

Superintendent's Progress Report 2016-17



MINUTEMAN
A REVOLUTION IN LEARNING

Superintendent-Director
Edward A Bouquillon PhD

☒ **End-of-Cycle Progress Report, Step 5a, Due May 1**

Evaluated by:
School Committee

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: District Improvement

In accordance with the guidelines of Module 6, I will work with MSBA, SC, SBC, Architects, and OPM during the design development period to complete the final design in preparation for construction bid submission for the building project. (Target Date: Summer, 2017)

On
Target
☒

Off
Target
☐

Not
Started
☐

Administrative Leadership Superintendent Rubric Alignment (✓)

☐ Standard I: Instructional Leadership

- A. ☐ Curriculum Indicator
- B. ☐ Instruction Indicator
- C. ☐ Assessment Indicator
- D. ☐ Evaluation Indicator
- E. ☐ Data-Informed Decision Making Indicator

☐ Standard II: Management & Operations

- A. ☐ Environment Indicator
- B. ☒ Human Resources Management & Development Indicator
- C. ☒ Scheduling & Management Information Systems Indicator
- D. ☐ Law, Ethics & Policies Indicator
- E. ☐ Fiscal Systems Indicator

Standard III: Family and Community Engagement

- A. ☐ Engagement Indicator
- B. ☐ Sharing Responsibility Indicator
- C. ☐ Communication Indicator
- D. ☐ Family Concerns Indicator

☐ Standard IV: Professional Culture

- A. ☒ Commitment to High Standards Indicator
- B. ☒ Cultural Proficiency Indicator
- C. ☒ Communications Indicator
- D. ☐ Continuous Learning Indicator
- E. ☒ Shared Vision Indicator
- F. ☒ Managing Conflict Indicator

Evidence

- a. See Owner's Project Manager Target Dates and Project Timeline.
- b. See Pathways to Fall 2020, a list of meetings held prepared by School Building Committee Chair.
- c. See Agendas and Minutes of School Building Committee meetings, posted on website: <http://minuteman.org/Page/648>, covering regular updates on pre-construction aspects of the project.
- d. See Agendas and Minutes of School Committee meetings, posted on website: <http://minuteman.org/Page/630>. Regular building-related presentations were made at School Committee meetings. This included presentations by Kaestle Boos Associates (12.13.16), and by Gilbane Building Company (1.19.17), made in connection with the School Committee's vote to approve the Construction Manager at Risk Contract.

Comments (if applicable):

The immediate focus for Gilbane Building Company, the design team, and the engineers is to secure local permit approvals from Conservation Commissions and Planning Boards in the towns of Lincoln and Lexington.

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Leadership Goal #2/#4 : District Improvement/Professional Practice

Acknowledging the DESE Targeted District Review and the NEASC Decennial Review, I will ensure alignment of the School Improvement Plan with the School Committee Goals, Superintendent Leadership Goals, and School Wide Goals. (Target Date: Draft November, 2016; Final January, 2017)

On
Target
☒

Off
Target
☐

Not
Started
☐

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 - B. ☒ Cultural Proficiency Indicator
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 - F. ☒ Managing Conflict Indicator

Evidence

See School Improvement Plan, presented to the School Committee on 12.13.16.

Comments (if applicable):

The School Improvement Plan included input from a diverse group of individuals and groups. This included representation from the Administration, faculty, Academy Development Team, parents, and the School Council. The School Improvement Plan is strategically aligned with the goals of the School Committee, School Wide goals, and the Superintendent's goals.

Leadership Goal #3: Student Learning

In order to implement the DESE approved Education Program Plan, I will guide and support the Academy Development Team (ADT) established in 2015. Teacher leaders (ADT) will utilize Common Planning Time to develop guidelines and strategies for revising Student Portfolios, Senior Capstone Projects and designing curriculum for the Minuteman 101 course, and to meet the Curriculum Mapping goals, while deepening the practice of Professional Learning Communities throughout the school (Target Date: Spring, 2017)

On
Target
☒

Off
Target
☐

Not
Started
☐

Administrative Leadership Superintendent Rubric Alignment (✓)

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Evidence

See Team Reports presented to the School Committee on 4.4.17.
School Council Presentation 3.22.17 (Kathleen Smith)
School Committee Presentation 4.4.17 (Kathleen Smith)
Brief Look at the Academy Model
2016-17 PD Schedule
Sampling of Meeting Minutes

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Comments (if applicable):

The Superintendent has been actively engaged in the efforts of the Academy Development Team, mentoring and developing many of Minuteman's teacher leaders. In addition, he is utilizing these teacher leaders to serve as mentors for faculty needing assistance with the curriculum development identified below. He has been extremely mindful in communication efforts with the faculty and has strategically supported Kathleen Smith, who chairs the Academy Development Team, in leading the communication efforts. There is a strong sense of urgency to complete this work by all faculty due to the school building projected to be completed a year earlier than intended. A staff survey was completed with 95% of the staff responding with honest and informative feedback.

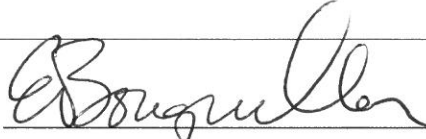
Faculty are at varying levels of curriculum development:

- Minuteman 101
- Senior Project Materials
- Sample Curriculum Maps
- Professional Development Calendar
- Staff Survey Analysis on PD

ADDITIONAL Comments and evidence (if applicable):

End-of Cycle Progress Report Only (Begins 2017)	Administrator Comments and Rating on Impact of Student Learning		
Impact on Student Learning (Check only one.)	<input type="checkbox"/> Low	<input type="checkbox"/> Moderate	<input type="checkbox"/> High
<p>Enter Analysis Here <i>[Growth over time, 2-years of data]</i></p> <p><u>District Determined Measures</u></p>			

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Superintendent's Signature:

4.26.17

Date: