

Minuteman District Profile

Minuteman Regional Vocational Technical School District

Lexington, MA
October 2021



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Overview

Minuteman Regional Vocational Technical High School, also known as Minuteman High School, is a four-year public, regional career/vocational technical high school in Lexington, Massachusetts, just west of Boston. In addition to offering 19 career technical education (CTE) majors for students in grades 9-12, the district offers workforce development courses for adults through Minuteman Technical Institute (MTI), which operates at the school in the evenings.

Nine towns are members of the district and part of a regional agreement: Acton, Arlington, Bolton, Concord, Dover, Lancaster, Lexington, Needham, and Stow. Minuteman first opened in 1974. Now, after a decade-long effort, a new, state-of-the-art building opened on its 65-acre campus in 2019.

Minuteman is best known for allowing students to explore their passions and interests, while forming close bonds. We ask all students to ask themselves two questions: “What do you love to do?” And, “What do you do well?”

- Several of our students shared their experiences in this 3-minute promotional video in 2020: https://www.youtube.com/watch?v=DgYAQF_VD8Q&t=16s
- Read interviews with students and alumni here: https://www.minuteman.org/apps/pages/index.jsp?uREC_ID=469403&type=d

Located across the road from Minute Man National Park, Minuteman is known for providing a revolutionary competitive advantage in learning through its robust academic and CTE programs. Since 2017, teachers have deeply integrated academic and CTE learning through the [Academy Model](#).

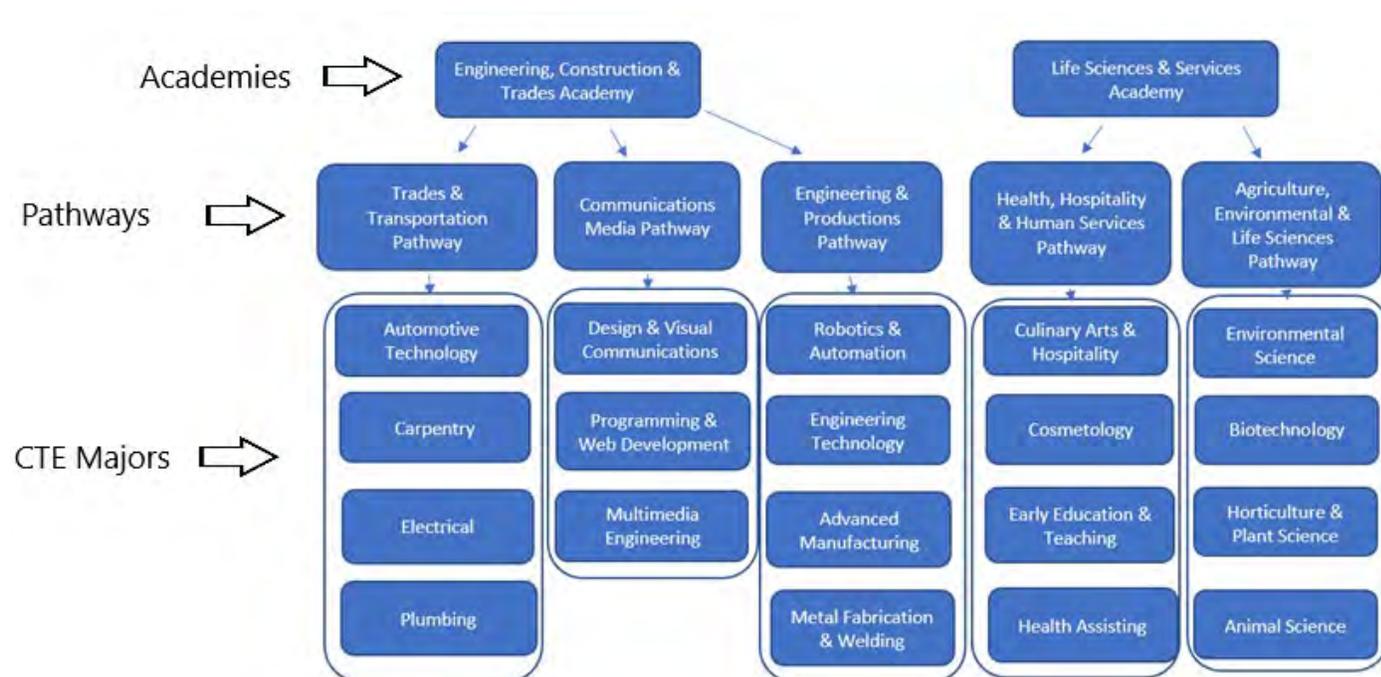
Minuteman is an accredited member of the New England Association of Schools and Colleges (NEASC). In 2018, Minuteman received the [National Blue Ribbon Award](#) from the U.S. Department of Education for its high progress and narrowing of proficiency gaps on state tests; for its continued integration of academics and CTE; its dual-enrollment courses for college credit; paid work opportunities; and more. In 2020, the Massachusetts Reading Association presented Minuteman with the Exemplary Reading Award – marking the first time a high school was recognized – for deeply integrating literacy across academic and CTE disciplines over a decade.

Ninety-two percent (92%) of the Minuteman High School Class of 2021 obtained employment; enrolled in a college, university, or post-secondary training institution; or enlisted in the military within a month of graduation. Of those students, 67% are enrolled in a two- or four-year college, university, or post-secondary training institution; and 23% are employed in their trade of study, which includes 16% employed in apprenticeships in their given trades, such as plumbing, carpentry, welding, advanced manufacturing, or automotive.

From 2016-2019, the percentage of graduates who reported being employed or in a college, university, or post-secondary training shortly after graduation was above 95% each year. In 2020, it was about 83% due to the pandemic.

By the time they graduate, many students receive workforce certifications, which include: First Aid/CPR/AED; OSHA HAZPOWER (hazardous materials); OSHA Construction, Safety, Health and CPR; and others.

Minuteman's 19 CTE majors for the 2021-22 school year are grouped by pathways and academies to foster collaboration and integration:



(Read more about the Academy Model on Page 13.)

Minuteman's new building is approximately 260,000 square feet and cost about \$145 million, with \$45 million from the Massachusetts School Building Authority (MSBA). In 2016, residents of Minuteman's district towns overwhelmingly voted in favor of the project; the building's architects, Kaestle Boos Associates, have received awards for the design. The design intentionally supports collaboration between academics and vocational technical curricula. Community and business engagement is supported through the design and multiple spaces within the facility including a professional theater, corporate style event spaces, student union, restaurant, salon, labs, and athletic spaces. Three synthetic turf, fully lighted fields were constructed in the summer of 2021.

There are currently five student-operated enterprises open to the public and are part of students' CTE learning, including an automotive shop, a garden center, a salon, a childcare center, and a restaurant/café. Animal Science, a new major, is being developed to support a community veterinary clinic.

Minuteman has 14 athletics teams and 20 clubs/activities for students. SkillsUSA and Future Farmers of America are our largest career technical student organizations (CTSO's) and are fully supported by the district budget.

Enrollment

In this section, we provide a comprehensive breakdown of the enrollment of Minuteman students: overall enrollment, member town vs. non-member town students, and demographics tracked by the state and federal government: race, gender, selected populations, and socio-economic status.

(Please note: The purpose of this section is to provide a general overview of year-to-year demographics. Totals within the same year may differ slightly between internal data and annual DESE state reporting data that were extracted at different points in the year.)

| Total Minuteman High School Enrollment | | | | |
|-----------------------------------------------|-------------|-------------|-------------|-------------|
| FY18 | FY19 | FY20 | FY21 | FY22 |
| 568 | 516 | 602 | 635 | 685* |
| <i>(*As Of Aug. 2021, May Change)</i> | | | | |

| Member Town vs. Non-Member Town Enrollment Over Five Years | | | | | |
|-------------------------------------------------------------------|-------------|-------------|-------------|-------------|-------------|
| | FY18 | FY19 | FY20 | FY21 | FY22 |
| District Member Town Students | 337 (59%) | 354 (69%) | 395 (66%) | 471 (74%) | 565 (82%) |
| Non-District Member Town Students | 231 (41%) | 162 (31%) | 207 (34%) | 164 (26%) | 120 (18%) |
| Total Students | 568 | 516 | 602 | 635 | 685 |

| Enrollment By Gender Over Five Years | | | | | |
|---------------------------------------------|-------------|-------------|-------------|-------------|-------------|
| | FY18 | FY19 | FY20 | FY21 | FY22 |
| Males | 339 (63%) | 327 (63%) | 373 (62.3%) | 391 (61.6%) | 427 (62.3%) |
| Females | 197 (37%) | 186 (36%) | 220 (36.7%) | 240 (37.8%) | 254 (37.1%) |
| Non-Binary | N/A | N/A | 5 (.8%) | 4 (.6%) | 4 (.6%) |
| Total Students | 538 | 516 | 598 | 635 | 685 |

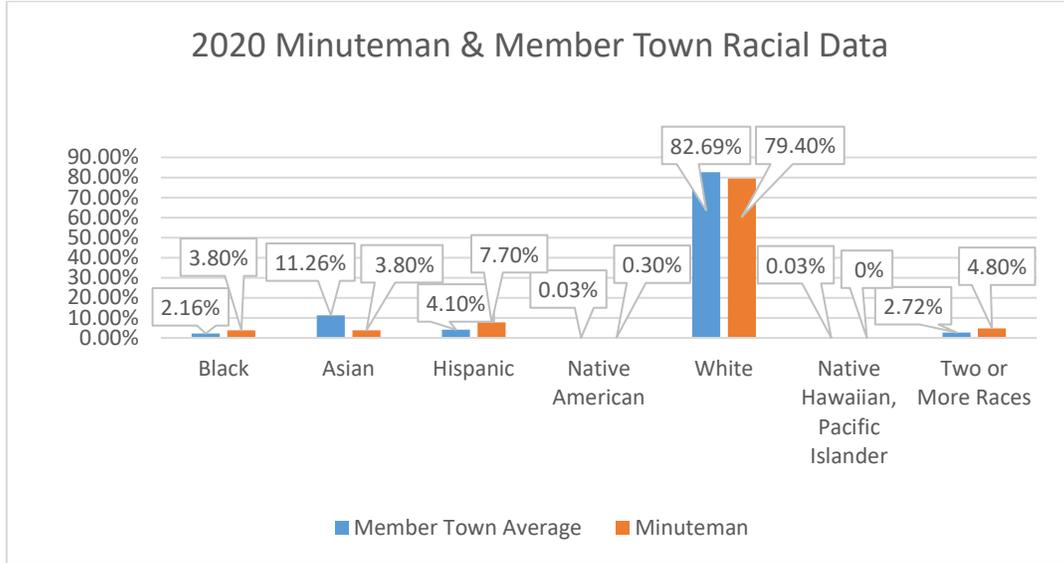
| Enrollment By Race* | | | | | |
|----------------------------|-------------|-------------|-------------|-------------|-------------|
| | FY18 | FY19 | FY20 | FY21 | FY22 |
| White/Caucasian | 79% | 79% | 80% | 79% | 80% |
| Hispanic/Latinx | 9% | 7% | 6% | 8% | 7% |
| Black/African-American | 4% | 3% | 4% | 4% | 4% |
| Asian | 4% | 5% | 5% | 4% | 4% |
| Multi-Race | 3% | 5% | 5% | 5% | 6% |
| Native American | 0.2% | 0.2% | 0.3% | 0% | .1% |
| Pacific Islander | 0% | 0% | 0% | 5% | N/A |

**Some students fall into multiple racial categories*

| Selected Populations | | | | | |
|-----------------------------|-------------|-------------|-------------|-------------|---------------------------|
| | FY18 | FY19 | FY20 | FY21 | % Of State in FY21 |
| First Language Not English | 5.9% | 7.4% | 5.2% | 3.6% | 23.4% |
| English Language Learner | 1.5% | 2.1% | 2.3% | 0.9% | 10.5% |
| Students With Disabilities | 50.7% | 46.8% | 51% | 44.1% | 18.7% |
| High Needs | 61.5% | 57.5% | 60.5% | 54.5% | 51% |
| Economically Disadvantaged | 23.8% | 21.2% | 19.9% | 17.8% | 36.6% |

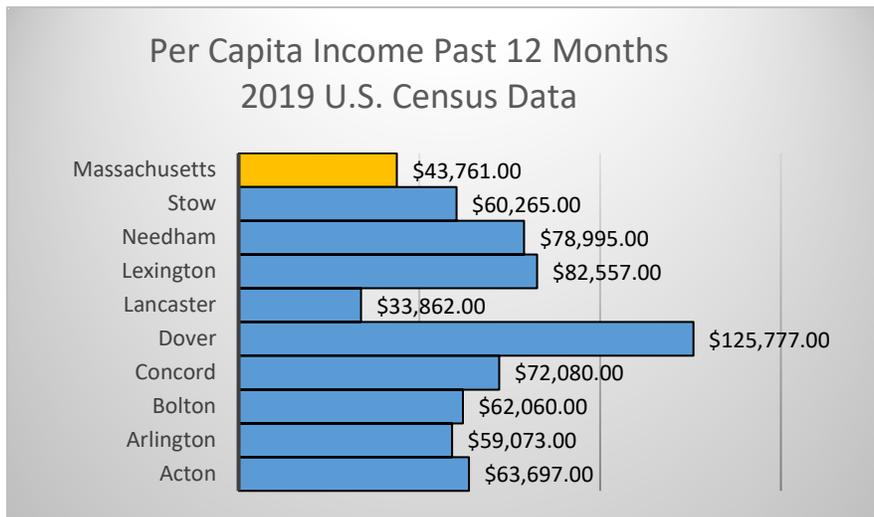
Population Demographics of Minuteman Students and Member Towns

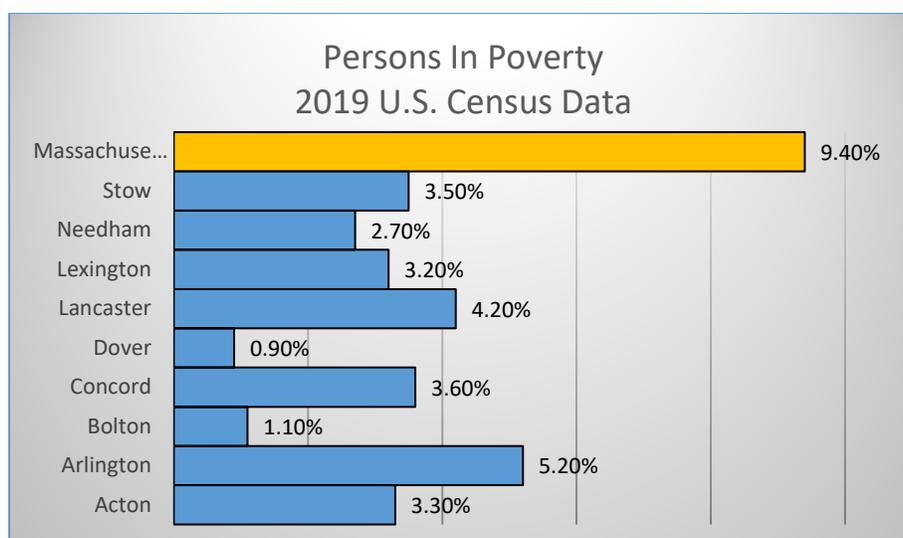
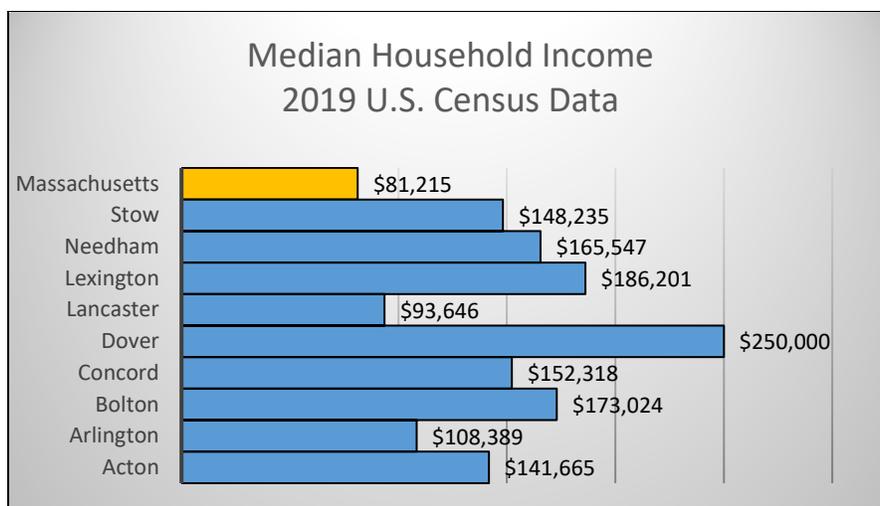
The chart below shows Minuteman’s racial data compared with the averages for its nine member towns as of 2020.



Socioeconomic Profile of District Towns

In 2020-21, 74% of Minuteman students (471 students) lived within the nine member towns. The remaining 26% (164) of students lived in 26 other cities and towns. The following charts outline the income and poverty level metrics reported by the U.S. Census Bureau for Minuteman’s nine member towns:





Minuteman uses the Free or Reduced Lunch metric to understand the percentage of students who may be from families with low incomes. For 2020-21, there were 142 students, or 22%, of Minuteman students on free or reduced lunch. For comparison, in 2017, 47% of K-12 students in Massachusetts were approved to receive free or reduced lunch. (Source: Mass. Law Reform Institute 2018 Report)

Operating Budget

The approved operating budget for fiscal 2022 for Minuteman is \$20,731,416, which represents a 2.4% increase over FY21. Minuteman continues to pay capital and project debt relating to the school building construction project that was completed in 2019. When capital costs and debt are included with the operating budget, the overall budget for FY22 is \$27,640,588. A thorough explanation of the FY22 budget is provided in the [FY22 Budget Book on the Minuteman website](#).

In addition to following all state finance regulations, Minuteman has a detailed regional agreement with its nine member towns that outlines approved methods for financial assessments. The regional agreement is [posted on the Minuteman website](#). Each year, the Superintendent-Director or his/her designee presents the District's proposed budget to each member town's annual Town Meeting. At least two-thirds of the district communities, which is currently six of the nine member towns, must vote in favor of the budget for it to be approved, as detailed in the regional agreement.

Minuteman's most recent per-pupil calculation, as determined by the Massachusetts Department of Elementary and Secondary Education (DESE), was \$36,674 in 2019. It should be noted that DESE takes into account the higher capital and operational costs that are required to maintain a vocational-technical high school in its per-pupil calculation, resulting in a higher amount than traditional schools. In the FY22 proposed budget, each of Minuteman's nine member towns were assessed a per-pupil cost of between \$26,000 and \$29,000.

Employees

There are approximately 130 full- and part-time employees of the Minuteman District. A breakdown is contained below.

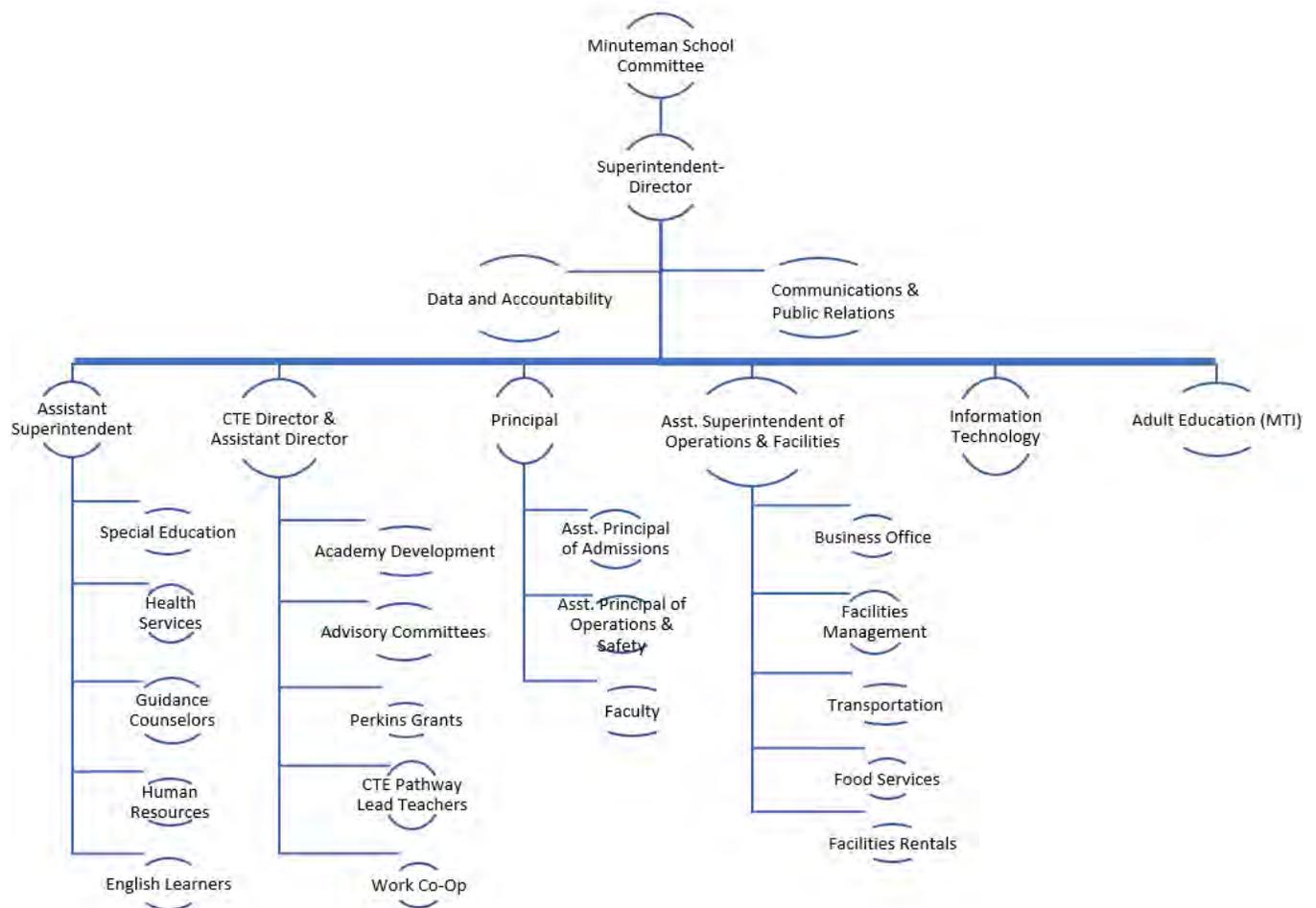
| | |
|-----------------------------|----|
| Administrators | 9 |
| Faculty | 75 |
| Staff (Full- and Part-Time) | 46 |

A breakdown of the faculty positions is below.

| | |
|----------------------------|----|
| Academics | 32 |
| Career Technical Education | 33 |
| Special Education | 10 |

Administrative and Faculty/Staff Structure

The Minuteman District operation is led by the Superintendent-Director, who reports to the School Committee. The Superintendent-Director is responsible for oversight of the District's budget, operations, facilities, admissions, marketing, and overall educational vision, mission, and accountability, among other responsibilities. The school functions are led by the Principal, who reports to the Superintendent-Director. The Principal works collaboratively with the Superintendent-Director and the Executive Team on the educational mission and operational functions of the school. See the abbreviated organizational chart for 2021-22 below.



All faculty are members of the Minuteman Faculty Association (MFA), along with any DESE-licensed faculty, including guidance counselors, school psychologists and social workers. The MFA is the only employee union at Minuteman. A copy of the [2020-2023 collective bargaining agreement with the MFA is on the Minuteman website](#). Non-union staff member positions include paraprofessionals, administrators, administrative assistants, custodians, and food service workers.

School Committee

The [Minuteman Regional Vocational Technical District School Committee](#) is the governing body of the district. The Superintendent-Director reports directly to the School Committee. The primary responsibilities of the School Committee are to hire and terminate a Superintendent-Director, review and approve a budget, and establish and review educational goals and policies.

The full School Committee holds meetings at least once per month, usually at 6:30 PM. Since the beginning of the pandemic, all meetings have been held virtually over Zoom; prior to the pandemic, the meetings were held in-person at Minuteman High School. There are six subcommittees: Finance; Policy; Strategic Planning; School Building; Communications, Access, and Admissions; and Officers.

The current School Committee is composed of nine members, each representing one of the district's member towns: Arlington, Acton, Bolton, Concord, Dover, Lancaster, Lexington, Needham, and Stow. Each member is appointed by their town's Board of Selectmen or Moderator for a three-year term. Currently, the Superintendent-Director's Executive Assistant also serves as the administrative assistant for the School Committee.

Each member's vote is weighted based on the four-year rolling student population average from their town. For example, in FY21 the Arlington member's vote was weighted at about 24% of the total because Arlington provides the most students in the district; whereas the Dover member's vote only counted for about 5.75% because that community sends the fewest number of students to Minuteman. See chart below.

| Weighted Vote by Community - Based on 4 year Rolling Average | | | | | |
|--------------------------------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------------------------------|
| | Enrollment Count as of October 2019 | Enrollment Count as of October 2018 | Enrollment Count as of October 2017 | Enrollment Count as of October 2016 | Total Enrollment Based on 4 Year Rolling Average |
| Acton | 39 | 32 | 33 | 34 | 34.5 |
| Arlington | 142 | 119 | 114 | 119 | 123.5 |
| Bolton | 11 | 11 | 11 | 10 | 10.8 |
| Concord | 25 | 25 | 17 | 19 | 21.5 |
| Dover | 3 | 0 | 1 | 1 | 1.3 |
| Lancaster | 55 | 47 | 50 | 37 | 47.3 |
| Lexington | 61 | 52 | 53.5 | 54 | 55.1 |
| Needham | 22 | 21 | 20 | 21 | 21.0 |
| Stow | 36 | 19 | 15 | 15 | 21.3 |
| Total | 394 | 326 | 314.5 | 310 | 336.1 |

| Allocation of Vote | | | |
|-----------------------|-------------------------|-----------------------|-------------------|
| Weighted Vote Percent | 50% Weighted Vote Share | 50% Equal Member Vote | Total Member Vote |
| 10.26% | 5.13% | 5.56% | 10.69% |
| 36.74% | 18.37% | 5.56% | 23.93% |
| 3.20% | 1.60% | 5.56% | 7.15% |
| 6.40% | 3.20% | 5.56% | 8.75% |
| 0.37% | 0.19% | 5.56% | 5.74% |
| 14.06% | 7.03% | 5.56% | 12.58% |
| 16.40% | 8.20% | 5.56% | 13.76% |
| 6.25% | 3.12% | 5.56% | 8.68% |
| 6.32% | 3.16% | 5.56% | 8.72% |
| 100% | 50% | 50% | 100% |

New Facilities

The new Minuteman High School building features numerous areas that can generate income as facility rentals for mission-compatible outside groups and organizations. With its strategic location just off the intersection of Route 2 and Interstate 95 in Lexington, and the district's wide geographic reach, Minuteman has begun to seize the opportunity to monetize its facility, generating revenue to support students.

The on-campus facilities include:

- Three turf athletic fields with lighting: 1) a multi-sport/football synthetic turf field with a competitive running track; 2) softball synthetic turf field; 3) baseball synthetic turf field.
- A 325-seat professional theater that is reconfigurable and can operate as a sound stage, black box, or proscenium.
- Student Union. This space is used as the high school cafeteria but designed in the style of a college or university student union, including large, monumental stairs and a second-floor mezzanine for additional seating.
- An enclosed, outdoor courtyard adjacent to the Student Union
- A full-sized gymnasium
- A multimedia center/library
- The District Restaurant, which has full-service indoor and outdoor seating and a to-go café
- The Paul Revere Room, a full-sized business conference room that can be divided in half.
- Numerous labs, project-based learning areas, academic classrooms, and CTE shops.

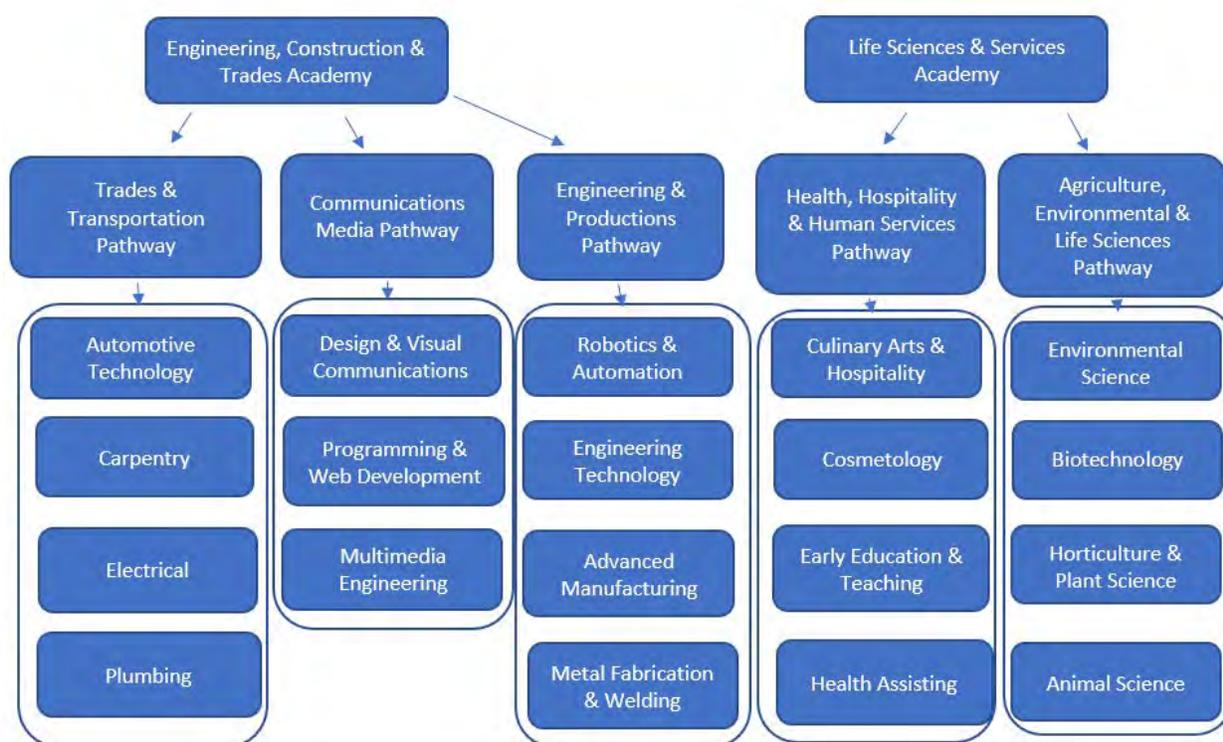
As mentioned, Minuteman's new building is approximately 260,000 square feet and cost about \$145 million, with \$45 million of funding from the Massachusetts School Building Authority (MSBA).

- You can view a video tour of the new building here (2020):
<https://www.youtube.com/watch?v=PhMb1oxlk0U>
- You can view a WBZ-TV story on the building construction here (2019):
<https://www.youtube.com/watch?v=hURUPWgNeGM&t=56s>

Academy Model: Integration of Academics and CTE

Since 2017, Minuteman teachers and administrators have continued to build upon the [Academy Model](#) to foster deep integration between the teaching of academics and CTE. In fact, the new Minuteman building, which opened in 2019, was constructed in a manner to foster the growth of the Academy Model – with break-out spaces, project-based learning rooms, and classrooms and shops strategically placed near one another.

Minuteman’s Academy Model is composed of two academies, five pathways, and 19 CTE majors, as shown in this flow chart below.



There are 18 faculty members and four administrators on the Academy Integration Team for the 2021-22 school year. The team meets regularly to identify and develop projects across different CTE and academic curriculums. The integration projects are designed to connect and apply knowledge across curriculums; develop college-and career-readiness skills through critical thinking, collaboration, and intrinsic motivation through cross-curricular connections; activate student participation, reflection and sharing work; and more.

Examples of exemplary Academy Model integration projects include:

- **Growth Data:** A project with grade 10 students in the Early Education and Teaching and Health Assisting programs. Early Education students researched and presented information on the physical, emotional, psychological, and cognitive development of young children; the Health Assisting students trained the Early Education students on how to properly assess and record pediatric height, weight, and head circumference, among other health and safety methods.
- **Anatomy of a Pig:** A project with grade 10 Health Assisting and Science students. After learning about the integumentary system and reviewing the cardiac and digestive systems, students handled a pig's heart and liver to better understand the layers of skin.
- **Water Scarcity Around the World:** A project with grade 9 Algebra students and grade 12 Environmental Science students. The senior Environmental students presented information about water scarcity to the freshmen Algebra students who were learning to write equations on water scarcity, including the distance traveled daily to obtain water. The seniors also set up a walking course of known distance and placed full water containers of various volumes at one end, and then timed the freshmen who walked to the end of the course and back after filling the containers.

Professional Development

Minuteman remains committed to offering robust and effective professional development (PD) for faculty and staff. For faculty, there is an emphasis on providing PD in the areas of technology; social-emotional learning; institutional practices; lesson planning and curriculum development; diversity, equity, and inclusion; and safety.

At the beginning of the 2020-21 school year, as a result of shifting to a hybrid learning model due to the pandemic, educators were provided 17 separate PD sessions touching on the above-mentioned topics. Minuteman uses both internal and external resources and partnerships to provide PD that is based on accurate information. One partner for social-emotional and safety PD is Massachusetts Partnerships for Youth.

For the 2021-22 year, Minuteman will begin holding meetings with its newly formed Inclusion, Diversity, Equity, and Access (IDEA) Committee of faculty, staff, students, and parents. The goal of the group is to increase diversity, equity, and inclusion through improved practices and professional development.

Conclusion

As the demand for high-quality career technical education soars tremendously, Minuteman High School has stayed ahead of this national and regional trend. This is demonstrated with its state-of-the-art facility and technology – and excellent, tangible outcomes for the vast majority

of its students. Over the past decade, Minuteman has increased its sustainability for providing the necessary, individualized resources to all students – regardless of special needs or socioeconomic status. The result: our graduates leave Minuteman understanding what they love to do, and what they do well – answering the questions that are posed to them during their freshmen year and translating into college and career success after they leave. Minuteman graduates are the leaders of their trades and their communities – filling the wide skills gap and becoming assets in today’s global economy.