

**Superintendent Goals & Educator Annual Plan**

<b><u>Edward A. Bouquillon PhD</u></b> <b><u>Superintendent-Director</u></b>	<b><u>Plan Start and End Dates</u></b> <b><u>June 1, 2019-June 30, 2020</u></b>	<b><u>Evaluated by:</u></b> <b><u>School Committee</u></b>
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**The Minuteman Academy Model Implementation**

**Goal #1:** The Superintendent will continue to support the implementation of the Minuteman Academy Model by deepening Professional Learning Communities, developing leadership and learning opportunities for the Academy Development Team (ADT), the Digital Learning Curators (DLC), and all staff.

**Superintendent Rubric Alignment (✓)**

Standard I: Instructional Leadership A. <input checked="" type="checkbox"/> Curriculum Indicator B. <input checked="" type="checkbox"/> Instruction Indicator C. <input checked="" type="checkbox"/> Assessment Indicator D. <input checked="" type="checkbox"/> Evaluation Indicator E. <input checked="" type="checkbox"/> Data-Informed Decision-Making Indicator F. <input checked="" type="checkbox"/> Student Learning Indicator Standard II: Management & Operations A. <input checked="" type="checkbox"/> Environment Indicator B. <input checked="" type="checkbox"/> Human Resources Management & Development Indicator C. <input type="checkbox"/> Scheduling & Management Information Systems Indicator D. <input type="checkbox"/> Law, Ethics & Policies Indicator E. <input type="checkbox"/> Fiscal Systems Indicator	Standard III: Family and Community Engagement A. <input checked="" type="checkbox"/> Engagement Indicator B. <input checked="" type="checkbox"/> Sharing Responsibility Indicator C. <input checked="" type="checkbox"/> Communication Indicator D. <input type="checkbox"/> Family Concerns Indicator Standard IV: Professional Culture A. <input checked="" type="checkbox"/> Commitment to High Standards Indicator B. <input checked="" type="checkbox"/> Cultural Proficiency Indicator C. <input checked="" type="checkbox"/> Communications Indicator D. <input checked="" type="checkbox"/> Continuous Learning Indicator E. <input checked="" type="checkbox"/> Shared Vision Indicator F. <input checked="" type="checkbox"/> Managing Conflict Indicator
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Timeline	Strategies and Action Steps	Resources	Evidence/Benchmarks
Fall 2019	Conduct a professional development Needs Assessment of ADT	Director of Data & Accountability	Results Summary & Action Plan
2019-20	Expand the scope of Digital Learning Curators (DLC) in Professional Development for Staff	DLC	PDP's Summaries Presentations given at conferences and PD days by DLC members
October 15, 2019	Identify Professional Development Days and Calendar	Executive Leadership Team	PD Calendar

**Supporting All Students**

**Goal #2:** The Superintendent will provide resources to support the academic, occupational, social and emotional progress of all students.

**Superintendent Rubric Alignment (✓)**

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Timeline	Strategies and Action Steps	Resources	Evidence/Benchmarks
September 2019	Revise the Student Support Team	State Grant Assistant Superintendent	Summer Work Product Meeting Minutes
January 2020	Implement the Edis System to identify and track student progress	IT Director Data & Acct Dir	Demo to SC in June 2020

**District Improvement: Sustain Enrollment**

**Goal #3 Increasing Applications and Sustaining Full Enrollment**

a. The Superintendent will support and guide the implementation of a robust marketing, recruitment and visibility campaign to sustain a minimum of 160 (current) member town 8<sup>th</sup> grade applications per year.

b. The Superintendent will support the Directors of the Minuteman Technical Institute and Community Education in providing a compelling array of vocational and vocational technical programming to support the workforce development and educational needs of the region.

**Superintendent Rubric Alignment (✓)**

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- C.  Scheduling & Management Information Systems Indicator
- D.  Law, Ethics & Policies Indicator
- E.  Fiscal Systems Indicator
- F.  Managing Conflict Indicator

Timeline	Strategies and Action Steps	Resources	Evidence/Benchmarks
Sept 2019	Hire Communications Director	Budget	
Oct 2019	Hire a New Admissions Director	Budget	
Oct-Jan	Assess opportunities to strengthen support for Admissions	Budget	
Oct-Nov	Develop a communications strategic plan for secondary and post-secondary admissions	Comm Director	
Jan 2020	MTI will be accredited by COE	MTI Director	

**Legislative, Community and Business Engagement**

**Goal #4:** The Superintendent will engage legislators, state workforce education advocates, local, municipal and business leaders in improving state law, regulations and guidelines to enhance the financial health of the district, expand student access and secure strategic business partnerships.

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Timeline	Strategies and Action Steps	Resources	Evidence/Benchmarks
November 2019	Host a Legislative Breakfast	Comm. Director	Agenda & Minutes
2019-20	Serve on the Legislative Committee of MAVA	MAVA	Minutes

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Fall 2019	Propose a declaration to the SC that simplifies the districts priorities		SC Endorsement
	Present Data to MAVA, AVTE, DESE, and leadership to garner consensus on the problem(s).		

**District Improvement: New Member**

**Goal #5:** The Superintending will communicate appropriate information to non-member school and city officials regarding membership in the Minuteman District.

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Timeline	Strategies and Action Steps	Resources	Evidence/Benchmarks
	Communicate with leadership from two communities to discuss membership in the district.	Admissions E-Team	

**District Improvement: Campus Development**

**Goal #6:** The Superintendent will continue to implement the development of the campus including a full build out of Athletic Facilities and additional development aligned with the goals of the District and the enabling legislation passed in 2018.

**Superintendent Rubric Alignment (✓)**

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Timeline	Strategies and Action Steps	Resources	Evidence/Benchmarks
Fall 2019	Assess proposals for Development	UMDI	ES presentations
Fall 2019	Assess Proposals for Operations	UMDI	ES presentations
Fall 2019	Assess Proposals for Financing	UMDI	ES presentations
Oct-Dec 2019	Make Recommendations to the SC for current and future Campus development opportunities	UMDI, consultants	ES presentations

**Leadership Development**

**Goal #7:** The Superintendent will engage the SC (subcommittee) in reviewing and revising a leadership competency model and an aligned instrument to articulate strengths and gaps of District (Superintendent) Administration

**Superintendent Rubric Alignment (✓)**

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Timeline	Strategies and Action Steps	Resources	Evidence/Benchmarks
June 2019	Share a leadership competency model with SC	SNES, E Team	Model
March 2019	Ascertain if and which 360 Feedback instruments may inform the SC SNES	Vendor, SNES, SC, E Team	proposals
	TBD		

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**Transition**

**Goal #8:** The Superintendent will oversee a smooth transition and address barriers to success resulting from the move to the new building

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Timeline	Strategies and Action Steps	Resources	Evidence/Benchmarks
Sept 2019	Open School on time		
2019-20	Encourage SBC and Construction Team to meet contracts and performance standards		
2019-20	Support staff in change management		
2019-20	Conduct strategic Open Houses to support the development of enhanced community access		
Jan 2020	Demolition on schedule		
	TBD		

Superintendent Signature \_\_\_\_\_ Date: \_\_\_\_\_

Committee Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_