

# Executive Team Meeting

February 8, 2017

12:00 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, Liz Rozan, Edward Bouquillon, Annamaria Schrimpf, Amy Perreault, George Clement, Maryanne Ham

## Minutes

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**Agenda item:** Review Minutes from February 1, 2018 Meeting      **Presenter:**

**Discussion:**

**Conclusions:** Approved

**Action items**

✓ Post to website

**Person Responsible**

Jaculen Maglio

**Deadline**

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**Agenda item:** EDIS Update

**Presenter:** Annamaria Schrimpf

**Discussion:** Annamaria and the Ed Tech team met with EDIS (Educational Intelligence Software). The server will be up and running within the next month. You can login from any location using your Minuteman email account. EDIS will provide a data dashboard where we'll be able to identify students who've gone "critical" in real time says Ed. Data such as students who are failing classes, poor attendance, discipline and behavioral issues and other key areas of data.

**Conclusions:**

**Action items** Need to identify other key areas where data can be pulled from.

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## Other Information

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Kevin Mahoney

- Lynne will be out for 3 weeks starting next Friday.
- There are 3 open positions that we're trying to fill.
  1. Long Term Sub in the Nurse's office. Ed said yes to the compensation.
  2. Carpentry Technical Assistant has been offered the position, haven't heard back yet.
  3. Long Term Sub in Plumbing, there may be an interview with Michelle today. Kevin will ask Michelle.
- Budget has been approved unanimously by the School Committee. The budget will now go out to our district towns for approval. We need 7 out of 10 to accept for approval.
- The architects will go through the school to see what's going to be moved into the new school and what's not. We will hire a moving consultant to be sure things go to its intended location and we'll be digitizing some records.

#### Jack Dillon

- The prom will be held in Stoneham this year with some changes regarding transportation and a pre-prom event. The MPA is funding the pre-prom event at the school.
  1. Students will meet at Minuteman where there will be a red carpet with photo opportunities, along with snacks and time for mingling.
  2. Students will board buses from Minuteman that will take them to Stoneham.
  3. Students will board buses from Stoneham when the prom is over to take them back to Minuteman.

**ACTION:** Get price for coach buses.

#### Amy Perreault

- Amy inquired about the policy and protocol for parents/advocates/education surrogates to observe a class. She will draft a policy regarding this subject that will also include the right for a teacher to direct questions or concerns from parents/advocates/education surrogates, to the Special Ed Director. Amy also informed the team that all observers are CORI'd and SORI'd.

**ACTION:** Ed will review policy before it's implemented.

- Allison asked how the CPR visit was going and Amy replied that it was going slower than expected. Amy anticipates that ELL will need updating in the procedural area. Our student handbook isn't available in any other language than English. Jack recommends having DVC creating the handbook and having it available digitally in other languages. Ed said a student handbook app would be nice.

**ACTION:** Amy and Jack will meet to discuss DVC creating the handbook.

#### Edward Bouquillon

- The building project is on time and on budget.
- We've had progress with the athletic fields, Lexington is open to collaborating.
- The Senate passed an amendment to the Capital Bond Bill today that would provide \$1.4 million for the Photo Voltaic Overlay District. The amendment was sponsored by Senator Cindy Friedman on behalf of Minuteman.
- Ed asked, "who hasn't been out to the building site?" he suggested that the next E-Team meeting be at the site.

Meeting Adjourned: 1:58 pm