

# Executive Team Meeting

May 24, 2018

1:00 pm

Superintendent's Conference Room

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**Meeting called by:** Scheduled Weekly  
**Facilitator:** Edward Bouquillon  
**Attendees:** Allison Salisbury, Amy Perreault, Michelle Roche, Maryanne Ham, George Clement, Kevin Mahoney,

**Type of meeting:** Administration  
**Note taker:** Jaculen Maglio

## Minutes

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**Agenda item:** Review Minutes from May 3, 2018 Meeting

**Presenter:**

**Discussion:**

**Conclusions:** Approved

**Action items**

✓ Post to website

**Person responsible**

Jaculen Maglio

**Deadline**

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**Agenda item:** Belmont Vocational Study Group

**Presenter:** Kevin Mahoney

**Discussion:** The Belmont Vocational Study Group has sent Minuteman and other local vocational schools a questionnaire regarding academic, social-emotional and student life factors, space and enrollment and long term strategic and sustainability factors. Kevin is asking the team for help completing the questionnaire and has assigned the team to answer specific questions. John Cammarata will coordinate the info with the help of Liz Rozan. The Belmont group will assess the information next Wednesday, so Kevin is asking that the questionnaire be complete by Tuesday, May 29<sup>th</sup>.

**Conclusions:** 1A – John Cammarata  
1B – Amy Perreault  
1C – George Clement  
1D – Michelle Roche  
1E – George Clement  
2A – George Clement and John Cammarata  
2B – Edward Bouquillon  
2C – Edward Bouquillon  
3A – Kevin Mahoney  
3B – Kevin Mahoney  
3C – John Cammarata  
3D – Kevin Mahoney  
4A – George Clement  
4B – George Clement  
4C – Michelle Roche and Maryanne Ham

**Action items** Send answers to John Cammarata by 10 am Tuesday morning.

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**Agenda item:** National Director of Women’s Bureau Roundtable Discussion      **Presenter:** Maryanne Ham  
**Discussion:** Maryanne attended a roundtable discussion this week at the JFK building. Patricia Green of the Department of Transportation and Labor spoke about her big goal of creating an apprenticeship for women. Patricia said that this would affect CTE schools because they are targeting girls in trades. Patricia suggested that Minuteman create online training for guidance counselors.  
**Conclusions:**  
**Action items**

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**Agenda item:** Educator Evaluation – EOY Assessment Deadline May 30th      **Presenter:** Maryanne Ham  
1. Share Progress Reports with your supervisor, Supervisor Forms are in TeachPoint (Administrators 1-3 years, require 2 assessments Mid-Cycle and End-of-Cycle/Summative)  
**Discussion:** Maryanne’s instructions for administrators/evaluators was to go to Teachpoint, find evaluatees by name, review and sign.  
**Conclusions:**  
**Action items** Review and sign evaluations.

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**Agenda item:** Council of Occupational Education Candidate Academy      **Presenter:** Maryanne Ham  
**Discussion:** Maryanne and Allison are registered to attend academy training on July 18th in Tampa, Florida.  
**Conclusions:**  
**Action items**

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**Agenda item:** Senior Class Activities      **Presenter:** Michelle Roche  
**Discussion:** The project presentations were great, six students in five programs received a perfect score. We’d like to showcase those projects.  
**Conclusions:**  
**Action items** Send Amy Perreault the names of the six students.

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**Agenda item:** Staffing Updates      **Presenter:** Michelle Roche  
**Discussion:** Michelle stated that a staff member will be on maternity leave next school year. One other staff member has returned to work after an illness and one other teacher will be having surgery.  
**Conclusions:**  
**Action items**

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**Agenda item:** Tremont School      **Presenter:** Michelle Roche  
**Discussion:** Six students from the Tremont School are working on projects with Alex Peters.  
**Conclusions:**  
**Action items**

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**Agenda item:** Exploratory Frameworks Update      **Presenter:** Michelle Roche  
**Discussion:** Michelle said that they are close to completing the state wide exploratory workshop but doesn’t think it will be ready for the fall. There are new frameworks coming out and the committee will meet next week to finalize their presentation to DESE.  
**Conclusions:**  
**Action items**

## Other Information

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Michelle Roche

- Teachers are asking about summer work proposals, there is \$35,000 in Perkins grants for this.

George Clement

- George asked if the Multimedia program will be up and running in the fall of 2018 and Michelle said yes.

Kevin Mahoney

- Kevin asked the team if they knew of any projects that should be worked on, George responded with 5 projects.
  - 1) MCAS
  - 2) Project Adventure
  - 3) New Courses in Language
  - 4) Middle School Students Exploring Minuteman
  - 5) ?
- Kevin let the team know that he would not be in tomorrow and Amy Perreault would be acting superintendent.

Meeting Adjourned: 1:56 pm