

Executive Team Meeting

October 12, 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, Allison Salisbury, Maryanne Ham, Amy Perreault, Steve Sharek, Liz Rozan, Michelle Roche, Annamaria Schrimpf

Minutes

Agenda item: Review Minutes from October 4, 2017 Meeting **Presenter:**

Discussion:

Conclusions: Approved

Action items

✓ Post to website

Person responsible

Jaculen Maglio

Deadline

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

Discussion: NEASC will be here in the spring of 2019 for Minuteman's 10-year evaluation. Steve, Maryanne, Jack and Bill all attended a Self-Study Workshop to prepare for NEASC's visit. Its recommended to begin working this November on the CTE and Academic reports. Bill Blake is putting together a timeline of due dates for reports that are required prior to their visit. CTE teachers will have 11 data points they'll need to respond to regarding assessment standards. The 2019 professional development schedule may require some changes. Its also recommended that all reports are complete by December 2018.

Conclusions: Community Education has no requirements for the visit.

Action items

Agenda item: State Award for Member of the Minuteman School Committee **Presenter:** Steve Sharek

Discussion: Ford Spalding will be the recipient of the MASC's Division 8 All State School Committee 2017 Award. It will be presented to him at the annual MASC Leadership Awards Dinner on Friday, November 3rd in Hyannis.

Conclusions: Kevin Mahoney and Ed Bouquillon will be attending the dinner.

Action items

Agenda item: Status of Educational Agreement with Hanscom Air Force Base **Presenter:** Steve Sharek

Discussion: Hanscom Air Force Base and Minuteman are working on an agreement regarding an educational partnership. Steve sent some ideas to Adam Freudberg at Hanscom that has been incorporated into a new draft agreement. Some items in the agreement are that Hanscom will provide access for posting jobs on their job site, OSHA training for Community Education and our students will have security clearance to Hanscom's base. Michelle added that Captain Rios is coming in for lunch to discuss health services for our students.

Conclusions: The partnership agreement may have to be approved by the School Committee.

Action items

Agenda item: Advanced Manufacturing Ribbon Cutting/Open House **Presenter:** Michelle Roche

Discussion: The subcommittee for advanced manufacturing advisory board is planning a Ribbon Cutting/Open House on February 15th from 10 am – 2 pm. This will be the first week of newly enrolled freshmen that have chosen advanced manufacturing as their shop. Information regarding the event has been sent in various ways. A database has been started to invite parents and friends of our district middle schools, social media will be utilized, Steve Sharek sent an email to government officials. They're hoping to have on display a 3D model of the new Minuteman high school.

Conclusions:

Action items Ed will speak to the architects regarding the 3D model of the new school.

Agenda item: Childcare Parking Issue **Presenter:** Michelle Roche

Discussion: Parents were concerned about a door being unlocked while bringing their children to the Colonial Children's Academy. That day the police were at the school and because of that, a door that is normally locked was not locked. Parents of children who attend the Colonial Children's Academy were not informed of the reason for the police presence.

Conclusions: Spaces will be reserved in the west entrance parking lot for parents who are dropping off students who attend the Colonial Children's Academy. These parents will also be given plastic scan cards to enter at the west entrance.

Action items "Reserved for Colonial Children's Academy" parking signs to be purchased. Include parents of children who attend the Colonial Children's Academy to the Blackboard Message/Alert system.

Other Information

Kevin Mahoney

- Amy Perreault will be covering while some administrators will be attending the MAVA meeting next week.
- Any news on the equipment grant? Michelle received a letter thanking Minuteman for applying, but it wasn't awarded to us.
- The building project is moving along, foundation is being poured and building designs are still being drawn. The deadline for 90% complete drawing design is due to the MSBA by November 17th. The construction management can offer bid packets with these drawings.
- Lincoln inspectional services is continuing to make headway.

Michelle Roche

- Michelle will be giving Jack a recommendation for the welding position.
- We need to post for a technical assistant in carpentry.

- Router was delivered and a rigger is needed to move it to its permanent location.

Jack Dillon

- A TV screen is being installed outside of Jack's office, it will display a calendar with events that are happening at Minuteman. The purpose is to prevent double booking of events at Minuteman and to provide easy access to what's happening at Minuteman.
- Five TV's were donated to the school, one of them with access to local stations will be installed inside Jack's office to inform him of any breaking news that the school should be aware of.
ACTION: approval from School Committee should be obtained.

Maryanne Ham

- Larry Lambert is asking who from the Executive Team will be attending the Advisory Board Dinner on October 25th.

Allison Salisbury

- Following up on evening welding program; Gene Boyd is close to finalizing the syllabus for the program, before it is submitted to NAMC Michelle Roche, Maryanne Ham will review it.

Amy Perreault

- Interviews are continuing next week for the long-term school social worker substitute. Substitute is needed by November 1st. Kevin asked if this position could be contracted out and Amy replied that it could but it would be more expensive than filling the position with a substitute. Kevin also mentioned that they've had luck using Indeed to fill position.
ACTION: Lynne to post position on Indeed website.
- Amy will be at ELA training all next week.

Annamaria Schrimpf

- Annamaria is completing a survey regarding Massachusetts standards and frameworks. She is asking if there's been conversation regarding graduation requirements for computer science standards. There have been conversations for computer science as an elective but not as a requirement.

Meeting Adjourned: 2:12 pm