FROM 3.1.16 SC Packet

8. SUBCOMMITIEE REPORTS

a. Superintendent's Evaluation Subcommittee, *Dave Horton*
Superintendent's Mid-Cycle Progress Report on Goals 2015-16

Attachment Detail

The Superintendent's Goals 2015-16, approved by the School Committee on 10.13.15 (4 pages), and evidence materials provided as the Superintendent's Mid-Cycle Progress Report on Goals 2015-16 are attached. Evidence relates to each of the 4 approved goals.

Process

School Committee members are asked to review the progress made on goals, and provide feedback through a very brief Survey Monkey Mid-Cycle Assessment, considering whether the Superintendent's goals have been "On target" "Off target" and "Not Started" . There is also a section for School Committee member comments on progress towards goals.

The Survey Monkey will be open from March 1-March 15, 2016 (midnight). (Link will be sent on March 1.) This short assessment can be completed in one sitting. When "DONE" is clicked, the responses will be submitted for inclusion in a Mid-Cycle summary report.

Superintendent Goals & Educator Annual Plan

MINUTEMAN
A REVOLUTION IN LEARNING

Edward A Bouquillon PhD Superintendent-Director	Plan Start and End Dates July 1, 2015 – June 30, 2016	Evaluated by: School Committee

Goals and Educator Plan	
Leadership Goal #1 **District Improvement Plan**	**Leadership Goal #2** **District Improvement Plan**
I will work with MSBA, SC, SBC, Architects, and OPM to develop processes and strategies necessary to promote focused feedback from students, faculty, staff, parents, community, and business partners on planning spaces in an effort to complete our Schematic Design for a school building accommodating 628 students, to be completed by December 1, 2015.	***Throughout the year I will work with the Assistant Superintendent of Finance, SBC and SC to gain local approval of Bonding $144.9M from our 16 member towns for the School Building Project.*** ***I will also work with appropriate stakeholders to create a mixed use development plan for the campus.***
Superintendent Rubric Alignment	**Superintendent Rubric Alignment**
Family and Community Engagement • IIIB. Sharing Responsibility • IIIC. Communication Professional Culture • IVA. Commitment to High Standards • IVB. Cultural Proficiency • IVC. Communications • IVE. Shared Vision • IVF. Managing Conflict	Management and Operations • IID. Law, Ethics, & Policies • IIE. Fiscal Systems Professional Culture • IVA. Commitment to High Standards • IVC. Communications • IVE. Shared Vision • IVF. Managing Conflict

Superintendent Goals & Educator Annual Plan

MINUTEMAN
A REVOLUTION IN LEARNING

Edward A Bouquillon PhD Superintendent-Director	Plan Start and End Dates July 1, 2015 – June 30, 2016	Evaluated by: School Committee

Timeline, Frequency, or Target Dates	Strategies and Action Steps	Timeline, Frequency, or Target Dates	Strategies and Action Steps
Sept. – Dec. 2015	Coordinate focus groups with SBC, SC, Executive Team, Management Team, Students, Staff, Faculty, Parents, Business Partners, Advisory Committee, and Community Partners to obtain feedback on logistics of space.	Sept 2015-June, 2016	Conduct ongoing communication/outreach efforts to provide accurate information that will facilitate town decision-making. Explore special legislation that will support the District's project.
Sept. 2015	Tour Educational Facilities with small focus group, including architects.	January - May 2016	Work with appropriate stakeholders to create a mixed use development plan for the campus.
Sept./Dec. 2015	Conduct informational sessions with community stakeholders.		

Resources	Resources
• KBA Architects and Skanska OPM • SBC Members, SC Members, Staff • Draft Drawings • Interview Questions for Each Focus Group	• PowerPoint • Related Documents: "Go It Alone" Option and Repairs Only Attachment, 628 Enrollment Document, Assessment Projection
Evidence of Accomplishment/Benchmarks	**Evidence of Accomplishment/Benchmarks**
• Schematic Design Submission by December 1, 2015 • SKANSKA Module 4 execution schedule	• $144.9M Bond • Mixed use development plan

Superintendent Goals & Educator Annual Plan

MINUTEMAN
A REVOLUTION IN LEARNING

Edward A Bouquillon PhD **Superintendent-Director**	**Plan Start and End Dates** July 1, 2015 – June 30, 2016	**Evaluated by:** School Committee

Leadership Goal #3 **Student Learning Goal**	**Leadership Goal #4** **Professional Practice Goal**
I will support the development of the Minuteman Academy Model by providing the necessary resources to the Executive Team to allow for implementation of School Wide Goals: (1) To apply Professional Learning Community (PLC) best practices to deeply integrate CVTE & Academic Curricula, enhance literacy in all students, and provide executive function instruction for all students, and (2) To advance the use of technology to enhance teaching and learning, connect globally, and support secure operations.	***I will provide the necessary resources to engage all staff to find the right student for the right program for the right reasons by implementing twenty-four new recruitment strategies which include mailings, promotional materials, a Showcase Day, a Career day, Shadow Days, Accepted Student Dinner, and an ice cream social.***
Superintendent Rubric Alignment	**Superintendent Rubric Alignment**
Instructional Leadership • IA: Curriculum • IB: Instruction • IE: Data-Informed Decision Making Management and Operations • IIB: Human Resources Management & Development Indicator • IIC: Scheduling & Management Professional Culture • IVC. Communications • IVD. Continuous Learning • IVE. Shared Vision	Management and Operations • IIB: Human Resources Management & Development Indicator • IID. Law, Ethics, & Policies Family and Community Engagement • IIIA. Engagement • IIIB. Sharing Responsibility Professional Culture • IVC. Communications • IVD. Continuous Learning • IVE. Shared Vision

Superintendent Goals & Educator Annual Plan

MINUTEMAN
A REVOLUTION IN LEARNING

Edward A Bouquillon PhD Superintendent-Director	Plan Start and End Dates July 1, 2015 – June 30, 2016	Evaluated by: School Committee

Timeline, Frequency, or Target Dates	Strategies and Action Steps	Timeline, Frequency, or Target Dates	Strategies and Action Steps
Sept. 2015-May, 2016	There will be ongoing meetings and professional development with staff.	July 2015	Develop a recruitment and retention plan to reflect work done with Mark Perna.
Sept. 2015	Develop Professional Development Schedules for Executive Functioning, District Determined Measures, and other Schoolwide Goals.	Sept-May 2015	Continue work with Mark Perna with Enrollment and Retention Team and rolling out to staff.
Sept.-November 2015	DDM Consultant to begin training on DDM's for all Administrators and Educators.	Sept. 2015-June, 2016	Engage all staff in the process of recruitment.
Sept-May	There will be Professional Development activities on Technology, Mental Health, SPED, Co-Teaching, CTE Senior Project, ALICE.	Sept 2015-May 2016	Ensure an up-to-date and user friendly website.
Sept./Oct, 2015	Schedule site visits regarding Academy Model	Sept. 2015	Launch online application and client management software system..
Oct. 2015-May, 2015	Build a team of staff to design an Academy Model for Minuteman	June 2016	Develop an assessment of program effectiveness.

Resources	Resources
• School Improvement Plan • Consultant: Deb Hale	• Admissions and Retention strategies, including career trees, recruitment and alumni video • Website • Consultant: Mark Perna • Assistant Principal of Admissions, George Clement
Evidence of Accomplishment/Benchmarks	**Evidence of Accomplishment/Benchmarks**
• Professional Development Schedule • Executive Functioning Professional Development Schedule • District Determined Measures Professional Development Schedule • Identify Academy Model Team • Draft Academy Model	• Recruitment and Retention Plan • Program Copy Point Brochure • Enrollment and Retention Plan assessment of program effectiveness of enrollment and retention measures. • Promotional materials for Career Day, Showcase Day, Shadow Days, Girls in STEM, and Accepted Student Dinner Evening.

Superintendent Signature _____ Date: _____

School Committee Designee Signature: _____ Date: _____

Superintendent's Mid-Cycle Progress Report

MINUTEMAN
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Edward A Bouquillon PhD Superintendent-Director	Mid-Cycle Progress Report March 1, 2016	Evaluated by: School Committee

Step 4b: Progress Report (Superintendent) *Superintendent's rating toward goal progress.* Due March 1 (PTS Y1; NPTS)	On Target	Off Target	Not Started
Leadership Goal #1: District/School Improvement *I will work with MSBA, SC, SBC, Architects, and OPM to develop processes and strategies necessary to promote focused feedback from students, faculty, staff, parents, community, and business partners on planning spaces in an effort to complete our Schematic Design for a school building accommodating 628 students, to be completed by December 1, 2015.*	☐	☐	☐
Leadership Goal #2: District/School Improvement *Throughout the year I will work with the Assistant Superintendent of Finance, SBC and SC to gain local approval of Bonding $144.9M from our 16 member towns for the School Building Project.* *I will also work with appropriate stakeholders to create a mixed use development plan for the campus.*	☐	☐	☐
Leadership Goal #3: Student Learning *I will support the development of the Minuteman Academy Model by providing the necessary resources to the Executive Team to allow for implementation of School Wide Goals: (1) To apply Professional Learning Community (PLC) best practices to deeply integrate CVTE & Academic Curricula, enhance literacy in all students, and provide executive function instruction for all students, and (2) To advance the use of technology to enhance teaching and learning, connect globally, and support secure operations.*	☐	☐	☐
Leadership Goal #4: Professional Practice *I will provide the necessary resources to engage all staff to find the right student for the right program for the right reasons by implementing twenty-four new recruitment strategies which include mailings, promotional materials, a Showcase Day, a Career day, Shadow Days, Accepted Student Dinner, and an ice cream social.*	☐	☐	☐

Superintendent's comments on progress towards goals.

Goal #1 Current Progress

Sept-Dec 2015	Coordinated focus groups with SBC, SC, Executive Team, Management Team, Students, Staff, Faculty, Parents, Business Partners, Advisory Committee, and Community Partners to obtain feedback on logistics of space as the Schematic Design was developed.
Sept, 2015	Toured Educational Facilities with small focus group, including architects, to broaden perspective.
Sept-Dec 2015	Conducted informational sessions with community stakeholders.
Dec 1, 2015	Submitted Schematic Design Materials to MSBA

Evidence:

1. Local Action Certification submitted with Schematic Design 12.1.15
2. Meetings reported at the 11.17.15 SC Meeting
3. SKANSKA Module 4 execution schedule 10.19.15
4. MSBA Module Timeline 2.1.16

Edward A Bouquillon PhD Superintendent-Director	Mid-Cycle Progress Report March 1, 2016	Evaluated by: School Committee

Goal #2 Current Progress

Sept, 2015-Ma, 2016	Engaged in a rigorous schedule of ongoing communication/outreach efforts to provide accurate information to facilitate town decision-making.
Fall, 2015	Regional Agreement amendments were developed by group of Selectmen.
Dec 21, 2015-Feb 24, 2016	These amendments were presented to and approved by the School Committee, and Towns held Special Town Meetings between January 25- February 24, 2016. Withdrawal by 7 declarant towns was also considered. Results will be reported at the March 1 School Committee meeting.
Jan 27, 2016	MSBA Board's affirmative vote to approve the project, thereby moving into Module 5.
Mar, 2016	The School Committee delayed the bonding vote until March.
Sept, 2015-Jun, 2016	Explore special legislation that will support the District's project.
Jan-May, 2016	Work with appropriate stakeholders to create a mixed use development plan for the campus.

Evidence:

1. Schedule of Special Town Meetings
2. Draft Regional Agreement 12.21.15
3. Town Meeting Results
4. MSBA's 1.27.16 Action Letter
5. Schedule of Annual Town Meetings
6. Communications Materials sent to towns
7. Summary of Legislative Efforts
8. Mixed use development plan for the campus: Held 2 meetings with consultant attorneys to determine proper process and procedures.

Edward A Bouquillon PhD	Mid-Cycle Progress Report	Evaluated by:
Superintendent-Director	March 1, 2016	School Committee

Goal #3 Current Progress

Sept, 2015-May, 2016	There will be ongoing meetings and professional development with staff.
Sept, 2015	Develop Professional Development Schedules for Executive Functioning, District Determined Measures, and other Schoolwide Goals.
Sept-Nov, 2015	DDM Consultant to begin training on DDM's for all Administrators and Educators.
Sept, 2015-May, 2016	There will be Professional Development activities on Technology, Mental Health, SPED, Co-Teaching, CTE Senior Project, ALICE.
Sept./Oct, 2015	Schedule site visits regarding Academy Model
Oct, 2015-May, 2015	Build a team of staff to design an Academy Model for Minuteman

Evidence:

1. Professional Development Schedule
2. District Determined Measures Professional Development Schedule
3. Academy Model Development Activities

Superintendent's Mid-Cycle Progress Report

MINUTEMAN
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Edward A Bouquillon PhD	Mid-Cycle Progress Report	Evaluated by:
Superintendent-Director	March 1, 2016	School Committee

Goal #4 Current Progress

July 2015	Develop a recruitment and retention plan to reflect work done with Mark Perna.
Sept-May 2015	Continue work with Mark Perna with Enrollment and Retention Team and rolling out to staff.
Sept. 2015-June, 2016	Engage all staff in the process of recruitment.
Sept 2015-May 2016	Ensure an up-to-date and user friendly website.
Sept. 2015	Launch online application and client management software system.
June 2016	Develop an assessment of program effectiveness.

Evidence: Recruitment and Retention Plan, Promotional Materials

1. Middle School Guidance Survey
2. TFS Meeting Agendas; Recruitment/Retention Timeline; Recruitment Event Dates
3. Promotional Materials: Sample Career Tree; 8th Gr. Letter and Brochure; Career Day Open House Flyer and Poster; Girls in STEM Information
4. Website: www.minuteman.org/admissions; online application "Apply Here"; Admissions and Alumni videos.

Mid-Cycle Progress Report Signed, Due March 1 (PTS Y1 & NPTS)

Superintendent's Signature: Edward A Bouquillon 2/9/16
Date:

LEADERSHIP GOAL #1: EVIDENCE

MINUTEMAN
A REVOLUTION IN LEARNING

December 1, 2015

Ms. Diane Sullivan
Senior Capital Program Manager
40 Broad Street, Suite 500
Boston, Massachusetts 02109

Local Action Certification

Dear Ms. Sullivan:

The Minuteman Regional School District's School Building Committee ("SBC") has completed the review of the Schematic Design Submittal for the Minuteman High School project. The School Building Committee took their vote to approve and recommend that the School Committee authorize the OPM to submit the Schematic Design and related submittals to the MSBA for consideration by December 1, 2015 on November 16, 2015. The School Committee took their vote to approve and authorize the OPM to submit the Schematic Design related submittals to the MSBA for consideration by December 1, 2015 on November 17, 2015. A certified copy of the minutes of these two meetings which include the specific language of the vote and the number of votes in favor, opposed and abstained for both bodies, is attached (Attachment A).

School Building Committee Meetings
The SBC held 6 meetings regarding the Minuteman High School project since the MSBA Board of Directors approved the District to proceed into Schematic Design on the August 6, 2015. All meetings were held in the Paul Revere Room at Minuteman High School at 5:00 PM. The dates of these meetings are:

- August 10, 2015
- August 31, 2015
- September 14, 2015
- October 19, 2015
- November 9, 2015
- November 16, 2015

Agendas and Minutes, outlining items discussed and presentation details, are attached (Attachment B).

Other Meetings
The District held a number of additional public meetings regarding the Minuteman High School project between August 6 and the December 1, 2015 submittal date. These meetings were posted in compliance with the Open Meeting Law, as necessary. Related materials, outlining items discussed and presentation details, are attached (Attachment C-H).

School Committee Meetings
The School Committee held 4 meetings:

- September 8
- September 15
- October 13
- November 17 (Joint Meeting with School Building Committee)

Meetings with Staff and Students
The Superintendent gave a presentation at the staff in-service, and he and the Design Team held two meetings with staff to review Floor Plans.

- August 31, 2015 (in-service) and with Design Team
- September 2, 2015 with Design Team

The Superintendent and the Design Team held meetings with students to review Floor Plans

- September 2, 2015 (one for Juniors, one for Seniors)

The Superintendent and the Design Team held meetings with individual Departments to discuss specifics of the design, considering the Academy Model on:

- September 15, 2015
- September 16, 2015

Meeting with Parents
The Superintendent and the Design Team held one meeting with Back to School Night parents to review the plans:

- September 16, 2015

Meetings with Advisory Committee
The Superintendent and the Design Team held two meetings with the Advisory Committee to review the plans:

- September 30, 2015 (General Advisory Board)
- October 14, 2015 (Annual Appreciation Advisory Dinner: Program Advisory Committee, with Lt. Gov. Polito)

Meetings with Town Officials
The Chairs of the School Committee and the School Building Committee, and the Design Team held three informational sessions with Town Officials (Boards of Selectmen, Town Managers, Finance Committees, School Committees, and Superintendents) to discuss the process, the district capital funding options, and the decision making options; an additional meeting was added.

- September 21, 2015
- September 28, 2015
- October 2, 2015
- November 16, 2015

Community Information Meetings
Information meetings related to the School Building project were also held in a number of communities, organized by the School Committee representative. A member of the Administration and/or the School Building Committee Chair gave the presentations. Meetings were held as follows:

- Acton 10.5.15 7:00 PM Acton Town Hall
- Bolton/Lancaster/Stow 10.14.15 7:00 PM Bolton Town Hall
- Lexington 10.22.15 7:00 PM Lexington Community Center
- Sudbury 10.27.15 7:00 PM Sudbury Town Hall
- Lincoln 11.3.15 2:30 PM Council on Aging
- Concord 11.9.15 7:30 PM Concord Town House
- Belmont 11.10.15 7:00 PM Belmont Town Hall

Meeting materials related to the Minuteman High School project are available locally for public review at the School Committee Office, Minuteman High School, 758 Marrett Rd., Lexington MA 02421, and on the School Building section of Minuteman's website: www.minuteman.org.

Certification:
To the best of my knowledge the meetings listed above comply with the requirements of the Open Meeting Law, M.G.L. c. 30A, §§18-25 and 940 CMR 29.00: Open Meetings. Superintendent Edward Bouquillon is the local point of contact to receive questions.

By signing this Local Action Certification, I hereby certify that, to the best of my knowledge and belief, that the information supplied by the District is true, complete and accurate.

By: Edward A. Bouquillon
Title: Chief Executive Officer
Date:

By: Edward A. Bouquillon
Superintendent of Schools
Date:

By: Jeffrey Stulin
School Committee Chair
Date:

Attachments

For the purpose of the Superintendent's Mid-Cycle Report, the attachments are cover sheets only; complete documents were submitted to MSBA.

Attachment A

A certified copy of the minutes, which includes the specific language of the vote and the number of votes in favor, opposed and abstained for both the School Building Committee and the School Committee.

a. November 16, 2015 SBC Vote to approve the Schematic Design, with the recommendation to the School Committee to authorize Skanska, USA, the Owner's Project Manager, to submit the Schematic Design materials to the MSBA on behalf of the Minuteman School District, no later than December 1, 2015.

b. November 17, 2015 SC Vote to approve the recommendation of the School Building Committee to approve the Schematic Design, and to authorize Skanska, USA, the Owner's Project Manager, to submit the Schematic Design materials to the MSBA on behalf of the Minuteman School District, no later than December 1, 2015.

Attachment B

School Building Committee Meetings

The SBC held 6 meetings regarding the Minuteman High School project since the MSBA Board of Directors approved the District to proceed into Schematic Design on the August 6, 2015. The dates are:

- August 10
- August 31
- September 14
- October 19
- November 9
- November 16

Agendas and Minutes from these meetings, describing time and location of meetings, summary of items discussed, and presentation details, are attached.

Attachment C

School Committee Meetings

The School Committee held 4 meetings:

- September 8
- September 15
- October 13
- November 17 (Joint Meeting)

Agendas and Minutes from these meetings, describing time and location of meetings, summary of items discussed, and presentation details, are attached.

Attachment D

Meetings with Staff and Students

The Superintendent gave a presentation at the staff in-service, and he and the Design Team held two meetings with staff to review Floor Plans.

- August 31, 2015 (in-service) and with Design Team
- September 2, 2015 with Design Team

The Superintendent and the Design Team held meetings with students to review Floor Plans

- September 2, 2015 (one for Juniors, one for Seniors)

The Superintendent and the Design Team held meetings with individual Departments to discuss specifics of the design, considering the Academy Model on:

- September 15, 2015
- September 16, 2015

Invitations and meeting summaries, describing time and location of meetings, summary of items discussed, and presentation details, are attached.

Attachment E

Meeting with Parents
The Superintendent and the Design Team held one meeting with Back to School Night parents to review the plans:

- September 16, 2015

The invitation and the summary of this meeting, describing time and location, summary of items discussed, and presentation details, are attached.

Attachment F

Meetings with Advisory Committee
The Superintendent and the Design Team held two meetings with the Advisory Committee to review the plans:

- September 30, 2015 (General Advisory Board)
- October 14, 2015 (Annual Appreciation Advisory Dinner: Program Advisory Committee, with Lt. Gov. Polito)

Notices and summaries of these meetings are attached.

Attachment G

Meetings with Town Officials

The Chairs of the School Committee and the School Building Committee, and the Design Team held three informational sessions with Town Officials (Boards of Selectmen, Town Managers, Finance Committees, School Committees, and Superintendents) to discuss the process, the district capital funding options, and the decision making options; an additional meeting was added.

- September 21, 2015
- September 28, 2015
- October 2, 2015
- November 16, 2015

The agenda for these meetings, distributed documents, summaries of the meetings, and questions that were generated at these meetings are attached.

Attachment H

Community Information Meetings

Information meetings related to the School Building project were also held in a number of communities, organized by the School Committee representative. A member of the Administration and/or the School Building Committee Chair gave the presentations. Meetings were held as follows:

• Acton	10.5.15	7:00 PM	Acton Town Hall
• Bolton/Lancaster/Stow	10.14.15	7:00 PM	Bolton Town Hall
• Lexington	10.22.15	7:00 PM	Lexington Community Center
• Sudbury	10.27.15	7:00 PM	Sudbury Town Hall
• Lincoln	11.3.15	2:30 PM	Council on Aging
• Belmont	11.10.15	7:00 PM	Belmont Town Hall

A sample agenda, press release, and presentation materials are attached.

For Superintendent's Report 11.17.15 School Committee Meeting

Meetings Since Last SC Meeting

Annual Appreciation Advisory Dinner
Program Advisory Committee, with Lt. Gov. Polito 10.14.15

Community Information Meetings
Information meetings related to the School Building project were also held in a number of communities, organized by the School Committee representative. A member of the Administration and/or the School Building Committee Chair gave the presentations. Meetings were held as follows:

• Acton	10.5.15	7:00 PM	Acton Town Hall
• Bolton/Lancaster/Stow	10.14.15	7:00 PM	Bolton Town Hall
• Lexington	10.22.15	7:00 PM	Lexington Community Center
• Sudbury	10.27.15	7:00 PM	Sudbury Town Hall
• Lincoln	11.3.15	2:30 PM	Council on Aging
• Concord	11.9.15	7:30 PM	Concord Town House
• Belmont	11.10.15	7:00 PM	Belmont Town Hall

Meetings related to Legislation
10.14.15
10.30.15

Meetings related to new members
10.20.15 Watertown financial analysis (D. Tobin, K. Mahoney)

Meetings related to possible partnerships/campus development
10.14.15
10.16.15

Meetings related to specific aspects of the project
10.19.15 Theater Consultants
10.22.15 LABBB Board of Directors
10.26.15 Module 4 Special Education DESE program Letter
11.4-11.8.15 National Career Academy Conference, Louisville, KY

Meetings related to community concerns
10.26.15 Needham Minuteman Study Committee
10.27.15 Lincoln Planning Board: Review of Site Plan
10.28.15 Weston (Selectmen in all communities): Project and Regional Agreement
11.16.15 Selectmen, School Committees: Review Project and Bonding

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MSBA Module Project Timeline

Module 1 Eligibility

- Submit Statement of Interest Nov 2008
- MSBA Invitation Jul 2009
- Initial Compliance Certificate Oct 2009-Feb 7, 2012
- District Maintenance Practices Feb 2012
- Authorization to Fund Feasibility $724,000 Jun 15, 2010
- School Building Committee Formed Sep 27, 2011
- Initial Design Enrollment Certification Oct 2011
- Feas. Study Agreement Approved Jun 13, 2012

Module 2 Forming Project Team

- RFS to Select OPM Sep 2012
- MSBA Approves OPM Dec 2012
- Designer Selection Feb.-Mar 2013

Module 3 Feasibility Study

- Educational Program Plan Labor Market Study; Education Program Plan submitted with PDP
- Develop Cost Effective Models
- Preliminary Design Program Submitted Nov 2013
- Final Design Enrollment Number of 628 Jun 2014
- Rev. Ed Program Plan Submitted Oct 2014
- Preferred Schematic Report by Jun11, 2015
- MSBA Approval of PSR Aug 6, 2015

Module 4 Schematic Design

- Schematic Design subm. by Dec 1, 2015
- Establish Scope, Budget & Schedule
- SC vote Draft RA 12.21.15; Special Town Meetings to approve RA Jan 8-Mar 1, 2016
- MSBA Acceptance of Proposed Project Jan 27, 2016
- SC Vote to Bond March, 2016

Module 5 Funding the Project

- Annual Town Meetings Vote on Bonding Spring, 2016
- Sign Project Funding Agreement

Module 6 Detailed Design (Design, Construction Docs & Bidding)

- Design: Jul 1, 2016-Oct 24, 2017
- Final Design & Design Review
- Early Bid Pkgs. (site, UG Util., foundation, steel) Jul-Aug 2017
- Bid Project Oct-Nov 2017

Module 7 Construction

- Construction: Phase 1 Aug 2017-Dec 2019 Phase 2: Demolition and Fields: Aug 2020-Jul 2021

Module 8 Completing the Project

- Jul-Oct 2021

Minuteman RSD | MSBA | Minuteman & MSBA

Update 2.1.16

SKANSKA

Mary Ann Williams
Project Executive
Skanska USA Building Inc.
253 Summer Street
Boston, MA 02210

Update: October 19, 2015

Minuteman Regional Vocational Technical High School – Module 4 Execution Schedule

August 2015

8/06/2015: MSBA Board of Directors Meeting
MSBA Board Approval to move into Schematic Design for a New 628 Student School

8/10/2015: School Building Committee Meeting at MM at 5:00pm – Review next steps

8/17/2015: Review Floor Plans and adjacencies – Staff input Meeting 1:00pm at KBA

8/17-8/27: KBA to incorporate feedback and update Floor Plans and Space Summary

8/27/2015: Review updated Floor Plans and Space Summary 9:00am at KBA

8/31/2015: Input Meeting with staff at MM at 2:30pm
8/31/2015: School Building Committee Meeting at MM at 5:00pm
Agenda: CM @ Risk, Site Modifications, Review Design progress, Meetings, Review Calendar, etc. Note: Superintendent to be notified if attending meetings to observe.

September 2015

9/02/2015: Meetings at Minuteman
Note: Superintendent and SBC Chair to be notified if requesting to attend meetings.
8:00 - 9:15am Superintendent and Senior students (review floor plans)
10:30 - 12:30 Superintendent/Leadership Team (review floor plans & Equipment)
12:45 - 2:00 Superintendent and Junior Students (review floor plans)
2:45 - 3:30 Superintendent and Interested Staff (review floor plans)

9/03/2015: Tour of Vocational Tech Schools: Bus Depart MM 7:45am/Return MM 5 - 6pm

9/08/2015: Module 4 Working Meeting w/consultants @ KBA Foxboro 2:00pm – 5:00pm

9/08/2015: School Committee Meeting – Superintendent's and SBC Report on project 6:00pm

9/14/2015: School Building Committee Meeting at MM at 5:00pm - Review Design Progress

9/15/2015: Input Meeting with staff at MM 8:30 - 3:30pm – KBA one on ones

9/16/2015: Input Meeting with staff at MM 8:30 - 3:30pm – KBA one on ones

9/16/2015: Superintendents Dinner "Town Hall" Session prior to Back to School Night at 5:30pm

9/18/2015: LEED Charrette at Minuteman 9:00am – 12:00pm

9/21/2015: Meetings of the Chair – Community Meeting at MM at 7:00pm

9/22/2015: Module 4 Working Meeting w/consultants @ KBA Foxboro 2:00pm – 5:00pm

9/28/2015: Meetings of the Chair – Community Meeting at MM at 7:00pm

9/30/2015: Superintendents Dinner and "Town Hall" Session (prior to General Advisory Committee Meeting)

October 2015

10/02/2015: Meetings of the Chair – Community Meeting at MM at 8:00am

10/06/2015: Minuteman Module 4 Project Meeting at KBA Foxboro 2:00pm – 5:00pm

10/13/2015: Schematic Design (SD) – documents to Estimators by 9:00am on 10/13/2015
Estimates and reconciliation 5 weeks: October 13, 2015 – November 17, 2015
(4 weeks for Estimate/1 week Reconciliation)

10/14/2015: Program Advisory Meeting at Minuteman at 5:00pm

10/15/2015: Schematic Design – Document review at 8:30am with Estimators at Skanska's Office

10/19/2015: School Building Committee Meeting at MM at 5:00pm

10/27/2015: Module 4 Working Meeting w/consultants @ KBA Foxboro 2:00pm – 5:00pm

November 2015

11/02/2015: Estimates with detailed back-up distributed to Minuteman Team by 9:00am

11/03/2015: Minuteman Estimate Review and Reconciliation Meeting 9:00am – 5:00pm

11/04/2015: Minuteman DESE (Special Education) Submission from MM/KBA to OPM for Review

11/06/2015: KBA Consultants provide their feedback on review of Estimates.
Minuteman Estimate and Reconciliation to be finalized

11/09/2015: School Building Committee Meeting at MM at 5:00pm Estimate Review

11/17/2015: Module 4 Working Meeting w/consultants @ KBA Foxboro 2:00pm – 5:00pm

11/17/2015: **Special Joint Meeting Minuteman School Committee/SBC Meeting at 6:00pm**
Agenda: Presentation of Schematic Design, Estimates and Budget review. Vote to approve and authorize the OPM to submit the Schematic Design related submittals to the MSBA by December 1, 2015

11/17/2015: OPM Budget Certification to MSBA (Required 2 weeks prior to SD Submission to MSBA)
Minuteman DESE (Special Education) Submission to be final and complete

11/23/2015: School Building Committee Meeting at MM at 5:00pm

11/25/2015: (THANKSGIVING WEEKEND 11/26/2015 – 11/29/2015)

December 2015

12/01/2015: Submit Schematic Design related submittals to the MSBA by December 1, 2015
(Last day District Submittals accepted for MSBA Board Presentation in January)

12/07/2015: School Building Committee Meeting at MM at 5:00pm

12/16/2016: Facilities Assessment Subcommittee Meeting (Alternate Date January 13, 2016)

January 2016

1/27/2016: MSBA Board of Directors Meeting

LEADERSHIP GOAL #2: EVIDENCE

Special Town Meetings to Consider Amendments
to the Minuteman Regional Agreement
January-February 2016

January 25, 2016	Monday	8:00 PM	Arlington	Arlington Town Hall 730 Massachusetts Avenue Arlington, MA 02476
February 1, 2016	Monday	7:00 PM	Stow	Hale Middle School 55 Hartley Road Stow, MA 01775
February 2, 2016	Tuesday	7:00 PM	Acton	Acton-Boxborough Regional High School - Auditorium 36 Charter Road Acton, MA 01720
February 4, 2016 *snow date: Feb. 10th*	Thursday	7:00 PM	Concord	Concord-Carlisle Regional High School - Auditorium 500 Walden Street Concord, MA 01742
February 9, 2016	Tuesday	7:00 PM	Carlisle	Carlisle Public School - Corey Auditorium 83 School Street Carlisle, MA 01741
February 9, 2016	Tuesday	7:00 PM	Lancaster	Mary Rowlandson Elementary School 103 Hollywood Drive Lancaster, MA 01523
February 9, 2016 *snow date: Feb. 11th*	Tuesday	7:30 PM	Sudbury	Lincoln-Sudbury Regional High School 390 Lincoln Road Sudbury, MA 01776
February 10, 2016 *snow date: Feb. 24th*	Wednesday	7:30 PM	Needham	Needham Town Hall - Powers Hall 1471 Highland Avenue Needham, MA 02492
February 11, 2016 *snow date: Feb. 23th*	Thursday	7:30 PM	Wayland	Wayland Middle School - Auditorium 201 Main Street Wayland, MA 01778
February 22, 2016	Monday	7:00 PM	Belmont	Chenery Middle School - Auditorium 95 Washington Street Belmont, MA 02478
February 22, 2016	Monday	7:00 PM	Bolton	Nashoba Regional High School - Auditorium 12 Green Road Bolton, MA 01740
February 22, 2016	Monday	7:00 PM	Dover	Dover-Sherborn Regional High School Mudge Auditorium 9 Junction Street Dover, MA 02030
February 22, 2016	Monday	7:30 PM	Lexington	Cary Memorial Building - Battin Auditorium 1605 Massachusetts Avenue Lexington, MA 02420
February 23, 2016	Tuesday	7:00 PM	Lincoln	Brooks School - Auditorium Ballfield Road Lincoln, MA 01773
February 24, 2016 *snow date: Feb. 25th*	Wednesday	7:00 PM	Boxborough	Blanchard Memorial School 493 Massachusetts Avenue Boxborough, MA 01719
February 24, 2016	Wednesday	7:00 PM	Weston	Weston High School - Auditorium 444 Wellesley Street Weston, MA 02493

REGIONAL AGREEMENT

This Agreement is entered into pursuant to Chapter 71 of the General Laws of Massachusetts, as amended, among the towns of Acton, Arlington, Belmont, Boxborough, Carlisle, Concord, Lexington, Lincoln, Stow, Sudbury, Wayland, Weston, Bolton, Dover, Lancaster, and Needham, hereinafter sometimes referred to as member towns. In consideration of the mutual promises herein contained, it is hereby agreed as follows:

SECTION I: THE REGIONAL DISTRICT SCHOOL COMMITTEE

(A) Composition

The Regional School Committee, hereinafter sometimes referred to as "the Committee," shall consist of one member from each member city or town (the term "city" and the term "town" will hereinafter be referred to jointly as "community"). The members of the Committee shall be appointed as hereinafter provided. All members will serve until their respective successors are appointed and qualified.

(B) Staggering of Terms

The terms of office shall begin on July 1 and shall be for three years. In order to have approximately one third of the terms of office expire at the end of each year, the initial term of office of a Committee member representing a newly admitted community may be for shorter than three years, said determination to be made by vote of the Committee (or by lot, if there is more than one community being newly admitted at the same time).

(C) Appointing Authority

Members who have been appointed to the School Committee by their respective Town Moderators prior to the July 1 date on which this amended language becomes effective shall serve out the remaining one, two or three years of their term. Beginning on the July 1 when this amended language becomes effective, each member shall thereafter be appointed by vote of the Board of Selectmen of that town (or by the Mayor in the case of a city), except that in the case of a town, the town may by bylaw or charter provide for appointment of that community's member by the Moderator. The language of the preceding sentence will also apply to any community newly admitted to the District whose membership in the District commences on or after the July 1 effective date of this amended language.

(D) Subsequent Terms of Office

Just prior to the conclusion of the initial terms spoken of in the subsection (B) above, the Appointing Authority of the member community will appoint a member of the Regional School Committee to serve a three year term beginning on July 1.

(E) Vacancies

Should a vacancy occur on the Regional School Committee for any reason, the unexpired term will be filled within sixty (60) days by the Appointing Authority of the community having the vacancy.

(F) Organization

At the first meeting of the Regional School Committee held after July 1, the Committee shall

organize and choose a Chairman and a Vice-Chairman from among its membership and will choose a Secretary, who may or may not be from among its membership.

(G) Power and Duties

The Committee shall have all the powers and duties conferred and imposed upon school committees by law and conferred and imposed upon it by this Agreement, and such other additional powers and duties as are specified in Section 16 to 16I, inclusive, of Chapter 71 of the General Laws and any amendments or additions thereto now or hereafter enacted, or as may be specified in any other applicable general or special law.

(H) Weighted Voting

Each member of the Regional School Committee will exercise a weighted vote, rounded to the nearest hundredth of a percent, which will be calculated and established as of July 1 of each year as follows. The first half of the weighted vote for all of the member communities will be the same. (For example, if hypothetically there were 16 member communities, then the first half of each member's weighted vote will be 1/16 of 50%, which would be 3.125%). The second half of each member community's weighted vote will be computed as follows. Based on the official October 1 student enrollment figures as determined by the Department of Elementary and Secondary Education ("DESE"), or its successor agency, a four year "rolling average" of the school's enrollment from member communities, using the most recent year's October 1 enrollment figures and those from the three preceding years, will be established. Using the same methodology, each member community's average percentage of student enrollment from all of the member communities for that period, rounded to the nearest hundredth of a percent, will be established and will be used as the second half of that member community's weighted vote to become effective on the following July 1. (For example, if over the four year period a member community supplied an average of 8.67% of the school's enrollment from all of the member communities, then, beginning on the following July 1 and extending for the next year, the second half of that member community's weighted vote would be 8.67% of 50%, which would be 4.335%). The two halves will then be added together, and rounded to the nearest hundredth of a percent, to establish that community's total weighted vote. (For example, using the hypotheticals expressed above in this paragraph, the hypothetical community's total weighted vote as of the July 1 in question would be 3.125% plus 4.335%, which would add to 7.46%). Assuming that a quorum as defined in subsection (I) below is present, and except for a vote to approve the annual budget, to incur debt, or to approve an amendment to this Agreement, a combined total of weighted votes amounting to over 50% of the weighted votes present shall constitute majority approval.

In order to approve the District's annual budget, a combined total of weighted votes equal to or exceeding 66.67% of the weighted vote of the entire Committee (i.e., not merely two thirds of the weighted vote of those present) shall be required.

In order to incur debt, a two-thirds (2/3) vote of all of the members of the Regional School Committee, without regard for the weight of the vote, shall be required. In order to approve an amendment to this Agreement, a three-fourths (3/4) vote of all of the members of the Regional School Committee, without regard for the weight of the votes, shall be required.

(I) Quorum

A majority of the total number of members of the Regional School Committee (regardless of the weighted votes) shall constitute a quorum. A quorum is necessary for the transaction of business, but an assemblage less than a quorum may adjourn a meeting.

SECTION II TYPE OF REGIONAL SCHOOL DISTRICT

The regional district school shall be a technical and vocational high school consisting of grades nine through twelve, inclusive. The Committee is also hereby authorized to establish and maintain such kinds of education, acting as trustees therefore, as may be provided by communities under the provisions of Chapter 74 of the General Laws and acts amendatory thereof, in addition thereto or dependent thereon, including courses beyond the secondary school level in accordance with the provisions of Section 37A of said Chapter 74.

SECTION III LOCATION OF THE REGIONAL DISTRICT SCHOOL

The regional district school shall be located within the geographical limits of the District, or within a radius of 5 miles from the intersection of Route 2 and Bedford Road, which intersection is in the town of Lincoln, provided that if a community where the school is located ceases to be a district member, the school may continue to be located in that community.

SECTION IV APPORTIONMENT AND PAYMENT OF COSTS

(A) Classification of Costs

For the purpose of apportioning assessments levied by the District against the member communities, costs shall be divided into two categories: capital costs and operating costs.

(B) Capital Costs

Capital costs shall include all expenses in the nature of capital outlay such as the cost of acquiring land, the cost of constructing, reconstructing, or adding to a school building or buildings, the cost of remodeling or making extraordinary repairs to a school building or buildings, the cost of constructing sewerage systems and sewerage treatment and disposal facilities or the cost of the purchase or use of such systems with a municipality, and any other item of capital outlay for which a regional school district may be authorized to borrow, or which could be categorized as a capital expense in conformance with applicable law and regulation, including without limitation the cost of original equipment and furnishings for such school buildings or additions, plans, architects' and consultants' fees, grading and other costs incidental to placing school buildings and additions, sewerage systems and sewerage treatment and disposal facilities, and any premises related to the foregoing in operating condition. Capital costs shall also include payment of principal of and interest on bonds, notes and other obligations issued by the District to finance capital costs.

(C) Operating Costs

Operating costs shall include all costs not included in capital costs as defined in subsection IV (B), but including interest on temporary notes issued by the District in anticipation of revenue.

(D) Apportionment of Capital Costs

1. The following method will be used for apportioning capital costs incurred prior to July 1,

2016:

After first deducting any other sources of revenue that are appropriately applied against capital costs, capital costs shall be annually apportioned to the towns which were members of the District as of June 30, 2016 for the ensuing fiscal year in the following manner. Each member town's share of capital costs for each fiscal year shall be determined by computing the ratio which the town's pupil enrollment in the regional district school on October 1 of the fiscal year next preceding the fiscal year for which the apportionment is determined bears to the total pupil enrollment from all the member towns on the said date, except that if there is an enrollment of fewer than five pupils from any member town in the regional district school on said date, such member town shall be deemed to have an enrollment of five pupils in the regional district school. For the purpose of this subsection, in computing this apportionment the persons enrolled in courses or programs referred to in subsection IV (F) shall not be included.

2. The following method will be used for apportioning capital costs incurred on or after July 1, 2016:

After first deducting any other sources of revenue that are appropriately applied against capital costs, capital costs which are incurred on or after July 1, 2016 shall be apportioned to the member communities annually for the ensuing fiscal year in the following manner (for illustration purposes only, examples of these calculations appear in Appendix A.)

a. Fifty percent (50%) of the capital costs will be apportioned to each of the member communities by computing the ratio which that community's pupil enrollment in the regional district school, using a rolling average based on the four (4) most recent annual October 1 enrollment figures, bears to total pupil enrollment in the regional district school from member communities, using a rolling average based on the four (4) most recent annual October 1 enrollment figures, except that if there were an enrollment of fewer than one (1) pupil from any member community in the regional district school on any of the four (4) most recent October 1 dates, such member community will be deemed to have had an enrollment of one (1) pupil in the regional district school on said date.

b. An additional one percent (1%) of these costs will be apportioned to each of the member communities regardless of student enrollment.

c. The balance of these costs will be apportioned by applying DESE's combined effort yield (a measure of a community's ability to pay for education using property values and household incomes) to the percentage of each community's students (as defined by foundation enrollment) that are enrolled at Minuteman. The specific calculation is as follows:

- Each member community's pupil enrollment in the regional district school, using a rolling average based on the four (4) most recent annual October 1 enrollment figures, including the one (1) pupil minimum spoken of in 2,a above, will be identified.

- This average regional enrollment figure for each member community will be compared to that community's most recent October 1 "foundation enrollment" figure (determined by DESE), and the percentage of that community's most recent foundation enrollment figure which is comprised of that town's average regional enrollment figure will be computed.

- This percentage amount will be multiplied by the lesser of the "combined effort yield" or 100% of the "foundation budget" (using the most recent "final" numbers determined by DESE) for that community, resulting in a number to be called "combined effort yield at Minuteman".

- The numbers representing each community's "combined effort yield at Minuteman" will be totaled, and each community's percentage of that total (this percentage to be called "combined effort capital assessment share") will be computed.

- Each community's "combined effort capital assessment share" will be used to calculate the apportionment of the capital costs under this paragraph. (An example of the calculations described in this paragraph is found in the chart headed "Calculation Factor – Ch. 70 Combined Effort Capital Allocation" appearing on page 2 of Appendix A.)

In the event that changes occur at the state level in either the terminology or the calculation formulas that lie behind the terms used in this paragraph, the Committee will use a calculation approach which replicates the apportionment outcomes that would result from this paragraph if the terms of this paragraph were applied as of the effective date of this Regional Agreement.

(E) Apportionment of Operating Costs

The District will utilize the statutory method in the apportionment of operating costs. Pursuant to this method, the District will deduct from operating costs the total of any revenue from Chapter 70 state aid, Chapter 71 Regional Transportation Reimbursement, and any other revenue as determined by the Regional School Committee. The balance of all operating costs, except those described in subsection IV,F below, shall be apportioned to each member community as follows. Each member community's share of operating costs will be the sum of the following: (a) the member's required local contribution to the District as determined by the Commissioner of Elementary and Secondary Education (hereinafter "the Commissioner"); (b) the member's share of that portion of the District's net school spending, as defined by G.L. chapter 70, section 2, that exceeds the total of the required local contributions for all of the members; and (c) the member's share of costs for transportation and all other expenditures (exclusive of capital costs as defined in subsection IV,(B) above) that are not included in the District's net school spending. A member's share of (b) and (c) above will be calculated by computing the ratio which that member's pupil enrollment in the regional district school, using a rolling average based on the four (4) most recent annual October 1 enrollment figures, bears to the total pupil enrollment in the regional district school from member communities, using a rolling average based on the four (4) most recent annual October 1 enrollment figures.

(F) Special Operating Costs

The Committee shall determine the operating costs for each fiscal year for any courses or programs which are offered by the District to persons other than secondary students attending the regular day regional vocational school. Each member community's share of such special operating costs shall be apportioned by identifying each member community's enrollment and/or participation rate in said courses or programs as compared to the overall enrollment and/or participation rate in said courses or programs. Normally said share shall be paid by the members as a special assessment in the fiscal year following the year of the course or program offering, although exceptions may be made whereby the payment will be made during the fiscal year of the course or program offering.

(G) Times of Payment of Apportioned Costs

Each member shall pay to the District in each fiscal year its proportionate share, certified as provided in subsection V(B), of the capital and operating costs. The annual share of each member community shall be paid in such amounts and at such times that at least the following percentages of such annual share shall be paid on or before the dates indicated, respectively:

September 1	25%
December 1	60%
March 1	75%
May 1	100%

(H) Apportionment of Costs to New Members

1. The share of operating costs which will be paid by a new member community will be determined consistent with subsection IV(E) except that, for purposes of calculating that community's four (4) year rolling average of pupil enrollment, the number of "out of district" students from that community which were enrolled in the regional district school during each of the applicable four (4) years will be regarded as that community's "pupil enrollment" during those years for purposes of this calculation.

2. The Regional School Committee, prior to the admittance of a new member community, will have the option of negotiating a phase in of the amount of capital costs which will be assessed to that new member community during the first three years of membership in the District. Beginning no later than the fourth year of membership and thereafter, however, the new member community will be assessed the full capital cost apportionment that will result from an application of subsection IV(D).

(I) Incurring of Debt

Other than short-term borrowing for cash-flow purposes, the incurring of debt for purposes expressed in G.L. Chapter 71, section 16(d), will require at least a two-thirds (2/3) vote of all of the members of the Regional School Committee, without regard for the weight of the votes. If such a margin exists, the Committee must seek authorization for incurring debt by following the approach set out in G.L. Chapter 71, section 16, subsection (d). If one or more member communities vote disapproval of the debt, the Committee, by a majority of the weighted vote, may then seek authorization for the debt via Chapter 71, section 16, subsection (n). If and when subsection (n) is utilized, and if the incurring of debt is approved via subsection (n), the following option will be open to a member community if a majority of the registered voters voting on the question from that community voted to disapprove the incurring of debt in the subsection (n) election. Said community may seek to withdraw from the District consistent with the procedure in Section IX, and, if the notice of withdrawal is sent consistent with Section IX within sixty (60) days of the subsection (n) election, that community will not be responsible for a share of the debt service attributable to this new debt even if that community's withdrawal from the District is not approved by a majority of the member communities as required by Section IX, or even if the withdrawal of said community is disapproved by the Commissioner. Communities whose resident voters disapprove the incurring of the debt in the subsection (n) election but which do not give a notice of withdrawal consistent with Section IX will remain members of the District and will share in the debt service for the new debt consistent with the apportionment process in this Section IV.

SECTION V BUDGET

(A) Tentative Operating and Maintenance Budget

The Committee shall annually prepare a tentative operating and maintenance budget for the ensuing fiscal year, attaching thereto provision for any installment of principal or interest to

become due in such fiscal year on any bonds or other evidence of indebtedness of the District and any other capital costs to be apportioned to the member communities. The said Committee shall mail a copy to the chairman of the Board of Selectmen and the Finance or Advisory Committee, if any, of each member town at least fifteen days prior to the date on which the final operating and maintenance budget is adopted by the Committee, said copy to be itemized in a fashion consistent with DESE's chart of accounts.

(B) Final Operating and Maintenance Budget

After conducting a public hearing consistent with G.L. Chapter 71, section 38M, the Committee shall adopt an annual operating and maintenance budget for the ensuing fiscal year not later than forty-five days prior to the earliest date on which the business session of the annual town meeting of any member town is to be held, but in no event later than March 31, provided that said budget need not be adopted earlier than February 1. Said adoption of the budget will require a combined total of weighted votes equal to or exceeding 66.7% of the weighted vote of the entire Regional School Committee (i.e., not merely two-thirds of the weighted vote of those present at the meeting). Said annual operating and maintenance budget shall include debt and interest charges and any other current capital costs as separate items, and the said Committee shall apportion the amounts necessary to be raised in order to meet the said budget in accordance with the provisions of Section IV. The amounts so apportioned to each member community shall be certified by the district treasurer to the treasurer of such member community within thirty days from the dates on which the annual operating and maintenance budget is adopted by the Committee, and each such community shall, at the next annual town meeting or meeting of the city council, appropriate the amounts so certified. The annual Regional School District budget shall require approval by the local appropriating authorities of at least two-thirds (2/3) of the member communities consistent with G.L. Chapter 71, section 16B.

SECTION VI TRANSPORTATION

School transportation shall be provided by the regional school district and the cost thereof shall be apportioned to the member communities as an operating cost.

SECTION VII AMENDMENTS

(A) Limitation

This Agreement may be amended from time to time in the manner hereinafter provided, but no such amendment shall be made which shall substantially impair the rights of the holders of any bonds or notes or other evidences of indebtedness of the District then outstanding, or the right of the District to procure the means for payment thereof, provided that nothing in the section shall prevent the admission of new communities to the District and the reapportionment accordingly of capital costs of the District represented by bonds or notes of the District then outstanding and of interest thereon.

(B) Procedure

Any proposal for amendment, except a proposal for amendment providing for the withdrawal of a member community (which shall be acted upon as provided in Section IX), may be initiated

by a vote of at least three-fourths (3/4) of all of the members of the Regional School Committee, without regard for the weight of the votes, so long as the proposed amendment was discussed as an agenda item at no less than one prior Committee meeting. Alternatively, a proposal for amendment may be initiated by a petition signed by at least 10 per cent of the registered voters of any one of the member communities. In the latter case, said petition shall contain at the end thereof a certification by the Municipal Clerk of such member community as to the number of registered voters in said community according to the most recent voting list and the number of signatures on the petition which appear to be the names of registered voters of said community and said petition shall be presented to the secretary of the Committee. In either case, the Secretary of the Committee shall mail or deliver a notice in writing to the Board of Selectmen, or City Council, of each of the member communities that a proposal to amend this Agreement has been made and shall enclose a copy of such proposal (without the signatures in the case of a proposal by petition). The Selectmen of each member town shall include in the warrant for the next annual or a special town meeting called for the purpose an article stating the proposal or the substance thereof, and the City Council in each member city shall vote on said proposed amendment within two months of its submittal by the Committee. Such amendment shall take effect upon its acceptance by all of the member communities, acceptance by each community to be by a majority vote at a town meeting in the case of a town, or by majority vote of the City Council in the case of a city, and after approval by the Commissioner.

(C) Approval by Commissioner

All amendments to this Agreement are subject to the approval of the Commissioner.

SECTION VIII ADMISSION OF NEW COMMUNITIES

By an amendment of this Agreement adopted under and in accordance with Section VII above, any other community or communities may be admitted to the regional school district. The effective date for the admission of each such new member shall be the July I following the adoption by the District of such an amendment, the acceptance by all of the existing members, and the approval by the Commissioner. All of the above approvals must be completed by December 31 for the new member to be admitted on the following July 1. Such admission also shall be subject to compliance with such provisions of law as may be applicable and such terms as may be set forth in such amendment.

SECTION IX WITHDRAWAL

(A) Procedure

Consistent with 603 CMR 41.03(2) the withdrawal of a member community can occur only as of July 1 of a given fiscal year. A notice of desire to withdraw must be initiated by a two-thirds (2/3) vote of the legislative body of the member community, which must occur no less than three (3) years prior to the desired July 1 withdrawal date. The Municipal Clerk of the community seeking to withdraw must notify the Regional School Committee in writing within seven (7) days of the vote of the legislative body that the two-thirds (2/3) vote has occurred, and the receipt of the notice of withdrawal will be acknowledged in the minutes at a Regional School Committee meeting. Within seven (7) days of its receipt, the District's Clerk will notify in writing the Municipal Clerks of all of the member communities that a notice of withdrawal has been received. Once this notice of withdrawal is given, it may not be rescinded without the unanimous consent of the members of the Regional School Committee. The withdrawal of a community will be allowed

only if it is approved by a majority of the other member communities. A failure of the legislative body of a member community to vote disapproval of a requested withdrawal within sixty (60) days of the notice of withdrawal being submitted to the Regional School Committee will constitute approval. During this three (3) year notice period, the departing member will continue to be responsible for the following:

1. Payment of its share of operating costs apportioned by way of subsection IV(E).

2. Payment of its share of capital costs apportioned by way of subsection IV(D), except that no apportionment for a withdrawing member will be made for a share of debt that was disapproved by the voters of said withdrawing member in a G.L. Chapter 71, subsection 16(n) election and after said disapproval a notice of withdrawal was sent by said member consistent with the terms of subsection IV(I). Similarly, no apportionment for a withdrawing member will be made for a share of any debt incurred after the member has given a notice of withdrawal.

3. The withdrawing community shall continue to have a right to appoint and be represented by its member on the School Committee will full voting authority until the date of final withdrawal, on which date the withdrawing community member's term shall end.

(B) <u>Continuing Obligations After Withdrawal</u>

A departing member shall have no right or claim to the assets of the District, and a departing member shall continue to be responsible, after withdrawal, for the following:

1. Payment of its share of capital costs incurred prior to withdrawal apportioned by way of subsection IV(D), provided that for purposes of this apportionment the withdrawn community's enrollment shall be deemed to be its enrollment determined pursuant to subsection IV(D) immediately prior to the date of its notice of intent to withdraw, except that:

a. no apportionment for a withdrawing member will be made for a share of debt that was disapproved by the voters of said withdrawing member in a G.L. Chapter 71, subsection 16(n) election and after which disapproval a notice of withdrawal was sent by said member consistent with the terms of subsection IV(I); and,

b. no apportionment for a withdrawing member will be made for a share of debt that was incurred by the District following receipt of the withdrawing member's notice of intent to withdraw, such notice having not been rescinded.

(C) <u>Commissioner's Approval</u>

Consistent with 603 CMR 41.03(2) the withdrawal of any member requires the approval of the Commissioner of Education, and all requisite approvals must be obtained no later than the December 31 preceding the July 1 effective date of withdrawal.

(D) <u>Amendment to Agreement</u>

The withdrawal of a member which occurs consistent with this Section will, upon its completion, constitute an amendment to the Regional Agreement, regardless of the fact that said amendment was not processed via the procedure contained in Article VII.

(E) <u>Initial Procedure for Withdrawal</u>

Consistent with 603 CMR 41.03(2), the communities of Boxborough, Carlisle, Dover, Lincoln, Sudbury, Wayland, and Weston may withdraw from the District effective on the first July 1 after the first December 1 following the Commissioner of Education's approval of the 2016 Amended

Regional Agreement, all of the following requirements having been met by each departing member:

(a) On or before March 1, 2016, voted by simple majority of its legislative body to confirm its commitment to withdraw from the District;

(b) On or before March 1, 2016, voted to approve the 2016 Amended Regional Agreement;

(c) Approval of the 2016 Amended Regional Agreement by the Commissioner of Education.

A vote by any member to adopt the 2016 Amended Regional Agreement shall also constitute approval of the withdrawal of any or all of the communities of Boxborough, Carlisle, Dover, Lincoln, Sudbury, Wayland, and Weston from the District pursuant to the Initial Procedure for Withdrawal.

The terms of School Committee members representing communities which withdraw under this Initial Procedure for Withdrawal shall end on the withdrawal date of the community which the member represents. No such community shall have any right or claim onto the assets of the District. Such communities shall continue to be responsible for their respective shares of the District's indebtedness as of the withdrawal date, except that no community withdrawing under this Initial Procedure for Withdrawal shall be responsible for District debt incurred after December 10, 2015.

SECTION X TUITION STUDENTS

(A)
The Committee may accept for enrollment in the regional district school pupils from communities other than member communities on a tuition basis. Income received by the District from tuition pupils and not previously deducted from operating costs shall be deducted from the total operating costs in the next annual budget to be prepared after the receipt thereof, prior to apportionment under Section IV to the member communities, provided that income identified as a contribution to capital costs shall be applied to the capital budget.

(B)
Subject to state law, and applicable regulations, effective June 30, 2018, it shall be the policy of the District to admit out-of-district students only based on tuitions and charges equal or greater than the District's similarly-calculated average per pupil cost for in-district communities as determined by the Committee. Exceptions to this policy may only be made by two-thirds weighted vote of the Committee. The provisions of this paragraph (B) shall not apply to incoming school choice students under M.G.L. c. 76, § 12B.

SECTION XI FISCAL YEAR

The fiscal year for the district shall run from July 1 to June 30.

SECTION XII SUBMISSION FOR APPROVAL

This Agreement shall be submitted for approval pursuant to the applicable provisions of Chapter 71 of the General Laws.

Special Town Meeting before 3.1.16					
	TM Date			RA 12.21.15	Withdrawal
Arlington	1.25.16	8:00 PM		Approved	
Stow	2.01.16	7:00 PM		Approved	
Acton	2.02.16	7:00 PM		Approved	
Concord	2.04.16	7:00 PM		Approved	
Carlisle	2.09.16	7:00 PM		Approved	**Approved**
Lancaster	2.09.16	7:00 PM		Approved	
Sudbury	2.09.16	7:30 PM		Approved	**Approved**
Needham	2.10.16	7:30 PM		Approved	
Wayland	2.11.16	7:30 PM		Approved	**Approved**
Belmont	2.22.16	7:00 PM		Approved	
Bolton	2.22.16	7:00 PM		Approved	
Dover	2.22.16	7:00 PM		Approved	**Rejected**
Lexington	2.22.16	7:30 PM		Approved	
Lincoln	2.23.16	7:00 PM		Approved	**Approved**
Boxborough	2.24.16	7:00 PM		Approved	**Approved**
Weston	2.24.16	7:00 PM		Approved	**Approved**
2.25.16					

Massachusetts School Building Authority

Deborah B. Goldberg
Chairman, State Treasurer

Maureen G. Valente
Chief Executive Officer

John K. McCarthy
Executive Director / Deputy CEO

January 27, 2016

Dr. Edward A. Bouquillon, Superintendent-Director
Minuteman Regional Vocational Technical School District
785 Marrett Road
Lexington, MA 02421

Re: Minuteman Regional Vocational Technical School District, Minuteman Technical High School

Dear Dr. Bouquillon:

I am pleased to report that the Board of the Massachusetts School Building Authority (the "MSBA") has voted to approve the Minuteman Technical High School Project (the "Proposed Project") in the Minuteman Regional Vocational Technical School District (the "District") to replace the existing Minuteman Technical High School on the existing site, contingent upon demonstrating sufficient demand for the proposed program offerings following the outcome of local efforts to update the Regional Agreement and community membership.

The Board approved an Estimated Maximum Total Facilities Grant of $44,139,213, which does not include any funds for potentially eligible owner's or construction contingency expenditures. In the event that the MSBA determines that any owner's and/or construction contingency expenditures are eligible for reimbursement, the Maximum Total Facilities Grant for the Proposed Project may increase to as much as $45,206,061. The final grant amount will be determined by the MSBA based on a review and audit of all project costs incurred by the District in accordance with the MSBA's regulations, policies, and guidelines and the Project Funding Agreement. The final grant amount may be an amount less than $44,139,213.

Pursuant to the MSBA's regulations, the District has 120 days after the date of the MSBA's Board vote to acquire and certify local approval for an appropriation and all other necessary local votes or approvals showing acceptance of the cost, site, type, scope, and timeline for the Proposed Project. After receipt of the certified votes demonstrating local approval, the MSBA and the District will execute a Project Funding Agreement, which will set forth the terms and conditions pursuant to which the District will receive its grant from the MSBA. Once the Project Funding Agreement has been executed by both parties, the District will be eligible to submit requests for reimbursement for Proposed Project costs to the MSBA. The Project Scope and Budget Agreement signed by the District and the MSBA will form the basis for the Project Funding Agreement.

40 Broad Street, Suite 500 • Boston, MA 02109 • Tel: 617-720-4466 • Fax: 617-720-5260 • www.MassSchoolBuildings.org

We will be contacting you soon to discuss these next steps in more detail, but in the meantime, I wanted to share with you the Board's approval of the Proposed Project in the Minuteman Regional Vocational Technical School District to replace the existing Minuteman Technical High School on the existing site, contingent upon demonstrating sufficient demand for the proposed program offerings following the outcome of local efforts to update the Regional Agreement and community membership.

I look forward to continuing to work with you during the MSBA's grant program process. As always, feel free to contact me or my staff at (617) 720-4466 should you have any questions.

Sincerely,

John K. McCarthy
Executive Director

Cc: Legislative Delegation
Jeffrey W. Stulin, Chair, Minuteman Regional Vocational Technical School Committee
Kevin Mahoney, Assistant Superintendent of Finance, Minuteman Regional Vocational Technical School District
Mary Ann Williams, Owner's Project Manager, Skanska USA Building, Inc.
Joe Milani, Designer, Kaestle Boos Associates, Inc.
Larry Trim, Designer, Kaestle Boos Associates, Inc.
File: 10.2 Letters (Region 4)

Annual Town Meeting

March 19, 2016	**Saturday**	**9:30 AM**	**Lincoln**	Brooks School - Auditorium 10 Ballfield Road Lincoln, MA 01773
March 21, 2016	**Monday**	**7:30 PM**	**Lexington**	Cary Memorial Building - Battin Auditorium 1605 Massachusetts Avenue Lexington, MA 02420
April 4, 2016	**Monday**	**7:00 PM**	**Concord**	Concord-Carlisle Regional High School - Auditorium 500 Walden Street Concord, MA 01742
April 6, 2016	**Monday**	**7:00 PM**	**Acton**	Acton-Boxborough Regional High School - Auditorium 36 Charter Road Acton, MA 01720
April 7, 2016	**Thursday**	**7:30 PM**	**Wayland**	Wayland Middle School - Auditorium 201 Main Street Wayland, MA 01778
April 25, 2016	**Monday**	**8:00 PM**	**Arlington**	Arlington Town Hall 730 Massachusetts Avenue Arlington, MA 02476
May 2, 2016	**Monday**	**7:00 PM**	**Belmont**	Belmont High School 221 Concord Avenue Belmont, MA 02478
May 2, 2016	**Monday**	**7:00 PM**	**Bolton**	Nashoba Regional High School - Auditorium 12 Green Road Bolton, MA 01740
May 2, 2016	**Monday**	**7:00 PM**	**Dover**	Dover-Sherborn Regional High School Mudge Auditorium 9 Junction Street Dover, MA 02030
May 2, 2016	**Monday**	**7:00 PM**	**Lancaster**	Mary Rowlandson Elementary School 103 Hollywood Drive Lancaster, MA 01523
May 2, 2016	**Monday**	**7:30 PM**	**Needham**	Needham Town Hall - Powers Hall 1471 Highland Avenue Needham, MA 02492
May 2, 2016	**Monday**	**7:00 PM**	**Stow**	Hale Middle School 55 Hartley Road Stow, MA 01775
May 2, 2016	**Monday**	**7:30 PM**	**Sudbury**	Lincoln-Sudbury Regional High School 390 Lincoln Road Sudbury, MA 01776
May 9, 2016	**Monday**	**7:00 PM**	**Boxborough**	Blanchard Memorial School 493 Massachusetts Avenue Boxborough, MA 01719
May 9, 2016	**Monday**	**7:00 PM**	**Carlisle**	Carlisle Public School - Corey Auditorium 83 School Street Carlisle, MA 01741
May 9, 2016	**Monday**	**7:00 PM**	**Weston**	Weston High School - Auditorium 444 Wellesley Street Weston, MA 02493

List of Sample Materials Crafted and Circulated to Town Managers, Boards of Selectmen, School Committee Members, Town Moderators, media, citizens, and website:

1. Supplementary Summary re RA 12.14.15 (EB)
2. Capital Assessment Models (KM)
3. Warrant Article Language (Counsel)
4. Various versions of the 12/21/15 RA [redlined from 3.11.14, with changes, in black and white, clean) (Counsel)
5. Order of Articles
6. FAQs updated as new information was learned
7. Template Power Point
8. Various versions of Projected Member Assessments
9. 3 year enrollments
10. Dan Matthews summary
11. Carrie Flood side-by-side comparison
12. Weighted Voting Charts
13. Specific information to Declarant Towns

    An example

    Draft Warrant Article Language
14. 16 d Bonding Warrant Article Language
15. Bond Path graphic
16. Special Town Meeting Calendar
17. Estimated Tax Rate Impact
18. Material for Information Sessions; town specific Power Points
19. Postcard Mailings to towns
20. Legal Advice to Town Moderators on Procedures
21. Mailing to Media with FAQ and List of Special Town Meetings
22. Timely Press Releases

2.10.16

Summary of Legislative Efforts from July 1, 2015-Present

These efforts range from legislative efforts at the highest levels of state government on broad policy matters to meetings with elected and appointed officials in member towns (and non-member towns) on issues affecting only them. Here are a few examples:

State Level

- Hosted a visit to Minuteman's Girls in STEM Summer Camp on August 5 by State Treasurer Deborah Goldberg. Treasurer Goldberg chairs the Massachusetts School Building Authority (MSBA) board of Directors. (Subsequent to the visit, MSBA increased its reimbursement rate for the Minuteman building project from 40% to 44.75%.)

- Hosted a visit to the school by Lt. Gov. Karyn Polito the Advisory Committee Annual Appreciation Dinner on October 14.

- Hosted a Legislative Breakfast at Minuteman on Friday, October 30, 2015. In attendance: Rep. Jay Kaufman (D-Lexington), Rep. Sean Garballey (D-Arlington), Rep. Carmine Gentile (D-Sudbury), Rep. Cory Atkins (D-Concord), Amanda Bernardo from office of Rep. Denise Garlick (D-Needham), Rosalie Fazio-Eynullayeva, Counsel, office of Sen. Michael Barrett (D-Lexington), and Molly Parsons from office of Rep. Alice Peisch (D-Wellesley)

- Attended multiple meetings of the Alliance for Vocational Technical Education (AVTE) both here at Minuteman and at Blue Hills Regional at which AVTE established a list of action items, including legislative priorities on vocational-technical education, for Governor Baker and his Workforce Skills Cabinet.

- Attended a meeting at the Federal Reserve Bank on Jan. 22, 2016, hosted by AVTE with Governor Baker and his Workforce Skills Cabinet. At the meeting, Barry Bluestone of Northeastern University's Dukakis Center announced the results of a statewide survey funded by AVTE on vocational-technical education and the Governor announced $83 million in new vocational education initiatives.

Local Level

- Hosted several breakfast meetings at Minuteman for town officials on the Regional Agreement and Building Project, including meetings on September 21, September 28 and October 2, 2015; and one on January 21, 2016.

- Attended numerous finance committee, warrant committee, and board of selectmen meetings to discuss the Regional Agreement and/or the building project. There have been multiple meetings every week, too numerous to list.

- Attended Concord-Carlisle League of Women Voters event on the Regional Agreement and Carlisle's possible withdrawal from the Minuteman District on Sunday, January 31.

- Attended a host of Special Town Meetings on the Regional Agreement, starting with Arlington on January 25.

- Held informal discussions with officials from two non-member communities to gauge their interest in possibly joining the Minuteman School District.

LEADERSHIP GOAL #3: EVIDENCE

MINUTEMAN
A REVOLUTION IN LEARNING

Professional Development Calendar 2015-2016 (rev. 1/12/16)

Sessions are determined by professional development strands for 2015-2016. After October 13, teachers will proceed in groups according to Academy Model (Integrated Learning Groups) *All topics, dates, and times may be subject to change.*

September 17 – Delayed Opening 8:00 – 9:30 am (Right to Know)

September 22 – Early Release 1:00 – 3:30 pm

- Office 365 Academic/SPED/Guidance Counselors Group A
- Co-Teaching* Academic/SPED Group B
- SmartNotebook CTE Group A
- Senior Project and Presentation Development CTE Group B

October 13 – Delayed Opening 8:00 – 9:30 am

- SmartNotebook CTE Group B
- Senior Project and Presentation Development CTE Group A and Academic/SPED Group A
- Co-Teaching*

October 21– Delayed Opening 8:00 – 9:30 am

- Showcase Day
- Co-Teaching

November 12– Showcase Day 2:00 – 3:30 pm

- New Building Project Update

December 7– Early Release 1:00 – 2:30 pm

- Alert Lockdown Inform Counter Evacuate (ALICE) Overview and Introduction

December 8– Delayed Opening 8:00 – 9:30 am

- ALICE continued

January 14– Early Release 1:00 – 2:30 pm

- **GROUP 1**--Executive Function and Understanding and Using Lexile Scores/Reading and Literacy
  - Location—Training Room
- **GROUP 2**--Mental Health
  - Location—2S50
- **GROUP 3**--Library Resources (e.g., on-line journals, data bases, Discovery Ed)
  - Location--Library

- **Co-Teaching***
    - Location—Paul Revere Room

February 9– Early Release 1:00 – 3:30 pm

- **GROUP 2**-- Executive Function and Understanding and Using Lexile Scores/Reading and Literacy
    - Location—Training Room
- **GROUP 3**--Mental Health
    - Location—2S50
- **GROUP 1**--Library Resources (e.g., on-line journals, data bases, Discovery Ed)
    - Location--Library
- **Co-Teaching***
    - Location—Paul Revere Room

March 10– Early Release 1:00 – 3:30 pm

- **GROUP 3**-- Executive Function and Understanding and Using Lexile Scores/Reading and Literacy
    - Location—Training Room
- **GROUP 1**--Mental Health
    - Location—2S50
- **GROUP 2**--Library Resources (e.g., on-line journals, data bases, Discovery Ed)
    - Location--Library
- **Co-Teaching***
    - Location—Paul Revere Room

April 5--Delayed Opening 8:00 – 9:30 am

- Academy Model with Report

May 19 – Early Release 1:00 – 3:30 pm

- Technology Carousel

*Co-Teaching sessions are for selected participants

MINUTEMAN

District Determined Measures Meeting Schedule

Seaside Consultants, Debbie Hale

Expectations

- Each group will meet with the consultant 2 times (for example once on September 8th and then again October 8th). The initial session will cover the requirements for DDMs and take stock of what exists and what needs to be done.
- Each individual/group will continue the work between the sessions and come to the second session with their DDM assignment complete. (Assignments may vary slightly due to the differences in groups.)
- Administrators will support the completion of the work between assignments.
- Final DDM Work Includes:
  - Two Assessments/Instruments
  - DDM Scoring Key/Rubric
  - DDM Proctoring Protocol
  - Standards Alignment Document
  - Plan for Determining Growth (High, Moderate, Low)

ROOM LOCATION: **TRAINING ROOM** (unless noted)

Month: September

Tuesday date	Group	Thursday date	Group
8th →	H 1:00-2:00 C 2:40-3:30	10th →	K 1:00-2:00 B 2:40-3:30
15th →	J 1:00-2:00 A 2:40-3:30	17th →	I 1:00-2:00 D 2:40-3:30
22nd Moved to Nov 10 →	**All Staff** ~~L 1:00-2:00~~ ~~E 2:40-3:30~~	24th Moved to Nov 17 →	~~M 1:00-2:00~~ ~~F 2:40-3:30~~

Month: October

Tuesday date	Group	Thursday date	Group
		1st →	N 1:00-2:00 (open to all) G 2:40-3:30
		8th → Moved to Nov 19	**All Staff** ~~N 1:00-2:00~~ (open to all) ~~A 2:40-3:30~~
13th → Swapped I & D with M & F from Oct 27	M 1:00-2:00 F 2:40-3:30	~~15th~~ → Swapped J & C with L & E from Oct 22	~~L 1:00-2:00~~ ~~E 2:40-3:30~~
20th →	K 1:00-2:00 D 2:40-3:30	22nd → Swapped L & E with J & C from Oct 15	J 1:00-2:00 C 2:40-3:30
27th → Swapped M & F with I & B from Oct 13	I 1:00-2:00 B 2:40-3:30	29th →	H 1:00-2:00 G 2:40-3:30

Month: November

Tuesday date	Group	Thursday date	Group
10th → Moved from Sept 22	L 1:00-2:00 E 2:40-3:30 **Room TBD**		
17th → Moved from Sept 24	**N 1:00-2:00** (Prof Dev) **F 2:40-3:30**	19th → Moved from Oct 8	~~N 1:00-2:00~~ (open to all) **M 1:00-2:00** **A 2:40-3:30**
24 Moved from October 15	L 1:00-2:00 E 2:40-3:30		

Month: December

Tuesday date	Group	Thursday date	Group
1st → Moved from October 20	L 1:00-2:00 E 2:40-3:30		

PLC Groups on Reverse Side

MINUTEMAN

District Determined Measures PLC Groups

Group A (8) – History, Humanities, and Foreign Language; S. Nason, T. Sierra, C. Danielson, R. Mitton E. Bordeau, C. Maynard, S. Nagle, R. Tuttle

Group B (12) – SPED, E. Nardone, A. Hutchings, M. Teehan, A. Merkowitz, G. Page, H. Quinn, M. Guarino, A. Pisapia, C. Segreve, S. Schonhour, R. O'Donnell, C. Waldman

Group C (10) – English Team and Phys Ed.; G. Donovan, D. Tagg, B. Girouard, E. Gray, K. Sheerin, T. O'Brien, K. Anderson, J. Bakeman, H. Plater and J. Donato

Group D (11)– TRADES; B. Flood, D. Melanson, J. Primpas, B. Ehle, C. Traganos, R. Silva, A. St. George, K. McDermott, K. Romano, C. Bruno, G. Boyd

Group E (13)– Biotech, DVC, PWD, Telecom, Marketing, Health, Engineering; C. Auger, P. Rafter, M. Galante, A. Barry, L. Lambert, R. Voges, R. Caruso, J. Joncas, M. Berry, S. Baker, B. Quay, R. Ayres, G. DiPaolo, B. Ryder

Group F (12) – Science and Math; A. Ratchelous, M. Marshall, G. Sypteras, E. Marshall, N. Griffin, J. Salerno, J. Skogstrom, C. Bernstein, N. Deveraux, J. Fraser-Dahann, J. Fusco, A. Weijer

Group G (13)– Cosmo, Culinary, Early Ed, Environmental, Horticulture; C. Demaio, M. McLaughlin, P. Halko, D. Charbonneau, M. McElhinney, A. Provost-Merrill, K. Smith, A. Currier, T. Regan, G. Protopopescu, P. Kelleher, S. Ard, C. Brown

Group H –(10) Evaluator Information on Rating Student Impact; A. Schrimpf, B. Tildsley, J. Dillon, M. Roche, B. Blake, M. Ham, C. Cohen, A. Perrault, K. Lynn, G. Clement

Group I – (4) Guidance; D. Dempsey, L. Camagna, D. Farrill, C. Cohen

Group J – (3) Administration E. Bouquillon, K. Mahoney, S. Sharek

Group K – (5) Administration B. Tildsley, G. Clemente, A. Perrault, C. Cohen, M. Ham

Group L – (6) Administration M. Roche, B. Blake, K. Lynn, A. Schrimpf, J. Dillon, J. Asser

Group M – (7) – Library, Nurse, Psychologist, Adj. Counselor, Inst. Tech.; M. Mastrocola, C. Kelley, S. Wertheim, M. Murray-Bruno, C. Moffit-Jenkins, A. Landau

Group N – Open Session for All. Please drop in.

Academy Development Team

1	Erin Bordeau	
2	Edward Bouquillon	
3	George Clement	
4	Carol Cohen	
5	Anita Currier	
6	Diane Dempsey	
7	Jack Dillon	
8	Gene DiPaolo	
9	John Fusco	
10	Eric Marshall	
11	Maria Mastrocola	
12	Andie Merkowitz	
13	Beth Nardone	
14	Teri O'Brien	
15	Amy Perrault	
16	Kyle Romano	
17	Katie Smith	
18	Al St. George	
19	Brian Tildsley	

Engineering Construction & Trades Academy Programs	Shared Services & Programs		Life Sciences & Services Academy Programs
Advanced Manufacturing & Metal Fabrication 48.0501 / 48.0599	Nursing & Wellness Services Library & Media Center Special Education		Culinary Arts & Hospitality 12.0500 / 52.0901
Automotive Tech 47.0604	Common Planning Time		Cosmetology & Barbering 12.0404 / 12.0402
Carpentry 46.0201	Academic Programs		Early Education & Care 13.1210
Design & Visual Communications 50.0401	Chemistry Science Physics English Language Arts Mathematics Physical Education	Humanities Art & Music Guidance Counseling Career Development Advanced Placement	Health Occupations 51.0000
Electrical 46.0302	Common Competencies		Environmental Science 15.0507
Multi-Media Engineering 09.0701	Health & Safety Entrepreneurship Financial Literacy	Digital Literacy Career Guidance Work based Learning Internships & Coop	Biotechnology 15.0401
Plumbing & HVAC 46.0603 / 47.0201	Reading Consultancy Student Portfolios Executive Purpose Project Based Learning		Horticulture & Landscaping Tech 1.0601
Programming & Web Development 11.0201			
Robotics Engineering Automation 15.0000 / 15.0403			

10/13/2015

Academy Development Team Meeting 3:15 pm

Tuesday, September 29, 2015

Training Room, Minuteman High School

AGENDA

---

1) Review progress made to date in choosing an academy model

2) Outline Multi Year Implementations

3) Goal of the ADT
    - Goal Statement

4) Roles and Responsibilities of ADT
    - Reason for having multi departments represented

5) Professional Development Activities 2015-2016
    - Early November – Louisville
    - March – Nashville
    - What's happening in between these months?
    - All staff will be updated

6) Beth Nardone – Talk about Nashville

7) Next Meeting Date and Agenda

Minutes

Academy Development Team (ADT) Meeting

September 29, 2015

The following ADT members were in attendance: Ed Bouquillon, Bill Blake, Michelle Roche, Katie Smith, Beth Nardone, Eric Marshall, George Clement, Carol Cohen, Amy Perrault, Jack Dillon.

Meeting called to order by Ed Bouquillon at 11:21

1) **Review progress made to date in choosing an academy model**
   a) The work began in 2010 as a whole school
   b) Identified priorities: common planning time, collaborative work spaces, displaying student work, integration of CVTE and Academic, flexibility.
   c) Scheduling the new building in the "sandbox" has been informed by these priorities

2) **Outline Multi Year Implementation**
   a) In 6 weeks the final schematic design is submitted to MSBA
   b) Project approved this school year, so we must have an implementation plan ready
   c) Expect to identify some components of the Academy Model we can begin to implement in 2016-17 school year, such as 8 period Day, 9th/10th grade format and 11th/12th grade format, etc. TBD

3) **Goal Statement of the ADT to be Developed, however:**
   a) Become subject matter experts in academy model
   b) Identify challenges with our academy regarding scheduling, etc
   c) Develop and implement this plan
   d) ADT consists of mostly teachers that is where the solutions will come from

4) **Roles and Responsibility**
   a) Each team member represents certain components of the school
   b) Each group should have different ideas
   c) Each team member is expected to engage their department in this effort
   d) Communication responsibilities are #1

5) **Professional Development Activities 2015-2016**
   A) **Early November (NCAC) National Career Academy Coalition Louisville, Kentucky trip**
      - Pre-sessions have a lot of information
      - Can't send all, possibly 6-8 people can go
      - Read through Pre-sessions and let me know what you are willing to participate in
      - Minuteman supports your decision to go, but you must report back to Minuteman on your professional development in an executive summary
      - Must attend department meetings to talk about your summary

   B) **March Nashville trip – Beth Nardone**

      - All of Nashville transitioned to an academy model 6 years ago
      - Drop-out rate decreased dramatically
      - 3 to 4 day trip structured to visit other schools
      - Present our findings to the school committee

- Project based learning
- Master Schedule
- Business Involvement
- Major issue with the academy model is that students are concerned that the will be separated from their friends

Questions and Comments:

C) Library should be on the team

C) 2 people at each session, 6 sessions, we need 12 people

Q) Is 2 academies the standard model?

A) No, some academies have 2, some have more

Q) Why isn't there any one from engineering on the ADT?

A) Invitations were sent to only some

Q) Do you know what pre-sessions you'd like to attend?

A) Katie – Administrators and Teachers Need to Know How to Use and Promote Leadership Skills.

Do You Have the Skills?

Eric – Forward Thinking: The Nuts and Bolts of Envisioning and Creating a Career Academy

Amy Perrault – Three Academies, One School – Integration Implementation Best Practices While Maintaining School Unity

Beth - Forward Thinking: The Nuts and Bolts of Envisioning and Creating a Career Academy

Carol – Taming the Master Schedule

6) **Next Meeting Date and Agenda**
   a) Wednesday, October 7th at 2:30 (Entire team should be in attendance)
   b) Budget, registration, airfare, hotel

Academy Development Team Meeting 3:15 pm

Thursday, October 29, 2015

Training Room, Minuteman High School

AGENDA

---

1) Transportation to the airport on November 4th.
   a. Minuteman bus is an option, who will drive the bus and take it back to Minuteman
   b. What time will we leave for the airport, flight scheduled for 1:30 pm departure

2) Transportation back to Minuteman on November 7th.
   a. November 7th is a Saturday, who will pick us up and take us back to Minuteman

3) Professional Development Forms
   a. Is this required

4) Informational handout
   a. Hotel information, flight information, cell phone numbers etc.

Minuteman Academy Development Team Meeting Minutes
Thursday, October 29, 2015, 3:15 pm Training Room, Minuteman High School

Present: Anita Currier, Katie Smith, Al St. George, Erin Bordeau, Carol Cohen, Andie Merkowitz, Beth Nardone,
Teri O'Brien, Amy Perrault, Diane Dempsey, Maria Mastrocola, Ed Bouquillon, Kyle Romano, Gene DiPaolo

Not Present: George Clement, Brian Tildsley, Eric Marshall, Jack Dillon, John Fusco

1) **Transportation to the airport on November 4th**
   a. The Minuteman bus will depart from Minuteman at 11:30 am, Brian Tildsley will drive
   b. ADT will leave luggage in the wrestling room, luggage will be tagged with blue and white ribbon
   c. ADT Dinner in Louisville, location to be determined

2) **Transportation back to Minuteman on November 7th**
   a. Jack Dillon will pick you up from the airport and bring you back to Minuteman
   b. Carol Cohen will take her own transportation

3) **Professional Development**
   a. Erin Bordeau will be in charge of collecting professional development forms/information

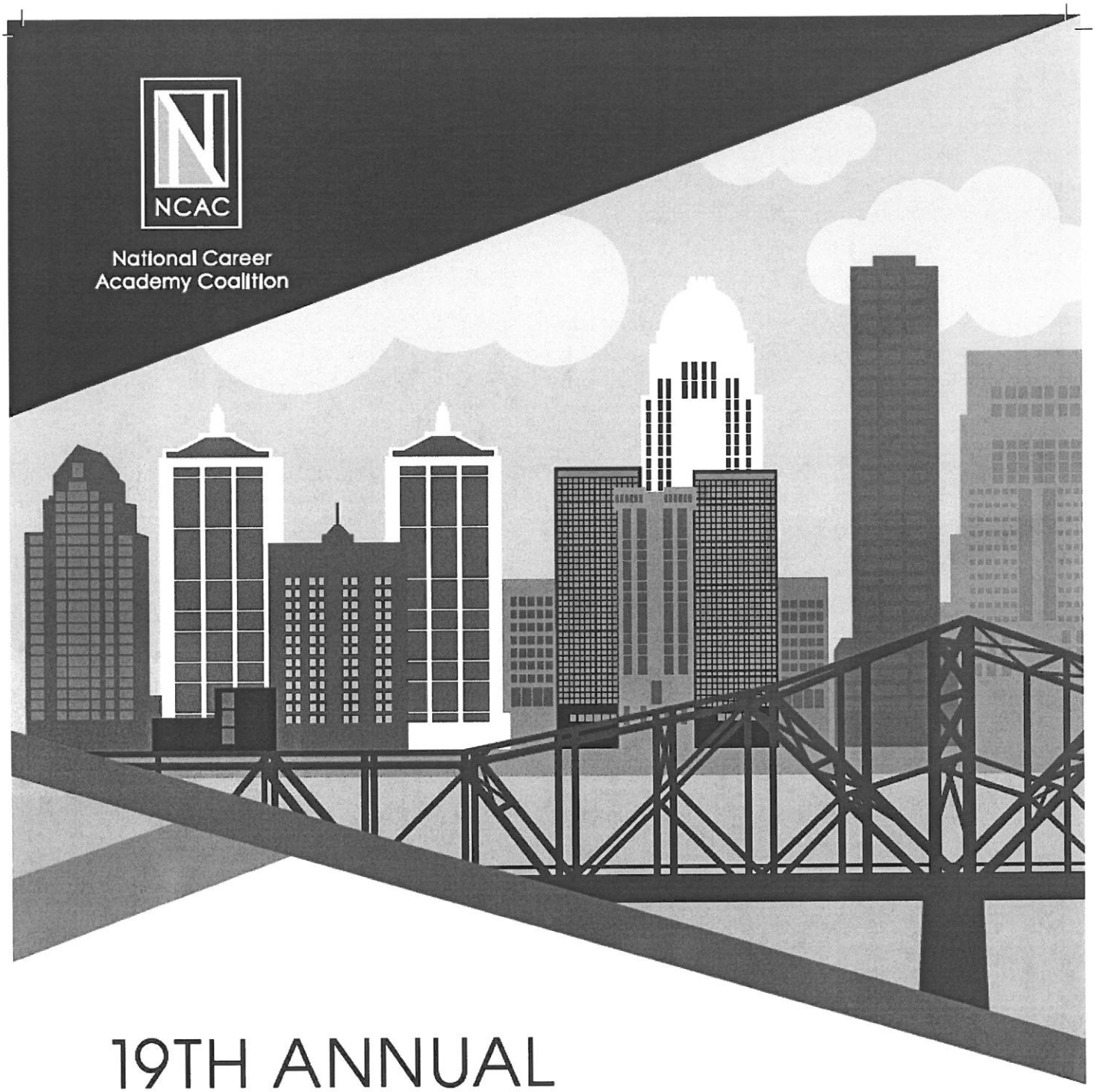
4) **Informational handout**
   a. Quick reference guide with travel information

5) **Other topics discussed**
   a. Dress code is business casual
   b. November 7th before leaving for the airport, we will meet as a team for 90 minutes to debrief and take notes
   c. The ADT will meet Monday, November 9th at 2:30 pm? (Dr. B's schedule is full, this was the only time I could find not during school hours, let me know if this is convenient)
      1. To outline what will be presented to the school committee.
      2. To determine who we want to come to Minuteman to speak

_____
Jaculen Maglio, Recorder

NCAC

National Career Academy Coalition



19TH ANNUAL CONFERENCE

Changing Lives...Every Day/Every Child

#CareerAcadsNCAC www.ncacinc.com

LOUISVILLE, KENTUCKY | NOVEMBER 5-7, 2015

National Career Academy Coalition (NCAC)

The mission of NCAC is to create and support a national network of existing and emerging career academies.

2015-2016 NCAC Board of Directors

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Chief Academic Officer, Metro Nashville Public Schools

Connie Majka, Vice-President
Director of Learning & Innovation
Philadelphia Academies, Inc.

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Marketing and Advertising

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Career & Technical Education, Arkansas

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Association for Career & Technical Education (ACTE)

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ConnectEd

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Center for Secondary School Redesign (CSSR)

Dr. Judith Stein
Executive Director
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Fischler School of Education & Human Resources

John Doerge
Corporate Citizenship at Deloitte

Jan Struebing
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Career & Technical Education Springdale, Arkansas

Angela Grasberger
Retired SLC/Academy Program Manager
Bradenton, Florida

Susan Tidyman
Regional/State Coordinator
College & Career Academy Support Network
University of California-Berkeley

Stephen Casa, Executive Director
Business Office:
c/o Jacobs, Cohen, & Associates, CPA
401 Church Street Suite 2500 Nashville, TN 37219 872-356-NCAC (6222)

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National Career
Academy Coalition

Jay Steele, Ed.D.
President's Welcome

Welcome Conference Attendees:

I want to thank you for joining us here in Louisville, Kentucky for our 19th annual conference.

The National Career Academy Coalition is pleased to be here in beautiful Jefferson County, a community implementing career academies. Our conference theme is ***Career Academies: Changing Lives...Every Day/ Every Child.***

With the federal emphasis on economic and workforce development career academies are continuing to spread around the country. Just recently, the White House announced an initiative to increase student participation in career academies by 500,000. Community leaders are recognizing the value of the collective impact approach on student achievement, daily attendance, graduation rates, and the economic impact of prepared students. These leaders clearly understand the importance of career academies and the impact they are having in preparing our students for the real world.

Career Academies provide the opportunity for educators to fully engage students as never before. The academy model empowers our youth to make informed choices about their future college and career. As educators, it is our responsibility to design stimulating and interactive learning environments where students collaborate, critically think, communicate, and demonstrate their creativity. We are preparing our future!

During our conference here in Louisville, we are celebrating the accomplishments of academies that have reached model status. NCAC celebrates this achievement and recognizes the vision and dedication each model academy has demonstrated through the rigorous review process. Congratulations to each of you... your students are reaping the rewards! We also have national experts available for schools who are just beginning the academy journey. NCAC is here to support every school and every community taking bold steps to re-envision education.

In closing, I would like to provide a few acknowledgements and my grateful appreciation to the NCAC Board of Directors, all of the conference sponsors, NCAC partners, and the local committee for planning an outstanding conference. Remember, Every Day...Every Child!

National Career
Academy Coalition

Stephen T. Casa
Executive Director's Welcome

Greetings Conference Attendees:

It is with great pleasure that I welcome you to the 19th Annual National Career Academy Coalition Conference in the great city of Louisville, KY. I am excited to be joining such a motivated group of individuals over the next three days, to improve our efforts in educating the future generations of leaders in this nation. I have no doubt that you will be energized and motivated by your experiences and will connect with many others who believe deeply in this work.

We are very excited about this conference and want to thank Jefferson County Superintendent Dr. Hargens and her team, for their hard work in making this as dynamic an experience as possible. The local committee, that was led by our wonderful Board Member Cheryl Carrier from Ford NGL, has been integral in making so much of what you'll experience possible. The wonderful reception at the Muhammad Ali Center, the incredible student ambassadors that you'll be seeing throughout, to the extraordinary site visits at Jefferson County Academies, and so much more; were all made possible by this team. Thank you to Kristen Wingfield, Tami Hatfield, Ken Talley, Sam Corbett, and Debra Hoffer for dedicating their valuable time to this effort.

In my second trip around the moon as Executive Director, I'm honored at your commitment and belief in the work we do. NCAC has made such great strides over the past year and we feel very excited to share this progress with you. We performed 22 National Standards of Practice Reviews with 20 academies receiving model status. I'm glad you're here to help me celebrate their success, at our Career Academy Awards. 18 of the 20 academies will be sharing their best practices during our Model Academy Showcases throughout the conference. NCAC has also performed eight Baseline Analyses this past year. The Baseline Analysis is a new initiative for us and will help schools, districts, and communities get a snapshot of where their academies stand against the National Standards of Practice. This will be integral in their academy development and sustainability, as professional development can be matched up to needs with the academy ultimately leading to the NCAC NSOP review process and potentially, model status.

I'd like to thank our Conference Committee led by Board Members Angie Grasberger and Marc Hill, for doing all the behind the scenes work to make this so successful. A special thanks to Jessica Delgado from Ford NGL for all she's done, she epitomizes collaboration and partnership. I'd also like to thank our talented and hard working colleague Michelle Williams. She's the straw that stirs the drink at NCAC and we're so fortunate to have her on staff.

Enjoy Louisville, enjoy the conference, enjoy networking with one another, and enjoy your work because it's the greatest work anyone can do.

Best,
Stephen T. Casa

Greg Fischer
Mayor of Louisville

On behalf of the City of Louisville, it is with great pleasure that I welcome the National Career Academy Coalition (NCAC) conference to our town.

Since its inception in 1996, NCAC has been recognized as a leader in high school transformation, using the career academy model. This aligns with one of my strategic goals – increasing educational attainment, through our Cradle to Career initiative.

Jefferson County Public Schools have worked alongside Ford Next Generation Learning to develop a five-year plan for developing, scaling and sustaining a successful career academy network. The NCAC National Standards of Practice is an important resource guiding the growth of that network. Many of you will have an opportunity to visit some of our academies during this conference. We hope you will learn from that experience, and we certainly look forward to learning from you.

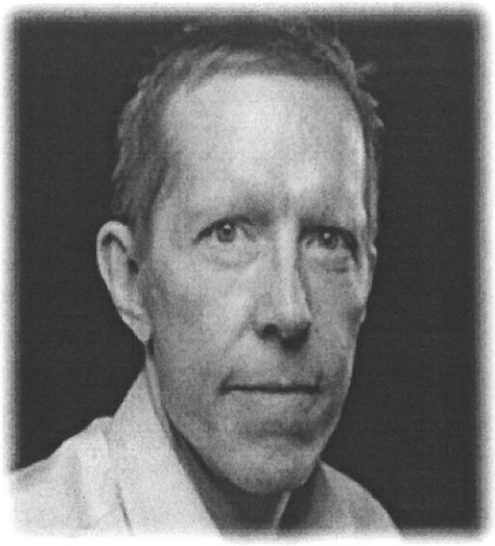
Career academies support Louisville's workforce and economic development needs, and they directly link to our efforts to grow jobs in advanced manufacturing and other prioritized sectors. This ensures that our employers will have a strong pool of candidates for high-skill, high-wage jobs, and students will be prepared for the careers available in their own community.

While you are here, we hope that you will take advantage of more than 150 attractions that can only be experienced in Louisville, including the Muhammad Ali Center, the Louisville Slugger Museum & Factory, and the Kentucky Derby Museum.

Thank you for attending the NCAC Conference, and we hope you'll come back soon.

FEATURED SPEAKER

Neil Howe
Senior Associate
Center for Strategic and International Studies



Neil Howe is a historian, economist and demographer who writes and speaks frequently on generations, the economy and social change. He is America's leading thinker on who today's generations are, what motivates them and how they will shape the nation's future.

He has authored nine books on American generations, many co-authored with William Strauss, including Generations (1991), The Fourth Turning (1997), Millennials Rising (2000) and, most recently, Millennials in the Workplace (2010). In relation to The Fourth Turning, the Boston Globe wrote "If Howe and Strauss are right, they will take their place among the great American prophets." He has also authored numerous books and policy reports on demographics, most recently The Graying of the Great Powers (2008).

He is a senior associate at the Center for Strategic and International Studies, where he helps lead the Global Aging Initiative. He holds graduate degrees in history and economics from Yale University.

FEATURED SPEAKER

Donna M. Hargens
Superintendent
Jefferson County Public Schools

Donna M. Hargens is the Superintendent of the Jefferson County Public Schools in Louisville, Kentucky, having been selected for that position effective August 2011. Prior to her appointment, she served the Wake County Public School System in Raleigh, North Carolina for 22 years in a variety of positions that included Chief Academic Officer, Interim Superintendent, Assistant Superintendent for Curriculum and Instruction, Area Superintendent, and principal of two high schools.

Among her educational qualifications are graduating *summa cum laude* with a B.A. from Marquette University (WI), earning an M.Ed. in educational administration and supervision from University of North Carolina-Chapel Hill, and being awarded an Ed.D. in educational leadership, management and policy from Seton Hall University (NJ).

A native of Milwaukee, Wisconsin, Dr. Hargens began her career as a teacher. She is married, with two adult children and a granddaughter.

As superintendent of JCPS, Dr. Hargens' focus is on raising student achievement for all children, and she is relentless in expecting staff to collect and analyze data in order to inform their decisions. Her leadership style is grounded in collaboration, and she devotes extensive time to listening to staff, parents, and community to gain their perspectives and insights before making recommendations.

Program at a Glance

Wednesday, November 4th

5:00 PM – 9:00 PM	Marriott Foyer 2nd floor	Registration Open

Thursday, November 5th

7:00 AM - 9:00 PM	Marriott Foyer 2nd floor	Registration Open
8:00 AM - 12:00 PM	Marriott Foyer	Exhibitor Set Up
12:00 PM - 5:00 PM	Marriott Foyer	Exhibits Open
6:30 AM - 8:00 AM	Marriott Ballroom IX-X	Pre-Sessions Continental Breakfast
8:00 AM - 2:00 PM		Pre-Sessions *$300.00 Fee (Includes Breakfast & Lunch)
	Marriott Ballroom I	♦ Engaging and Sustaining Business Involvement with your Career Academy
	Marriott Ballroom II	♦ Forward Thinking: The Nuts and Bolts of Envisioning and Creating a Career Academy
	Marriott Ballroom III	♦ Taming the Master Schedule
	Marriott Ballroom IV	♦ Administrators and Teachers Need to Know How to Use and Promote Leadership Skills. Do You Have These Skills?
	Marriott Ballroom VII	♦ Engaging Academy Students Through Project Based Learning
	Marriott Ballroom VIII	♦ Three Academies, One School - Integration Implementation Best Practices Maintaining School Unity
2:15 PM - 3:45 PM	Marriott Ballroom V-VI	Conference Opening

Featured Speaker
Neil Howe, Center for Strategic and International Studies

National Anthem
Sarah Sturgeon, Youth Performing Arts School and DuPont Manual High School

Color Guard
Cadets from JCPS's Valley High School Naval Junior ROTC.

4:00 PM - 5:15 PM		Workshop-Session 1
	Marriott Ballroom V-VI	Roundtables
6:00 PM - 8:00 PM	Muhammad Ali Center *(transportation provided)*	Networking Reception/Cocktails/ Awards

Program at a Glance

Friday, November 6th

7:00 AM – 3:00 PM	Marriott Foyer 2nd floor	Registration Open
6:30 AM – 8:30 AM	Marriott Ballroom V-VI	Continental Breakfast/Announcements
8:00 AM – 5:00 PM	Marriott Foyer	Exhibits Open
7:15 AM – 12:00 PM		School and Local Business Site Visits
9:00 AM – 10:15 AM		Workshop-Session 2
10:30 AM – 11:45 AM		Workshop-Session 3
12:30 AM – 2:00 PM	Marriott Ballroom	Lunch and Career Academy Awards

Drum Line
Central High School

Master of Ceremonies
Ellery Payne
Jefferson High School Alumni
University of Louisville Freshman
Louisville

Featured Speaker
Donna M. Hargens Ed.D., Superintendent of Jefferson County Public Schools, Louisville

2:15 PM – 3:30 PM		Workshop-Session 4
3:45 PM – 5:00 PM		Workshop-Session 5
5:00 PM - 6:00 PM	Marriott Ballroom III	Review Website Training for Team Leaders & Teams
5:15 PM - 6:30 PM	Marriott Ballroom X	Career Academy Conversation - (Invitation Only)

Saturday, November 7th

7:00 AM – 12:00 PM	Marriott Foyer 2nd floor	Registration Open
8:00 AM – 9:00 AM	Marriott Ballroom V-VI	Continental Breakfast
8:00 AM – 12:00 PM	Marriott Foyer	Exhibits Open
9:15 AM – 10:30 AM		Workshop-Session 6
10:45 AM - 12:00 PM		Workshop-Session 7
		Consultancies and Planning with an Academy Expert

12:00 PM - Conference Concludes

A special thank you to our Student Ambassadors who have served us throughout the conference!

Metro Nashville Public Schools
Louisville Public Schools
Philadelphia Academies, Inc.
School District of Polk County

The Academies of Nashville Study Visit

Information | Register

Summary | Invitation | Fees | Directions | **Agenda** | Contact Us | Accommodations

March 7 - 9, 2016

Schedule of Events

Agenda - Subject to change
Transportation to airport provided directly after event

Please book departing flight no earlier than 4:30 PM Wednesday, March 9, 2016

[-] Hide Description

Monday, March 7, 2016

4:00 PM	**Event check-in at TBD Hotel** **Hotel Assignments (TBD) for attendees:** **Holiday Inn Vanderbilt** 2613 West End Avenue, Nashville, TN 37203 (615) 327-4707 **Embassy Suites Nashville Airport** 10 Century Blvd., Nashville, TN 37214 (615) 871-0033 **Nashville Marriott Airport** 600 Marriott Drive, Nashville, TN 37214 (615) 889-9300 *Participants will receive their hotel assignment and check-in instructions prior to arrival*
4:30 PM	**Board buses for Opening Ceremonies at Music City Center**
4:40 PM	**Charter Buses depart for Music City Center** 201 5th Avenue South, Nashville, TN 37203 *Please check your name tag for your bus assignment.*

5:15 PM - 5:30 AM (Tuesday, March 8, 2016)	**Welcome and Event Overview** Nashville Ford NGL Hub Leadership Team Music City Center, Davidson Ballroom C
5:25 PM - 5:30 PM	**Welcome from Ford Next Generation Learning**
5:30 PM - 6:00 PM	**The Nashville Story: Transformation through Ford NGL Strands 1, 2 & 3**
6:00 PM - 6:15 PM	**Q & A**
6:15 PM	**Remarks**
6:30 PM - 7:30 PM	**Reception** Hors d'oeuvres and cash bar
7:30 PM	**Buses depart for hotels**

Tuesday, March 8, 2016

6:00 AM - 7:00 AM	**Breakfast buffet** *Breakfast at each hotel is included in registration fee.*
7:15 AM	**Board buses/Travel to School Visit 1** *Please check your name tag for your bus/school visit assignment*
8:00 AM - 11:00 AM	**School Visit 1) TBD**
11:00 AM - 11:45 AM	**Travel to School Visit 2) TBD**
11:45 AM - 2:30 PM	**School Visit 2) TBD - includes lunch**
2:30 PM - 3:00 PM	**Board bus; travel for debrief at Trevecca University - Boone**
3:15 PM - 4:30 PM	**Team networking/afternoon snacks at Boone on Trevecca University Campus** *Opportunity to debrief with your team and/or network with other attendees.*
5:00 PM - 5:30 PM	**Board buses and travel back to hotels**
5:30 PM	**Evening on your own**

Many things to do and see while visiting Music City:

http://www.nytimes.com/travel/guides/north-america/united-states/tennessee/nashville/overview.html

The Grand Ole Opry

http://www.opry.com/

Nashville Convention & Visitors Corporation

http://www.visitmusiccity.com/

Arts & Events Calendar for Nashville/Middle Tennessee

http://www.nowplayingnashville.com/

Tennessee Performing Arts

http://www.tpac.org/

Music City's Independent Restaurant Guide

http://nashvilleoriginals.com/

Distinctive & Upscale Shopping

http://www.shopgreenhills.com/

Wednesday, March 9, 2016

6:00 AM - 7:15 AM	**Breakfast buffet and check out of hotel** *Breakfast at hotel is included in registration fee; check out of hotel and stow luggage on bus for the day.*
7:15 AM	**Board bus; bring luggage to stow on bus**
7:30 AM - 8:00 AM	**Travel to Trevecca University - Boone Center** 333 Murfreesboro Pike, Nashville, TN 37210 (615) 248-1200
8:15 AM - 8:30 AM	**Overview** *Starr Herrman, Ford Hub/MNPS*
8:30 AM - 9:30 AM	**Role-alike sessions** *Participants will interact with Nashville representatives in roles similar to theirs in a small-group setting.*
9:30 AM - 9:45 AM	**Break**
9:45 AM - 12:00 PM	**Concurrent Roundtable Discussions**
12:00 PM - 1:00 PM	**Lunch**
1:00 PM - 2:00 PM	**Facilitated team planning**
2:00 PM	**Depart for airport** ***Bus transportation will be provided to the airport for arrival by 2:30 pm, please schedule departing flights after 4:30 pm; groups wishing to leave earlier or later must make separate ground transportation arrangements.***

Printer Friendly

Register

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LEADERSHIP GOAL #4: EVIDENCE

THE EDUCATION ALLIANCE

October 2, 2015

Edward Bouquillon, Superintendent
Minuteman Regional Technical Vocational High School
758 Marrett Road
Lexington, MA 02421

Re: ***Regional District Guidance Counselor Survey Project Summary Report***

Dear Ed,

Executive Summary: The Bottom Line
We contacted all thirty-one (31) guidance counselors and staff from the 17 District Town Middle Schools that send students to Minuteman.

The good news is that there is strong support for Minuteman's educational mission and more specifically, the new campus. Respondents reported that vocational-technical high schools are a hidden jewel, and that with a new campus, Minuteman will place itself in the forefront as a competitive choice for students.

In sum, respondents indicated that vocational-technical high schools offer high quality programs that meet or exceed their traditional high school counterparts. Respondents reported that students and parents appreciated the significance of the employment and academic pathways available upon completion of a Minuteman vocational-technical educational experience and there was agreement that voc-tech students have a competitive edge given the combination of skills, training, and academics.

The other news is that no member town middle school guidance counselor agreed with the statement that "over the next five years, the number of applications to vocational-technical high schools will *decrease*". Over the next five years, 15 of 21 (71%) said students would be more likely to apply to a vocational-technical high school while16 of 21 (76%) agreed that parents would be more likely to send their child to a vocational-technical high school.

The perception that "vocational-technical education is generally *inferior* to a traditional high school education was *not* supported by this survey – with 86% of the respondents disagreeing with that statement. Overall, 81% of the respondents reported that the value of a vocational-technical education seems to be improving.

The summary of the survey findings are contained more fully in this report.

209 West Central Street • Suite 204 • Natick, MA 01760 • 508-655-7111 • FAX 508-655-7411 • www.edalliance.com • Email: edall@edalliance.com

Methodology

As outlined and requested in your September 28th email, the Alliance contacted all thirty-one people on the "2015-2016 Middles School Go2 Contacts" provided by your office.

The contact list included guidance counselors and guidance staff from seventeen (17) towns representing nineteen (19) middle schools. (*Note: Minuteman serves 16 district towns and 17 middle schools. Both Concord and Lexington have two middle schools within district. This survey included Watertown and Everett which are considered out-of-district schools with students who attend Minuteman.)*

The summary of responses reflects twenty-one completed surveys. Two of the individuals contacted declined participation and the remaining eight individuals contacted could not be reached for comment by the date of this report. In our attempt to elicit as much participation as possible, several voice messages were left and a follow-up email was sent.

	SCHOOL NAME	**TOWN**
1	R.Grey	Acton/Boxborough
2	Ottoson	Arlington
3	Chenery	Belmont
4	Florence Sawyer	Bolton
5	Carlisle	Carlisle
6	Sanborn	Concord
7	Peabody	Concord
8	Dover/Sherborn	Dover
9	Madeline English	Everett
10	Luther Burbank	Lancaster
11	Clarke	Lexington
12	Diamond	Lexington
13	Lincoln	Lincoln
14	Pollard	Needham
15	Hale	Stow
16	Ephraim Curtis	Sudbury
17	Wayland	Wayland
18	Weston	Weston
19	Watertown	Watertown

The purpose and process of the survey was presented in the following manner:

> *I'm calling from The Education Alliance, a full-service higher education consulting firm based in Natick. We're conducting a brief survey about the attitudes about vocational-technical education in your area. Your local superintendent received a notice of our efforts to better understand the opinions of schools regarding vocational-technical education. May I ask for five minutes of your time?*
>
> *I'm going to read you a series of brief statements. I'm going to ask you to tell me whether you AGREE, STRONGLY AGREE, DISAGREE, or STRONGLY DISAGREE.*

What followed were sixteen questions which could be generally categorized in the following manner – 1) parental perception of vocational-technical education, 2) student perception of vocational-technical education, 3) perceived likelihood of students to attend a vocational-technical high school, 4) perceived connections of a vocational-technical education to employment, 5) perceived connection of vocational-technical education to higher education, and 6) general understanding of vocational-technical education.

Respondents were able to respond definitively to each question and in only two instances did respondents feel they could not make a selection from the choices provided. (See summary of questions 7 and 8 – each receiving only 20 responses). Everyone who completed a survey did so eagerly and without reservation.

Summary of Findings

Based on the responses to the sixteen questions, there is a positive (agree/strongly agree) understanding of and attraction toward vocational-technical education in the towns surveyed. Respondents agreed that the perceptions of the value of vocational-technical education are improving (81%) and that over the next five years, there will be increased interest in a voc-tech educational experience. More specifically, 76% of parents will be willing to send their child to a voc-tech high school and 71% of students will be more like to apply. All (100%) respondents reported that they *do not* anticipate a decrease in student applications in the next five years.

The majority of parental views of vocational-technical education are favorable – 57% agreed that parents are more supportive and 67% *disagreed* with the statement that "parents seems to have a *negative* attitude". There was also a widely held belief that both parents (86%) and students (81%) would appreciate direct linkages from a voc-tech experience to higher education.

Guidance counselors and staff felt informed about the appeal and range of offerings associated with vocational-technical education – 100% reported that they know why students should apply to Minuteman. Vocational-technical education is perceived as giving students a competitive edge for career (86%) preparation and a good foundation for a 4 year college degree (95%). In the

same vein, 62% of respondents agreed that students have a competitive advantage when they go to college because they have a chosen career path. These responses countered the perception that voc-tech education is inferior to a traditional high school experience, with 86% of respondents disagreeing with that statement.

The survey results are documented in the following tables:

	Agree	Strongly Agree	Disagree	Strongly Disagree
1. The perceptions of the value of a vocational-technical education seem to be improving.	15	2	4	0
2. Parents in my community seem to be more supportive of a vocational-technical education.	12	0	8	1
3. Students in my community are now more likely than before to apply to a vocational-technical high school.	9	0	11	1
4. Parents seem to have a more negative attitude about vocational-technical education.	7	0	14	0
5. In the next five years, more parents in my community will be willing to send their children to a vocational-technical high school.	15	1	5	0
6. Over the next five years, more students in my community will be willing to apply to a vocational-technical high school.	15	0	6	0

	Agree	Strongly Agree	Disagree	Strongly Disagree
7. High-quality vocational-technical programs provide a good foundation for a 4-year college degree.	18	2	0	0
8. Over the next five years, I think that the number of applications to vocational-technical high schools will decrease.	0	0	20	0
9. I understand why a student should apply to a vocational-technical high school.	11	10	0	0
10. I feel like I need more information about vocational-technical education	8	0	12	1
11. I know some students have been encouraged NOT to apply to a vocational-technical high school.	11	1	8	1
12. Parents will be more supportive of vocational-technical education if it is directly linked to higher education.	10	8	3	0
13. Students will be more supportive of vocational-technical education if it is directly linked to higher education.	10	7	4	0
14. Students in vocational-technical education have a competitive advantage when they look for jobs because they get vocational training and academics.	15	3	3	0
15. Vocational-technical education is generally inferior to what is offered in traditional academic high schools.	3	0	16	2
16. Students in vocational-education have a competitive advantage when they go to college because they already have a career path.	11	2	8	0

All the best.

Sincerely,

Lisa Wyatt, PhD

Mark C. Perna
Founder/Author

MEETING AGENDA
Friday, September 11th, 2015
7:30am-3:00pm

MINUTEMAN - TOOLS FOR SCHOOLS TEAM
(For Distribution to the Entire Team)

1. RALLY POINT - *Review*
2. APPLICATION PROCESS & TIMELINE
   - *EnrollTrack & Enrollment Criteria Status*
3. ENROLLMENT FUNNEL – Drip Sequence (Tactical View) - *We will be developing 6th through 8th grade timelines*
   - **Enrollment Track**
     - *Review in depth each drip in the ET sequence*
4. ORGANIZATIONAL COPY POINTS
5. INTERNAL MARKETING
   - Staff Plan Update & Best Practices PREP – *October 8th (afternoon 2:30pm-3:30pm)*
6. AMBASSADOR PROGRAM – *Develop In Depth (robust)*
7. ENROLLMENT FUNNEL – Drip Sequence (Tactical View)
   - **Retention Track**
     - *Review in depth each drip in the RT sequence*
8. ENROLLMENT FUNNEL – Drip Sequence (10,000 Foot View)
   - **Enrollment Track**
     - 7th Grade – *Develop In Depth*
     - 6th Grade – *Develop In Depth*
9. ADDITIONAL MEETING DATE(S) BEYOND TODAY: *Subject to Change As Needed*
   - SEP 11 7:30AM-3:00PM
   - OCT 08 7:30AM-2:00PM PLUS Staff Update 2:30PM-3:30PM

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Mark C. Perna
Founder/Author

MEETING AGENDA
Thursday, October 8th, 2015
7:30am-11:30am Team Meeting
1:00pm-2:30pm Staff Presentation Update
2:30pm-3:30pm Staff Showcase Workshop

MINUTEMAN - TOOLS FOR SCHOOLS TEAM

(For Distribution to the Entire Team)

1. RALLY POINT - *Review*
2. ENROLLMENT FUNNEL – Drip Sequence (Tactical View) - *We will be developing 6th through 8th grade timelines*
   - **Enrollment Track**
     - *Recap and review in depth each drip in the ET sequence*
3. INTERNAL MARKETING
   - Staff Plan Update & Best Practices PREP – *October 8th (afternoon 2:30pm-3:30pm)*
4. AMBASSADOR PROGRAM – *Develop In Depth (robust)*
5. ORGANIZATIONAL COPY POINTS
6. ENROLLMENT FUNNEL – Drip Sequence (Tactical View)
   - **Retention Track**
     - *Review in depth each drip in the RT sequence*
7. ENROLLMENT FUNNEL – Drip Sequence (10,000 Foot View)
   - **Enrollment Track**
     - 7th Grade – *Develop In Depth*
     - 6th Grade – *Develop In Depth*
8. ADDITIONAL MEETING DATE(S) BEYOND TODAY: *Subject to Change As Needed*
   - OCT 08 7:30AM-11:30AM PLUS Staff Update 1:00PM-2:30PM
   - DEC 03 7:30AM-1:00PM
   - FEB 11 7:30AM-1:00PM
   - MAR 15 7:30PM-2:00PM
   - APR 14 7:30PM-1:00PM

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Mark C. Perna
Founder/Author

MEETING AGENDA
Thursday, December 3rd, 2015
7:30am-1:00pm Team Meeting

MINUTEMAN - TOOLS FOR SCHOOLS TEAM

(For Distribution to the Entire Team)

1. RALLY POINT - *Review*
2. ENROLLMENT FUNNEL – Drip Sequence (Tactical View) - *We will be developing 6th through 8th grade timelines*
   - **Enrollment Track**
     - *Recap and review in depth each drip in the ET sequence*
   - **Retention Track**
     - *Review in depth each drip in the RT sequence*
3. BRANDING CONSTRUCT – *Start Development Questions*
4. AMBASSADOR PROGRAM – *Develop In Depth (robust)*
5. ORGANIZATIONAL COPY POINTS
6. ENROLLMENT FUNNEL – Drip Sequence (10,000 Foot View)
   - **Enrollment Track**
     - 7th Grade – *Develop In Depth*
     - 6th Grade – *Develop In Depth*
7. ADDITIONAL MEETING DATE(S) BEYOND TODAY: *Subject to Change As Needed*
   - DEC 03 7:30AM-1:00PM
   - FEB 11 7:30AM-1:00PM
   - MAR 15 7:30PM-2:00PM
   - APR 14 7:30PM-1:00PM

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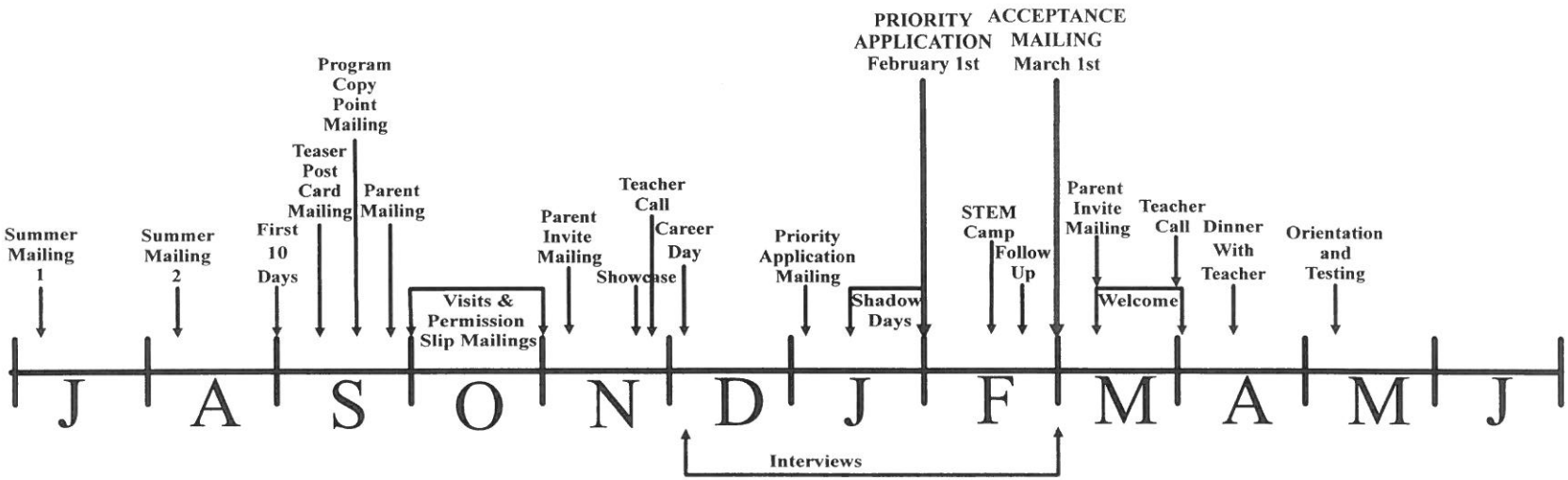
Enrollment/Retention
8th Grade Timeline

Revised 12-03-2015

Right Student ... Right Program ... Right Reasons
Enrollment > Retention > Graduation



12-03-2015: We discussed the Career Tree and the Minuteman team will increase the understanding and ongoing nature of both CTE and academic usage of the tree. We will touch back February 2016 with where we stand and where we go from here. We also recapped the Visits, Showcase, and Career Day in depth and worked through the development of a robust 2 days of Shadow Days for January 22nd and February 4th. The team will develop that plan and work through the staff the PD necessary to deliver a powerful and impactful two days on campus. We also worked through the 10,000 view of the Dinner and determined that April 13th works best so Mark can also attend and audit that evening. At our February meeting we will recap the Shadow Days, determine further follow up needed (if any) and work through the Retention Track at the tactical level (prepare for staff update and best practices March 15th).

10-08-2015: We discussed the Career Tree status, Visits, Showcase, and Career Day in depth and prepared for the staff update covering those areas (that afternoon). Our next meeting Dec 3rd, we will recap in depth the balance of the visits, Showcase, and Career Day.

09-11-2015: We discussed the Career Tree and adding the academic component immediately. We also discussed best practices in depth for the coming visits, showcase, teacher call, and career day. We will create a workshop for teachers after my presentation on October 8th. At our October 8th meeting, we will review anything needed, recap the visits, and work further into the timeline. At our December meeting we will start the branding construct project.

8th Grade Recruitment Plan

Overarching Strategy

- Right student in the Right program, for the Right reasons.

Secondary Strategies

- Assert control of the admissions process.
- Increase collaboration with partner districts.
- Develop top-flight student ambassadors.
- Exploit our "Blue Ocean" with prospective parents.

Monthly Plan for 8th Grade Recruitment

August-September

- Teaser Post Card mailing about the Copy Point mailing
- Program Copy Point mailing (Defines every program in 3 exciting phrases, outline benefits)
- Girls in STEM camp
- Launch online application and client management software system

October

- Visit Middle Schools to recruit kids to visit Minuteman for a Showcase Day
- Mailing to Parents inviting them to open house Career Day

November

- Hold Showcase Day for prospective students (Rather than tour all shops, visit 2 of high interest)
- CTE call students who visited during Showcase Day
- Career Day or open house for students and families

December

- Survey regarding Career Day
- Interview students

January

- Shadow Days for 3 weeks only (Previously, Shadow Days stretched over 3 months)
- Priority Application Mailing

February

- Priority Application Deadline (Designed to create a sense of urgency)
- Follow up on applications
- Girls in STEM camp (Kids can attend)

March

- Acceptance Mailing (Inform of acceptance in one large batch)
- Parent invite letter to Accepted Students Dinner
- Welcome calls from Parents Association begin
- Teachers call an invite to Accepted Student Dinner

April

- Accepted student dinner

May

- New Student Orientation and testing
- Registration information sent to Parents

June

- Assess program effectiveness

July

- Ice cream social with New Students and Ambassadors

RECRUITMENT EVENT DATES 2015-16

Middle School Presentations
October and November

Showcase Days
11.12.15
11.17.15

Career Day Open House
11.22.15

Minuteman For a Day Shadow Days
1.22.16
2.5.16

Girls in STEM Camp
2.16.16-2.19.16

EDUCATION WITH PURPOSE

CAREER TREE™

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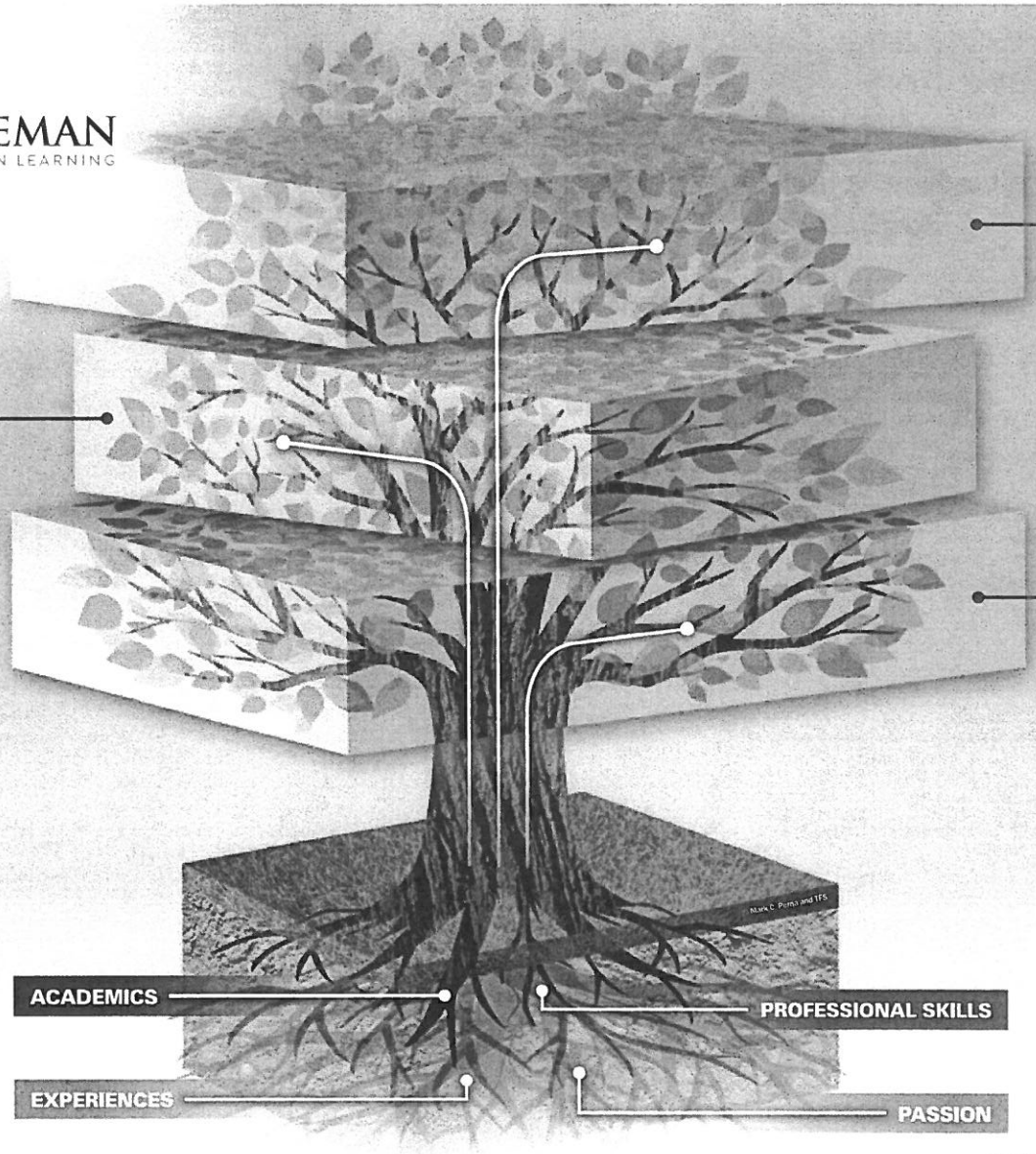

PROFESSIONAL CAREERS

Unlocked with Additional Education

For example: Bachelor's Degree, Master's Degree, Ph.D., or Specialized Training

TECHNICAL CAREERS

Unlocked with Additional Education

For example: Advanced Certification, Apprenticeship, or Associate's Degree

ENTRY-LEVEL CAREERS

Unlocked with Program Completion

ACADEMICS

PROFESSIONAL SKILLS

EXPERIENCES

PASSION

MINUTEMAN HIGH SCHOOL

For **Career Tree**™ tools and materials please visit TFSresults.com and call our team at 330.840.2680.

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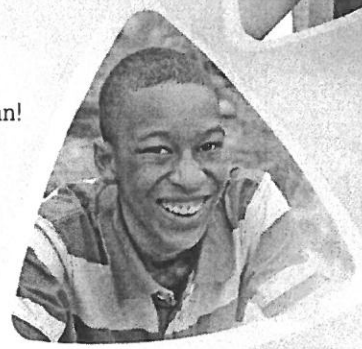

MINUTEMAN, A REVOLUTION IN LEARNING!

Now's the time to start planning and dreaming. The future is waiting — so discover yours at Minuteman!

At Minuteman, educational excellence is our priority. We deliver a wide range of stimulating programs so that every student can enjoy the benefits of a well-rounded education. The real-world skills you achieve here will give you a jumpstart on college, the workplace, or further training.

We've enclosed a brochure with details about our diverse programs slated for the 2016–2017 school year. There's sure to be something that fits your unique interests, so take a look and find out how you can get into one of today's most exciting careers!

WHY MINUTEMAN? BECAUSE HERE, YOU WILL:

- **Look forward to school!** Make the most of your high school experience by discovering what you're passionate about.
- **Expand your options!** Merge your robust academic education and career tech experience to gain a powerful competitive advantage.
- **Get a jumpstart on college!** Find your direction and earn valuable college credits while in high school.
- **Achieve academic excellence!** Take advantage of a wide variety of Honors, Advanced Placement, and Dual Enrollment college courses.
- **Get connected!** Meet students who have similar goals, interests and talents in a friendly environment.
- **Get ahead!** Earn critical business and industry certifications, required licenses and college credits.

Now's the time. Join us at our **Career Day on Sunday, November 22, 2015 from 1-4PM** to learn more about the amazing opportunities here at Minuteman. For more information, give us a call at 781-861-6500 extension 7225 or visit us online at minuteman.org. We look forward to seeing you here!

Sincerely,

George M. Clement

George M. Clement
Assistant Principal/Admissions Director

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PROGRAMMING AND WEB DEVELOPMENT

- Power the modern world by writing code for apps, games, cyber security, and websites
- Develop creative and unique software solutions to complex problems
- Program in advanced languages such as HTML, PHP, JAVA, C++, CSS, and JavaScript

CAREER FOCUS: Prepared for immediate employment and further education

COLLEGE CREDIT | PAID INTERNSHIPS | CERTIFICATIONS

GET CONNECTED!
Meet students who have similar goals, interests and talents in a friendly environment.

ROBOTICS, ENGINEERING, AND AUTOMATION

- Build and program high-tech robots that follow your instructions
- Invent, design, and produce solutions for complex engineering challenges using mathematics, science, and technology
- Work individually and in teams to create, test, and modify projects alongside expert engineers

CAREER FOCUS: Prepared for immediate employment, advanced certifications, and further education

COLLEGE CREDIT | PAID INTERNSHIPS | COMPETITIONS

WELDING AND METAL FABRICATION

- Use cutting-edge manufacturing technologies to invent, design, and engineer precision parts and tools used worldwide in everyday products
- Solve challenging problems using high-tech materials, machines, and techniques
- Be a key part of a professional team in an advanced and efficient manufacturing environment

CAREER FOCUS: Prepared for registered apprenticeship, immediate employment, and further education

PAID INTERNSHIPS | APPRENTICESHIPS | CERTIFICATIONS

ACHIEVE ACADEMIC EXCELLENCE!
Take advantage of a wide variety of Honors, Advanced Placement, and Dual Enrollment college courses.

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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.

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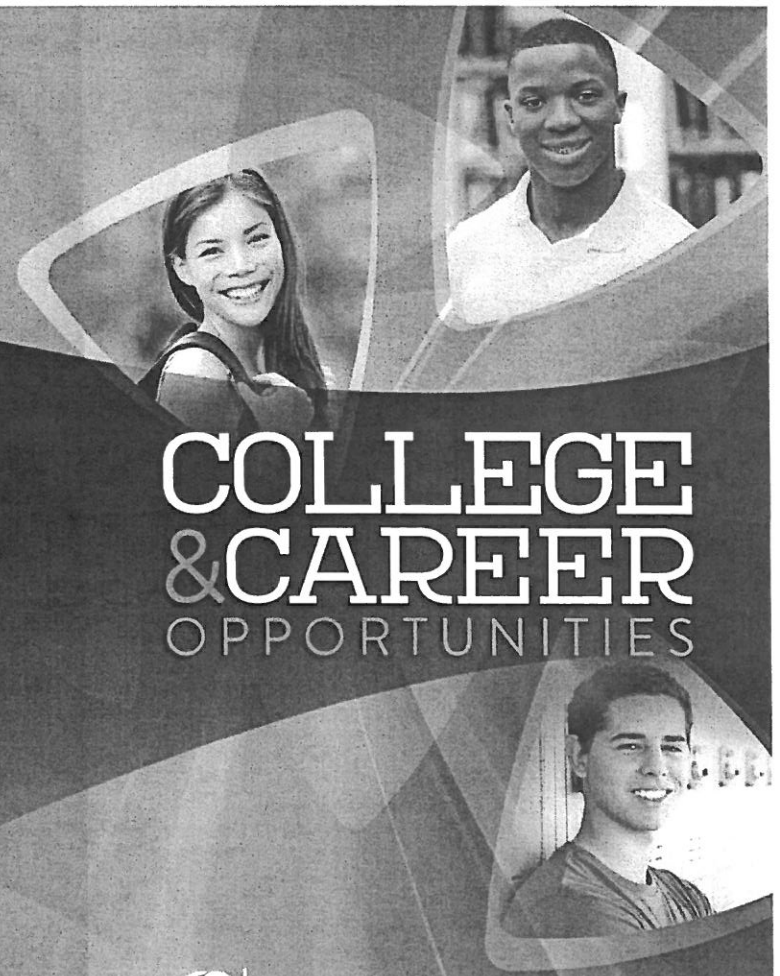

COLLEGE &CAREER OPPORTUNITIES

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COLLEGE&CAREER OPPORTUNITIES

AUTOMOTIVE TECHNOLOGY

- Work on foreign, domestic, and alternative fuel cars and trucks in a high-tech precision industry
- Maintain, repair and fine-tune a wide range of vehicles alongside an ASE Master Technician in a full-service automotive center
- Troubleshoot complex automotive systems using advanced diagnostic equipment

CAREER FOCUS: Prepared for immediate employment, advanced certifications, and further education

PAID INTERNSHIPS | CERTIFICATIONS | COMPETITIONS

BIOTECHNOLOGY

- Design and perform advanced laboratory experiments to solve biological and scientific mysteries
- Use cutting edge technology to isolate, manipulate, and alter DNA in the creation of mutated organisms
- Conduct hands-on research in forensics, cell biology, and genetic engineering

CAREER FOCUS: Prepared for immediate employment and further education

INTERNSHIPS | COLLEGE CREDIT | COMPETITIONS

LOOK FORWARD TO SCHOOL!
Make the most of your high school experience by discovering what you're passionate about.

CARPENTRY AND CONSTRUCTION

- Build an energy efficient house from the ground up for community sale
- Experience all aspects of residential and commercial construction including estimating, framing, roofing, and interior finishing
- Operate a wide range of power tools and work alongside professional carpenters and general contractors

CAREER FOCUS: Prepared for immediate employment and further education

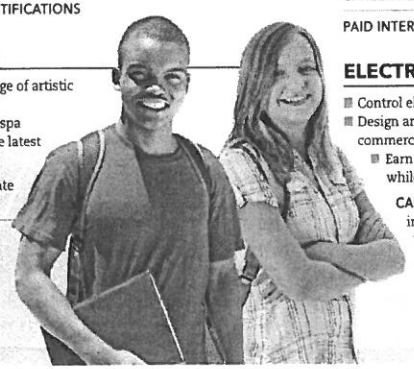
PAID INTERNSHIPS | COMMUNITY PROJECTS | CERTIFICATIONS

COSMETOLOGY AND BARBERING

- Express individual creativity by providing a wide range of artistic hair, nail, and skincare services
- Experience and run a modern full-service salon and spa
- Work alongside professional cosmetologists using the latest technology, trends, and name-brand products

CAREER FOCUS: Prepared for state licensure, immediate employment, and further education

STATE LICENSURE | CERTIFICATIONS | COMPETITIONS



CULINARY ARTS AND HOSPITALITY

- Cook and bake alongside professional chefs preparing gourmet appetizers, soups, salads, entrées, and desserts
- Join an award winning program and gain a competitive edge in cooking and baking competitions
- Be a key part of the team that creates a unique dining experience in our student-run restaurant and bakery

CAREER FOCUS: Prepared for immediate employment and further education

PAID INTERNSHIPS | COMPETITIONS | CERTIFICATIONS

GET AHEAD!
Earn critical business and industry certifications, required licenses and college credits.

DESIGN AND VISUAL COMMUNICATION

- Express your unique artistic vision by creating dynamic illustrations, computer animations, and digital photographs
- Design, produce, and deliver a wide range of creative promotional materials for interactive web and print media
- Showcase your unique talents by creating a digital portfolio for college and career

CAREER FOCUS: Prepared for immediate employment and further education

PAID INTERNSHIPS | COLLEGE CREDIT | COMPETITIONS

EARLY EDUCATION AND TEACHING

- Experience the joy of making a difference in the life of a child in our accredited onsite child development center
- Create, research, and provide developmentally appropriate educational materials and activities that make learning fun and rewarding
- Influence the future of children by shaping their intellectual, social, emotional, and physical development

CAREER FOCUS: Prepared for immediate employment and further education

PAID INTERNSHIPS | CERTIFICATIONS | COLLEGE CREDIT

ELECTRICAL

- Control electricity to power the world
- Design and install traditional and alternative energy systems for commercial and residential buildings
  - Earn apprenticeship experience towards a journeyman's license while working with Master Electricians

CAREER FOCUS: Prepared for continuing apprenticeship, immediate employment, and further education

APPRENTICESHIPS | PAID INTERNSHIPS | CERTIFICATIONS

EXPAND YOUR OPTIONS!
Merge your robust academic education and career tech experience to gain a powerful competitive advantage.

ENVIRONMENTAL SCIENCE AND TECHNOLOGY

- Save the planet through dynamic experiences focused on green, sustainable, and renewable resources
- Conduct field studies, experiments, and research projects with environmental professionals
- Care for animals, protect endangered species, and manage natural resources

CAREER FOCUS: Prepared for immediate employment and further education

COLLEGE CREDIT | CERTIFICATIONS | COMPETITIONS

HEALTH ASSISTING

- Improve the well-being of others using professional medical equipment, technology, and techniques
- Explore a wide range of health careers through practical clinical experiences and rigorous academic coursework
- Participate in clinical rotations in long-term care facilities to enhance the quality of residents' lives

CAREER FOCUS: Prepared for immediate employment and further education

EMT & EKG CERTIFICATIONS | CNA CERTIFICATION | PAID INTERNSHIPS

GET A JUMPSTART ON COLLEGE!
Find your direction and earn valuable college credits while in high school.

HORTICULTURE AND LANDSCAPING TECHNOLOGY

- Use advanced technology and equipment to grow and maintain sustainable landscapes and farm-to-table produce
- Design, construct, and manage all aspects of landscaping, turf management, and greenhouse technology
- Work with experts in the field of horticulture and participate in national competitions

CAREER FOCUS: Prepared for immediate employment, advanced certifications, and further education

PAID INTERNSHIPS | CERTIFICATIONS | SCHOLARSHIPS

PLUMBING AND HEATING

- Diagnose and repair commercial and residential piping systems alongside licensed Master Plumbers
- Design and install environmentally-friendly systems according to renewable energy regulations
- Build innovative and efficient boiler and gas systems

CAREER FOCUS: Prepared for immediate employment and further education

PAID INTERNSHIPS | COMMUNITY PROJECTS | CERTIFICATIONS

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DON'T MISS OUT!

CAREER DAY
OPEN HOUSE
SUNDAY, NOVEMBER 22
1-4PM

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THE FUTURE IS WAITING -

SO DISCOVER YOURS
AT MINUTEMAN!

PLEASE JOIN US AT OUR

CAREER DAY OPEN HOUSE.

MINUTEMAN
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CAREER DAY OPEN HOUSE

SUNDAY, NOVEMBER 22 | 1-4PM

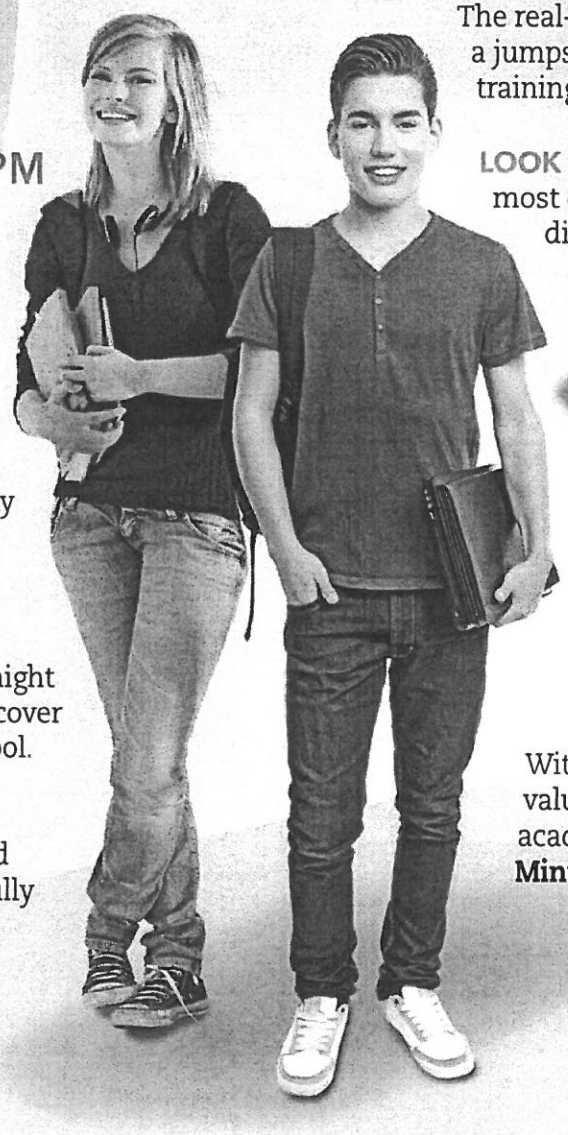
MINUTEMAN, A REVOLUTION IN LEARNING!

Please join us for our Career Day Open House on Sunday, November 22, 1-4pm to see firsthand why Minuteman is the right choice for your 8th grader.

Door Prizes and Refreshments!

Whether your student is headed for college or straight into a great career, Minuteman will help them discover their passion and direction while still in high school.

Through robust academics, hands-on technical experience, and instructor-led coaching, your child will be empowered to invest wisely and purposefully in additional education after graduation — giving them the edge in their field, no matter what their aspirations.



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The real-world skills you achieve here will give you a jumpstart on college, the workplace, or further training.

LOOK FORWARD TO SCHOOL! Make the most of your high school experience by discovering what you're passionate about.

GET A JUMPSTART ON COLLEGE! Find your direction and earn valuable college credits while in high school.

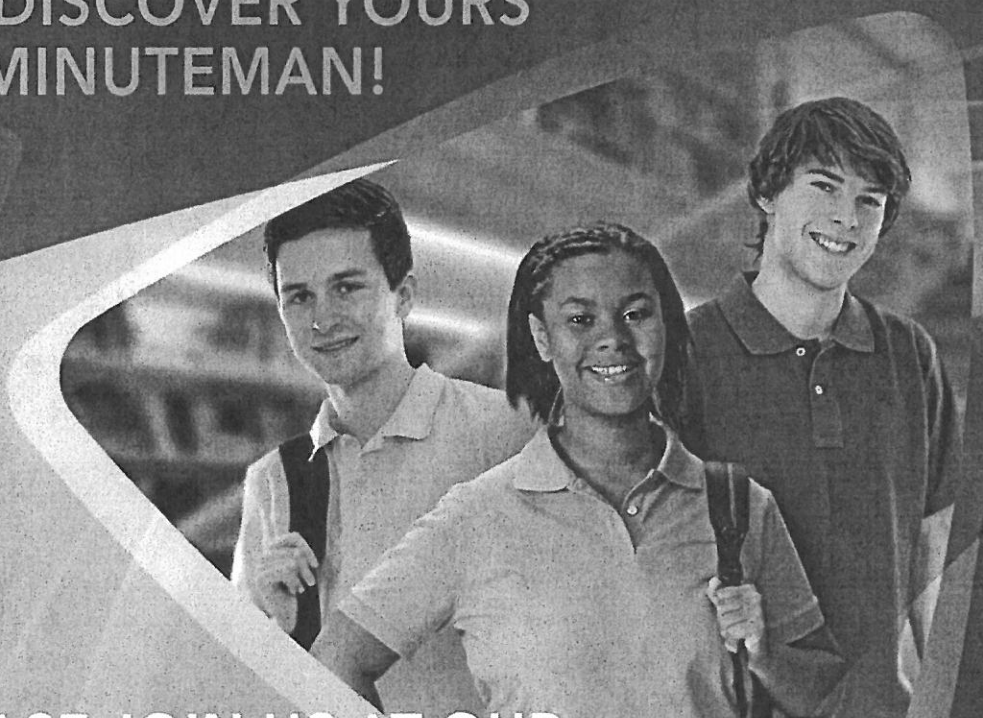
ACHIEVE ACADEMIC EXCELLENCE! Take advantage of a wide variety of Honors, Advanced Placement, and Dual Enrollment college courses.

With the strong competitive advantage and valuable skills that come with a robust academic and technical education, **Minuteman is truly a revolution in learning!**

MINUTEMAN.ORG

THE FUTURE IS WAITING -

SO DISCOVER YOURS AT MINUTEMAN!



PLEASE JOIN US AT OUR

CAREER DAY OPEN HOUSE.

SUNDAY, NOVEMBER 22 | 1-4PM

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Girls In STEM Camp at Minuteman

Do you enjoy learning about Science, Technology, Engineering, or Math? Extend your learning over February vacation through fun and engaging hands-on STEM activities led by Minuteman's Girls In STEM Club, a group of young women involved in STEM programs at Minuteman High School!

February 16th - 19th

8:00 a.m. to 2:30 p.m.

Available to 7th and 8th grade girls

Free to in-district attendees!

Bus transportation provided to select towns

For more information or to enroll, visit us at: http://minutemance.org/youth-programs/vacation-week-programs