

Executive Team Meeting

March 22, 2018

1:00 pm

Superintendent's Conference Room

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, Michelle Roche, Annamaria Schrimpf, Amy Perreault, George Clement, Maryanne Ham, Steve Sharek

Minutes

Agenda item: Review Minutes from March 6, 2018 Meeting **Presenter:**

Discussion:

Conclusions: Approved

Action items

✓ Post to website

Person responsible

Jaculen Maglio

Deadline

Agenda item: Celebration of Minuteman's Selection by the State as a Massachusetts Commendation School **Presenter:** Steve Sharek

Discussion: Minuteman will receive an award on April 5, 2018 at the State House. This award is in recognition by DESE that Minuteman is a Massachusetts Commendation School based on the 2017 accountability data published last fall by the state. Minuteman has ranked as a "Level 1" school based on its students' performance on the MCAS exam.

Conclusions: Ed will attend the celebration on April 5th.

Action items

Agenda item: Topping Off Ceremony/Signing the Beam for the Construction Project **Presenter:** Steve Sharek

Discussion: On April 12th we will celebrate the final steel beam being place in the new building. This celebration is called "Topping Off Ceremony" it will take place outside near the construction site at 11am. All Minuteman students and staff along with district Town Managers, Selectmen, Superintendent's, MSBA, School Committee, MPA, State Reps and Senators and many others have all been invited to the celebration and all will sign the beam. A schedule has been created for students and staff on April 5th and 9th, to sign the beam.

Conclusions:

Action items

Agenda item: Submission of Massachusetts Skills Capital Grant **Presenter:** Steve Sharek

Discussion: Grant proposal has been submitted to replace all big machines in Welding and for purchasing Welding and Advanced Manufacturing equipment.

Conclusions:

Action items

Agenda item: Draft Job Description for Civil Rights/Title IX Coordinator **Presenter:** Steve Sharek
Discussion: Steve drafted a job description for the Title IX position with recommendations from an attorney at NESDEC. This position must be filled by an administrator not a teacher.
Conclusions: Steve is asking the team to read it over and send him edits.
Action items

Agenda item: Massachusetts Girls in Trade Conference Update **Presenter:** Maryanne Ham
Discussion: The conference was held this past Tuesday, 28 schools were represented with 500 girls attending. The Lt. governor spoke along with 2 other speakers. This year 700 girls and 40 schools have been represented. This is Mass Girls in Trades third year and the number of girls attending keeps growing.
Conclusions: Maura Healy wants to be a speaker at next years event.
Action items

Agenda item: Maintenance Department Staffing **Presenter:** Kevin Mahoney
Discussion: We've been short one maintenance staff, please let Kevin know if there's been any issues regarding maintenance needs.
Conclusions:
Action items Some restrooms need to be cleaned.

Agenda item: Surplus Equipment – Removal Process **Presenter:** Kevin Mahoney
Discussion: Kevin is asking the team to let teachers know that items that aren't being used and are not going into the new building, will be moved. The design team will be walking through the school during April vacation tagging equipment that needs to go. Allison asked Kevin what she should do with things she wants to be moved out, Kevin said to put in a work order with Matt MacLean.
Conclusions:
Action items

Agenda item: Upcoming School Committee Meeting Agenda Items **Presenter:** Liz Rozan
Discussion: The March 13th meeting was cancelled so the next meeting on April 10th will combine the 2 meetings. Liz asked for clarification on a few items and the results were that Anita and Maria would present their integration project at the meeting. The school calendar for next year will not be ready to present due to MCAS dates not released by DESE yet. School calendar will be ready for June's meeting as well as the student handbook amendments. Jack recommends having the Student handbooks printed in house. Maryanne mentioned that it would cost \$3,500 a year for electronic handbooks. Annamaria said handbooks could be put on 1:1 devices. the School Improvement Plan will be updated when we're in the new building.
Conclusions: Jack asked Liz to put these items on Mays agenda: Attendance Policy, CPR audit, new MCAS testing.
Action items Liz will check with Anita and Maria regarding their presentation.

Agenda item: OneNote Follow Up **Presenter:** Annamaria Schrimpf
Discussion: Annamaria reminded the team that the time is coming when the H Drive will no longer exist, so all documents must be uploaded to OneNote. If you need assistance, please contact Alissa Landau. This must be completed by the end of the school year. Over the next few months the ET

department will be working with administrative assistants to upload all minutes from Department Cluster, Managers and Executive Team meetings. The DLC is working with department heads.

Conclusions: Ed Tech Carousel is a great resource for training.

Action items Upload to OneNote ASAP.

Other Information

Amy Perreault

- There is a shortage on tutors due to many students being out.
ACTION: Post job description externally.

Michell Roche

- The National Defense University will be at Minuteman on April 4th.
- The annual Career Fair is taking place on April 5th in the gym, there are 45 companies participating.
- NOLA is April 8th – 14th.
- MAVA Outstanding Student Award is on April 12th.

Jack Dillon

- A.L.I.C.E. training is on April 3rd. A teacher from Parkland, Florida will speak to students via skype on that day.
- Jack has received a petition from students to have a full-time resource officer on site at Minuteman. Parents are supportive of this petition.
- Student Walk Out day was a snow day, so we'll support the next scheduled National Walk Out.

Kevin Mahoney

- Furniture visioning will be on April 9th at 1:30. The design team, Annamaria and Maryanne will attend.

Meeting Adjourned: 1:57 pm