



MINUTEMAN VOCATIONAL TECHNICAL SCHOOL DISTRICT

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

About Minuteman

Minuteman High School is a four-year career and technical high school serving member towns: Acton, Arlington, Belmont, Bolton, Boxborough, Carlisle, Concord, Dover, Lancaster, Lexington, Lincoln, Needham, Stow, Sudbury, Wayland, and Weston, as well as 47 other cities and towns in Eastern Massachusetts. Minuteman combines rigorous academics and 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, 23 high school students and 3 post-graduate students who reside in Concord were enrolled at Minuteman. Minuteman offers a part-time program where Concord-Carlisle High School students are able to take part in elective technical training courses on a half-day basis. Currently, very few Concord-Carlisle students take advantage of this unique program designed to give juniors and seniors the opportunity to explore career majors and still remain at Concord-Carlisle High School. The District offers 'Post Graduate' programs to Concord residents of any age who are seeking to enhance their own economic opportunity via skill development.

Class of 2009 Graduate Achievement Highlights

- 100% successfully passed the state-required MCAS tests in English and Math.
- Overall, graduates achieved a 96% placement rate-- 66% college acceptance or advanced Technical Training, 27% career bound in field and 3% military. 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 that participated in the state board examination were certified.
- Health Occupation graduates achieved 100% in college acceptance.

Leadership, Governance and Communication

The New England Association of Schools and Colleges conducted a decennial site visit to Minuteman in March. On December 10, the Superintendent received a letter from Paul Bento, Director of the Commission announcing our reaccreditation. The following are excerpts:

"I write to inform you of deliberations of the Commission on Technical and Career Institutions at its November 5-6 meeting, at which time the Commission reviewed the report of its decennial visiting committee dated March 3-6 and voted continued accreditation for Minuteman Career & Technical High School with a Two-Year Progress Report due February 1, 2011, and a Five-Year Focused Visit in the Spring 2014.

The Commission commends the administration and staff at Minuteman Career & Technical High School for the many commendations identified by the visiting committee. The Commission wishes to highlight several of the accomplishments listed by the committee, although it does so not minimizing the many good things listed in the decennial visiting committees report. These commendations are:

- The positive school climate observed by the visiting committee and displayed by students and staff
- Administrative efforts to provide leadership in developing plans needed to initiate a comprehensive improvement project for the facility
- The articulation of the school's Mission Statement and Goals into learning experiences for Students
- The enthusiastic and committed staff

The Commission focused on several visiting committee recommendations that are of particular concern and to which the school should pay particular attention as it strives to reach excellence. These recommendations are:

- Address all health and safety recommendations detailed throughout the report
- Continue to work toward funding and implementing the facility renovation project

- Develop and implement new and additional strategies to recruit students to take advantage of the excellent educational opportunities available
- Continue to work toward greater integration between academic and vocational/technical program instructors”

The Massachusetts School Building Authority (MSBA) and Treasurer Tim Cahill announced Minuteman’s inclusion in the Career & Technical Education Building Program, providing \$100M to 10 Career & Technical Schools for renovation and repairs. MSBA invited Minuteman to the Feasibility phase of a renovation project (visit www.minuteman.org for more information.)

The Minuteman ESCO project upgraded and retrofit a number of the school’s energy-using building systems with cutting-edge technology and implemented a series of energy efficiency strategies that will trim Minuteman’s energy use as much as 50% and generate equivalent savings on the school’s energy bill. Upon completion of \$5,000,000 worth of work which included new boilers, chillers, electrical switch gear, lighting upgrades and weatherization Minuteman saves 57% of our water; 44% gas and 22% of our electrical bill. This results in savings of about \$275,000. In addition, annual energy savings is being used to pay for the improvements; thus no cost to our member communities.

Curriculum and Instruction

The Art program has been restored to the Minuteman Curriculum. More than 160 students have enrolled in 3 levels of classes and a waiting list has been established. A Health class has also been established to supplement a well-rounded student education. Minuteman has reinstated music as a formal elective course and performance outlet after a hiatus of over twenty-five years. The purpose is to assemble a comprehensive music and performing arts program and attending graduation requirements during the next four years. Our expectations include the development over time of a diversified course of instruction that will feature traditional course work (chorus, theory, instrumental instruction and performance) as well as activities that reinforce the relationship between musical knowledge and skill and our technical majors, including electronics and computer programming as well as recording and sound engineering. Minuteman has added a full-time Reading Specialist position that combines classroom teaching with consulting respon-

sibilities. Reading skills improvement is a school-wide goal. The Reading Specialist oversees our computer-assisted remedial reading lab, co-teaches developmental English classes, and provides specific reading services per students’ Individualized Educational Plans (IEP). In addition, he will share his expertise in collaboration with all academic and career and technical departments to improve curriculum delivery through the active application of reading strategies and study skills. Minuteman has reinstated the full-time position of licensed School-Adjustment Counselor. The position is supported by Special Education grant funding, and it allows for the provision of counseling services to students in response to needs articulated in their IEPs.

Career and Technical programs are now aligned along 5 Career Clusters: Agriculture and Transportation; Bio-Science; Business and Information Technology; Human & Commercial Services; and Trade & Engineering. Clustering allows for common core curriculum to be delivered in clusters to 9th and 10th grades students.

Since the Fall of 2008, all 9th grade students partake in daily English and Math instruction, rather than the long-established “week on-week off” schedule, thus providing consistent academic instruction in preparing for required MCAS score increases by the state department of education.

Assessment and Program Evaluation

Minuteman developed a Non-traditional Exploratory Program through which all students learn about the viability and challenges 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, and Office Technology for young men. The students learn about these careers through a series of hands-on exercises, guest speakers and alumni panelists, and field site visits to industry partners.

Minuteman is moving towards a ‘modified inclusion model’ for Special Education students. Professional development for staff continues as we implement this proven strategy.

Minuteman underwent its 3rd New England Association of Schools and Colleges Decennial re-accreditation site visit in March and Minuteman will remain an accredited

High School. The complete NEASC Report is available at www.minuteman.org.

Minuteman students performed very well on the MCAS: 92% pass rate in Math, 100% pass rate in English, 95% pass rate in Science & Technology.

Professional Development

The Minuteman staff has prioritized two professional development topics for the 2007 – 2010 timeframe. Based upon feedback from our EQA report, several half-day training sessions on summative and formative assessment methodologies are being held. In addition, the development of Professional Learning Communities is occurring for 40 staff with several outside resources.

Student Access, Participation and Support

Minuteman reorganized the assignment of guidance counselors to provide incoming 9th grade students with a dedicated guidance counselor. Our research has shown that many freshmen need additional support as they made the adjustment to High School.

In addition to having a dedicated 9th 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 staff.

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 maintains a no cut and no athletic fee policy. In addition, Minuteman students have access to more than 30 clubs and activities.

The Minuteman Parent Association 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.

A new website, www.minuteman.org, launched in September 2009.

Financial and Asset Management Effectiveness and Efficiency

The Minuteman FY10 budget was passed unanimously at
2009 Annual Report

\$17,496,001, which represents a 2.91% increase without taking into account the cost of the Middle School Tech Programs. A portion of the increase was due to rising health care costs and utility costs.

Budgets continue to be tightly managed as Minuteman seeks to 'right size' itself and reduce its' per pupil expenditures.

A new financial management software system was implemented to improve the efficiency in the Business Office as well as a restructuring of staff. A new Director of Business and Operations position was hired with the impending retirement of two separate administrators. This position oversees all areas of non-instructional support services provided to the school and will continue to improve efficiency in all of these areas.

The FY10 Capital funds were used for major systems repairs, continuing to implement the approved Technology Plan, upgrading the main entrance mall area of the school, relocating the vocational coordinator office, renovating and relocating the Early Education Child Care Center, renovating of hallway areas and the cafeteria space, upgrading the pool heating systems, upgrading the graphic arts classrooms, physical education classrooms, and fitness room for students, refurbishing the tennis courts, relocating the maintenance office, renovating classroom space for a new music room and barbering room and relocating and installing the student made welding horse at the front entrance of the school.

ADULT & COMMUNITY EDUCATION

Gaylord Brynolfson, Chair

Linda Booth Sweeney

Susan Frey

Meg Gaudet

Berni Jenkins

Estelle Keast

Deborah Stoessel

Joan Turner

Johnny Woodnal

Courtland Booth, Director

Dale Ryder, School Committee Liaison

Lifelong Learning & Community Service

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