

March. From there, our work will take us into the summer as we complete the documents for State approval and ultimately approvals from Concord and Carlisle in the late fall of this year.

Our committee typically meets at 6PM on the second and fourth Wednesdays of each month in the Library of the High School. All meetings are open to the public. We also are maintaining a website at [www.cchsbuilding.org](http://www.cchsbuilding.org) where you can find meeting minutes and other important documents related to the project. We invite you to participate in this important project by keeping informed over the next several months to see how you can help. Thank you for your continued support of our schools.

## MINUTEMAN VOCATIONAL TECHNICAL SCHOOL DISTRICT

Dr. Edward Bouquillon, Supt./Director  
James Lavery, Asst. Supt./Principal

### ABOUT MINUTEMAN

Minuteman is a four-year career and technical high school serving the member towns of Acton, Arlington, Belmont, Bolton, Boxborough, Carlisle, Concord, Dover, Lancaster, Lexington, Lincoln, Needham, Stow, Sudbury, Wayland, and Weston. Minuteman combines rigorous academics in preparation for college with relevant career and technical programs. The school also provides career development programs for adults as part of our self-sustaining Community Education Program.

### ENROLLMENT

As of October 1, 2010, twenty high school students and two post graduate students were enrolled at Minuteman providing a full time equivalent (FTE) of twenty-two residents of Concord.

Minuteman experienced a 60% increase in the Freshman Class. New recruitment and communications strategies were executed and have included students, parents, alumni and advisory committee members in speaking to parents, interested students and community groups about the value add of a Minuteman education. As the 2011-2012 Recruitment Activities have evolved we have seen an additional increase in interested 8th graders. All

indications are that interest in Minuteman is increasing from our member communities.

### MULTIPLE AVENUES OF ENROLLMENT

Minuteman offers a unique program allowing student enrollment on a half day-every day basis. Currently, no Concord students take advantage of this design. Juniors and Seniors are encouraged to visit [minuteman.org](http://minuteman.org) for more information.

Minuteman offers 'Post Graduate' programs to Concord residents of any age who are seeking to enhance their economic opportunity via skill development. Beginning in FY12 Member community Post-Graduate Students will be charged a partial tuition that will escalate over several fiscal years to reflect the estimated operating costs.

### 2010 CONCORD GRADUATES AND AWARDS

Carolina Broach, Health Assisting; John Keilty, Automotive Technology; and Victoria Moniz, Culinary Arts are Concord residents who graduated from Minutemen in 2010.

At the 2010 graduation, Carolina Broach received the Massachusetts Vocational Association Award, Minuteman Drama Club Award, Minuteman Parent Association N.H.S. Award, the Friends of Minuteman Award, and the Paul and Alphen Memorial Award. Victoria Moniz received the Friends of Minuteman Award. These awards are given to students of superior academic achievement and significant participation in school or community activities.

#### *Class of 2010 Graduate Achievement Highlights*

- 100% successfully passed the State-required MCAS in English and Math.
- 32 members (25%) of the class of 2010 earned the John and Abigail Adams Scholarships for outstanding MCAS performance.
- 72% college acceptance or advanced Technical Training, 19% career bound in field and 5% military. Overall, graduates achieved a 96% placement rate.
- 100% of Dental graduates passed the National Dental Board examination.
- 100% of Early Education and Care program completers were certified by the Massachusetts Department of Early Education and Care.
- 100% of Cosmetology graduates passed State Board

examinations.

- Health Occupation graduates achieved 100% in college acceptance

### LEADERSHIP, GOVERNANCE AND COMMUNICATION

- The Massachusetts School Building Authority (MSBA) invited Minuteman to the Feasibility phase of a renovation project. As of August, all member towns approved the Feasibility Study request of \$724,000. The first phase of the project includes the completion of an Enrollment Study, Strategic Plan, and a review of the Regional District Agreement (visit [www.minuteman.org](http://www.minuteman.org) for more information.)
- In December, Middlesex County District Attorney Gerard Leone recognized Minuteman with the Martin Meehan Education Leadership Award in achieving exemplary status in regards to school safety, protection and education of its students.

### CURRICULUM AND INSTRUCTION

- Since 2008, all 9<sup>th</sup> grade students have studied English and Math every day, rather than the long-established “week-on-week-off” schedule, thus providing more consistent and concentrated instruction in preparation for MCAS as well as project-based learning and academic and technical integration.
- The Strategic Planning process has identified several new programs that Minuteman will be seeking to establish including: Criminal Justice/Bio-Security, Animal Science, and programs within the Technical and Performing Theater Arts Cluster. Two programs were phased out including Office Technology and Auto Body Repair. The new Hospitality Management program gained Chapter 74 State approval. A Barbering Program is in its second year of operation under the umbrella of the currently approved Cosmetology program.

### ASSESSMENT AND PROGRAM EVALUATION

- Minuteman offers a Non-traditional Exploratory Program through which all students learn about the viability of men and women in non-traditional careers, such as Automotive Technology, Carpentry and Construction, Computer Science, and Engineering for women and in

Medical Careers, Cosmetology/Barbering for young men.

- The New England Association of School and Colleges (NEASC) approved the Decennial Re-accreditation of Minuteman in November of 2009 with a concern regarding the facility.

### PROFESSIONAL DEVELOPMENT

The Minuteman staff has prioritized professional development for the school year; including summative and formative assessment methodologies. Minuteman is in its third year of creating a Professional Learning Community. School-wide goals being implemented include: teacher-to-teacher peer observations, 9<sup>th</sup> Grade Executive Function support, Reading Consultancies, and Academic—Career and Technical curriculum integration.

### STUDENT ACCESS, PARTICIPATION AND SUPPORT

- Minuteman reorganized the assignment of guidance counselors to provide incoming 9<sup>th</sup> grade students with a dedicated guidance counselor. Our research has shown that many freshmen need additional support as they adjust to high school.
- In addition to having a dedicated 9<sup>th</sup> grade counselor, the re-assignment strategies now include counselors covering the career clusters. This provides the counselors with a more thorough knowledge of the career areas and the career and technical (CTE) staff.
- An all-grade-nine Executive Function initiative was launched this year. All students received a master binder to enhance their planning and organization skills. Classroom instruction includes activities for students to develop and apply study skills and strategies with particular emphasis on: pre-reading, time management, unit organization, note-taking, and test preparation.
- This is the second year of supporting a full-time Reading Specialist. In addition to working with the students on his own caseload, he consults with academic and CTE teachers toward the development and application of a school-wide reading program.

SkillsUSA		
Student	Competition Category	State Results
Julie Palma	Employment Application skills	2 <sup>nd</sup> Place
Curtis Kasmaier	Occupational Health and Safety – Multiple	1 <sup>st</sup> Place
Carolina Broach	Tech. Prep – Health	2 <sup>nd</sup> Place
Derrick Lea	Tech Prep Agriculture	2 <sup>nd</sup> Place

- Enrollment has increased in Art (50%) and Music (200%)!
- Enrollment in Honors courses has increased 24%.
- Minuteman offers 16 sports with three levels (Varsity, Junior Varsity and Freshmen) throughout the school year. Over the past 7 years the number of participants has doubled in many of the sports offered. Minuteman students have access to more than 20 clubs and activities.
- The Minuteman Parent Association (MPA) meets monthly and supports all aspects of the Minuteman community. In addition, they assist in fundraising for scholarships awarded at graduation. The goal of the MPA is to help support student access and achievement in all areas including but not limited to academic, vocational, athletic, and extra-curricular activities.

### RECOGNITION

- Environmental Technology teacher Emily Blume was awarded the 2010 Ocean Stewardship Teacher of the Year Award from the New England Aquarium.
- Social Studies teachers accepted an invitation to participate in a Teaching American History Grant, awarded by the U.S. Dept. of Education. Other members of the collaborative are Lexington, Woburn, Burlington, Bedford, and Somerville Public Schools.

### FINANCIAL AND ASSET MANAGEMENT EFFECTIVENESS AND EFFICIENCY

- Budgets continue to be aggressively managed as Minuteman seeks to 'right size' itself and reduce its per pupil expenditures.
- A new financial management software system was fully implemented to improve the efficiency in the Business Office. A new Director of Business and Operations position was hired and replaced two administrators. This position oversees all areas of non-instructional support services provided to the school and will continue to improve effectiveness and transparency in these areas.
- Capital funds were used for major energy systems repairs, implementing the Technology Plan, upgrading the main entrance mall area of the school, relocating some office areas, renovating and relocating the Early Education Child Care Center, renovating of hallway areas, various classrooms, cafeteria space, physical education classrooms, and a fitness room for students.

## ADULT & COMMUNITY EDUCATION

Jennifer Albanese  
Paul Anagnostopoulos  
Linda Booth Sweeney  
Susan Cannon  
Susan Frey  
Meg Gaudet  
Estelle Keast  
Michael Rudd  
Courtland Booth, Director

### LIFELONG LEARNING & COMMUNITY SERVICE

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500 Walden Street, Concord  
978 318-1432  
ace@colonial.net  
www.ace.colonial.net

The CCACE Advisory Committee works with staff, faculty and School Committee, representing the interests of both towns on community education matters. Appointed by the Regional School Committee, Advisory Committee members ensure that the department is sensitive to community needs and manages its resources to best advantage. Citizens are urged to contact Committee members, and to share ideas and volunteer, so that the Adult & Community Education program may respond to community needs, further enrich the towns, and achieve our shared educational goals.

Concord Carlisle Adult & Community Education (CCACE) provides opportunities for lifelong learning to the citizens of the school district and surrounding towns.

Collaborating with citizens and organizations, CCACE responds to community needs and interests with our communities' talents and resources, calling upon local people to develop and coordinate programs and services for children, adolescents and adults throughout the year.