Principal's Newsletter.

Action items Inform Ed of the goals and objectives of the MFF.
Liz will look up policy on how we ask for donations/funds.

Agenda item: Update on Ed Tech Dept.

Presenter: Annamaria Schrimpf

Discussion: Annamaria put together a summary of what the Educational Technology department has been working on from 7/1-9/1. She explained some of the things that were addressed. Licensing for all software that is installed in the building was documented. There are 1,400 devices in the building, over 350 new devices were rolled out this year mostly to students. If students experience issues with the laptops they received they should notify the ET department so the issues can be rectified. Since the beginning of the summer their department has received 247 school dude tickets and 149 have been completed. Annamaria monitors the tickets for priority action. ET receives many requests for help that don't make it into school dude. DLC must meet certain criteria, this year they are required to participate in the integration process.

Conclusions: Devices that were given to juniors have a life expectancy of 4 years if taken care of properly. Ed wants a policy in place regarding what happens to the device after 4 years.

Action items Ed will talk to the technology designers regarding what technology will be in the new building.

Agenda item: Update on Radio

Presenter: Annamaria Schrimpf

Discussion: The ET department has been walking around looking at everyone's radio and labeling them with the person's name, to prevent people from taking others radio's. All radios can't be located.

Conclusions: This will be further discussed at the Principal's meeting next week.

Action items

Agenda item: Special Advisory Wednesday

Presenter: Jack Dillon

Discussion: Today was the first Special Advisory Wednesday, half of the school participated. More will be added as needed, but for now they will be held once a month.

Conclusions:

Action items

Agenda item: Review Academy/Pathway Lead Job Description

Presenter: Jack Dillon

Discussion: Jack handed out revised co-lead position descriptions that Mrs. Bouchard drafted, they will be distributed to staff today. There are 10 available stipend positions at a rate of \$750 per position. Deadline for memo of interest is October 6th, interested candidates should submit memo to Jack.

Conclusions:

Action items

Agenda item: Fall Festival on Thursday, Oct. 19th **Presenter:** Jack Dillon
Discussion: Homecoming will not take place this year due to not having any fields. The plan is to fund a bus to take students to the girls' soccer game in Lexington, back to Minuteman to have a pasta and meatball dinner in the restaurant, then back on the bus to watch the Minuteman football team play at Nashoba.
Conclusions: Ed agreed it was a great idea.
Action items Brian will obtain cost for bus transportation.

Agenda item: FY19 Budget Guidelines/Calendar **Presenter:** Kevin Mahoney
Discussion: Kevin handed out a budget guideline memo and a budget process calendar that he will be sending to directors and lead teachers. The memo explains the process of preparing the FY19 proposed budget and the calendar shows dates and deadlines for the process. Training for inputting request in to Infinite Visions will take place on October 12th in the library. Kevin mentioned that the Data Specialist position will be funded, equipment needs need to be identified before moving into the new building and funds are available for furniture.
Conclusions: Executive team will present the proposed budget to the Finance Subcommittee on December 7th.
Action items Schedule a Town Managers meeting to address/explain the 4% increase to each town.

Agenda item: After School Next Steps **Presenter:** Allison Salisbury
Discussion: Allison will be meeting with in-district principals in January to inform them of the plan for after school programs held at Minuteman.
Conclusions:
Action items

Agenda item: NAMC Update **Presenter:** Allison Salisbury
Discussion: NAMC would like to establish a welding certificate program using grant funds.
Conclusions: Mr. Boyd is working on curriculum for the January through May welding classes.
Action items

Agenda item: Update on Community Education **Presenter:** Allison Salisbury
Discussion: Community Education is seeking an electrical instructor to start up the journeyman program. There are students who are interested in enrolling in this program.
Conclusions: Advanced Manufacturing program must be in place for the winter.
Action items Have Lynne post the position, but offer to Minuteman staff first. Also let Dave Ferreira and Peter Dewar know that you're seeking an instructor.

Other Information

Allison Salisbury

- The Fall Community Education catalog was delivered three weeks late and the quality is poor. They were the lowest bidder. Ed suggested looking for a new vendor to print the next catalog.

Edward Bouquillon

- NEASC self-study workshop next week, Bill Blake, Maryanne Ham, Jack Dillon and Steve Sharek will attend.
- Bob Gliner's Job Centered Learning documentary that features Minuteman will air on October 12th on PBS. **ACTION:** Steve coordinate promotion of this through all our media outlets.
- Ed will announce pathway co-leads positions available and give simple overview of criteria for integration to staff today.
- Data Specialist interviews took place on Tuesday, the position will be offered to the chosen candidate by Friday.
- Arlington is interested in renting this building while their new high school is being built. Lexington is also interested in renting this building. Talks regarding renting will continue at another time.
- **ACTION:** Jackie schedule a meeting with student representative for School Committee Jala Maracle before the next School Committee meeting.

Steve Sharek

- The Legislative Breakfast we hosted on Friday, September 29th went well. Senators and Representatives from our district agree that changes in legislation must happen, they will support and help with our efforts.
- Hanscom will be holding a Strategic Planning meeting here next week in the Paul Revere room and they'll be here on November 14th to hold another offsite meeting.
- The Education Partnership Agreement gives us access to coop, STEM, and mentorship.

Michelle Roche

- Michelle is co-chair of Exploratory Frameworks, the committee develops rules for vocational exploratory programs.
- Monday, October 16th Advanced Manufacturing sub group will be at Minuteman from 8 – 9 am. The sub groups purpose is to let local businesses know about our program, to discuss and plan an open house, getting business and industry involved, ribbon cutting for our new advanced manufacturing program.
- Minuteman's DVC will be at the Cary Memorial Library tonight at 6 pm to give ideas on a mural to be displayed at the library.

Meeting Adjourned: 10:10