

# Executive Team Meeting

January 11, 2018

1:00 pm

Superintendent's Conference Room

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**Meeting called by:** Scheduled Weekly

**Type of meeting:** Administration

**Facilitator:** Edward Bouquillon

**Note taker:** Jaculen Maglio

**Attendees:** Kevin Mahoney, Liz Rozan, Edward Bouquillon, Annamaria Schrimpf, Amy Perreault, Steve Sharek, John Cammarata, George Clement, Maryanne Ham

## Minutes

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**Agenda item:** Review Minutes from December 7, 2017 Meeting **Presenter:**

**Discussion:**

**Conclusions:** Approved

**Action items**

✓ Post to website

**Person responsible**

Jaculen Maglio

**Deadline**

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**Agenda item:** 2018 National Blue-Ribbon Schools Program

**Presenter:** John Cammarata

**Discussion:** The US Dept. of Education has selected Minuteman as eligible to receive the National Blue-Ribbon School award. To be eligible the school must meet one of two criteria.

1. In the top 15% of high performing schools ranked on certain criteria.
2. In the top 15% of closing achievement gabs.

**Conclusions:** John is collecting information needed to complete the application process. The application will be submitted online.

**Action items**

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**Agenda item:** Academy Pathway Development Survey Results

**Presenter:** Edward Bouquillon

**Discussion:** Ed reviewed some of the results of the APD survey. The purpose of the survey was to get a sense of where everyone stands in developing their curriculum map, what areas are teachers struggling with? What can we do to help? George recommended creating a rubric. Ed is looking for functionality and evidence of level of collaboration and integration.

**Conclusions:** Katie Bouchard will attend the next principal's meeting to discuss components of curriculum mapping so that administrators can help teachers. Ed said that everyone should be 90% complete with their curriculum maps by the end of the year.

**Action items** Share the results at the Principal's meeting, Ed will share with Katie and create a pdf.

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**Agenda item:** Likely Postponement of NEASC Decennial Visit

**Presenter:** Edward Bouquillon

**Discussion:** We will be informed in March if our request to postpone NEASC's visit has been approved.

**Conclusions:** The All Staff NEASC meeting has been canceled.

**Action items**

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**Agenda item:** Review Opportunities for Collaboration with Minuteman **Presenter:** Edward Bouquillon  
**Discussion:** This document was developed by a school committee member who has conducted meetings with other in-district school committee members regarding the opportunities that in-district students, teachers, administrators and residents have to collaborate with Minuteman.  
**Conclusions:** Steve will make recommended changes to the document then send it to Ed and Liz for distribution.  
**Action items**

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**Agenda item:** FY19 Budget Update **Presenter:** Edward Bouquillon  
**Discussion:** Ed wants the leadership team to be aware that there is one more fincom meeting in January and a public hearing in February where they will vote on the budget.  
**Conclusions:** Ed informed the team that some of them will be attending town meetings.  
**Action items**

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**Agenda item:** Postsecondary Application Update **Presenter:** Maryanne Ham  
**Discussion:** Minuteman has applied for 5 postsecondary programs, one has been approved (Advanced Manufacturing) and we'll hear if the other 4 have been approved next month. Maryanne is moving forward on part b of the application process, she needs floor plans for all 5 programs for this building and the new building.  
**Conclusions:**  
**Action items**

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**Agenda item:** TeachPoint Reminder – Administrator Evaluations **Presenter:** Maryanne Ham  
**Discussion:** Maryanne reminded administrators to upload their work to TeachPoint and reminded Ed to sign the evaluations and to meet with the administrators that he evaluates about their goals.  
**Conclusions:**  
**Action items**

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**Agenda item:** MA Girls in Trades Update **Presenter:** Maryanne Ham  
**Discussion:** They'll be two conferences this year, one at Springfield Tech Community College in Weston, MA on January 19<sup>th</sup> and the other in Worcester at the IBEW on March 30<sup>th</sup>, Lt. Governor Karyn Polito will attend. 20 schools are represented, 200 students will attend on January 19<sup>th</sup> and 350 students will attend on March 30<sup>th</sup>.  
**Conclusions:**  
**Action items**

## Other Information

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### George Clement

- Tomorrow is “Minuteman for a Day” we should have 50 8<sup>th</sup> grade students here.
- Steve asked George how accurate is the email he receives weekly regarding the admissions summary. George said that its only partial information, not 100% accurate.
- Ed reminded George that he’ll need to provide admission information for the School Committee meeting in February.

### Amy Perreault

- Amy Perreault reported that the Coordinated Program Review will be conducted in early February. It would include Special Education, Civil Rights, English Language Learning, and Career and Technical Education. She, Steve Sharek, and Michelle Roche will be meeting on January 12 with the person from DESE who will be chairing the onsite visit.

Meeting Adjourned: 2:03 pm