

Executive Team Meeting

March 16, 2017

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, Annamaria Schrimpf, Amy Perreault, George Clement
Bill Blake, Michelle Roche, Steve Sharek

Minutes

Agenda item: Review Minutes from March 7, 2017 Meeting **Presenter:**

Discussion:

Conclusions: Approved

Action items

✓ Post to website

Person responsible

Jaculen Maglio

Deadline

Agenda item: CTE Update

Presenter: Michelle Roche

Discussion: Vocational initiative to celebrate the 200th birthday of Henry David Thoreau. Horticulture is working with Ms. Anderson creating activities and workshops to honor him. This will take place Thursday April 13th the week before vacation. Some ideas are bee keeping and all natural frontier living. Library will have books on Thoreau.

Conclusions:

Action items

Person responsible

Deadline

Agenda item: Girls in STEM Summer Camp

Presenter: Michelle Roche

Discussion: Date for this year's summer camp is August 7-11, 2017. We will start advertising after April vacation.

Conclusions: Students who have attended STEM camps have applied to Minuteman.

Action items

✓ Retrieve the number of students who have applied to Minuteman after participating in previous STEM summer camp.

Person responsible

Michelle Roche

Deadline

Agenda item: Status of Advanced Manufacturing Job Posting

Presenter: Michelle Roche

Discussion: Position has been posted, one out-of- state person has applied. We have reached out to the Advisory Board also.

Conclusions:

Action items

Person responsible

Deadline

Agenda item: Chapter 74 Applications/Perkins Core Indicators **Presenter:** Michelle Roche
Discussion: Deadline is May 4th to submit completed applications to DESE. Need more information in regards to space in Multimedia and Engineering. Perkins does not need any written reports from us this year. We met 90% of their criteria, some we exceeded. Within each category there are 2 sub categories. We are not meeting criteria with disabled students in math and non-traditional participation with males. We had 88% graduation rate in year 9.

Conclusions:

Action items	Person responsible	Deadline
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Agenda item: DVC Guest Speaker **Presenter:** Michelle Roche
Discussion: Ms. Galante is hoping to have motivational speaker Aaron Polanski as a guest speaker. The talk will be centered around CTE.

Conclusions:

Action items	Person responsible	Deadline
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Agenda item: This Old House Update **Presenter:** Michelle Roche
Discussion: They will be taping with Mr. Romano.

Conclusions:

Action items	Person responsible	Deadline
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Agenda item: Review Next Week's MCAS Schedule **Presenter:** Jack Dillon
Discussion: We are well prepared for testing next week, thanks to Mr. Blake and staff. Advisors have schedules for students. Free breakfast will be served to students while we have a prep talk regarding expectations and encouragement etc. Those students who are not taking MCAS and need to fulfill graduation requirements involving PE, will be taking PE class during MCAS testing.

Conclusions: Fire Dept. should be called so they don't schedule a surprise fire drill while MCAS testing is taking place.

Action items	Person responsible	Deadline
✓ Call Fire Dept.	Jack Dillon	

Agenda item: Review ADT Summer 2017 Work Proposal Form **Presenter:** Edward Bouquillon
Discussion: Ed was not in attendance so Kevin asked the team to look at the proposal and give feedback.

Conclusions: Cost last year was \$35,000

Action items	Person responsible	Deadline
✓ Send feedback to Ed	E-Team	

Agenda item: Review PD Needs Related to Curriculum Mapping & Integration Projects **Presenter:** Edward Bouquillon

Discussion:

Conclusions:

Action items	Person responsible	Deadline
✓ Send feedback to Ed		

Other Information

George Clement

- We will be in Watertown next Tuesday night March 21st to give a presentation regarding attending Minuteman. And we're hoping to have Watertown students shadow at Minuteman, but no date has been confirmed.
- Three students from Lexington and Arlington will shadow tomorrow from 8:30-12:30.
- Dinner with teachers is scheduled for Wednesday, April 5th, 35 teachers have signed up so far. Would like more CTE teachers. We will expand the mezzanine/mall area to display work/products produced by our programs. Last year we had 65 students at dinner this year so far, we have 64 confirmed to attend, but are expecting more.
- 118 acceptance letters went out, 47 more applications will be processed, interviews need to take place first.

Jack Dillon

- All advertisements and information that includes our students photo must be approved by Mr. Tildsley before it can be released to the public.
- Annamaria commented that Aspen includes release information form.
- 2017/18 school calendar will be reviewed at the next management meeting and then ready for the next School Committee meeting.
- School sports, all teams have had over 15 athletes sign up so they will all be running.

Annamaria Schrimpf

- Students were excited to receive 1:1 notebooks. Roll out was very smooth, no issues.
ACTION: Take photo with students and Ms. Landau with devices in front of banner.

Bill Blake

- Children's book author Carol Ekster was here today interacting with our students. This was Carol's first time visiting Minuteman. This is the second year an author has come in to work with EEC and DVC students along with Kathryn Anderson, Allison, Barry, and Ann-Marie Merrill. Last year's author was Jerry Pallotta.

Amy Perreault

- REEL room was full today we had 8 students with medical and mental health issues.
- Nurses need to be informed when students will be out on field trips, due to medical reasons.

Steve Sharek

- I am reviewing the Title 9 Coordinator packet, trying to narrow down what's critically important. Would like feedback regarding who to report civil rights issues to, physical restraint, bullying and harassing, is there a policy in place for social media, texting, emailing, connecting with students and parents outside of school.
ACTION: Revise the test for administration and staff.

Kevin Mahoney

- Let me know if you require any maintenance or repairs that you'd like done over April vacation.
- Security transition takes place next Monday.

Meeting Adjourned: 2:10 pm