

Executive Team Meeting

November 29, 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, Liz Rozan, Michelle Roche, Edward Bouquillon, Annamaria Schrimpf, Amy Perreault, Maryanne Ham, Steve Sharek

Minutes

Agenda item: Review Minutes from November 16, 2017 Meeting **Presenter:**

Discussion:

Conclusions: Approved

Action items

✓ Post to website

Person responsible

Jaculen Maglio

Deadline

Agenda item: Finance Subcommittee Presentations

Presenter: Kevin Mahoney

Discussion: Send presentations to Kevin and follow up with questions.

Conclusions: Will meet Monday to review presentations.

Action items Liz will send last years presentations to team for reference.

Agenda item: SRI Location on December 14th and 15th

Presenter: Jack Dillon

Discussion: SRI will take place in the Paul Revere Room and lunch will be provided by Neillio's.

Conclusions:

Action items

Agenda item: Universal Field Trip Permission Form

Presenter: Jack Dillon

Discussion: The management team is working on a universal permission form, there are too many variations of forms and we need to stay consistent.

Conclusions: Once the form has been approved it will be available on line.

Action items

Agenda item: Snap Fundraising

Presenter: Jack Dillon/Kevin Mahoney

Discussion: Mr. Fusco has been in contact with a company that organizes fundraisers similar to a go fund me donation site. The website would be for a specific sports team with photos and videos, the campaign runs for 28-days. Donations can conveniently be made at the website. Minuteman would receive 70% of the cash donations.

Conclusions: Some items that the donations would go towards are a basketball shooting machine and a scorers table with speakers.

Action items Jack will find out if this type of fundraising is legal.

Agenda item: Use of the District Shared Drive

Presenter: Annamaria Schrimpf

Discussion: Annamaria reminded the team that there is a district shared drive where there are folders that hold all school documents from each department. In development is a Staff OneNote which will house common documents including school calendar, phone list and various school forms. This will be presented to the staff in January during a professional development early release.

Conclusions: If an administrator or administrative assistant does not have access to the district shared drive let Annamaria know.

Action items Any school forms that might need to be reviewed by the E-Team, please send them to Rose Sullivan. Administrators need to upload documents that need to be preserved in the District Shared drive.

Agenda item: Calendar Planning through December

Presenter: Edward Bouquillon

Discussion: On December 14th staff will be at SRI training, Steve, Kevin and Amy will be the only administrators on site. Governor's Conference regarding postsecondary programs moving forward will be held on the 14th. Minuteman along with other schools will be highlighted. School Committee Meeting on Dec. 12^{th's} agenda was reviewed.

Conclusions: Joe Pitta, Al St. George or Gene DiPaolo and an advisory board member could attend the Governor's Conference.

Action items Invite Annamaria to the Edis meeting on Dec. 4th.

Agenda item: Update New Orleans Trip

Presenter: Michelle Roche

Discussion: Parent informational meeting is scheduled for tomorrow evening regarding the trip to NOLA. We have 20 students interested in going. Teachers have filled out a form about student's standings in discipline, grades, attendance. We may need another instructor to go, that will be determined when we know how many students are going.

Conclusions:

Action items

Agenda item: CPR Webinar

Presenter: Michelle Roche

Discussion: Michelle participated in a CPR webinar and learned that the CPR has new guidelines, standards and criteria which are simpler. The CPR team will determine how long they'll be here by reviewing the information that we send them prior to their visit. Things they look at include: Accountability level, Perkins performance levels, new leadership, number of findings in CPR Coordinated Review. They can be here from 1 – 3 days.

Conclusions:

Action items

Other Information

Meeting Adjourned: 1:42 pm