

Executive Team Meeting

October 19, 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,
Liz Rozan, Michelle Roche, Edward Bouquillon, Annamaria Schrimpf

Minutes

Agenda item: Review Minutes from October 12, 2017 Meeting **Presenter:**

Discussion:

Conclusions: Approved

Action items

✓ Post to website

Person responsible

Jaculen Maglio

Deadline

Agenda item: Parent Teacher Conference, Thursday, October 19th **Presenter:** Jack Dillon

Discussion: Conferences will take place tonight from 6:30-8:30 pm. Academic teachers have a full schedule.

Conclusions:

Action items

Agenda item: Academy/Pathway Lead Update **Presenter:** Jack Dillon

Discussion: 15 people applied for the lead positions, we have 3 leads for each pathway at \$750.00 each.

Conclusions:

Action items

Agenda item: 90 Day Staff Dismissal Protocol **Presenter:** Jack Dillon

Discussion: Jack will create a 90-day staff dismissal protocol and share with the leadership team to review.

Conclusions:

Action items

Agenda item: Minuteman's Proposed Trip to New Orleans **Presenter:** Michelle Roche

Discussion: Michelle has given Ed a letter of interest regarding traveling to New Orleans again with students and staff to volunteer with Mass Nine for the 9th. The date of the trip is April 8th – 14th, 2018.

Conclusions: Ed will review the letter of interest before it goes to School Committee for approval.

Action items Add to School Committee agenda.

Agenda item: Senior Financial Literacy Proposal

Presenter: Michelle Roche

Discussion: Joe Joncas is working on curriculum for a 10-hour life skills program for seniors. The program will be 2 hours a day, 5 days a week during the second semester.

Conclusions: Michelle and Joe will meet to discuss his progress as this is one of his goals.

Action items

Agenda item: Perkins Performances Levels 2016-2017

Presenter: Michelle Roche

Discussion: Perkins performance levels were met and in most areas levels were exceeded. Struggles are in non-traditional trades completion rate.

Conclusions: Work needs to be done on raising the levels of non-traditional completion rates.

Action items

Agenda item: Postsecondary Approval Process Update

Presenter: Maryanne Ham,
Allison Salisbury, Kevin Mahoney

Discussion: Maryanne, Allison and Kevin met with a financial aid company that would help manage financial aid for postsecondary students. Retaining them for a year and a half would cost \$1200.00. Maryanne is focusing on Part A of the process and this must be complete by December 6th. To attain accreditation with the Council on Occupational Education they must attend a workshop before applying. Workshops are scheduled in July and November.

Conclusions: Ed recommends attending the July workshop.

Action items

Agenda item: Educator Evaluation

Presenter: Maryanne Ham

Discussion: Maryanne handed out Administrator Evaluation Cycle schedules and said that the first evaluation is due by December 1st.

Conclusions:

Action items

Other Information

Edward Bouquillon

- Town managers meeting was held here today and a district superintendent's meeting will be held here tomorrow.
- Ed showed a slide of the enrollment as of October 1st for the class of 2021. 235 applications, 134 in district, 101 out of district and 40 processed but not eligible. That's a 10.5% increase in freshmen enrollment. With 6 fewer towns these numbers are encouraging.
- The data specialist will be meeting with Ed today and will join the Minuteman family soon.
- Ed is looking for the policy in place for children of Minuteman employees who don't live in district, to attend Minuteman. He met with Alice Deluca regarding the policy and she'd like to review it.
- Advisory dinner is planned for Wednesday, October 25th, Senator Friedman will be attending.
- On Tuesday, October 31st Ed along with a few staff, AV/IT consultants, and architects will be visiting MIT Sloan School to tour the executive management learning spaces. The multimedia program advisory meeting will take place after the visit to MIT.

Michelle Roche

- Skills USA state officers were here on October 10th to talk to our students about the mentor to mentor program and Skills USA in general. Our students seemed to really enjoy their visit.
- Michelle is proposing to restructure some areas of the Early Education and Care program. She's recommending a more hands on approach between related and shop teachers, more clarification and structure are needed. While working on ways to improve some areas she found that most schools pay a stipend to teachers to be the lead.
- Michelle is hoping to have a 3D model of the new high school on display for the multimedia open house/ribbon cutting on February 15th. Mark Lyons may be able to create the model but he needs the plans of the school. Ed will ask Seunghwan for plans, but needs to know what format is required.
ACTION: Michelle will email Ed the required format of the plans.

Kevin Mahoney

- The FY19 budget deadline has been extended to October 31st, an email will be sent to inform staff.

Annamaria Schrimpf

- Four teachers are going to MassCUE next week.
- Teachers are starting to develop integration projects. I had the pleasure of observing one project between math and culinary.

Meeting Adjourned: 2:12 pm