

Superintendent-Director Edward A Bouquillon PhD	☑ End-of-Cycle Progress Report, Step 5a, Due Ma	Evaluated by: School Committee					
The <u>Superintendent</u> completes this report bi-an Superintendent Standards of Effective Teaching		hey relate to the Administra	tive Lead	dership			
The Minuteman	Academy Model Implementatio	n					
Leadership Goal #1: Student Improvement  The Superintendent will continue to support the implementation of the Minuteman Academy Model by deepening Professional Learning Communities, developing leadership and learning opportunities for the Academy Development Team (ADT), the Digital Learning Curators (DLC), and all staff.					Not Started		
Administrat	tive Leadership Superintendent Rubric	: Alignment (✓)					
Standard I: Instructional Leadership  A.	Standard III: Family and C A.  Engageme B.  Sharing Re C.  Communic D.  Family Con Standard IV: Professional of A.  Commitme B.  Cultural Professional of C.  Communic C.  Communic C.  Communic	ommunity Engagement nt Indicator sponsibility Indicator ation Indicator cerns Indicator Culture nt to High Standards Indicator officiency Indicator ations Indicator Learning Indicator					
<ul> <li>Summer work around the Stud</li> </ul>	endar by DDC	nts					

Supporting Students					
Leadership Goal #2: Student Improvement  The Superintendent will provide resources to support the academic, occupational, social and emotional progress of all students.					Not Started
Administrative Leadership Superintendent Rubric Alignment (✓)					
☐ Standard	d I: Instructional Leadership	Standard III: Family and Community Engagement			
A.	☑ Curriculum Indicator	A.   Engagement Indicator			
B.	☑ Instruction Indicator	B. Sharing Responsibility Indicator			
C.	■ Assessment Indicator     ■ Assessmen	C.   Communication Indicator			
D.	■ Evaluation Indicator	D.   Family Concerns Indicator			
E.	■ Data-Informed Decision Making Indicator	☐ Standard IV: Professional Culture			

Summer work to update the District Curriculum Accommodation Plan (DCAP)

# Superintendent's Progress Report 2019-2020 MINUTEMAN



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F.	B. ☑ Cultural Proficienc C. ☑ Communications I D. ☑ Continuous Learni Indicator E. ☑ Shared Vision Inc	ndicator ing Indicator dicator
<ul> <li>Continuing to support Profe</li> <li>Attendance by faculty and a</li> <li>MCAS Results Show Significa</li> <li>Revitalization of the SST pro</li> <li>Full implementation in the f</li> <li>Updated District Curriculum</li> <li>Work was continued in EDIS quick and easy snapshots of easy to understand and visu</li> </ul>	all of 2019 with staff in support of stud Accommodation Plan (DCAP) to provide a dashboard for both scho	to the Academy Model , Anaheim California  dents  ol views and student views. This allows on management system to be viewed in ns coupled with calculated totals.

District Improvement: Sustain Enrollment				
<ul> <li>Leadership Goal #3: District Improvement</li> <li>Increasing Applications and Sustaining Full Enrollmen</li> <li>a. The Superintendent will support and guide the imrecruitment and visibility campaign to sustain a material 8th grade applications per year.</li> <li>b. The Superintendent will support the Directors of Community Education in providing a compelling a technical programming to support the workforce the region.</li> </ul>	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  F. □ Student Learning Indicator  □ Standard II: Management & Operations  G. □ Environment 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			



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H.	☑ Human Resources Management & Development Indicator	D.	☐ Continuous Learning Indicator
I.	☐ Scheduling & Management Information Systems Indicator	E.	Shared Vision Indicator
J.	☐ Law, Ethics & Policies Indicator	F.	☐ Managing Conflict Indicator
K.	☐ Fiscal Systems Indicator		

#### **Evidence**

- a. Admissions Summary
- b. Secondary admissions strategic plan
- c. Post-secondary draft admissions policy
- d. Council of Occupational Education (COE) Site Visit
- e. MTI Catalog
- f. MTI Instructor Orientation Agenda
- g. MTI Program Advisory Committee Meeting
- h. CE Fall Catalog
- i. CE Winter Catalog
- j. CE Summer Catalog
- k. CE Afterschool Program Flyer
- I. CE MS Grant Application RFP 2020

#### Comments (if applicable):

### a. Minuteman High School Robust Marketing, Recruitment and Visibility Campaign

- Hired Dan O'Brien, Director of Communications
- Hired Anthony Chiariello, Assistant Principal/Admissions
- Received 251-member town applicants, offered admission to 199 of those applicants, and are projected to have 172 member town students in the Class of 2024. This constitutes 95% of the Class of 2024.
- Approved the funding for strategic marketing plan (admissions events and mailings).

#### b. (1) Minuteman Technical Institute

- Work closely with the Council on Occupational Education to move MTI forward in the accreditation process. MTI is on track for accreditation and is currently preparing for the Accreditation Team Visit in September 2020
- Increase and formalize admissions and recruiting with the drafting of an "MTI Admissions Policy"
- Craft targeted and timely social media posts by providing access to the Director of Communications
- Streamline the application process by renewing the contract with online Student Information Management system, allowing for additional customization to better serve potential students
- Increase MTI staffing from 7.5% strictly MTI instructors to 80% strictly MTI instructors, lifting the reliance on Minuteman High School instructors
- Formalize the hiring protocols for MTI instructors
- Move from a hybrid schedule of day and evening programs to a strictly evening program, the exception being Electricity which meets M/W/Sa
- Move from a hybrid postgraduate/postsecondary program to a strictly postsecondary Ch. 74 program
- Add and run a PS Ch. 74 Culinary Arts program
- Charter MTI as an official SkillsUSA Postsecondary chapter
- Convene a Program Advisory Committee comprised of business, industry, education and workforce development professionals who meet bi-monthly to review goals and steer development of MTI
- Participate in the development of numerous requests for proposals relevant to regional workforce development (on-going)
- Cultivate partnerships with the four MassHire Boards that incorporate member towns
- Support the Executive Director's participation in the MAVA Leadership I program (Spring 2019)



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- Support the Executive Director's participation in the Council on Occupational Education accreditation training conference, Biloxi, MS (Summer 2019)
- Support the Executive Director's participation in the Financial Aid Regional Training, Boston, MA (Summer 2019)
- Support the Executive Director's participation in the Women in Apprenticeship Summit, Washington DC (November 2019)
- Support the Executive Director's participation in the ACTE National Conference, Anaheim, CA (Winter, 2019)
- Support the Executive Director's participation in the Research for Better <u>Teaching Analyzing Student</u> Learning through Teacher Evaluation program (Winter 2019/Spring 2020)
- Establish the PS Technical Institute Directors subgroup within Massachusetts Association of Vocational Administrators (Fall 2019)

#### b. (2) Minuteman Community Education

- The superintendent supported the initiatives for vocational continuing education programming for community members by adding plumbing Tier IV and plumbing Tier V to the required plumbing code classes for those seeking their plumbing journeyman's license. Additionally, two additional welding classes were added to community education programming to answer to a significant increase in student demand; participation increased by over 150%.
- Vocational programming also increased in the summer 2020 programming, by adding career training in the multi-media career major and in the advanced manufacturing career major.
- Avocational training opportunities for community members was increased due to the support of the superintendent. Examples of new classes offered this year were: Women's Self Defense, Book Binding, "Keep Calm and Parent On", a restructured French language program, and a horticulture indoor planting class.
- The superintendent supported a career exploratory program for middle school students for the fourth year, which featured a revised program structure and new vocational course objectives.
- In an effort to increase participation in the afterschool career exploratory program for middle school students, and to increase awareness of career majors to students at an earlier age (5th grade), the superintendent supported a grant to deliver a proposed World of Work program. The program would start fall 2020.

Legislative, Community, and Business Engagement						
Leadership Goal #4: District Improvement/Professional Practice The Superintendent will engage legislators, state workforce education advocates, local, municipal and business leaders in improving state law, regulations and guidelines to enhance the financial health of the district, expand student access and secure strategic business partnerships.					Off Target	Not Started
	Administrative Leadership Superintendent Rubric Alignment (√)					
Standard I: Instruction	•		III: Family and Community Engagement			
	riculum Indicator	Α.	☐ Engagement Indicator			
	ruction Indicator	В.	☐ Sharing Responsibility Indicator			
	essment Indicator	C.	□ Communication Indicator			
J. □ Eval	luation Indicator	D.	☑ Family Concerns Indicator			



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K. 🛛 Da	Pata-Informed Decision-Making Indicator	Standard IV	: Professional Culture
L. 🔲 Sti	tudent Learning Indicator	A.	
Standard II: Mana	agement & Operations	B.	☐ Cultural Proficiency Indicator
M. 🛛 Er	invironment Indicator	C.	
N. 🗆 Hu	luman Resources Management & Development Indicator	D.	☐ Continuous Learning Indicator
0. 🛛 Sc	Scheduling & Management Information Systems Indicator	E.	■ Shared Vision Indicator
P. 🛛 La	aw, Ethics & Policies Indicator	G.	■ Managing Conflict Indicator
Q. 🛛 Fi	iscal Systems Indicator		

#### **Evidence**

- a. Legislative Breakfast Agenda and Meeting Minutes
- b. Engagement Calendar and Supporting Evidence
- c. Letter to State Senators and Representatives on Chapter 70 base aid law
- d. Letter to DESE on admissions process
- e. Town managers meeting agenda
- f. Talking points/overview document of Cambridge School Committee members visit
- g. Minuteman Advisory Committee Agenda's
- h. Link to LWV Presentation March 6, 2020

#### Comments (if applicable):

- Dr. Bouquillon sent a letter to State Senators and Representatives to request a strict interpretation of the Chapter 70 base aid law in order to secure necessary funds for FY21
- Dr. Bouquillon worked with the Minuteman School Committee on a letter that was sent to the Department of Elementary and Special Education advocating against an admissions-based lottery system for regional vocational-technical high schools in the state.
- Dr. Bouquillon held a breakfast meeting with the town managers and town administrators of all the member towns in January.
- Dr. Bouquillon had scheduled a breakfast meeting with state legislators for late March that had to be cancelled due to the coronavirus emergency.
- Dr. Bouquillon hosted a meeting and tour for members of the Cambridge School Committee in February.
- Dr. Bouquillon was Finalist for 2020 National Superintendent of the Year (NASS)
- Dr. Bouquillon serves as Secretary of the Board of Trustees of NOCTI
- Dr. Bouquillon was co-author of ACTE book (writing a 3<sup>rd</sup> book now)
- Dr. Bouquillon delivered ACTE Presentations with NOCTI back in December in Orlando
- Dr. Bouquillon will be the "featured Superintendent" for the NASS May 2020 Issue.
- Dr. Bouquillon presented to the Lexington League of Women Voters.
- Dr. Bouquillon continues to serve on AVTE.

District Improvement: New Member				
Leadership Goal #5: District Improvement The Superintending will communicate appropriate city officials regarding membership in the Minutem	On Target	Off Target	Not Started	
Administrative Leadership Superintendent Rubric Alignment (✓)				
☐ Standard I: Instructional Leadership  A. ☐ Curriculum Indicator  B. ☐ Instruction Indicator	Standard III: Family and Community Engagement  A.   Engagement Indicator  B.  Sharing Responsibility Indicator  C.  Communication Indicator			



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C. Assessment Indicator D. Evaluation Indicator E. Data-Informed Decision-Making Indicator F. Student Learning Indicator  G Standard II: Management & Operations A. Environment Indicator B. Human Resources Management & Development In C. Scheduling & Management Information Systems In D. Law, Ethics & Policies Indicator	B. 🗷 Cultural Proficienc C. 🖾 Communications I D. 🖾 Continuous Learn dicator E. 🖾 Shared Vision Inc	re igh Standards Indicator cy Indicator Indicator ing Indicator dicator			
E. ☑ Fiscal Systems Indicator  Evidence  a. Sample letter Capital Fee Notification Letter  Comments (if applicable):  • The Capital Fee was approved by the DESE Commissioner of Education and letters were sent to every nonmember town identifying the Capital Fee for next year on Friday April 4, 2020.					

District Improvement: Campus Development				
Leadership Goal #6: District Improvement  The Superintendent will continue to implement the development of the campus including a full build out of Athletic Facilities and additional development aligned with the goals of the District and the enabling legislation passed in 2018.		On Target	Off Target	Not Started
Administrative Leadership Superintendent Rubric Alignment (✓)				
Standard I: Instructional Leadership G. □ Curriculum Indicator H. □ Instruction Indicator F. ☒ Sharing Responsibility Indicator I. □ Assessment Indicator J. □ Evaluation Indicator K. ☒ Data-Informed Decision-Making Indicator □ Standard II: Family and Community Engagement F. ☒ Sharing Responsibility Indicator G. ☒ Communication Indicator H. □ Family Concerns Indicator H. □ Family Concerns Indicator G. ☒ Commitment to High Standards Indicator □ Standard II: Management & Operations F. □ Environment Indicator H. ☒ Cultural Proficiency Indicator G. □ Human Resources Management & Development Indicator H. ☒ Scheduling & Management Information Systems Indicator I. ☒ Continuous Learning Indicator J. ☒ Shared Vision Indicator L. ☒ Managing Conflict Indicator				
G.				

- a. PFIC Athletic Recreational Facility Programs
- b. Municipal Leasing Consultant Proposal
- c. Athletic Complex usage guidelines

#### Comments (if applicable):

- The superintendent fully explored a private-public partnership for the athletic field project as allowed in the 2018 legislation through two separate RFP processes with the UMass Donahue Institute.
- The private-public partnership RFP process identified the Tax-Exempt Municipal Lease (TELP) concept of funding the athletic field complex in light of financial challenges.
- The RFP for a private-public partnership did yield a potential financial partner for this project with PFIC (See PIF attachment).
- A second financial partner, who had provided the ESCO lease 20 years ago for Minuteman, was also identified as a potential financial partner (See MLC attachment)



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- The permitting was done for a full or partial buildout of the athletic fields. The superintendent has worked closely with Kastle Boos Architects and Skanska OPM management to provide the School Committee with viable options.
- The superintendent has provided the school committee with multiple presentations to provide multiple build options during an uncertain financial time. (see phasing athletic fields power point attached)
- The Superintendent has provided the school committee with the financial data around the cost avoidance for doing a full build or partial build. (See projected expense attachment)
- The Superintendent has hired two separate independent consultants to provide studies for the school committee to verify revenue potential from the fields and actual construction costs. (Dr. B has these studies to attach).
- The Superintendent has explored various options to the PV parking canopy including partnering or self-owning a PV project. (see Solar Presentation)
- The Superintendent outlined procedures and allocation priority for the permitted use of the Minuteman Regional Vocational Technical High school athletic facilities.
- The Superintendent outlined procedures and allocation priority for the permitted use of the Minuteman Regional Vocational Technical High school athletic facilities.

District Improvement: Leadership Development				
Leadership Goal #7: District Improvement The Superintendent will engage the SC (subcommittee) in reviewing and revising a leadership competency model and an aligned instrument to articulate strengths and gaps of District (Superintendent) Administration.		On Target	Off Target	Not Started
Administrative Leadership Superintendent Rubric Alignment (✓)				
□ Standard I: Instructional Leadership  M. □ Curriculum Indicator  N. □ Instruction Indicator  O. □ Assessment Indicator  P. □ Evaluation Indicator  Q. ☒ Data-Informed Decision-Making Indicator  R. □ Student Learning Indicator  Standard II: Management & Operations  K. ☒ Environment Indicator  L. □ Human Resources Management & Development Indicator  M. □ Scheduling & Management Information Systems Indicator  N. ☒ Law, Ethics & Policies Indicator  O. ☒ Fiscal Systems Indicator	Standard III: Family and Community Engagement  I. □ Engagement Indicator  J. ☒ Sharing Responsibility Indicator  K. ☒ Communication Indicator  L. □ Family Concerns Indicator  □ Standard IV: Professional Culture  M. □ Commitment to High Standards Indicator  N. □ Cultural Proficiency Indicator  O. ☒ Communications Indicator  P. ☒ Continuous Learning Indicator  Q. ☒ Shared Vision Indicator  R. ☒ Managing Conflict Indicator			
<u>Evidence</u>				
<ul> <li>a. Meeting Minutes from the four Strategic Plant Comments (if applicable):</li> </ul>	ning ivieetings dated 11/21/19-2/27/20			
This Goal was tabled as the Strategic Planning of value to the School Committee.	Committee worked on identifying leaders	hip cha	racteri	stics

District Improvement: Transition	On Target T		Not Started
Leadership Goal #8: District Improvement	×		



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The Superintendent will oversee a smooth transition and address barriers to success resulting from the move to the new building. Administrative Leadership Superintendent Rubric Alignment (✓) Standard III: Family and Community Engagement ☐ Standard I: Instructional Leadership ☐ Curriculum Indicator N ■ Sharing Responsibility Indicator Instruction Indicator U. ☐ Assessment Indicator
V. ☐ Evaluation Indicator Ο. ☑ Communication Indicator P. 

Family Concerns Indicator W. 

Data-Informed Decision-Making Indicator ☐ Standard IV: Professional Culture □ Commitment to High Standards Indicator X. Student Learning Indicator □ Cultural Proficiency Indicator ☐ Standard II: Management & Operations U. 

Communications Indicator ☐ Human Resources Management & Development Indicator ☐ Scheduling & Management Information Systems Indicator X. Managing Conflict Indicator ■ Law, Ethics & Policies Indicator 

#### **Evidence**

- a. Local news articles regarding the opening of school
- b. Ribbon Cutting Video Link shared on Social Media
- c. Grand Opening Program
- d. Building Project Slide Show by DVC
- e. Local news article on Grand Opening
- f. Room assignments & numbering work

#### Comments (if applicable):

The Following Action Steps went as Scheduled

- School opened on time
- Was hands on in numbering each space as well as assigning staff to learning areas
- SBC and Construction Team met contracts and performance standards
- Staff were supported in change management
- Grand Opening and Ribbon Cutting Ceremony held on October 4, 2019
- Open Houses were strategically planned
- Demolition of old school building on target