

Executive Team Meeting

May 3, 2018

1:00 pm

Superintendent's Conference Room

Meeting called by: Scheduled Weekly
Facilitator: Edward Bouquillon
Attendees: Allison Salisbury, Amy Perreault, Annamaria Schrimpf, Edward Bouquillon, Elizabeth Rozan, George Clement, Jack Dillon, Kevin Mahoney, Steve Sharek

Type of meeting: Administration
Note taker: Jaculen Maglio

Minutes

Agenda item: Review Minutes from April 26, 2018 Meeting

Discussion:

Conclusions: Approved

Action items

✓ Post to website

Person responsible

Jaculen Maglio

Agenda item: OneNote for E-Team Agenda, Minutes and Handouts

Presenter: Annamaria Schrimpf

Discussion: Annamaria showed the team (on the tv screen) how to access OneNote and said she would share this location with them. There they will have access to all E-Team meeting agenda's, minutes and handouts given at those meetings. Jackie then showed the team how to view the information.

Conclusions: The E-Team will only have access to view not to edit.

Action items

Agenda item: Coop Students Not Eligible due to Academic Performance

Presenter: Edward Bouquillon

Discussion: Ed was surprised of the number of students that are no longer on coop due to their academic performance and stressed that a student's coop work experience is valuable. Ed would also like to have a professional discussion with teachers to explain the importance of students being able to utilize the coop experience. Jack said that students should share an equal amount of responsibility with staying in the coop program.

Conclusions:

Action items

Agenda item: Summer Academy Development Work

Presenter: Edward Bouquillon

Discussion: Ed's handouts showed what summer projects were approved last year and the amount funded. Ed asked if anyone has priority projects to consider this summer. Amy said ELL Curriculum Development and Project Transition, George said the Summer Reading Testing and he would like to work with Ms. Tagg and Ms. Schonour in August on the transition piece.

Conclusions: Ed would like the team to think about what summer work teachers are working on and to determine who will fill projects that they identified.

Action items

Agenda item: Review of 4 Policies

1. EFD: Meal Charging Policy (new)
 - Kevin is working with Heather Shastany on this item.
2. JICH: Alcohol, Tobacco and Drug Use by Students Prohibited (revision)
 - Steve asked if this was the current policy, the answer was yes, so he recommended including vaping in to the policy.
3. GBEBD: Online Fundraising and Solicitations (new)
 - Ed said that this policy prohibits teachers from online fundraising unless approved by the superintendent. This provides a pathway for online fundraising although it has a lot of procedures to follow. Steve recommends that crowd funding should be explained in detail. This must also include everything we're going to solicitate for like student activities and sports/athletic supplies
4. ILD: Student Submission to Educational Surveys and Research (new)

Presenter: Elizabeth Rozan

Conclusions: After the second reading by School Committee these will become policy. These policies will be on the May 15th School Committee meeting agenda.

Action items Add sports, clubs to #3. Liz asked that additions or changes be sent to her by this coming Monday.

Agenda item: FF&E Subcommittee

Presenter: Kevin Mahoney

Discussion: Kevin, Jack, Amy and Ed met yesterday to form a subcommittee. The subcommittee consists of 10 staff, 7 are teachers. Once confirmed Jackie will contact Elise to schedule FF&E viewing meetings.

Conclusions:

Action items

Agenda item: FY19 Budget Update

Presenter: Kevin Mahoney

Discussion: 4 towns have approved the budget, there are another 4 meetings next Monday. 7 out of 10 towns must approve the budget for it to pass.

Conclusions:

Action items

Other Information

Jack Dillon

- Japanese exchange students visited Minuteman today, it was a great visit.
- Student orientation is this Saturday.
- MPA hosting Rock-n-Roll Bingo Saturday night in Woburn

George Clement

- Diamond middle school is visiting next week

Meeting Adjourned: 1:46 pm