

Superintendent Goals & Educator Annual Plan

<u>Edward A. Bouquillon PhD</u> <u>Superintendent-Director</u>	Plan Start and End Dates <u>July 1, 2018 – June 30, 2019</u>	Evaluated by: <u>School Committee</u>
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Leadership Goal #1
Student Improvement

Academy Model Development

FY19 Goal #1: Throughout the 2018-19 school year, the Superintendent will support the *Minuteman Academy Model* by deepening Professional Learning Communities, developing leadership and learning opportunities for the Academy Development Team and continuing to achieve student improvement gains.

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 A. <input checked="" type="checkbox"/> Environment Indicator B. <input checked="" type="checkbox"/> Human Resources Management & Development Indicator C. <input checked="" 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, Frequency, or Target Dates (i.e. Fall, Winter, Spring, Summer)	Strategies and Action Steps	Resources	Evidence/Benchmarks
September-May	Promote high expectations for the rigorous development of the Academy Model by providing opportunities for communicating “best practices” and updates on academy development during routine meetings in preparation for September 2019 occupancy of the new building.	PD Calendars Integration Project Presentations (4 days) Common Planning Time; (23) 50-min. blocks scheduled	Summary of each Pathway’s Integration Project(s)
October	Present a two-hour workshop to all staff in both Academies in order to provide a structure to better understand the pathways for Academy Integration Projects in support of the school-wide goals.	PD Calendar	Handouts This did not take place this year, should we move date?
January – May?	Provide SRI professional development opportunity for SELF and (#?) staff members.	SRI Consultant Administrators Cluster Chairs Department Heads Other Educators	Attendance Record Are we sending more people this year?
December	Conduct a study tour of an Academy Model in action (New Jersey)	Principal, IT Director, Guidance Counselor, CTE Director, SPED Director	Benchmark?

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Sept-May	Seek other methods of communication student achievement through state, regional and national means.	Skills USA MAVA FFA Blue Ribbon	Blue Ribbon Letter? Photo of Minuteman Receiving Award
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**Leadership Goal #2
Professional Practice**

Legislative and Community Engagement

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.

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 A. <input checked="" type="checkbox"/> Environment Indicator B. <input checked="" 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 checked="" 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, Frequency, or Target Dates (i.e. Fall, Winter, Spring, Summer)	Strategies and Action Steps	Resources	Evidence/Benchmarks
When will this happen? Will you host a new Supt Breakfast? Others?	Host a Legislative Breakfast for state representatives and state senators representing member towns and the Town of Watertown to apprise them of Minuteman’s legislative needs.	Admissions E-Team	Agenda/Handouts/Articles
November	Designate staff members to serve on a Massachusetts Association of Vocational Administrators (MAVA).	MAVA CTE Director	Notification of minuteman faculty on committee. Final Freshmen Frameworks
Sept - May	Secure legislative sponsorship to provide for the needs of the District, including campus development opportunities.	Building Committee E-Team	Legislative sponsorship identification
January - May	Develop Data to describe the problem.	Data Coordinator	Data Analysis

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	Should this be more specific?		
January - May	Present Data to MAVA, AVTE, DESE, and leadership to garner consensus on the problem.	MAVA AVTE DESE	Meeting Notes Data Analysis/Handouts
January - May	Solutions discussed with DESE and legislators and stakeholders.	MAVA AVTE DESE	Agendas ?

**Leadership Goal #3
District Improvement**

Adding Watertown to the Minuteman District

FY19 Goal #3: The Superintendent will communicate all appropriate information to Watertown school and city officials regarding membership in the Minuteman District, and will secure a MOU.

Superintendent Rubric Alignment (✓)

Standard I: Instructional Leadership F. <input type="checkbox"/> Curriculum Indicator G. <input type="checkbox"/> Instruction Indicator H. <input type="checkbox"/> Assessment Indicator I. <input type="checkbox"/> Evaluation Indicator J. <input checked="" type="checkbox"/> Data-Informed Decision Making Indicator Standard II: Management & Operations F. <input checked="" type="checkbox"/> Environment Indicator G. <input type="checkbox"/> Human Resources Management & Development Indicator H. <input checked="" type="checkbox"/> Scheduling & Management Information Systems Indicator I. <input checked="" type="checkbox"/> Law, Ethics & Policies Indicator J. <input checked="" type="checkbox"/> Fiscal Systems Indicator	Standard III: Family and Community Engagement E. <input checked="" type="checkbox"/> Engagement Indicator F. <input checked="" type="checkbox"/> Sharing Responsibility Indicator G. <input checked="" type="checkbox"/> Communication Indicator H. <input type="checkbox"/> Family Concerns Indicator Standard IV: Professional Culture G. <input type="checkbox"/> Commitment to High Standards Indicator H. <input type="checkbox"/> Cultural Proficiency Indicator I. <input checked="" type="checkbox"/> Communications Indicator J. <input type="checkbox"/> Continuous Learning Indicator K. <input checked="" type="checkbox"/> Shared Vision Indicator L. <input checked="" type="checkbox"/> Managing Conflict Indicator
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Timeline, Frequency, or Target Dates <small>(i.e. Fall, Winter, Spring, Summer)</small>	Strategies and Action Steps	Resources	Evidence/Benchmarks
September-May	Communicate by all means available with leadership from two communities to discuss membership in the district.	Admissions E-Team	Identification of potential members.
May 2018	Secure an agreement to further discuss membership in the Minuteman District from officials in at least one of those communities.	Admissions E-Team	Agreement

**Leadership Goal #4
District Improvement**

Increasing Applications and Enrollment

FY19 Goal #4: The Superintendent will support and guide the expansion of a robust marketing, recruitment and visibility campaign to increase member town applications.

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Superintendent Rubric Alignment (✓)			
Standard I: Instructional Leadership K. <input type="checkbox"/> Curriculum Indicator L. <input type="checkbox"/> Instruction Indicator M. <input type="checkbox"/> Assessment Indicator N. <input type="checkbox"/> Evaluation Indicator O. <input checked="" type="checkbox"/> Data-Informed Decision Making Indicator Standard II: Management & Operations K. <input checked="" type="checkbox"/> Environment Indicator L. <input type="checkbox"/> Human Resources Management & Development Indicator M. <input type="checkbox"/> Scheduling & Management Information Systems Indicator N. <input checked="" type="checkbox"/> Law, Ethics & Policies Indicator O. <input checked="" type="checkbox"/> Fiscal Systems Indicator	Standard III: Family and Community Engagement I. <input type="checkbox"/> Engagement Indicator J. <input checked="" type="checkbox"/> Sharing Responsibility Indicator K. <input checked="" type="checkbox"/> Communication Indicator L. <input type="checkbox"/> Family Concerns Indicator Standard IV: Professional Culture M. <input type="checkbox"/> Commitment to High Standards Indicator N. <input type="checkbox"/> Cultural Proficiency Indicator O. <input checked="" type="checkbox"/> Communications Indicator P. <input checked="" type="checkbox"/> Continuous Learning Indicator Q. <input checked="" type="checkbox"/> Shared Vision Indicator R. <input checked="" type="checkbox"/> Managing Conflict Indicator		
Timeline, Frequency, or Target Dates (i.e. Fall, Winter, Spring, Summer)	Strategies and Action Steps	Resources	Evidence/Benchmarks
November	Hire an Assistant Director of Admissions	Assistant Principal of Admissions Principal	?
December-January	Hire a part time media specialist to manage and create responsive social media and public relations communication vehicles	Assistant Principal of Admissions Principal Director of CE	
October-December	Hire at least four (4) parent Liaisons to create a Minuteman presence in targeted communities	Principal	List of parent liaisons
Sept-May	Communicate directly and monthly with all member town Superintendents regarding admissions and recruitment activities.		Agendas Emails Invitations
December-May	Form and support a site-based task force to integrate and revise the web presence of Minuteman, MTI and Community Education.	Assistant Principal of Admissions Assistant Director of Admissions Director of CTE Director of MTI	Updated Website
Sept-May	Work with the School Committee Enrollment Task Force	SC Enrollment Task Force Assistant Principal of Admissions Assistant Director of Admissions	?

Leadership Goal #5 District Improvement
Campus Development
FY19 Goal #5: The Superintendent will develop an MOU with the Town of Lexington to fully build out the Athletic Facilities, will implement a Phase 3 Campus Development Plan and will keep the MSBA project on time and on budget.
Superintendent Rubric Alignment (✓)

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Standard I: Instructional Leadership P. <input type="checkbox"/> Curriculum Indicator Q. <input type="checkbox"/> Instruction Indicator R. <input type="checkbox"/> Assessment Indicator S. <input type="checkbox"/> Evaluation Indicator T. <input checked="" type="checkbox"/> Data-Informed Decision Making Indicator Standard II: Management & Operations P. <input checked="" type="checkbox"/> Environment Indicator Q. <input type="checkbox"/> Human Resources Management & Development Indicator R. <input checked="" type="checkbox"/> Scheduling & Management Information Systems Indicator S. <input checked="" type="checkbox"/> Law, Ethics & Policies Indicator T. <input checked="" type="checkbox"/> Fiscal Systems Indicator	Standard III: Family and Community Engagement M. <input checked="" type="checkbox"/> Engagement Indicator N. <input checked="" type="checkbox"/> Sharing Responsibility Indicator O. <input checked="" type="checkbox"/> Communication Indicator P. <input type="checkbox"/> Family Concerns Indicator Standard IV: Professional Culture S. <input type="checkbox"/> Commitment to High Standards Indicator T. <input type="checkbox"/> Cultural Proficiency Indicator U. <input checked="" type="checkbox"/> Communications Indicator V. <input checked="" type="checkbox"/> Continuous Learning Indicator W. <input checked="" type="checkbox"/> Shared Vision Indicator X. <input checked="" type="checkbox"/> Managing Conflict Indicator
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Timeline, Frequency, or Target Dates <small>(i.e. Fall, Winter, Spring, Summer)</small>	Strategies and Action Steps	Resources	Evidence/Benchmarks
Sept-May	Continue to engage with officials in Lexington.		
December	Analyze 2017-18 Field and Gym Use	Data Coordinator Director of CE Athletic Director	Analysis of Field Use
December-May	Schedule field and gym reservations by Minuteman, the Town of Lexington, and others	Director of CE	Field and Gym Schedule 2019-20
May	Secure an agreement with the Town of Lexington.		Agreement

Superintendent Signature _____ Date: _____

Committee Chair Signature: _____ Date: _____