

# Executive Team Meeting

January 18, 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:** Jack Dillon, Kevin Mahoney, Allison Salisbury, Michelle Roche, Edward Bouquillon, Annamaria Schrimpf, Amy Perreault, George Clement, Steve Sharek, Maryanne Ham

## Minutes

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**Agenda item:** Review Minutes from January 11, 2018 Meeting      **Presenter:**

**Discussion:**

**Conclusions:** Approved

**Action items**

✓ Post to website

**Person responsible**

Jaculen Maglio

**Deadline**

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**Agenda item:** Planning for the Coordinated Program Review

**Presenter:** Amy Perreault

**Discussion:** Sara Peisch from DESE was here last week to discuss the civil rights portion of the CPR. Sara will be contacting us for more information. She'll be reviewing 20 student records in which there must be some that are on coop.

**Conclusions:** CPR will take place on February 6, 7, and 8.

**Action items** Amy give Jackie the schedule, so she can put it on Ed's calendar.

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**Agenda item:** Pre-Apprenticeship Program

**Presenter:** Allison Salisbury

**Discussion:** This is a four-day free program open to any high school student, it will be held at Minuteman during February break. The Mass department of transportation is sponsoring the program which is being run by the New England Laborer's Training Trust Fund. There are four students registered at this time, the class is limited to 20 students.

**Conclusions:**

**Action items**

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**Agenda item:** Community Ed Website

**Presenter:** Allison Salisbury

**Discussion:** Community Education has been working on their website, its not online yet. It will be up and running by Monday, January 22<sup>nd</sup>. Allison is asking Dr. B to the review the site before its launched.

**Conclusions:**

**Action items** Dr. B review the website for approval.

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**Agenda item:** A&P Mechanic Program

**Presenter:** Allison Salisbury

**Discussion:** Allison has been in contact with Kevin O’Leary, President & CEO of Jet Advisors, and Loren Herren, Director of Operations at Bridgewater State University’s Aviation Science, regarding collaboration to start an Airframe and Powerplant (A&P) maintenance program. The A&P Maintenance program is a 2000-hour program governed by the FAA. Given the location of Minuteman and the reported need for A&P Mechanics, Allison will be looking to identify if there is a labor market need. This would start as a program under Community Education program, and then Allison will see if DESE will approve it as a Post-Secondary program. The long-term goal would be to offer this as a Chp. 74 high school program.

**Conclusions:**

**Action items**

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**Agenda item:** Summer Catalog / Fairs

**Presenter:** Allison Salisbury

**Discussion:** The catalogs will be printed next week. Allison will attend a fair tonight and two fairs on Sunday. Allison is asking what fairs she should attend for marketing purposes.

**Conclusions:**

**Action items**

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**Agenda item:** IBEW Local 103 Code Update Classes

**Presenter:** Allison Salisbury

**Discussion:** IBEW Local 103 will be holding a code update class in March. They’ll also be using our facility for other classes and would like culinary to provide dinner at these classes. The classes will be held on March 6, 8, 13, and 15.

**Conclusions:** If culinary can’t provide dinner they will find another caterer. The Gourmet Club could raise money if they provided dinner.

**Action items** Allison will check with culinary.

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**Agenda item:** After School Program

**Presenter:** Allison Salisbury

**Discussion:** 35 students are enrolled for the first session and 16 are enrolled so far for the second session. Session A: March 5, 7, 12, 14 Session B: March 19, 21, 26, 28

**Conclusions:**

**Action items**

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**Agenda item:** Online Resources / Software Relating to Minuteman

**Presenter:** Annamaria Schrimpf

**Discussion:** Annamaria is asking that all login information and licensing agreements for software that is related to Minuteman be forwarded to her.

**Conclusions:** Before purchasing any online resource/software contact her, this includes social media accounts created for the district.

**Action items**

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**Agenda item:** Website District Standard

**Presenter:** Annamaria Schrimpf

**Discussion:** Liz is doing a great job updating the content on the district portion of the website. Anyone who is responsible for content on the district website please make sure it is kept up to date.

**Conclusions:**

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**Agenda item:** Use of District Folders **Presenter:** Annamaria Schrimpf  
Admin Assistants and Administrators

**Discussion:** Admin assistants should be uploading files in the designated "District Share." If an Admin or Admin Assistant is not familiar with the District Share folder, contact Annamaria who will show them where it is located.

**Conclusions:**

**Action items** Have admins show you where documents are shared.

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**Agenda item:** Update on School District Policies Related to Civil Rights **Presenter:** Steve Sharek

**Discussion:** 7 school district policies have been approved by the School Committee. The student handbook and the annual mandatory staff training will have to be updated.

**Conclusions:**

**Action items**

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**Agenda item:** Identify Dates for E-Team Retreat **Presenter:** Edward Bouquillon

**Discussion:** For planning purposes we need to choose a date for the 2018 summer leadership retreat. Families are invited, and some may want to stay longer. We will attend the MAVA retreat this year in August.

**Conclusions:** August 14-16, 2018 are the dates of the summer leadership retreat in Vermont.

**Action items** Let Ed know if your family will attend.

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**Agenda item:** Snow Day Expectations **Presenter:** Edward Bouquillon

**Discussion:** Procedures for snow days need to be updated to specify who is supposed to be in the building when school has been cancelled due to the weather.

**Conclusions:**

**Action items** Read the school closing document, inform Ed of changes you'd like to make so we can reestablish the procedures.

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**Agenda item:** Attendance Reporting **Presenter:** Edward Bouquillon

**Discussion:** Administrators need to report time off into AESOP before they take time off, not after the time has been taken.

**Conclusions:**

**Action items**

## Other Information

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### Edward Bouquillon

- NEASC Decennial visit has been postponed.
- Black Kettle Films will be on site to document the building project. **ACTION:** Let Ed know if there's something of interest that you think would be good to document, things that reflect the uniqueness of Minuteman.
- School Committee passed the enabling registration that allows Minuteman to enter into contracts to lease land and buildings. Next step is to get this
- A producer from the Harry Conic Jr. talk show has contacted Minuteman, they are interested in having Minuteman be a guest on the show. The producer will be visiting Minuteman next week. The School Committee has approved up to \$3000 for Minuteman to travel to New York for the show.

### Michelle Roche

- Michelle received notification that Lt. Governor Karyn Polito is arriving at 1 pm to attend the open house/ribbon cutting ceremony on February 15<sup>th</sup>. The ceremony was originally scheduled for 10 am, which is the time that Secretary of Labor and Workforce Development Rosalin Acosta will arrive. Representative Jay Kaufman and Senator Cindy Friedman have confirmed their attendance and will participate in the ribbon cutting.  
**ACTION:** Steve will call to see if the secretary can arrive at 1 pm. Michelle will confirm arrival times and send out invitations promptly.
- February's Girls in STEM camp's registration is up.

### Kevin Mahoney

- Kevin reported to the School Committee that the operating budget is close to complete. Items that he's working on are the A&D account, FFE line and the narrative guiding objectives. He'd like the team to look at the guiding principles and respond back to him. Budget should be finalized next week.

Meeting Adjourned: 1:58 pm