

# Executive Team Meeting

February 1, 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, Michelle Roche, Annamaria Schrimpf, Amy Perreault, Steve Sharek, Maryanne Ham

## Minutes

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**Agenda item:** Disposal of Surplus Equipment

**Presenter:** Kevin Mahoney

**Discussion:** Kevin handed out a budget book to everyone. This book will be presented to the School Committee at the next meeting on Tuesday, February 6<sup>th</sup>. He mentioned that the book may need some revisions.

Kevin and Matt are tagging equipment that's not being used so it can be removed now and tagging items that will not go into the new building but are still being used. Municibid.com will be used to get rid of the surplus supplies. Amy asked what to do with old text books, Kevin replied that he'll investigate that legally. Annamaria said that she refers to DESE's retention schedule to determine what to discard and what to keep.

**Conclusions:** Shred King may be needed to discard old files.

**Action items**

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**Agenda item:** Post-Secondary Planning Update

**Presenter:** Maryanne Ham

**Discussion:** Maryanne is moving forward with the post-secondary planning, she's created a 2-year post-secondary program calendar. Maryanne is also working on material regarding Title IX for the student handbook, Steve said he would let Maryanne know what needs to go into the handbook. The LPN post-secondary chapter 74 program has no framework from the department of education. Maryanne said the reason is that it's not a high school program it's an adult program.

**Conclusions:**

**Action items**

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**Agenda item:** PS Program Panel Invite, Needham High School  
April 11, 3:00-4:30

**Presenter:** Maryanne Ham

**Discussion:** Allison Salisbury is invited to speak on a panel about the post-secondary programs that we offer. All 5 programs are expected to begin in September 2018 and run through June 2020. They are all 2-year part-time programs, taking place 2 nights a week from 4-9 pm. The LPN program will have 1 clinical a month on Saturdays. No classes will be held during Christmas break, classes will be held during Thanksgiving and February break.

**Conclusions:** Teachers must be chapter 74 certified or certifiable.

**Action items** Kevin, Maryanne and Allison will meet to discuss cost of programs.

## Other Information

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### Annamaria Schrimpf

- Annamaria attended a digital production conference in Orange County to see how technology is being used in schools. She thought the technology being used was limited and felt that Minuteman is going in the right direction with technology.

### Michelle Roche

- Preparing for CPR, schedule will be distributed to all that are involved.
- Ribbon cutting planning is moving along
- Girls in STEM camp during February break has full enrollment. Working on logistics, t-shirts, buses etc.

### Kevin Mahoney

- Ed is meeting with legislators on Tuesday February 6<sup>th</sup> at the State House to discuss filing of special legislation to allow development of District property through public-private partnerships.
- The building permit fees that Lincoln is charging is an issue. Ed has surveyed fees that other new schools were charged and found that schools were usually given a 25-75% discount and in some cases, fees were waived all together.

Meeting Adjourned: 1:52 pm