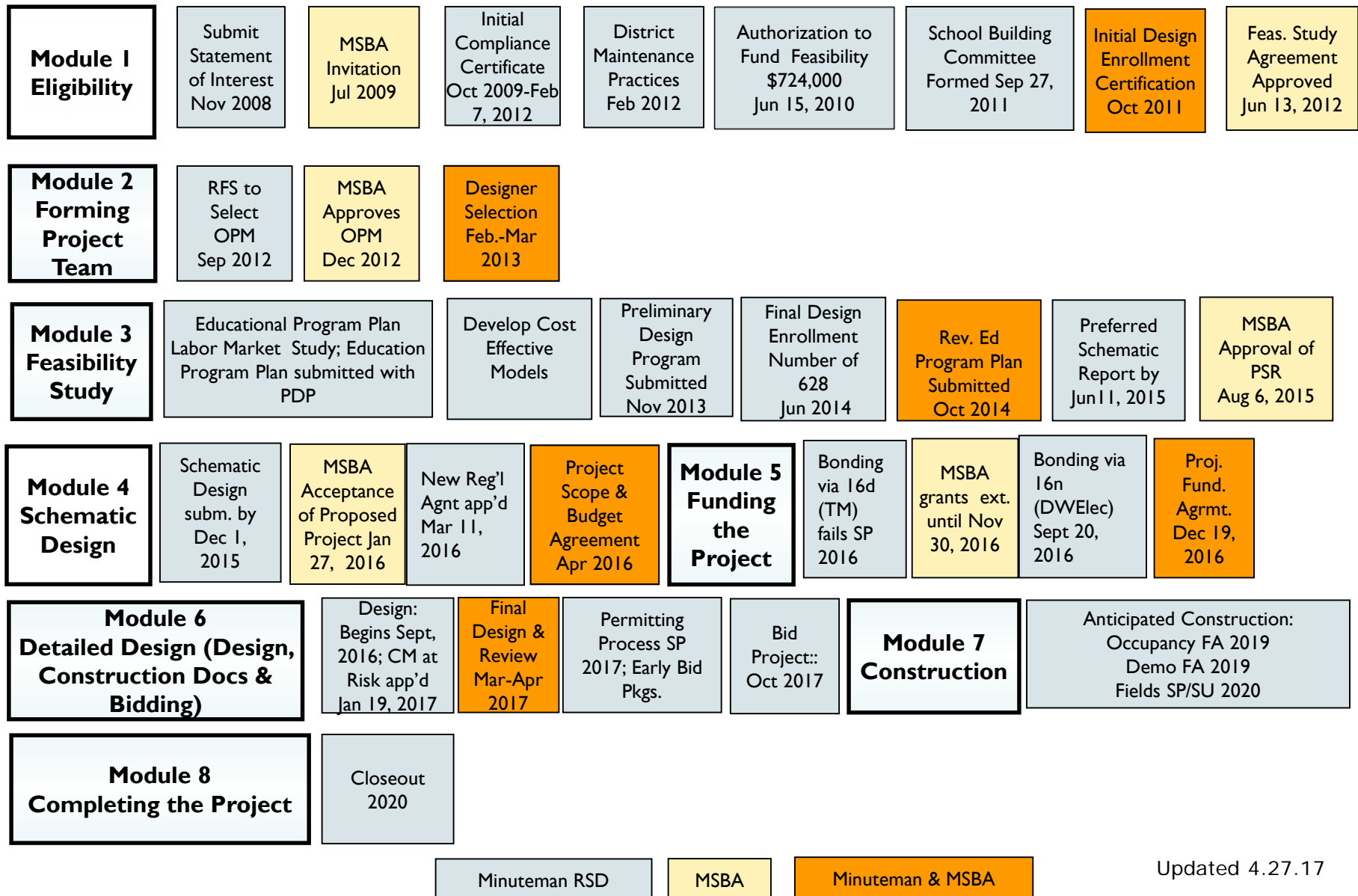


Minuteman Schedule Summary

Date: 9/26/2016

Activity Milestones		Durations
1	Amend OPM and Designer Contracts/Notice to Proceed (OPM Staffing Plan/Design Team to engage consultants)	Mon 9/26/16
2	Hire CM December 2016	
3	Final Planning Board Approval from Lincoln and Lexington	Wed 3/1/17 through Thu 3/30/17
4	CM Bid Early Packages Site, UG Utilities/Foundations/Steel	Wed 5/31/17 through Tue 6/27/17
5	Mobilize	Tue 7/18/17
6	Turn Building over to Owner	Fri 5/1/20
7	Empty Existing Building 12-13 weeks for rigging/equipment	Fri 5/1/20 through Fri 7/31/20
8	Finalize Move	Mon 6/1/20 through Fri 8/28/20
9	School year starts Fall of 2020 as originally planned	
10	Demolition and Abatement of Existing Building 6 months	Mon 8/31/20 through Mon 3/1/21
11	Access Roads /Fields/Final Seeding	Mon 3/1/21 through Fri 7/2/21

MSBA Project Timeline by Module



Minuteman -- Design, Construction, Administration & Building Committee Meetings -- Pathway to Fall 2020

04/24/17	Minuteman Building Committee Meeting
04/24/17	Minuteman Design & Construction Weekly Meeting
04/24/17	Project Dog Meeting
04/24/17	PAL Training Meeting
04/19/17	Lincoln Conservation Commission Open Hearing
04/18/17	Lexington Conservation Commission Open Hearing
04/11/17	Lincoln Planning Board Open Hearing
04/10/17	Minuteman Design & Construction Weekly Meeting
04/06/17	Administration meet with District Selectmen & District Administrators
04/03/17	Minuteman Design & Construction Weekly Meeting
03/30/17	Project Delivery Conference @ KBA All Day Meeting
03/29/17	Lincoln Conservation Committee Meeting
03/28/17	Lincoln Planning Board Open Hearing
03/27/17	Minuteman Building Committee Meeting
03/27/17	Minuteman Design & Construction Weekly Meeting
03/27/17	Minuteman / Building Project Insurance Discussion
03/23/17	Conference Call w/Eversource re Rebate program
03/21/17	Lexington Conservation Commission Meeting
03/20/17	Minuteman Design & Construction Weekly Meeting
03/20/17	Minuteman / Review Finish Materials & Color Options
03/13/17	Minuteman Building Committee Meeting
03/13/17	Minuteman Design & Construction Weekly Meeting
03/06/17	Follow up Meeting on Reconciliation Estimate Meeting
03/06/17	Minuteman Design & Construction Weekly Meeting
03/01/17	Lincoln Conservation Commission Open Hearing
03/01/17	Meeting w/Lincoln Building Inspector
02/28/17	Meeting w/Lincoln Planning Board
02/28/17	Minuteman Design Development Reconciliation (ALL Day) @ Gilbane, Boston
02/27/17	Minuteman Building Committee Meeting
02/27/17	Minuteman Design & Construction Weekly Meeting
02/24/17	Conference Call w/Minuteman Legal Counsel re Dover Exercising Dover Amendment
02/15/17	Meeting with Lincoln Conservation Commission
02/15/17	Meeting w/Lexington Development Review in Lexington
02/14/17	Meeting with Lincoln Planning Board
02/14/17	Planning for Lincoln Planning Board Meeting
02/13/17	Minuteman Design & Construction Weekly Meeting
02/08/17	Multimedia Engineering Meeting
02/08/17	Design, Construction & Administration Design Meeting @ KBA
02/07/17	Ventilation Meeting
02/06/17	Minuteman Design & Construction Weekly Meeting
02/02/17	Estimating Kick Off Meeting @ KBA
02/03/17	Project Review Meeting @ KBA
02/01/17	Greenhouse Design Meeting
01/31/17	Minuteman School Committee Meeting
01/31/17	Minuteman Design & Construction Weekly Meeting
01/31/17	MSBA Richard Hudson & Team tour of Building Site & Archeology Effort

01/26/17	Design & Administration LEED Recap Meeting
01/25/17	Design & Administration meet with Minuteman Neighbors
01/25/17	Design & Administration Prep for Minuteman Neighbors
01/25/17	Design & Administration Meeting with Lincoln & Lexington Police & Fire
01/24/17	Design / Administration Weekly Meeting Team Meeting
01/23/17	Minuteman Building Committee Meeting
01/19/17	Minuteman School Committee Meeting Report & Votes
01/19/17	Greenhouse Design Meeting @ KBA
01/18/17	Morning Final Design / Staff Space Design Meetings
01/17/17	Meeting with Lincoln re Permitting
01/17/17	All Day Final Design / Staff Space Design Meetings
01/17/17	Minuteman School Committee Meeting Report & Votes – No Quorum
01/17/17	Design / Administration Weekly Meeting Team Meeting
01/17/17	Design/Administration meeting @ MSBA Transition Meeting
01/10/17	Design / Administration Weekly Meeting Team Meeting
01/09/17	Minuteman Building Committee Meeting
01/05/17	Discussion on CM / MM Contract
01/03/17	Design / CM / Administration Weekly Meeting Team Meeting
12/20/16	Meeting with PAL, Consultant on archology property concerns
12/20/16	Meeting w/Proposed CM @ Risk Candidate to work on Contract
12/20/16	Technology Coordination Meeting
12/20/16	Design / Administration Weekly Meeting Team Meeting
12/15/16	Design Team & Administration meet with CM Candidate re Contract Negotiation
12/14/16	Design Team & Minuteman Staff Meeting at KBA in Foxboro
12/13/16	Design Team & Building Committee Report to School Committee
12/13/16	Design Team meets at MIT Lincoln Labs re Toil Labs
12/13/16	Design / Administration Weekly Meeting Team Meeting
12/13/16	Design Team to meet @ Minuteman re Interior Design with Students, & Staff
12/10/16	CM @ Risk Interviews with 5 CM Candidates
12/09/16	Design Team & Administration Meeting to Review Education Spaces
12/08/16	Meeting at MIT Lincoln Labs Toil Space
12/08/16	Design Team & Administration Meeting to Review Education Spaces
12/01/16	Design Team Meets with Staff re Space Design
11/29/16	Design Team Meets at Minuteman re Multi Media & Toil Labs
11/22/16	Design / Administration Weekly Meeting Team Meeting
11/17/16	Tour MIT Lincoln Labs
11/15/16	Design / Administration Weekly Meeting Team Meeting
11/15/16	CM@Risk Applicants Tour Campus
11/10/16	Design Team Meeting with Athletic Field Committee
11/08/16	Administration meeting with Department of Education re Education & Design Plan
11/8/16	National Parks Meeting with Design Team
11/7/16	Minuteman Building Committee Meeting
11/4/16	Design Team & Schrimpf Meeting @ KBA re Technology
11/4/16	Design / Administration Team Meeting @ KBA, Foxboro
11/3/16	CM @ Risk Sub-Committee Meeting to Review Submission Qualifications & Make Recommendations
11/3/16	Southeastern Vocational HS Tour Maker (Toil) Space Tour / MM Staff & Design Team
11/1/16	Design / Administration Weekly Meeting Team Meeting
10/31/16	Quinsigamond Community College Fab Lab (Toil) Space Tour / MM Staff & Design Team

10/28/16	Essex Tech HS School Tour / MM Staff, Design Team
10/26/16	Design / Administration Weekly Meeting Team Meeting
10/19/16	Design & Administration Team Preliminary meeting with Lexington Departments Heads
10/19/16	Design Team meeting with Minuteman Staff / Space Decisions
10/18/16	Design / Administration Weekly Meeting Team Meeting
10/18/16	Design & Administration Preliminary meeting with Lincoln Department Heads
10/12/16	Design Team meeting with Minuteman Staff / Space Decisions
10/11/16	Design / Administration Weekly Meeting Team Meeting
10/11/16	General Contractors Tour of Campus
10/4/15	Design Team meeting with Superintendent Planning Meeting
09/26/16	Design Team Meeting with Superintendent
09/26/16	Minuteman Building Committee Meeting -- Notice to Proceed – Module 6
09/20/16	District Wide Vote / 69% Vote “Yes” to Build Minuteman New Building

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

SCHOOL IMPROVEMENT PLAN JANUARY 2017 – JUNE 2018

JACK DILLON, PRINCIPAL



JANUARY 2017

Non-Discrimination. Minuteman Regional Vocational Technical School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, sexual orientation, or gender identity in its programs or activities, including its admissions and employment practices. The School District does not tolerate harassment or discrimination. An individual has been designated to coordinate compliance under Title IX and Section 504 and may be contacted through the Superintendent's Office, 758 Marrett Road, Lexington, MA 02421, (781) 861-6500, ext. 7360.

**Minuteman High School
Minuteman Regional Vocational Technical School District
School Improvement Plan for January 2017-June 2018**

A School Improvement Plan, as described in the legislation, has the following elements:

1. An assessment of:
 - The impact of class size on student performance
 - Student-to-teacher ratios
 - Ratios of students to other supportive adult resources
2. A scheduled plan for reducing class size, if deemed necessary
3. Professional development for the school's staff and the allocation of any professional development funds in the school budget
4. Enhancement of parental involvement in the life of the school
5. School safety and discipline
6. Establishment of a school environment characterized by tolerance and respect for all groups
7. Extra-curricular activities
8. Means for meeting, within the regular education programs at the school, the diverse learning needs of as many children as possible, including children with special needs currently assigned to separate programs
9. Any further subjects the principal, in consultation with the school council, shall consider appropriate

In addition, in school systems with language minority populations, the professional development component of the School Council's plan shall address the need for teachers' professional development on second language acquisition and on working with culturally and linguistically diverse student populations.

The spirit of the law calls for collaboration between the School Council and the Principal, with the Principal creating an environment of openness, collegiality and respect for all participants.

Review of this plan began with the 2015-16 school year, with the following members of the 2015-2016 School Council participating:

Jack Dillon – Principal
Gary Sypteras – Minuteman Science Lead Teacher
Jeremy Salerno – Minuteman Science Teacher
Connie Maynard – Minuteman Humanities Lead Teacher

Mary Polito – Parent from Sudbury
Sarah Dekin- Parent from Lexington
Joshua Roth – Parent from Arlington
Julia Ruderman – Student from Arlington
Tristin O’Connor – Student from Bolton
Michaela Ganimian – Student from Stow
Jaculen Maglio – Minuteman Administrative Assistant

In addition, the hard work and input from the following staff members is recognized:

Bill Blake – Director of Curriculum, Instruction, and Assessment
George Clement – Assistant Principal for Admissions
Maryanne Ham – Coordinator of Educator Evaluations
Amy Perreault – Special Education Director
Michelle Roche – Director of Career & Technical Education
Allison Salisbury – Interim Director of Community Education
Annamaria Schrimpf – Director of Educational Technology
Brian Tildsley – Assistant Principal

The Minuteman High School Improvement Plan for January 2017-June 2018 is focused on 5 goals, as described in the following pages.

Jack Dillon, Principal

Goal 1: Increase Recruitment – Retention – Enrollment of In-district Students			
Action	Time Line/Assessment	Person(s) Responsible	Status
1.1 Develop a revamped, school-wide approach to Admissions by working with Mark Perna and his firm, Tools for Schools.	Ongoing	George Clement, Assistant Principal/Director of Admissions, responsible for all	We began working with Mark Perna, CTE admissions expert last year, and that work will continue through 2018.
1.2 Send personalized marketing mailings.	2 Pieces in September 1 Parent follow-up in October 1 Parent Invite in November 1 Minuteman- for- a Day in January 1 Apply Now in March	George Clement, Assistant Principal/Director of Admissions, responsible for all	Collaborate and coordinate with Tools for Schools to design materials and target our audience.
1.3 Use an online application system to ease the application and enrollment process.	Fall 2015- Ongoing	George Clement, Assistant Principal/Director of Admissions, responsible for all	We implemented Go2 CTE last year. We will continue to design new features with them. A module allowing for direct online input for middle school counselors has been created, and we will invite some counselors to learn our new system. We continue to evaluate our enrollment process.
1.4 Increase our social media presence.	Fall 2015- Ongoing	Allison Barry or other faculty	Created a stipend to attract social media expertise. Social media forums have expanded to include Facebook, Twitter, Instagram, and Google +. We will keep working to have faculty generate content. Once we achieve a steady flow of quality content, we will consider ways to increase traffic at our sites.
1.5 Re-design the student ambassador program.	Fall 2015- Ongoing	Shelia Nagle, Terri O'Brien, and/or other faculty	We limited the number of Student Ambassadors. Criteria and expectations have been developed. A summer training program has been developed and will be improved. Students will be given more practice with public speaking, and we will collaborate with other CTE schools to provide more training.
1.6 Create and plan a new series of admissions activities for recruitment and enrollment.	October: Presentations November: Showcase Day December: Career Day January/February: Shadowing March: Accepted Student Visits April: Dinner with the Teachers May: New Student/Parent Orientation July: Summer Fun Night August: Transition Program for SPED, First Day Back for Freshmen/New Students September: Parents' Night	All school personnel	New series implemented 2015-2016. All programs will run again. Ongoing training will be provided to faculty and students. We seek to bolster program effectiveness through greater communication, collaboration, and new competencies. Collaborate with middle schools and parents to offer a presentation to middle school parents within 24 hours of presenting to the 8 th grade students.

Goal 2: Continue to improve MCAS scoring and maintain Level 1 Accountability Status			
Action	Time Line/Assessment	Person(s) Responsible	Status
2.1 Review ELA, Math, and STE MCAS Results, and Develop Action Plans that reinforce specific areas of growth and strength. Identify specific areas of student need (e.g. open response performance, short answer performance, multiple choice answers, and long composition.)	August-September 2016	Director Curriculum, Instruction and Assessment (CIA) and ELA, math STE Lead	CIA Director shares relevant ELA reports (e.g., yearly performance comparisons, subgroup performance rates, comparisons with state performance percentages). We remain committed to maintaining our Level I accountability rating. All of these efforts are designed to ensure the best possible MCAS results across all disciplines, for all of our students.
2.2 Develop goals to address targets from MCAS action planning in ELA, Math, and STE (e.g., close gaps across all disciplines between regular education students and students in the high needs and disabilities subgroups; close gaps between Minuteman district performance percentages and the state percentages across all disciplines and subgroups)	September – October 2016	ELA Lead, grade 9-10 ELA, math STE teachers, CIA Director	SMART Goals for MCAS performance are tied to teacher evaluation.
2.3 Apply structured MCAS preparation in grades 9-10 ELA, Math, and STE classes (e.g., Collins FCA development, data prediction, frame and evidence construction, reading comprehension and content vocabulary strategies)	On-going leading up to test administration	ELA Lead, grade 9-10 ELA, math STE teachers, Student Learning Center (SLC) staff	Lesson plans and teaching practices are adjusted to respond to students' needs to maintain high performance levels. Classroom observations allow for structured assessment.
2.4 Present MCAS Test Prep Sessions. Saturdays, 8:30 a.m. – 12:30 p.m. These sessions build on the work students complete during the year, and they feature test-taking strategies as well as content-specific instruction. Over the years, students who have completed these sessions have demonstrated success across all disciplines.	<u>ELA:</u> February 11, & March 4, 11, 18, (2017) <u>Math:</u> April 8, 29, & May 6, 13, (2017) <u>Biology:</u> May 10, 17, 24, 31, (2017)	ELA and Special Ed. staff Math and Special Ed. Staff Science and Special Ed. staff	Test preparations open to all first-time test takers, especially those with demonstrated needs.

Goal 3: Create more opportunities for professional development with a focus on: sustained common planning time for academic/CTE integration, continuous educational technology development, and the implementation of the academy model

Action	Time Line/Assessment	Person(s) Responsible	Status
<p>3.1</p> <p>Create an Academy Development Team, who will make themselves available to meet with other school districts, stakeholders who practice the Academy model, collect data and preview Academy best practices.</p>	Ongoing	Superintendent/Principal	ADT has assisted with the creation of initiatives which will help Minuteman move forward in the development of an Academy Model. For example: the implementation of the Daily Advisory Period will allow for the building of relationships between teachers and students, the creation of a Scheduling Team, who will work together to refine the scheduling options and align specific groups of teachers already identified into career academies in an effort to enhance the delivery of curriculum and services within the academy model; the review and revision of curriculum offerings/courses (in conjunction with the academic and CTE curriculum mapping initiative) that apply across academies are developed (e.g. financial literacy, entrepreneurship).
<p>3.2</p> <p>Initiate Academy & Departmental Common Planning Time for Academic/CTE integration.</p>	Ongoing	ADT, Principal, Director of CIA, Director of CTE, & Director of SPED	Individual teachers, or teacher teams, are allotted time for interdepartmental or intradepartmental work/projects including, but not limited to: Participation in CVTE and Special Education Leadership Academy, which will focus on a capstone project to improve access, opportunities, and outcomes for ALL students. Teacher team's complete work related to teacher driven initiatives. For example: Curriculum mapping, Portfolio, Senior Project, Minuteman 101, Co-Teaching Model.
<p>3.3</p> <p>Create Professional development opportunities in an effort to increase proficiency for <u>ALL</u> teachers/staff in the use of technology for teaching and learning. For example: One Note, 1 to 1, Office 365, Class Notebook, Microsoft Classroom, ASPEN and Minuteman Webpage design.</p>	Ongoing 2016-2018	Director of Education Technology, Digital Learning Curators, Instructional Technology Specialists, Data Coordinator	Specific days have been identified in the PD school calendar for these types of trainings. Educational Technology staff have also assisted teachers with technology beyond these days. For example, Technology Support

3.4 Update and replace classroom resources, and infrastructure, to support the increased use of technology within the learning environment.	Ongoing 2016-2018	Director of Educational Technology, E-Team	Ongoing updates to the infrastructure continue to take place. Interactive boards, lcd projectors, desktops and laptops have been purchased and upgraded as needed.
3.5 Adoption of the Future Ready Framework to guide the district toward digital and personalized learning.	2016-2018 SCHL YR	Director of Educational Technology; E-Team	Pledge signed; registered for the Future Ready Summit in November; use of resources to guide the district
3.6 Train staff in The SOS Signs of Suicide Prevention Program (SOS) is a universal, school-based depression awareness and suicide prevention program.	December 6 <i>Delayed Opening</i>	Special Education Leaders, Dr. C. Kelly	Keeping Our Students Safe: Signs of Suicide, A Prevention Program. Dr. Kelly has researched and planned the multi-step process of implementing the SOS program. She has attended the train the trainer training and will be able to train Minuteman staff in the implementation of the SOS program.
	February 7, 2017 <i>Early Release</i>		Keeping Our Students Safe: Signs of Suicide, A Prevention Program.
3.7 The Academy Development Team (ADT) will present the plans for furthering PLC's (professional Learning Communities) in the school.	May 31, 2017	ADT Team	5 Members of the ADT have attended a week long Critical Friends Training and continue to meet to practice protocol implementation skills.
3.8 Building on existing practices, the school will develop a comprehensive tiered system of school wide support.	Ongoing 2016-2018	Academic, CTE and SPED staff within the academy model	This is an ongoing process. As we continue to collaborate across disciplines (Academic/CTE) we will prepare a more comprehensive frame work protocol for tiered intervention utilizing the academy model.

Goal 4: Create a safe culture based on values such as: Respect, Trust & Pride

Action	Time Line/Assessment	Person(s) Responsible	Status
4.1 Introduce, facilitate and train staff & students on ALICE in coordination with our Crisis Action Team: Alert, Lockdown, Inform, Counter, Evacuate.	Fall of 2015 through Spring of 2018	Brian Tildsley AP	With the support from the Lexington and Lincoln Police Departments, Minuteman's staff has taken part in (3) separate presentations/training on ALICE. Our students took part in an introductory assembly in the spring of 2015 and will be moving forward with more detailed training in the winter of 2016. Our staff will also review and take part in an Evacuation Drill in the spring of 2017.
4.2 Organize & Present a student assembly on the Dangers of Sexting in relation to <i>MGL c.272, s.29B – Dissemination of Child Pornography to a minor.</i>	Winter of 2016	Brian Tildsley AP	In collaboration with the Middlesex Partnership for Youth and the District Attorney's Office, Minuteman will host an Assembly with all of our students on this troubling epidemic with our teenagers in the winter of 2016. On September 30 th , Dr. B. & Mr. Tildsley will attend a Police Chief's conference where I will make the first inquiries into the logistics of the assembly. Given the demographics of the district and the fact that past attempts to get parents here have been poorly attended, we utilize Blackboard Connect and ASPEN to provide information and feedback to parents. Continual efforts will be made to have presentations for parents here, based on content appropriateness, feedback and attendance.
4.3 Continue to attend and host Community Based Justice Meetings at the Lexington Police Department, and here at Minuteman	Fall of 2016 through Spring of 2018	Brian Tildsley AP	Currently, Minuteman attends and hosts community-based justice meetings in affiliation with the Middlesex County's District Attorney. Communication flows in all directions during these monthly meetings, making them a valuable tool for sharing information about adolescents when they are not at school. These sessions give the information we need to keep our entire student body safe and our staff informed.
4.4 Introduce, facilitate, and train staff and students on a school-wide opiate epidemic assembly.	Fall of 2017	Brian Tildsley AP	Next Fall, in collaboration with the Middlesex Partnership for Youth and the District Attorney's Office, Minuteman will host an Assembly with all of our students on this very important epidemic today with our teenagers. Recently, Mr. Tildsley and Principal Dillon attended a Police Chief's conference where Mr. Tildsley made the first inquiries into the logistics of the assembly.
4.5 Continue the long-standing relationship with our colleagues at the Middlesex Partnership for Youth in regards to Youth Risk behavior.	Fall of 2016 through Spring of 2018	Brian Tildsley AP	Currently, Minuteman is a longstanding member of the much respected Middlesex Partnership for Youth. This non-profit resource is a true asset to Minuteman and the safety of our students. Last year staff members took part in multiple professional development conferences that they offered around the county and with the support from the Assistant Principal's Office, will continue to do so.
4.6 Continue with the ISS Program currently in place with the support of Data on Recidivism.	Fall of 2015 through Spring 2018	Brian Tildsley AP	Currently, the AP Office has complied with State Regulations on the implementation of an ISS Program. We will now (in year #3) move forward with data collection portion of the program.
4.7 Continue with our robust Extracurricular activity programs ensuring students have a connection, where they feel like they belong, and their voices can be heard.	Fall of 2016 through 2018	Brian Tildsley AP	Presently, Minuteman has numerous offerings for students who wish to take part in extracurricular activities. Clubs such as Math, Geek Culture, GSA, Drama, STEM, along with sports such as Football, Soccer and Basketball are just a few of the opportunities that our students will be continued to be afforded. Increased participation in these programs will be a fluid goal.

Goal 5: Improve college and career readiness opportunities for Minuteman students			
Action	Time Line/Assessment	Person(s) Responsible	Status
5.1 Design and offer Dual Enrollment opportunities.	Ongoing	Director of Curriculum, Instruction and Assessment Director or Career and Technical Education, Dual Enrollment/Articulation Lead, Academic and CTE Leads	Currently Minuteman is enrolling students into three (3) Dual Enrollment courses with Middlesex Community College: Physics, English 101 and Psychology.
5.2 Maintain, and increase Articulation Agreements in all Career and Technical Education pathways.	Ongoing	Director of Curriculum, Instruction and Assessment Director or Career and Technical Education, Dual Enrollment Lead, Academic and CTE Leads	Minuteman currently has numerous Articulation Agreements with many state and community colleges. In addition, Massachusetts has several (11) state-wide agreements for Minuteman students to take advantage of upon graduation. Articulation Agreements are introduced to students and parents during new student orientation, and then re-introduced to students in their junior year.
5.3 Increase communication to students and parents about the many Articulation Agreements available to Minuteman students.	January – May 2017	Guidance Department, Director of Curriculum, Instruction and Assessment Director or Career and Technical Education, Dual Enrollment Lead, CTE Leads	Currently, Minuteman's Articulation Agreements are posted on the website. Parents are provided opportunities to come to Minuteman and learn more about Articulation Agreements. This happens at the beginning of the students junior year.
5.4 Broaden the number of Industry Recognized Credentials obtained by Minuteman students.	Ongoing	Director of Career and Technical Education, and Career and Technical Education (CTE) Educators	Every student at Minuteman currently graduates OSHA certified, and many programs have several Industry Recognized Credentials (IRC) that students can obtain. Programs where there are credentials ensure that 100% of students are graduating with the IRC.
5.5 Develop and expand the number of partnerships with Business, Industry, Higher Education and Apprenticeship programs.	Ongoing	Advisory Board Lead, Director of Career and Technical Education, Cluster Leads, CTE instructors	All CTE programs are mandated to have a program advisory board with specific membership. Although all programs have an Advisory Board, not all programs have a full membership comprised of: business/ industry, person with disability, racial or linguistic minority, organized labor, post-secondary institute, registered apprenticeship, parent/guardian, and student.

SCHOOL COMMITTEE GOALS FOR 2016-17

To support the Superintendent in:

1. Working out long term enrollment issues
2. Overseeing the evolving Building Project
3. Implementing the Educational Program Plan, including the Academy Model

Approved: 11.15.16 SC Meeting

Superintendent Goals & Educator Annual Plan

<u>Edward A. Bouquillon PhD</u> <u>Superintendent-Director</u>	Plan Start and End Dates <u>July 1, 2016 – June 30, 2017</u>	Evaluated by: <u>School Committee</u>
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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)

Superintendent Rubric Alignment (✓)

- | | |
|--|---|
| <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 type="checkbox"/> Data-Informed Decision Making Indicator
<input type="checkbox"/> Standard II: Management & Operations
A. <input 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 type="checkbox"/> Engagement Indicator
B. <input type="checkbox"/> Sharing Responsibility Indicator
C. <input 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 |
|--|---|

Timeline, Frequency, or Target Dates (i.e. Fall, Winter, Spring, Summer)	Strategies and Action Steps	Resources	Evidence/Benchmarks
	See OPM target dates and Project Timeline		School Building Reports and Minutes

Superintendent Goals & Educator Annual Plan

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 School Committee Goals, Superintendent Leadership Goals, and School-Wide Goals. (Target Date: Draft November, 2016; Final January, 2017)

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 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 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
Weekly, August 2016 – January 2017	Time will be allocated during Management Team meetings to write a new School Improvement Plan aligned to goals identified above including review of feedback from E-Team and School Committee. Final to be completed in January 2017.	Management Team	Draft SIP, November 15 Final, January 2017
Ongoing, August 2016 – January 2017	Time will be allocated during E-Team meetings to review and discuss draft School Improvement Plan.	E-Team	Minutes
September 2016	Principal to provide update on draft SIP work to School Committee.	Principal/Draft	Minutes
November 2016	Principal to provide update and request feedback on draft SIP work to School Committee.	Principal/Draft	Minutes
November – December 2016	School Committee to provide feedback on draft SIP.	School Committee/Draft	SC Feedback
January 2017	Principal to present final School Improvement Plan to School Committee for approval.	Principal/Final SIP/SC	Minutes

Superintendent Goals & Educator Annual Plan

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)

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

Timeline, Frequency, or Target Dates (i.e. Fall, Winter, Spring, Summer)	Strategies and Action Steps	Resources	Evidence/Benchmarks
Summer 2016	ADT (18 staff) will work on Minuteman 101, Capstone/Senior Project, and Curriculum Mapping,	3 CTE Maps 3 Academic Maps Existing Senior Project and Capstone materials	Curriculum materials for Minuteman 101; Guides/Timelines for Senior Project and Senior Capstone Project
Summer 2016	ADT members will attend training in Professional Learning Communities.		Work Products
Fall 2016	Administrators will form a team and participate in the DESE Special Education Training Task Force.	CTE Director, Curriculum and Assessment Director, and SPED Director	Team Report
2015-2016	Weekly Common Planning time will be focused on this goal.		Professional Development Calendar
Ongoing	ADT will provide professional development to faculty, according to the PD calendar.		Professional Development Calendar.
Spring 2017	ADT will present a progress report to the School Committee.		Minutes

Meeting was held on: _____ Date: _____

Superintendent Signature _____ Date: _____

Committee Chair Signature: _____ Date: _____

School Wide Goals 2016-2017

- Engage in professional conversations and best practices to support colleagues and to build a Professional Learning Community (PLC) that will:
 - Reinforce and expand opportunities for teacher leadership in the emerging academy model
 - Deeply integrate CVTE and Academic curricula
 - Enhance literacy in all students
 - Increase Executive Function competence in all students
 - Advance the use of technology to enhance digital learning and support secure operations.

**A Brief Look at the Academy Model
Minuteman High School
April 2017**

What are we doing?

- Designing a building, structuring a scheduling, and implementing an education plan that intentionally allows for more integration between vocational and academic classes.
- Providing the staff team with common planning time, professional development and opportunities to lead within a more collaborative school.
- Building in common planning time to evaluate student work, create interdisciplinary projects and establish data teams to focus in on students' needs.
- Fostering stronger relationships between colleagues, between students and between staff and students.
- Creating the opportunity for students to see more relevancy between their academic and vocational courses.
- Mapping our curriculum for vocational and academic courses to be shared throughout the school.
- Planning a ninth grade-specific course that will help students transition to Minuteman and give them the skills and knowledge to succeed in their post-graduate plans.
- Modifying our senior capstone project/portfolios to include more project-based learning and showcase incremental growth throughout their high school experiences.
- Forming faculty academy teams by having our faculty align themselves to career academies.
- Developing common characteristics of a Minuteman graduate.

How it is different from what we are already doing?

- We not changing what we are already doing. We are enhancing it by adding elements of an academy model. Starting with common planning time, we are giving teachers the

opportunity to come together and intentionally plan for more integration with academic and other vocational teachers.

When does it start?

- We are already beginning to implement elements of the academy model starting with common planning time. That began in September of 2016.
- This is an on-going effort to implement the academy model. It is the epitome of continual improvement that springs from our commitment to serving students through the lens of Professional Learning Communities (PLCs).
- It will take several years to implement all we are planning; and throughout the process we re-evaluate, assess, adjust and improve.

How is the new building essential to support the Academy model?

- The Academy model focuses on intentional planning by providing a flexible physical space for integration.
- The new building is designed to promote collaboration and communication by having similar curricula proximity.
- The location of the shared house (guidance, special education, library, etc.) and two career academies allows for better synergy to enhance all student learning.
- The new building meets the technology needs for all students to receive state-of-the-art, hands-on, integrated career training.
- The new building supports a 21st century education where project-based learning occurs in dedicated collaborative space.
- There is purposeful adjacency within the new building such as common teacher offices, project based areas and space for the curation and showcasing of student work.

Academy Development Team Overview



[1]

Who is on the Academy Development Team?

The Members of Minuteman's Academy Development are:

- | | |
|---|--|
| • Edward Bouquillon- Superintendent | • Eric Marshall- Science Teacher |
| • Erin Bordeau- Art Teacher | • Maria Mastrocola- School Librarian |
| • Anita Carrier- Hospitality/Culinary Teacher | • Andie Merkowitz- Special Education Teacher |
| • Diane Dempsey- Guidance Counselor | • Elisabeth Nardone- Special Education Teacher |
| • Eugene DiPaolo- Drafting Teacher | • Al St. George- Electrical Teacher |
| • John Fusco- Math Cluster Chair | • Kyle Romano- Plumbing Teacher |
| • Katie Smith- Early Education and Teaching Teacher | • Amy Perreault- Special Education Director |



[2]

What is the Academy Development Team?

- Team of 13 Minuteman Faculty and Administration Members
- Formed in August of 2015 to help Minuteman transition and learn about an Academy Model
- They are a team that is committed to...
 - learning more about Academy Models
 - preparing staff, students, families and community members for the transition to an Academy Model
 - defining what an Academy model at Minuteman is
 - identifying paths to get Minuteman to an Academy Model



[3]

What has the Academy Development Team done?

- Worked on various "Academy-oriented" summer work
 - Minuteman101 (a new course for Freshmen)
 - Senior Project (better streamline/integrate the process)
 - Senior Portfolio (move to a digital format, new check-in timeline)
 - Curriculum Mapping (implementation of new online curriculum tracking system)
- Led professional development sessions for the staff- implementing and sharing their summer work
- Helped create and orchestrate a new schedule
 - Common Planning Time Wednesdays
 - Advisory/Special Advisory Periods



[4]

What has the Academy Development Team done? (continued)

- Held monthly to weekly meetings
- Developed action plans for the implementation of the Academy Model
- Traveled to....
 - Vermont (Central Vermont Career Center and Local Performance theater)
 - Fort Devens, MA (Multi-Media Production Facility)
 - Louisville, KY (National Conference on Academies)
 - Nashville (Conference and tour of Nashville Schools)
 - Lincoln, MA (MIT Lincoln Labs and TOIL spaces)
 - Various Vocational School (New building ideas)
- Asked staff members to align themselves to an academy



[5]

What might Minuteman's Academies look like?

Engineering, Construction & Trades Academy	Shared Services & Programs	Life Sciences & Services Academy
Advanced Manufacturing & Metal Fabrication 48.0501 / 48.0599	Nursing & Wellness Services Library & Media Center Special Education	Culinary Arts & Hospitality 12.0500 / 52.0901
Automotive 47.0604	Common Planning Time	Cosmetology 12.0404
Carpentry 46.0201	Academic Programs	Early Education & Care 13.1210
Design & Visual Communications 30.0401	Chemistry Science Physics English Language Arts Mathematics Physical Education	Health Occupations 31.0000
Electrical 46.0302	Common CVTE Competencies	Environmental Science 15.0507
Multi-Media Engineering 09.0701	Health & Safety Entrepreneurship Financial Literacy	Biotechnology 15.0401
Plumbing & HVAC 46.0603 / 47.0201	Digital Literacy Career Guidance Work-based Learning Internships & Coop	Horticulture & Landscaping Tech 1.0601
Programming & Web Development 11.0201	Reading Consultancy Student Portfolios Executive Purpose Project Based Learning	
Robotics Engineering Automation 15.0000 / 15.0403		



[6]

What has the Academy Development Team Learned?

- Minuteman is a GREAT school and is doing many things very well
- We need to enhance what we're already doing
- An academy is essentially a smaller learning group within a school
- Integration and Project Based Learning is at the heart of an Academy Model
- The staff team needs to learn how to "work together" at a higher level to accomplish the goals of an effective academy



[7]

How is our New School Specifically Designed around the Academy Model?



[8]

How is our New School Specifically Designed around the Academy Model? (Continued)

- Smaller school with flexible areas
 - 628 Students
- Similar Curricula Proximity
 - Related courses are next to each other
- Resources to be Shared
 - Between 1 "Shared House" and 2 "Academies"
- Collaborative Applied Learning Spaces
 - TOIL allows for "Real World" Project Based Learning
 - Support Workforce Education Priorities
- Enhanced Support for ALL Students



[9]

Next Steps for the Academy Development Team

- Continue school-wide curriculum mapping
- Create proposals for summer work to evaluate this year's progress
- Send out an all-staff training needs assessment survey
- Explore the opportunities of PLC training
- Create a PD calendar focusing on the continued Academy Development for next year



[10]

Academy Development Team Overview



[1]

What is the Academy Development Team?

- A team that was formed in 2015, consisting of 13 members (teachers and administrators) that are committed to...
 - learning more about academy models
 - preparing staff, students, families and community members for a transition to an academy model
 - defining what Minuteman's academy model is and a path of how to get there
 - creating opportunities for staff to engage in professional conversations and learning communities



[2]

Who is on the Academy Development Team?

The Members of Minuteman's Academy Development are:

- Edward Bouquillon- Superintendent
- Erin Bordeau- Art Teacher
- Anita Currier- Hospitality/Culinary Teacher
- Diane Dempsey- Guidance Counselor
- Eugene DiPaolo- Drafting Teacher
- John Fusco- Math Cluster Chair
- Katie Smith- Early Education and Teaching Teacher
- Eric Marshall- Science Teacher
- Maria Mastrocola-School Librarian
- Andie Merkowitz- Special Education Teacher
- Elisabeth Nardone- Special Education Teacher
- Al St. George- Electrical Teacher
- Kyle Romano- Plumbing Teacher
- Amy Perreault- Special Education Director



[3]

What has the Academy Development Team done?

- Utilized the investment that was made in providing Minuteman staff common planning time
- During the common planning time the team has...
 - created opportunities for more integration projects
 - supported professional conversations
 - engaged and led the staff in professional development academy work (such as curriculum mapping, senior projects and student portfolios)
- We have implemented/planned for the "buckets" of summer work that was completed
 - Minuteman 101 (a new course for Freshmen)
 - Senior Project (new timelines, grading system, outline, integration expectations)
 - Senior Portfolio (transferred to a digital format, new check-in timeline, simplified)
 - Curriculum Mapping (implementation of new online curriculum tracking system)



[4]

Minuteman 101 Update

- Course specifically designed for freshmen for success at Minuteman and in their post-secondary plans

Subject	Curriculum Hours
Character Development	12
Financial Literacy	10
Study Skills/Organization	10
Career and Future Planning	5
Orientation/Introduction to Minuteman	5
Critical Thinking	3
Total Hours	45



[5]

Senior Project Enhancements

Senior Project Manual (evaluated/reorganized)

- **Monthly Calendar** to follow for assignments and due dates
- **Essential Question** – for finding a topic & developing a research question
- **Library resources** -
 - New industry-based websites
 - Senior Project Page (Aspen)
 - Using databases for scholarly articles
 - Noodletools to Cite Sources
- **Academic Mentor**



Student Portfolio Update

- Portfolio assemblies and presentations were held with all grade levels
- E-Portfolio presentation for freshman was paired with the One to One device distribution
- ALL Freshman and Sophomore students have transitioned electronic portfolio template to begin curating
- The content requirements for the portfolio have been revised and clear benchmarks provided



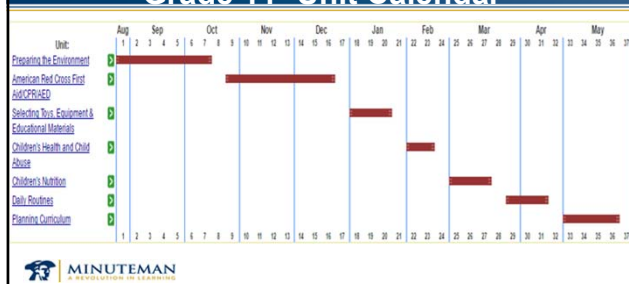
Curriculum Mapping Update

- We are now using Rubicon Atlas an interactive online curriculum mapping system
- Rubicon Atlas has allowed all staff to..
 - access curriculum being taught throughout the school
 - search key terminology to find curriculum crosswalks between disciplines
 - create more project based learning and integration opportunities

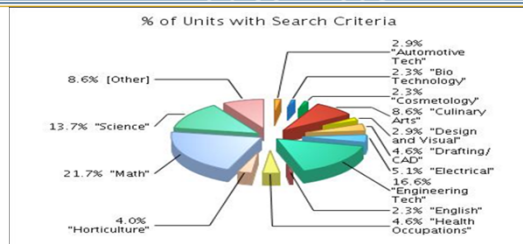


[8]

Curriculum Mapping: Early Ed. Grade 11- Unit Calendar



Pie Chart of "Measurement" Search in Rubicon Atlas



Next Steps for the Academy Development Team

- Create summer work proposals that will evaluate this year's progress and devise plans for continued improvement for the 2017-2018 school year
- Analyze our all-staff training needs assessment survey (completed 3/30/17) to plan for the structuring of common planning time
- Explore opportunities for additional training in Professional Learning Communities
- Work with the administration team to create an academy-based professional development calendar for the 2017-2018 school year



[11]



MINUTEMAN

PROFESSIONAL DEVELOPMENT CALENDAR
2016-17

DATE	AGENDA	NOTES
August 29, 2016	All Staff Opening Day	
September 7, 2016	Right to Know	
	Academy Common Planning Time	Curriculum Maps/Portfolio/ Senior Project/Minuteman 101/ Co-Teaching Model
September 14, 2016	Academy Common Planning Time	Curriculum Maps/Portfolio/ Senior Project/Minuteman 101/ Co-Teaching Model
September 20 <i>Early Release</i>	1-1 Ed Tech Dept. and Nurses Update	
September 21, 2016	Building Project Update	
	Dept. Common Planning Time	
September 28, 2016	OneNote/ClassNotebook/Office 365 (Academic & SPED); Curriculum Mapping (CTE); SPED 101 (Tech Assistants)	
October 5, 2016	Academy Common Planning Time	Curriculum Maps/Portfolio/ Senior Project/Minuteman 101/ Co-Teaching Model
October 12, 2016	Academy Common Planning Time	Curriculum Maps/Portfolio/ Senior Project/Minuteman 101/ Co-Teaching Model
October 13 <i>Early Release</i>	Showcase Review - George and Mark Perna	
October 19, 2016	Dept. Common Planning Time	
October 26, 2016	Showcase Review - George	
November 2, 2016	Academy Common Planning Time	Curriculum Maps/Portfolio/ Senior Project/Minuteman 101/ Co-Teaching Model
November 9, 2016	Showcase Practice	
November 16, 2016	Dept. Common Planning Time	
November 30, 2016	OneNote/ClassNotebook/Office 365 (Academic & SPED); Curriculum Mapping (CTE)	Tech Assistants/ Paraprofessionals (TBD)
December 6 <i>Delayed Opening</i>	Mental Health	
December 7, 2016	Academy Common Planning Time	Curriculum Maps/Portfolio/ Senior Project/Minuteman 101/ Co-Teaching Model
December 14, 2016	Academy Common Planning Time	Curriculum Maps/Portfolio/ Senior Project/Minuteman 101/ Co-Teaching Model
December 21, 2016	Dept. Common Planning Time	
January 4, 2017	Academy Common Planning Time	Curriculum Maps/Portfolio/ Senior Project/Minuteman 101/ Co-Teaching Model
January 11, 2017	Academy Common Planning Time	Curriculum Maps/Portfolio/ Senior Project/Minuteman 101/ Co-Teaching Model

DATE	AGENDA	NOTES
January 12, 2017 <i>Early Release</i>	ALICE Training	
January 18, 2017	Dept. Common Planning Time	
January 25, 2017	OneNote/ClassNotebook/Office 365 (Academic & SPED); Curriculum Mapping (CTE)	Tech Assistants/ Paraprofessionals (TBD)
February 1, 2017	Academy Common Planning Time	Curriculum Maps/Portfolio/ Senior Project/Minuteman 101/ Co-Teaching Model
February 7, 2017 <i>Early Release</i>	Mental Health	
February 8, 2017	Academy Common Planning Time	Curriculum Maps/Portfolio/ Senior Project/Minuteman 101/ Co-Teaching Model
February 15, 2017	Dept. Common Planning Time	
March 1, 2017	Academy Common Planning Time	Curriculum Maps/Portfolio/ Senior Project/Minuteman 101/ Co-Teaching Model
March 8, 2017	Academy Common Planning Time	Curriculum Maps/Portfolio/ Senior Project/Minuteman 101/ Co-Teaching Model
March 9, 2017 <i>Early Release</i>	Blended Learning-Intro. first half/morning DLC	
March 15, 2017	Dept. Common Planning Time	
March 22, 2017	MCAS - ELA	
March 29, 2017	OneNote/ClassNotebook/Office 365 (Academic & SPED); Curriculum Mapping (CTE)	Tech Assistants/ Paraprofessionals (TBD)
April 4, 2017 <i>Early Release</i>	Dinner with the Teacher Review - George Clement	
	OneNote/ClassNotebook/Office 365 (Academic & SPED); Curriculum Mapping (CTE)	Tech Assistants/ Paraprofessionals (TBD)
April 5, 2017	Academy Common Planning Time	Curriculum Maps/Portfolio/ Senior Project/Minuteman 101/ Co-Teaching Model
April 12, 2017	Academy Common Planning Time	Curriculum Maps/Portfolio/ Senior Project/Minuteman 101/ Co-Teaching Model
April 26, 2017	Dept. Common Planning Time	
May 3, 2017	Academy Common Planning Time	Curriculum Maps/Portfolio/ Senior Project/Minuteman 101/ Co-Teaching Model
May 10, 2017	Academy Common Planning Time	Curriculum Maps/Portfolio/ Senior Project/Minuteman 101/ Co-Teaching Model
May 17, 2017	MCAS - MATH	
May 18, 2017 <i>Early Release</i>	Ed Tech Carousel	
May 24, 2017	Dept. Common Planning Time	
May 31, 2017	PLC-TBA	
June 7, 2017	Academy Common Planning Time	Curriculum Maps/Portfolio/ Senior Project/Minuteman 101/ Co-Teaching Model
<i>Wednesday</i> 1:30 - 2:30		
<i>Early Release/Delayed</i> <i>Opening (1) 1-3:30</i>		



**ACADEMY DEVELOPMENT TEAM
TUESDAY APRIL 11th, 2017 7:00 AM TRAINING ROOM
AGENDA**

1. 7:00 Demonstrate Effective Meeting Protocols

a. Meeting Norms

- * This is a safe and respectful room
- * There is neither rank nor 'camps' in this room
- * All ideas are valid
- * Each person gets a chance to speak uninterrupted
- * Each person gets a chance to listen
- * We are here to focus on the future of Minuteman and our community
- * Our purpose is growth and improvement

b. Mission Statement

Minuteman collaborates with parents, communities, and business leaders to serve a diverse student body with multiple learning styles. Through a challenging, integrated curriculum our students develop the academic, vocational, and technical skills necessary to be productive members of a global community. We value life-long learning that fosters personal and professional development in a safe and respectful environment. Minuteman is committed to preparing all students for success

2. 7:05 Summer Work Proposals

- a. Minuteman 101- approx. \$10,000
- b. Senior Project/Portfolio- approx. \$10,000
- c. Curriculum Mapping- approx. \$10,000
- d. SRI training hopes (possibly in the Fall)

3. 7:15 Demonstration of High Tech High Website, Integration Resources and PLC Protocols

4. 7:30 Review of Upcoming Common Planning Wednesdays and Atlas Integration Space (DEMO)

4/12/17 ACADEMY COMMON PLANNING TIME

TBD: Mapping OR integration drop in workshop in the library

5/3/17 ACADEMY COMMON PLANNING TIME

TBD: Integration carousel highlighting exemplars (Staff attend 2, 20 minute sessions) Atlas Demo?

Exemplar Volunteers? _____, _____,
_____, _____.

Next Steps:

Freshmen Orientation May 6th (paid work) need a volunteer to speak about the ADT

Next Meeting Date: ____Tuesday April 26th 2017 ____

ADJOURNMENT 7:35

Academy Development Team Meeting

April 11, 2017

7:00 am

Training Room

Meeting called by:	Dr. Bouquillion/Katie Smith	Type of meeting:	Academy Development Team
Facilitator:	Dr. Bouquillion/Katie Smith	Note taker:	Katie Smith
Attendees:	Katie Smith, Ed Bouquillion, Anita Currier, Maria Mastrocola, Erin Bordeau, Eric Marshall, Al St. George, Eugene DiPaolo, Diane Dempsey, Alissa Merkowitz, Terri O'Brien		

Meeting Minutes

Agenda item: 1. Demonstrate effective meeting protocol **Presenter:** Katie Smith

- a. Meeting Norms
- b. Mission Statement

ACTION: READ Meeting Norms and Mission Statement

Agenda item: 2. Summer Work Proposals **Presenter:** Katie Smith/ Ed Bouquillion

- a. Minuteman 101- approx. \$10,000
 - Will be implemented next year through the Freshmen exploratory process
 - The group needs to review/update their created curriculum and fit it into a week long course
 - An instructors schedule needs to be created
- b. Senior Project/Portfolio- approx. \$10,000
 - Feedback will be reviewed
 - Project/Portfolio will be modified based on staff/student feedback
- c. Curriculum Mapping- approx. \$10,000
 - The group will review the year one implementation roll out
 - The implementation plan for year 2 will be updated and revised
 - More training sessions will be created for the staff to finish unit plans by June 2018
 - Integration opportunities will be scheduled and planned for the 2017-2018 school year
- d. SRI Training hopes (possibly in the Fall)
 - Katie Smith and Amy Perrault have been looking into training opportunities for up to 12 Minuteman staff members
 - Currently the hope is that an SRI trainer will be coming to Minuteman for a week in the fall to train the academy/departments leads
 - The long term goal is to have enough staff members comfortably trained to implement more defined PLCs at Minuteman

Agenda item: 3. Demo of High Tech High Website, Integration Resources and PLC Protocols

Presenter: Edward Bouquillion

- Ed demonstrated the following resources to the group:

WHERE THIS BEGAN TO TAKE SHAPE: (note especially the link to their (HTH) student projects, an excellent template for digitally curating student work)

<http://www.hightechhigh.org/>

https://twitter.com/hightechhigh?ref_src=twsrc%5Egoogle%7Ctwcamp%5Eserp%7Ctwgr%5Eauthor

-Ed is currently looking into if the school can accommodate hosting the academy development team at High Tech High and their affiliated schools, the school offers an exemplar of project-based learning

-The website highlighted integration projects and student work samples

Professional Learning Community related: (note protocols explained and a number of links to videos that demonstrate a variety of PLC and related methods)

<https://eleducation.org/resources/library?typeCategory=29&typeCategory%5B%5D=24656>

<https://eleducation.org/uploads/downloads/ELED-SortingStudentWorkProtocol-1115.pdf>

-These resources provided protocols to use in effective professional learning communities, which is a huge part of the training that the team hopes the SRI training can provide

Agenda Item: 4. Review of Upcoming Common Planning Wednesdays and Atlas Integration Space (DEMO)

-Katie gave a demonstration to the academy development on the new integration space located in Rubicon Atlas

-The following common planning times were discussed:

4/12/17 ACADEMY COMMON PLANNING TIME

TBD: Mapping OR integration drop in workshop in the library

5/3/17 ACADEMY COMMON PLANNING TIME

TBD: Integration carousel highlighting exemplars (Staff attend 2, 20 minute sessions) Atlas Demo?

Exemplar Volunteers? _____ ,

_____, _____,

-It was determined that 4/12/17 would be used for mapping/integration workshops and 5/3/17 will be used as a whole staff integration showcase volunteers include Eric Marshall, Cindy DeMaio, Maria Mastrocola, Kathryn Anderson, Anne-Marie Merrill with more volunteers expected/needed

Agenda item: 5. Next steps

a. Freshmen Orientation May 6th (paid work) need a volunteer to speak about the ADT

- Anita Currier and Amy Perreault are both attending the event and either would speak

Meeting Adjourned: 7:35 am

Next Meeting: April 28th 2017 at 7:00 am Training Room



**ACADEMY DEVELOPMENT TEAM
THURSDAY OCTOBER 13th, 2016 2:00 PM TRAINING ROOM
AGENDA**

1. 2:05 Demonstrate effective meeting protocols
 - a. Meeting Norms
 - * This is a safe and respectful room
 - * There is neither rank nor 'camps' in this room
 - * All ideas are valid
 - * Each person gets a chance to speak uninterrupted
 - * Each person gets a chance to listen
 - * We are here to focus on the future of Minuteman and our community
 - * Our purpose is growth and improvement
 - b. Mission Statement

Minuteman collaborates with parents, communities, and business leaders to serve a diverse student body with multiple learning styles. Through a challenging, integrated curriculum our students develop the academic, vocational, and technical skills necessary to be productive members of a global community. We value life-long learning that fosters personal and professional development in a safe and respectful environment. Minuteman is committed to preparing all students for success
2. 2:10 Summer Work and Progress Reports
 - a. Senior Projects and Portfolios
 - b. Minuteman 101
 - c. Curriculum Mapping
3. 2:25 SRI Summer Conference: Critical Friendships Discussion (PLCs)
 - a. What could this look like for Minuteman?
4. 2:30 Professional Development Wednesdays
 - a. Academy Common Planning Wednesdays
5. Next Steps:
 - a. All staff meeting to report our on summer work that was accomplished

ADJOURNMENT 2:45

Next Meeting Date: ____TBD____

Academy Development Team Meeting

October 13, 2016

2:00 pm

Training Room

Meeting called by:	Ed Bouquillion	Type of meeting:	Academy Development Team
Facilitator:	Ed Bouquillion/Katie Smith	Note taker:	Katie Smith
Attendees:	Ed Bouquillion, Katie Smith, Erin Bordeau, Anita Currier, Diane Dempsey, Jack Dillion, John Fusco, Maria Mastrocola, Eric Marshall, Andie Merkowitz, Beth Nardone, Terri O'Brien, Amy Perrault, Kyle Romano, Al St. George, Eugene DiPaolo, George Celement		

Meeting Minutes

Agenda item: 1. Demonstrate effective meeting protocol **Presenter:** Katie Smith

- a. Meeting Norms
- b. Mission Statement

ACTION: READ Meeting Norms and Mission Statement

Agenda item: 2. Summer Work and Progress Reports **Presenter:** Summer Work Chairs

- a. Senior Projects and Portfolios
 - Anita Currier and Maria Mastrocola presented on the enhancements made to the senior projects and student portfolios
 - Grade 9/10 students will use electronic portfolios and grade 11/12 students will use binders/electronic portfolios
 - For senior projects and students portfolios there are new manuals, timelines, due dates and required signatures from mentors
 - Training and feedback sessions will be offered to students/staff
- b. Minuteman 101
 - Amy Perreault and Andie Merkowitz showed the team the Minuteman 101 online notebook containing lesson plans and topics to be covered in the course
 - The team hopes to implement Minuteman 101 next year
- c. Curriculum Mapping
 - Katie Smith shared the curriculum mapping expectations for the 2016-2017 school year with the Academy Development Team
 - Rubicon Atlas (new online curriculum mapping sytem) is ready for the staff team to begin use all existing maps have been uploaded
 - The staff team will be trained in using Rubicon Atlas and will soon to begin their maps/updating existing maps

Agenda item: 3.SRI Summer Work Conference: Critical Friendship Discussions (PLCs)

Presenter: Katie Smith

- a. What could this look like for Minuteman?
 - 5 staff members (Katie Smith, Amy Perreault, Beth Nardone, Terri O'Brien and Erin Bordeaux) attending a 5 day workshop on learning about PLCs and their protocols
 - The team would like to implement some of the protocols that they learned at Minuteman and are looking at ways to bring PLCs back to Minuteman
 - The members that attended the training would like to get more school leaders to also attend

Agenda item: 4. Professional Development Wednesdays

- a. Academy Common Planning Wednesdays
 - Current PD schedule was reviewed, the next academy planning time CTE staff will be trained in Rubicon Atlas unit maps and academic staff will do One Note training

Agenda item: 5. Next steps

- a. All staff meeting to report out on summer work that was accomplished
 - Minuteman 101, senior projects/student portfolios and curriculum mapping progress will be shared with the staff team as well as a new building update

Meeting Adjourned: 2:45 pm

Next Meeting: *TBD in the Training Room*



**ACADEMY DEVELOPMENT TEAM
TUESDAY FEBRUARY 14th, 2016 7:00 AM TRAINING ROOM
AGENDA**

1. 7:00 Demonstrate effective meeting protocols
 - a. Meeting Norms
 - * This is a safe and respectful room
 - * There is neither rank nor 'camps' in this room
 - * All ideas are valid
 - * Each person gets a chance to speak uninterrupted
 - * Each person gets a chance to listen
 - * We are here to focus on the future of Minuteman and our community
 - * Our purpose is growth and improvement
 - b. Mission Statement

Minuteman collaborates with parents, communities, and business leaders to serve a diverse student body with multiple learning styles. Through a challenging, integrated curriculum our students develop the academic, vocational, and technical skills necessary to be productive members of a global community. We value life-long learning that fosters personal and professional development in a safe and respectful environment. Minuteman is committed to preparing all students for success
2. 7:05 Brainstorm: Overview of our accomplishments this year
3. 7:10 Structuring of Common Planning Time
 - a. Review PD Calendar for remainder of the year- SEE HANDOUT
 - b. Brainstorm ideas for CPT Weds: What specific outcomes are the ADT team still looking for?

ADJOURNMENT 7:30

Next Meeting Date: _____

Meeting called by: Edward Bouquillon**Type of meeting:** ADT**Facilitator:** Katie Smith**Note taker:** Katie Smith

Attendees: Sarah Ard, Erin Bordeau, Anita Currier, Gene DiPaolo, Eric Marshall, Andie Merkowitz, Teri O'Brien, Kyle Romano, Katie Smith, Al St. George

Minutes

Agenda item: Demonstrate effective meeting protocols **Presenter:** Katie Smith

- a. Meeting Norms
- b. Mission Statement

ACTION: Referenced on agenda

Agenda item: Overview of what we have accomplished this year **Presenter:** Katie Smith

ACTION: Read ADT Update 2-7-17 (The written update that was used is included below)

Agenda item: Structuring of Common Planning Time

- a. Review PD Calendar for remainder of the year*- SEE HANDOUT (*Updated handout calendar below*)

The following suggestions were made:

- 3/1/17 All Staff Presentation on E-Portfolios (checked with Alissa)
- 3/8/17 Departmental planning time specifically for curriculum mapping/needs survey offerings
- 3/29/17 Curriculum Mapping/Needs survey offerings
- 5/10/17 or 6/7/17 Review of Senior Projects

**This is an ongoing project which the team will reassess at weekly meetings*

- b. Brainstorm ideas for CPT Weds: What specific outcomes are the ADT team still looking for?

-Clear definition what Minuteman's academies look like- specifically who is working together and what pathways will be formed within the academies

-Meeting the needs of staff members in the transition to the academy model (training needs assessment survey to be created)

-Activities that will bring the staff team together through integration based activities/projects (possibility of a whole group activity called "integration wars" or an activity we witnessed in Louisville using a graphic organizer to find cross curriculum connections)

-Clear definition of how guidance will be involved in the curriculum mapping process

Next Steps

- *Create a training needs assessment survey for the staff to gather what they need for continued progress on curriculum mapping*
 - *Topics to be included:*
 - *Comfort with signing on/navigating Rubicon Atlas*
 - *Knowledge of the competencies of curriculum mapping (such as how to write essential questions for unit plans)*
 - *Staff member's progress on curriculum unit maps/unit plans/essential questions/curriculum standards and key terminology*
 - *Interest levels on receiving training for working in teams such as protocols/professional learning communities/being a team member/how to handle challenges that teams face/team building activities*
- *Gain approval for summer work to be completed on curriculum mapping implementation for year 2, review of senior projects, review of portfolios and implementation of Minuteman101*
- *Review senior projects essential questions materials and information that was given to CTE staff to check for alignment*
- *Create a survey for students on what information they would have wanted to receive in a "Minuteman 101" class to assess for any gaps in Minuteman's offerings to prepare students for post-graduate success (compare it to our proposed Minuteman 101 curriculum)*

Meeting Adjourned: 7:35 am

Next Meeting: *February, 28th 2017 at 7:00 am Training Room*

Academy Development Team Update/Talking Points:

What has been accomplished this school year?

We have a new schedule!

We have implemented Common Planning Time on Wednesdays to help transition us towards an academy model.

We have an advisory period which allows teachers to form relationships with a new group of students and have vocational teachers check-in with their co-op students.

We have a special advisory period which allows for the meetings of clubs, sports and student organizations.

We have more structure surrounding our senior project.

Students have deadlines to meet, academic and vocational mentors to check-in with, research training and timelines to keep them on pace. Seniors are pacing themselves and seeking academic teacher's input throughout the year.

Transitioning our student portfolios to e-portfolios

Starting next week, Sophomore students will receive training on their e-portfolios. Staff will also be receiving training as well to help the transition- many Freshmen are receiving the training already. Juniors and Seniors have academic and vocational mentors to help them track their progress and get their portfolios to become a more fluid project throughout the years. The revamped project is creating more opportunities to showcase their work more efficiently.

School-wide curriculum mapping

Academic maps are being updated and added to, new courses are being created and vocational maps are underway. Teachers can use Rubicon Atlas to track their curriculum, assessments, standards and find cross curriculum integration projects within the school.

Moving Forward:

We will be implementing a class called Minuteman101 to prepare our students with the knowledge to succeed at Minuteman and in post-graduate plans.

Continue working as a staff team to team building, curriculum map and find cross overs between our teaching disciplines for more intentional integration.

More clearly define Minuteman's academies and pathways as we move towards the new building.

Structuring Common Planning Times for Wednesday

March 1, 2017	Academy Common Planning Time Alissa gives mini version of e-portfolio class to all-staff	Curriculum Maps/Portfolio/ Senior Project/Minuteman 101/ Co-Teaching Model
March 8, 2017	Academy Common Planning Time Departmental meetings for curriculum mapping OR attend mini workshops (based off of needs surveys) in designated locations (ex. Library for teachers looking for integration projects, IRC for essential questions help, etc.)	Curriculum Maps/Portfolio/ Senior Project/Minuteman 101/ Co-Teaching Model
March 29, 2017	OneNote/ClassNotebook/Office 365 (Academic & SPED); Curriculum Mapping (CTE) CTE Staff curriculum mapping within departments/offering of trainings from needs survey	Tech Assistants/ Paraprofessionals (TBD)
April 4, 2017 <i>Early Release</i>	OneNote/ClassNotebook/Office 365 (Academic & SPED); Curriculum Mapping (CTE)	Tech Assistants/ Paraprofessionals (TBD)
April 5, 2017	Academy Common Planning Time TBD:	Curriculum Maps/Portfolio/ Senior Project/Minuteman 101/ Co-Teaching Model
April 12, 2017	Academy Common Planning Time TBD:	Curriculum Maps/Portfolio/ Senior Project/Minuteman 101/ Co-Teaching Model

May 3, 2017	Academy Common Planning Time TBD:	Curriculum Maps/Portfolio/ Senior Project/Minuteman 101/ Co-Teaching Model
May 10, 2017	Academy Common Planning Time Senior Portfolio review and feedback session for all staff (or 6/7/17)/Needs survey offerings to meet end of the year milestones	Curriculum Maps/Portfolio/ Senior Project/Minuteman 101/ Co-Teaching Model
May 31, 2017	PLC-TBA	
June 7, 2017	Academy Common Planning Time Senior Portfolio review and feedback session for all staff (or 5/10/17)/Needs survey offerings to meet end of the year milestones	Curriculum Maps/Portfolio/ Senior Project/Minuteman 101/ Co-Teaching Model
June 14, 2017	Previously noted as “Last day”	

7 full staff days, 2 CTE only days

Ideas for remaining common planning time

Finding connections activities (posters with divided squares)

Curriculum Mapping time

SRI protocols and PLCs- Group work

Define academics and pathways

Common planning time meeting example- set up in IRC with agenda projected?

Team building- project competitions possibly called “integration wars”

ADT Survey Results

Curriculum Progress and PD Feedback

March 2017

86 Faculty participated in the survey. (91%); 7 faculty did not participate.

3 Technical Assistants, 1 Administrator, and 3 Support Staff also participated.

83% of the staff responding identified an academy team they would like to be on.

39 Responded to being on Engineering, Construction & Trades Academy (41%)

38 Responded to being on Life Sciences & Services Academy (40%)

13 were undecided which academy to choose (4%)

5 did not responded

Question was: I really want to learn about: (Example, curriculum mapping, existing integration projects, etc.)

Two of the newer teachers are interested in learning more about All identified suggestions.

Integration Projects; 20

Additional and existing integration projects

Especially within the Life Sciences and Services Academy

With Math and Science

Existing integration projects. I'd love to be more involved in the CVTE programs. I would like to see how CVTE teachers are having students read and write so I can support students in my classes and support CVTE teachers.

Substantive and meaningful integration projects, professional conversations around student work

Better ways to get CTE teachers into my classroom as experts showing science in action

Existing integration and ways to integrate while being more involved with the district towns

Initiatives/How; (1 response each)

Bringing professional learning communities to Minuteman

What the academy model looks like.

Expanding the options my students have for dual enrollment

Senior Project 1

Curriculum Mapping; 8

How to best utilize the Curriculum Mapping.

Next phase of curriculum mapping; now that it is nearly completed, how to use it more effectively

Curriculum maps from the academic area and to talk to the teachers involved.

time to work on curriculum mapping and integration projects (1 response)

Technology; 5

Updating my existing lesson plans and incorporating OneNote and Freshman 1:1 initiative more into my lessons and labs

Integrating the power of Office 365 with student work.

Capabilities within Atlas and future systems to tie in competency tracking

Other; (1 response each)

Cognition, especially focused on retention

New and better examples of classroom management and student discipline.

Question: The supports I need to implement the goal: (Examples, significant dedicated time to work on maps, someplace I can see other teachers integration projects, etc.)

Highest Support Needs

48% identified Time,
39% identified Integration
26% identified Curriculum Mapping

- Time to meet with teachers/departments to find out how I can help them feel more comfortable implementing technology, and to help them teach digital literacy and citizenships in their classrooms
- essential questions, different assessment types
- I'd love to see and learn about other teacher's integration projects and I think Anita's idea about having a faculty wide competition to showcase the idea is awesome.
- I would like dedicated smaller heterogeneous groups of teachers to be formulated to accomplish integrated projects and professional conversations
- Training on how to create integration projects that meet the curriculum needs of shops and academic classes. Time to design, create and implement meaningful projects.
- I think that the biggest way to integrate projects is once maps are done is to have dedicated time set aside to develop ideas about common projects. This year, students have been working with teachers to mentor their senior project. To support the shop teachers, I have tweaked my senior curriculum to support their projects. I was able to do this because I knew all the seniors were doing a project. The problem I saw was that shops had different projects. If every senior had the same project, or a list of three to choose from, the support would be better. But this communication can only happen if we are given time to meet and talk about it.
- I am piloting the Signs of Suicide Program with 12 teachers and 151 students in April 2017. The goal is to implement the program district wide. This pilot has taken an inordinate amount of time, most of which was completed on my own time, after school. If we implement it District-Wide next year, I would ask for assistance and/or stipend for the additional time to implement, score, analyze data and report findings to the school and Signs of Suicide Program
- going to conferences on mindfulness, which are available through the MPY
- time to review and then view existing integration projects to see how a second language and cultural awareness (thinking globally) can support students working on projects; time to review areas of commonality in curriculum maps to see where language/culture overlap in existing curriculums
- Further training in Atlas (some of which to highlight integration projects) and professional learning communities work
- Significant time dedicated to the work. When we have one hour periods allocated to this work; including set-up time (with a portion of them sometimes used for meetings) there is not a extended amount of time available to actually do the work. Being able to see the "Good" examples would also be helpful. I wonder at times if I am going into too much detail leaving me with too many areas to fill in with Essential Questions, Standards and Key Terms. For example, my sophomore map has 43 units.

Question: Supports I want from other staff members: (Examples, mentoring sessions with peers, peers willing to share experiences, etc.)

Overwhelmingly faculty identified mentoring sessions with peers/peers willing to share

Question: To implement the vision of our Academy, I believe I would benefit from: _____.

Overwhelmingly faculty identified teaming; but a theme, shined (smaller groups) within the academy teams.

- Belonging to a smaller, dedicated cross-sectional professional learning community, for example me assigned to a math teacher, art teacher, science teacher, language arts, SPED, another CTE and we are a smaller group within the larger Academy . These smaller groups could then focus on student work, progress, and project development.
- I really want to work on one facet of 365 at a time, for example "Classroom." Perhaps, just a class on just this topic; then move on. Same for curriculum mapping - work on one aspect at a time, discovering its strengths, etc, then move on
- Group goals that are based on genuine mutual interest and beliefs.
- Visiting an Academy where the model is up and running.

Rate your proficiency with OneNote / OneDrive. (0-39 beginner, 40-69 Intermediate, and 70-100 advanced)

- 45% Beginner (41)
- 35% Intermediate (32)
- 20% Advanced (18)

How useful has OneNote/ OneDrive been in your teaching practice? (0-39 mildly useful, 40-69 useful, 70-100 very useful)

- 58% Mildly Useful (52)
- 27% Useful (24)
- 15% Very Useful (13)

How useful has OneNote / One Drive been with collaboration / team-teaching with others, ie: sharing documents? (0-39 mildly useful, 40-69 useful, 70-100 very useful)

- 57% Mildly Useful (51)
- 28% Useful (25)
- 16% Very Useful (14)

Features of OneNote Most Useful (65 responded to this question)

- 65% Sharing
- 9% Cloud Storage
- 3% Difficult to Use
- 23% missed training/are not using it

Which features of OneNote / OneDrive do you find not useful / helpful to teaching and learning? (49 responded to this question)

- 53% Frustrating/Cumbersome/Slow
- 20% Need further training/just learning
- 4% File Sharing
- 8% Do not find the need to use it
- 1% noted email access