

Superintendent's Progress Report 2018-19



Superintendent-Director Edward A Bouquillon PhD	<input checked="" type="checkbox"/> <u>End-of-Cycle Progress Report, Step 5a, Due May 1</u>	Evaluated by: School Committee
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The **Superintendent** completes this report bi-annually on progress made on each goal as they relate to the Administrative Leadership Superintendent Standards of Effective Teaching and the evidence supporting the review.

Leadership Goal #1: Student Improvement Academy Model Development Throughout the 2018-19 school year, the Superintendent will support the <i>Minuteman Academy Model</i> by deepening Professional Learning Communities, developing leadership and learning opportunities for the Academy Development Team and continuing to achieve student improvement gains.	On Target <input checked="" type="checkbox"/>	Off Target <input type="checkbox"/>	Not Started <input type="checkbox"/>
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Administrative Leadership 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 Standard II: Management & Operations F. <input type="checkbox"/> Environment Indicator G. <input checked="" type="checkbox"/> Human Resources Management & Development Indicator H. <input checked="" type="checkbox"/> Scheduling & Management Information Systems Indicator I. <input type="checkbox"/> Law, Ethics & Policies Indicator J. <input type="checkbox"/> Fiscal Systems Indicator	Standard III: Family and Community Engagement K. <input checked="" type="checkbox"/> Engagement Indicator L. <input checked="" type="checkbox"/> Sharing Responsibility Indicator M. <input checked="" type="checkbox"/> Communication Indicator N. <input type="checkbox"/> Family Concerns Indicator Standard IV: Professional Culture O. <input type="checkbox"/> Commitment to High Standards Indicator P. <input checked="" type="checkbox"/> Cultural Proficiency Indicator Q. <input checked="" type="checkbox"/> Communications Indicator R. <input checked="" type="checkbox"/> Continuous Learning Indicator S. <input checked="" type="checkbox"/> Shared Vision Indicator T. <input type="checkbox"/> Managing Conflict Indicator

Evidence

- See Listing of Professional Development
- See Management Team Meeting Minutes; take-aways from the visit to High-Tech-High.
- See 2018 National Blue Ribbon Plaque/Letter

Comments (if applicable):

- Academy Development Team visited High Tech High in New Jersey
- All educators have submitted their curriculum to Atlas Rubicon
- Professional Development calendar ensures Academy Planning Time
- Minuteman was named a 2018 National Blue Ribbon School by the United States Department of Education

Legislative and Community Engagement		On Target <input checked="" type="checkbox"/>	Off Target <input type="checkbox"/>	Not Started <input type="checkbox"/>
FY19 Goal #2: Over the 2018-19 school year, the Superintendent will engage legislators, state workforce education advocates, local, municipal and business leaders in improving regulations to enhance the financial health of the district and expand student access, increase enrollment, and support a diverse student body.				
Administrative Leadership Superintendent Rubric Alignment (✓)				
<input type="checkbox"/> 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 <input type="checkbox"/> Standard II: Management & Operations A. <input checked="" type="checkbox"/> Environment Indicator B. <input checked="" type="checkbox"/> Human Resources Management & Development Indicator	<input type="checkbox"/> 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 checked="" type="checkbox"/> Family Concerns Indicator <input type="checkbox"/> 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			

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C. <input checked="" type="checkbox"/> Scheduling & Management Information Systems Indicator	D. <input checked="" type="checkbox"/> Continuous Learning Indicator
D. <input checked="" type="checkbox"/> Law, Ethics & Policies Indicator	E. <input checked="" type="checkbox"/> Shared Vision Indicator
E. <input checked="" type="checkbox"/> Fiscal Systems Indicator	F. <input checked="" type="checkbox"/> Managing Conflict Indicator

Evidence

- See letters to Legislators re: photovoltaic overly amendment in State's Bond Bill
- See letter from Legislator re: Fiscal Year 2020 federal government funding
- See HD. 3279 re: An Act to Increase Student Access to Career Technical Education Schools and Programs which are Aligned with Regional Labor Market Needs.
- Chapter 74 Vocational Technical Exploratory Program Framework – February 2019
- Early College Experience Speakers and Agenda

Comments

- Attended the Legislative Breakfast in Fall to apprise leaders of Minuteman's needs. Engaged with the MAVA Committee on the AVTE to draft frameworks for Ch. 74 Exploratory Programs. Michelle Roche co-chaired work on the new Chapter 74 Exploratory Frameworks. The new Chapter 74 Exploratory Frameworks was presented to DESE. MAVA and AVTE also commissioned a white paper with Executive Summary to advance a definition of high quality career and technical education, as well as worked on a bond amendment to provide significant funds for both capital construction and equipment. An additional legislative effort involved an amendment to the state's bond bill regarding a photovoltaic overlay district on the parking lot of the new Minuteman High School. The result of work related to enabling legislation relates to Goal # 4, Campus Development.
- Superintendent presented as the Guest Speaker at the Boston City Council Meeting on September 20, 2018 re: Overview of the Minuteman Academy Model and Our Strengths and Areas to Improve
- Superintendent was guest speaker at the Education Alliance re: Early College Experience

Leadership Goal #3: District Improvement Increasing Membership – Adding Watertown to the Minuteman District Superintendent will communicate all appropriate information to Watertown school and city officials regarding membership in the Minuteman District and will secure a Memorandum of Understanding.	On Target <input type="checkbox"/>	Off Target <input checked="" type="checkbox"/>	Not Started <input type="checkbox"/>
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<input type="checkbox"/> Standard I: Instructional Leadership A. <input type="checkbox"/> Curriculum Indicator B. <input type="checkbox"/> Instruction Indicator C. <input type="checkbox"/> Assessment Indicator D. <input type="checkbox"/> Evaluation Indicator E. <input checked="" type="checkbox"/> Data-Informed Decision Making Indicator <input type="checkbox"/> Standard II: Management & Operations A. <input checked="" type="checkbox"/> Environment Indicator B. <input type="checkbox"/> Human Resources Management & Development Indicator C. <input checked="" type="checkbox"/> Scheduling & Management Information Systems Indicator D. <input checked="" type="checkbox"/> Law, Ethics & Policies Indicator E. <input checked="" 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 <input type="checkbox"/> 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 type="checkbox"/> Continuous Learning Indicator E. <input checked="" type="checkbox"/> Shared Vision Indicator F. <input checked="" type="checkbox"/> Managing Conflict Indicator

Evidence

- Revolutionize Your Expectations Middle School Outreach PowerPoint Presentation

Comments (if applicable):

- Superintendent reached out to develop relationships with stakeholders in several communities, including Watertown. Minuteman was on the agenda of the School Committee in Watertown in the Fall. Decision was delayed.
- George Clement, Assistant Principal of Academic Programs/Admissions Director

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and Maggie Miller, Assistant Admissions Director brought student ambassadors to Watertown in January to speak to “selected students” by Watertown middle school staff.

Leadership Goal #4: District Improvement Increasing Applications and Enrollment	On Target	Off Target	Not Started
The Superintendent will support and guide the expansion of a robust marketing, recruitment and visibility campaign to increase member town applications.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Administrative Leadership Superintendent Rubric Alignment (✓)	
Standard I: Instructional Leadership U. <input type="checkbox"/> Curriculum Indicator V. <input type="checkbox"/> Instruction Indicator W. <input type="checkbox"/> Assessment Indicator X. <input type="checkbox"/> Evaluation Indicator Y. <input checked="" type="checkbox"/> Data-Informed Decision Making Indicator Standard II: Management & Operations A. <input checked="" type="checkbox"/> Environment Indicator B. <input type="checkbox"/> Human Resources Management & Development Indicator C. <input type="checkbox"/> Scheduling & Management Information Systems Indicator D. <input checked="" type="checkbox"/> Law, Ethics & Policies Indicator F. <input checked="" type="checkbox"/> Fiscal Systems Indicator	Standard III: Family and Community Engagement A. <input 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 type="checkbox"/> Commitment to High Standards Indicator B. <input 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 G. <input checked="" type="checkbox"/> Managing Conflict Indicator

Evidence

a) See list of selected parent liaisons.
 b) See link to up-dated website. <https://www.minuteman.org/>

Comments (if applicable):

- Hired Maggie Miller, Assistant Director of Admissions
- Hired five Parent Liaisons
- Updated Website to be more user friendly
- Invited to Watertown to speak to selected eighth graders
- Increased total applications by 21%
- Comparing class of 2022 to 2023, in-district enrollment suggests a 25% increase

Leadership Goal #5: Campus Development Superintendent will develop an Inter-Municipal Agreement with the Town of Lexington to fully build out the Athletic Facilities, will implement a Phase II Campus Development Plan, and will keep the MSBA project on time and on budget.	On Target	Off Target	Not Started
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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Evidence

a) Public-Private Partnership for the Long-Term Lease of Land and Buildings Owned by the Minuteman Regional Vocational Technical School District Informational Meeting Agenda

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b) See link to updated website: https://www.minutemanlex.org/
<i>Comments (if applicable):</i> Dr. Bouquillon has initiated negotiations with the Town of Lexington regarding the design, construction, maintenance, leasing, and revenue sharing of a state-of-the-art athletic field complex. Meetings have taken place between the parties and among the relevant town departments. At this time, the Town of Lexington has opted to pause any further negotiations. Minuteman has created a website with all the relevant documents to support sealed requests for proposals from other entities interested with partnering with Minuteman in this endeavor.