



## Action items

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**Agenda item:** Student Walkout (What's Our Role?)

**Presenter:** Jack Dillon

**Discussion:** Ed suggested that Jack talk to the students and let them know that they are supported by administration to have a peaceful and organized walkout. We will provide a safe place for them to gather, we will set up a podium where they can speak if they choose to. Administration will join them.

**Conclusions:**

**Action items** Meet with students and ask what they'd like to do on March 14<sup>th</sup>.

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**Agenda item:** John Rezendes

**Presenter:** Jack Dillon

**Discussion:** Mrs. Rezendes has set up a scholarship in her sons name in the amount of \$10,800. The scholarship will be \$1,000 a year for the next 10 years. When that expires Mr. and Mrs. Rezendes will continue to support the scholarship.

**Conclusions:**

**Action items**

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**Agenda item:** Brittany Jeudy

**Presenter:** Jack Dillon

**Discussion:** Jack received an email from Dominique, Brittany's mom, asking to attend graduation this year. Brittany would have graduated from Minuteman this June and the Jeudy family would like to attend to honor her.

**Conclusions:** Brittany will be recognized at graduation.

**Action items** Jack will explore ways to honor Brittany.

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**Agenda item:** Discussion of Planned Protests Related to School Safety

**Presenter:** Steve Sharek

**Discussion:** Steve handed out an excerpt from an email he read on MASS's website regarding the March 14<sup>th</sup> walkout. It states that a coalition called "Women's March Youth Empower" has announced a National School Walkout. It is asking that at 10 am for 17 minutes students and educators walk out of school to honor the 17 lives lost in Parkland, Florida. Other dates for marches and rallies are March 24<sup>th</sup> in Boston "March for Our Lives". And on April 20<sup>th</sup> "The Network for Public Education" is encouraging communities to take action against gun violence.

**Conclusions:**

**Action items**

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**Agenda item:** Results of Recent CPR

**Presenter:** Amy Perreault

**Discussion:** Amy has not received any official results from the CPR. Sarah Peisch has asked for clarification on some policies such as if policies are in practice and where are they posted. Steve said that in terms of civil rights there may be some minor tweaks in the policy.

**Conclusions:**

**Action items**

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**Agenda item:** Observation and Confidentiality

**Presenter:** Amy Perreault

**Discussion:** Amy updated the observation and the confidentiality policies, they were reviewed by the management team. The observation policy has been updated to address the procedures when a student is being observed in class by his or her parent, guardian, advocate or education

surrogate. The confidentiality policy addresses how confidential information is to be handled by Minuteman staff. Amy is asking for Ed's approval to distribute the updated policies.

**Conclusions:** These policies should be addressed to staff at the beginning of every school year.

**Action items** Liz will check with MASC regarding a policy to address visitors.

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**Agenda item:** After School Program

**Presenter:** Allison Salisbury

**Discussion:** The after-school program starts next week. The classes run on Monday's and Wednesday's through the month of March. There is a slight dip in enrollment numbers do to advertising to 7<sup>th</sup> and 8<sup>th</sup> grade only.

**Conclusions:**

**Action items**

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**Agenda item:** Approved to move to Part B of the PS Chpt 74 Application Process

**Presenter:** Maryanne Ham

**Discussion:** Approval to move forward from DESE.

**Conclusions:**

**Action items**

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**Agenda item:** Floor Plans and Equipment Inventory Needed

**Presenter:** Maryanne Ham

Advanced Manufacturing, Electrical, Metal Fab and Welding, Culinary and LPN

**Discussion:** Maryanne is requesting floor plans and equipment inventory to move forward with the application process.

**Conclusions:**

**Action items**

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**Agenda item:** Program Scheduling

**Presenter:** Maryanne Ham

**Discussion:** LPN, Advanced Manufacturing, Culinary, Electrical and Welding and Fabrication. Labor market demand for electrical and welding and metal fab is high.

- LPN will be a part-time 2-year program running 2 nights a week, 5-hour classes with a Saturday clinical class.
- Advanced Manufacturing also 2 nights a week, 900-hour program starting in the Fall.
- Culinary 1-year program starting in September ending in August 900-hour program and will offer meals at night.
- Electrical could be 2-year program running 2 nights a week or 1-year program running 4 nights a week, 750-hour program.
- Welding and Metal Fabrication could also be 2-year program running 2 nights a week or 1-year program running 4 nights a week. 900-hour program.

**Conclusions:**

**Action items** Conduct a survey with schools that run electrical and metal fab programs to help determine if they should be 1 or 2-year programs.

Invite industry leaders for advice, invite them to Minuteman.

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**Agenda item:** Status of Legislation for Additional Campus Development **Presenter:** Edward Bouquillon

**Discussion:** Moving forward with legislation to enter in to partnerships and leases for additional campus development. We are expecting an on-site visit from potential partners next week to visit the athletic fields.

**Conclusions:**

**Action items**

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**Agenda item:** Postings of Positions **Presenter:** Edward Bouquillon

**Discussion:** Multimedia program manager's job description has been finalized and will post soon. This position could be filled as soon as April. A second teacher in this program is needed and will complement the manager. Amy is seeking to fill a summer position in the special education department to write IEP's. Amy is also seeking someone to write 504's, this may be a stipend position. Ed recommends asking Ms. Camagna to fill this position over the summer. Allison needs to fill 9 summer positions for Community Education.

**Conclusions:**

**Action items**

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**Agenda item:** Evaluation of Para's and other support staff - timelines **Presenter:** Edward Bouquillon

**Discussion:** Ed reminded the team that evaluations must be completed on Para's by April 15<sup>th</sup>.

**Conclusions:**

**Action items**

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**Agenda item:** Evaluations General **Presenter:** Edward Bouquillon

**Discussion:** Ed asked how evaluations are working out and Michelle answered that the evaluations she's doing on TA's are going well. She has received information from John Camarata that has helped with the evaluations.

**Conclusions:** Michelle uses a template that she will share with the team.

**Action items**

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**Agenda item:** Upcoming School Committee Meeting **Presenter:** Edward Bouquillon

**Discussion:** Ed reviewed the School Committee meeting agenda for Tuesday, March 13<sup>th</sup>.

**Conclusions:** ADT Curriculum Mapping will be presented by Eric Marshall.

Getting to Know Students: send info to Liz.

Power Point that will be presented at Arlington Fincom was shown to the team.

CPR should be taken off the agenda.

NEASC will meet to discuss Minuteman's postponed evaluation.

Checks were submitted to Lincoln for permitting, plumbing permit was over \$90,000.

Under the Principal's Report SkillsUSA, we have 35 students competing.

Steve said to remove 7c National Education Awards.

Item 8 Strategic Planning, it was mentioned that bios of School Committee members will be put on Minuteman's website.

**Action items**

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**Agenda item:** MAVA March Meeting

**Presenter:** Edward Bouquillon

**Discussion:** Ed reminded the team that there's a MAVA General Membership meeting in March.

**Conclusions:**

**Action items**

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**Agenda item:** School Calendar FY19

**Presenter:** Edward Bouquillon

**Discussion:** 2018-19 School calendar should be presented to School Committee next month.

**Conclusions:**

**Action items**

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**Agenda item:** MASC Policies

**Presenter:** Edward Bouquillon

**Discussion:** Review the new MASC policies and send edits to Liz and copy Ed. These will need to be reflected in the student handbook.

**Conclusions:**

**Action items** Send edits to Liz by March 2<sup>nd</sup>.

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**Agenda item:** Town of Lexington, Patriots Day Parade

**Presenter:** Edward Bouquillon

**Discussion:** They are looking for funds. Minuteman has contributed in the past.

**Conclusions:**

**Action items**

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**Agenda item:** Topping off Ceremony April 12th

**Presenter:** Edward Bouquillon

**Discussion:** This ceremony is to celebrate the last piece of steel going into the new school building. The steel will be signed by as many students as possible. There will be scheduled times for students to sign the steel beam before April 12<sup>th</sup>. Dignitaries will be invited to attend.

**Conclusions:**

**Action items**

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## Other Information

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George Clement

- The Blue-Ribbon application is almost complete, John and George are working on narratives that they will share with the team.

Allison Salisbury

- Jack, Brian and Allison will meet to discuss what entrance should be used for night school attendees.

Meeting Adjourned: 2:36 pm