

Executive Team Meeting

October 31, 2017

11:30 am

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, George Clement, Steve Sharek

Minutes

Agenda item: Review Minutes from October 19, 2017 Meeting **Presenter:**

Discussion:

Conclusions: Approved

Action items

✓ Post to website

Person responsible

Jaculen Maglio

Deadline

Agenda item: Fitchburg State University Webinar Dec. 13th

Presenter: Edward Bouquillon

Discussion: James Alicata from Fitchburg State is interested in having Minuteman be a host site for a one-hour webinar they are holding. The purpose of the webinar is to provide information on licensure, bachelor and Master Degree programs to any interested vocational teacher in Massachusetts. He would like to visit Minuteman to discuss his interest.

Conclusions:

Action items Michelle will inform the CTE teachers and set up a time for James to visit Minuteman.

Agenda item: Chapter 74 CTE Supply and Demand Study

Presenter: Edward Bouquillon

Discussion: This is an important study looking at students who aren't accepted in to vocational schools due to regulations and to see if students are aligned with the needs of the job market.

Conclusions:

Action items Steve will join the webinar today hosted by the researchers conducting the study.

Agenda item: Discussion with Commissioner on Regulations

Presenter: Edward Bouquillon

Discussion: Ed attended a meeting at DESE yesterday to discuss regulatory changes, workforce development and issues related to new chapter 74 programs. Representative Jay Kaufman, Acting Commissioner Wulfson, Cliff Chuang, Keith Westrich and Judy Klimkiewicz were in attendance. He said that he was encouraged by the direction of the meeting.

Conclusions:

Action items

Agenda item: Mandatory Annual Training, Including Title IX

Presenter: Steve Sharek

Discussion: This year's mandatory annual training was implemented electronically. Jack has received the results of the training and is still waiting on some staff to turn in their training. Steve is suggesting that 7 policies related to Title IX need to be amended.

Conclusions: New hires also must complete the mandatory training.

Action items Jack will inform Steve of who hasn't submitted the training.
Update and post job description for the Title IX/Civil Rights Coordinator.

Agenda item: New System for NEASC Accreditation Visits

Presenter: Steve Sharek

Discussion: Steve was part of a NEASC team that did an accreditation review recently at a Job Corps Center in Maine. The accreditation review was based on the new NEASC Standards and Indicators and utilized a new "electronic portal" system. The new system had some glitches. Steve explained that technology is critical when using the electronic portal system, firewalls were difficult to get through. 7 strands and 72 indicators and subsets of standards are the newest change. Steve's advice is to include only what's important for each standard, extreme detail is not necessary.

Conclusions: Determine how many people are needed for this study to insure budgeting is appropriate. Bill Blake will be helping with preparing for NEASC's visit.

Action items Michelle will research what other schools have gone through the new standards.

Agenda item: CTE Update

Presenter: Michelle Roche

Discussion:

- Advanced Manufacturing has been approved through DESE. Multimedia Engineering is still being processed, curriculum must be developed, the goal is to have the full curriculum by the end of the school year.
- Meeting with Exploratory Frameworks Committee this week to discuss strand 2. February's meeting will be with business people and teachers for public comment and validation that they're on track to submit to DESE in March for approval. Michelle said that the task is to include a hands-on project, students should learn about tools and have knowledge of safety credentials during exploratory. Hours are a critical component of exploratory. Agenda for next meeting with committee should include: help define what type of competencies are required, assessment for 8th grade readiness and to better understand what student's natural aptitudes are.
- David Hamilton, alumni class of 78 works for Habitat for Humanity. He travels to schools where they create kits for Operation Play House. These playhouses are assembled by sponsors and then given to veterans.
- Michelle has a letter for the packet for Liz regarding the trip to New Orleans that must be approved by the School Committee. Jack will review the letter.
- The Multimedia Engineering Advisory meeting will take place sometime after the building meeting tomorrow. Florence from Lex Media is looking at the frameworks, job description must be drafted.

Conclusions:

Action items

Other Information

Edward Bouquillon

- Visit to MIT Sloan School today with staff, design team, Lex Media and others was great. The visit was to help us better understand the needs we may have regarding our new multimedia engineering program.

Maryanne Ham

- Dave Edmonds, Michelle Roche, Allison Salisbury and Maryanne Ham will meet with chair advisors of five of our postsecondary programs on November 15th from 8 – 10 am to discuss labor workforce.

Liz Rozan

- Handouts of a draft November 14th School Committee meeting agenda were distributed. Each agenda item was reviewed, and some edits were made.

Meeting Adjourned: 12:32 pm