

Executive Team Meeting

March 29, 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, Michelle Roche, Annamaria Schrimpf, Maryanne Ham, Steve Sharek, Edward Bouquillon

Minutes

Agenda item: Review Minutes from March 22, 2018 Meeting **Presenter:**

Discussion:

Conclusions: Approved

Action items

✓ Post to website

Person responsible

Jaculen Maglio

Deadline

Agenda item: Town Meeting Presentation

Presenter: Kevin Mahoney

Discussion: Kevin is asking for data on Acton, Arlington and Lexington students in preparation for Monday's town meetings. He wants to know how these students are doing academically and what extracurricular activities they are involved in, what their plans are after graduation and any other relative information so that he can include a slide in his presentation.

Conclusions:

Action items Michelle will give data to Kevin on Monday.

Agenda item: Dinner with the Teachers Night

Presenter: George Clement

Discussion: George was not in attendance.

Conclusions:

Action items

Agenda item: Orientation

Presenter: George Clement

Discussion: George was not in attendance.

Conclusions:

Action items

Agenda item: Post-Secondary Update

Presenter: Maryanne Ham

Discussion: Maryanne is now working on part B for approval of the post-secondary programs which is a site visit from DESE on April 11th. DESE requires 1-year notice before the LPN program can be brought in, a letter from the Nursing Board is also required along with a full-time nursing administrator with a master's in nursing that will structure the program.

Conclusions: If requirements are not met the program will not run in the fall.

Action items Ed recommends a separate meeting to discuss this further.

Agenda item: Financial Assistance for Students

Presenter: Michelle Roche

Discussion: Michelle is asking if there is a school policy regarding students that want to participate in school activities but aren't financial able to. Ed replied that students can confidentially fill out a "Request for Financial Help" form. Also, students should be engaging in fundraising to help pay or offset the costs associated with participating in Skills USA, trip to NOLA etc. Maryanne said that the Battlegreen Run is a great fundraising opportunity. Kevin mentioned that the school is looking into an online fundraising program.

Conclusions:

Action items Update the Request for Financial Help form.

Other Information

Edward Bouquillon

- Building project is coming along fine.
- Send the history of "Topping Off" to staff so they can review with their classes.
- A.L.I.C.E. training next week.

Kevin Mahoney

- Looking for updates or activity with the Futures Foundation. Ed mentioned we used to have a golf tournament maybe it's time to look at that again, perhaps we could partner with the Chamber.
- Ed said he was very proud of Michelle Roche and Maryanne Ham with the success of Mass Girls in Trades.

Michelle Roche

- Next step with Mass Girls in Trades is to work with the western part of the state to come up with a community service event to help other women. Michelle is looking for organizations to partner with and Minuteman Girls in Trades will participate in the community service event. Ed said that the Mass Girls in Trade should be on the May School Committee agenda.

Meeting Adjourned: 1:58 pm