



Rebecca McFall, Ed.D., Superintendent
Lincoln Public Schools
Ballfield Road, Lincoln, MA 01773

16-17:5
September 28, 2016

[Core Values](#)

- Excellence and Innovation in Teaching and Learning
- Respect for Every Individual
- Collaboration and Community

SUPERINTENDENT'S BULLETIN

The Superintendent's Bulletin is posted on the Lincoln Public School website each Wednesday. It provides timely, relevant information about meetings, professional development opportunities, curriculum and program development, grant awards, and School Committee news.

Dear Faculty and Staff,

Every MA educator carries out a five-step cycle of evaluation. Most of our faculty members complete the five-step cycle over the course of two years. The cycle begins with a self-assessment and goal setting process. The next step is an action plan implementation stage followed by a formative assessment and a summative evaluation at the end of the two-year process.

Educators who are in their first three years in the district are on Developing Educator plans, and they carry out the five-step evaluation process each year for three years.

Administrators, including Superintendents, carry out the five-step evaluation cycle every year. On September 22, 2016, the School Committee approved my annual plan that includes my personal evaluation goals. To develop my annual goals, I completed a self-assessment of my work focused on achieving the District Strategic Priorities. In addition, I considered the needs of our Lincoln Public Schools community and the work that I will directly carry out to improve learning experiences for our students.

My goals are presented below. I welcome any questions or conversations related to my goals.

All the best,

Becky

Student Learning Goal:

Work with administrators to develop and carry out processes to support faculty teams as they carry out Collaborative Practices (Professional Learning Communities).

Superintendent Evaluation Rubric: Indicators I-A-1, I-A-2, I-C-1, I-C-2, II-C-2, IV-A-1, IV-D-1, IV-E-1

Strategic Objective: A1 – Continue to develop, demonstrate and expand team-based collaborative practices, Facilitative Leadership, and coaching capacity.

Key Actions:

Guide and coach the principals and other administrators as they work with their faculty to develop collaborative teams. Collaborative teams focus on student learning by examining their professional practice and the work of their students using the following questions as a guide.

1. What do we want our students to learn?
2. How will we know if each student has learned?
3. How will we respond when some students do not learn?
4. How can we extend and enrich the learning for students who have demonstrated proficiency?

Measures:

Evidence provided by faculty demonstrating the work of their team including student results.

- Evidence may include: curriculum units, common assessments, student data, student work samples.

Superintendent's Letter, Continued

Practice Goal:

Educate myself and the administrative team about new legislation related to Transgender students and the LGBTQ community. Ensure that our practices and policies support all students and provide safe learning environments for all students.

Superintendent Evaluation Rubric: Indicators II-A-3, III-B-1, IV-B-1, IV-D-1, IV-D-2

Key Actions:

Ensure that all administrators are aware of and understand new legislation related to the LGBTQ student community and transgender students in particular.

Review and discuss Transgender Student Rights and ensure that our policies and practices are consistent with these rights.

Seek appropriate professional development opportunities for administrators and faculty to attend that will assist our support of our students and families.

Measures:

Policies and practices are updated.

Key faculty and administrators have received training and support.

Data from relevant questions on the Student Feedback Survey administered in February.

District Improvement Goal 1:

Develop an avenue of opportunity for faculty to take instructional risks that engage students in authentic and innovative ways.

Superintendent Evaluation Rubric: Indicators I-A-1, I-A-2, IV-E

Strategic Objectives:

A2 – Create a culture and develop structures that support innovation and risk-taking to improve student learning

B1 – Support and guide educator development of instructional units that engage students and provide appropriate levels of cognitive demand, differentiation and student ownership of their learning experiences

Key Actions:

Partner with the Lincoln School Foundation to create a process of applying for funds and support that allow educators to activate the spirit of innovation and risk taking in themselves and their students.

Measures:

Faculty proposals and projects.

District Improvement Goal 2:

Develop an Administrator Handbook for Educator Evaluation

Superintendent Evaluation Rubric: Indicators I-B-1, I-B-2, I-B-3

Strategic Objective: The educator evaluation rubric addresses all strategic objectives on the District Strategic Plan. Development of the handbook will require conversations about the strategic objectives as we develop best practices for carrying out the evaluation process.

Key Actions:

Develop an Administrator Handbook for Educator Evaluation that includes best practices, agreed upon by the administrative team, for carrying out the steps of the evaluation process.

The handbook will increase the likelihood of consistency of practices across the district. Consistency will improve our overall practices and ability to collaborate and will also increase faculty trust and comfort with the process.

Measures:

Completed Administrator Handbook for Educator Evaluation

Calendar of Upcoming Events

Wednesday, September 28	. . . Curriculum Night -Preschool <u>at Hanscom</u> , 6:00 – 7:00 p.m.
Thursday, September 29	. . . Curriculum Night -Preschool <u>at Lincoln</u> , 6:00 – 7:00 p.m.
Monday, October 3	. . . No School – Rosh Hashanah Schools Closed – Central Office Open
Wednesday, October 5	. . . Superintendent's Office Hours 8:00 – 10:00 a.m.
Thursday, October 6	. . . School Committee Meeting 8:00 p.m. – Hartwell Multipurpose Room
Monday, October 10	. . . No School – Columbus Day Schools and Offices Closed
Tuesday, October 11	. . . No School <u>for Students Only</u> Professional Day for Teachers
Wednesday, October 12	. . . Yom Kippur - No School for Lincoln Students Only - Half Day of School (a.m.) For Hanscom Students Only
Thursday, October 20	. . . School Committee Meeting 7:00 p.m. – Hartwell Multipurpose Room
Monday, October 24	. . . Superintendent's Office Hours 3:00 – 5:00 p.m.



News and Information

To share information with your colleagues, please email Janice Gross at jgross@lincnet.org

In Recognition . . .

The Hanscom Middle School "Faces of Inequality" unit has been accepted as a presentation option at the Massachusetts Council of Social Studies New England Regional Conference (NERC 47) being held at the Edward M. Kennedy Institute on April 3-4, 2017.

Congratulations to Hanscom Middle School faculty Greg Kalesnik, Jason Peledge, and Catherine Martus on this esteemed achievement!

	<h1>Great Learning</h1> <p>Erich Ledebuhr, Principal, Hanscom Middle School</p>
<p>During the first week of school, students in 6th and 7th grade set goals defining their <i>Hopes and Dreams</i> for the school year. These <i>Hopes and Dreams</i> were then written and displayed on a poster. Parents were then able to create their own <i>Hope and Dream</i> for their child during Parent Information Night. Parents' <i>Hopes and Dreams</i> were written on stars that were used to frame the <i>Hopes and Dreams</i> of their children.</p> <p>The poster and stars are displayed in the students' breakout space as an incentive for students, parents, and teachers to turn those <i>Hopes and Dreams</i> into reality. What a great and inclusive way to start the year!</p>	

Employment Opportunities

Lincoln Public School District is committed to maintaining a work and learning environment free from discrimination on the basis of age, color, covered veteran status, disability, national origin, race, religion, sex, sexual orientation, gender identity, or housing status.

Personnel presently employed by the Lincoln Public Schools are not required to submit a resume or letters of recommendation.

Please submit applications online via the District's secure online system at <http://www.lincnet.org> under Employment Opportunities.

Ongoing Openings

~~~Tutors - Regular and Special Education; Instructional Assistants, and Day-to-day Substitutes~~~

### Current Openings

#### Hanscom Primary School

- Instructional Assistant, Grade 2 – 12.5 hours per week; \$17.42 per hour.
- One, 15-hour per week clerical assistant position (temporary through the move into the temporary facility); \$17.42 per hour.

Contact Kristen St. George, Interim Principal, at 781-274-7721 or via email at [stgeorgek@lincnet.org](mailto:stgeorgek@lincnet.org).

#### Hanscom Middle School

- Temporary Position now through February 24, 2017 – Special Education Tutor; 30 hours per week; \$23.20 per hour.

Contact Denise Oldham, Coordinator for Student Services, 781-274-6178; extension 6403 or via email at [oldhamd@lincnet.org](mailto:oldhamd@lincnet.org)

*Employment Opportunities, Continued*

### Facilities

- HVAC Craftsman, 20 hours per week; \$29.90 per hour (Step 1 – Bargaining Unit)

Contact Michael Haines, Facilities Coordinator, at 781-259-9400 or via email at [mhaines@lincnet.org](mailto:mhaines@lincnet.org).

### Food Services

- HMS Café Worker – two, 8 hour per week positions, M, Tu, Th, Fri (11:00 a.m. – 1:00 p.m.); \$13.62 per hour
- HMS Café Worker – 24 hours per week, benefits eligible, M, Tu, Th, Fri; \$13.62 per hour
- All Schools – Café Worker Substitutes; \$12.83 per hour – *hours based on position being substituted for*

Contact Cathleen Higgins, Food Services Coordinator, at 781-259-9400 or via email at [chiggins@lincnet.org](mailto:chiggins@lincnet.org).

## Professional Development

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To register for PD offerings, please complete an LPS Conference/Workshop Request Form available at:
<http://goo.gl/dlRDxZ>



PROFESSIONAL DEVELOPMENT
SCHOOL YEAR 2016 -2017

REGISTER ONLINE AT ACCEPT.ORG/SERVING-EDUCATORS

See Page 6 for a complete listing of ACCEPT Collaborative professional development offerings for 2016 -2017.

EDCO's Educator Leadership Institute – ELI

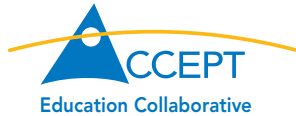
Part-Time Preparation and Administrative Leadership Licensure Program for Teachers

Classes begin January 2017 – Application deadline: December 16, 2016

Information Sessions: October 19, November 1 and December 5 - 5:00 – 6:30 pm, provide sample classroom discussion and opportunity to discuss the program with current students, graduates and faculty.

See Page 7 for more information.

To register for an information session, go to <http://www.eliadmin@edcollab.org>.



PROFESSIONAL DEVELOPMENT SCHOOL YEAR 2016 -2017

REGISTER ONLINE AT ACCEPT.ORG/SERVING-EDUCATORS

| WORKSHOP | DATE | TIME |
|--|---|------------------------------|
| Online Paraprofessional Training Course
*Each of the four online modules requires approximately 3 hours to complete | Available during
2016-2017 School Year | TBD by
District |
| Behavior Technician Training ~ Anne Donovan, M.Ed., BCBA
*Plus 34 hours of online learning between 8/22 and 12/7 | August 22
December, 7, 2016 | 8:30 – 11:30
12:30 – 3:30 |
| Preschool/Early Childhood Director Job-Alike ~ Christine Brumbach, M.Ed. | Sept 22, Oct 27, Nov 17,
Dec 8, Jan 26, Mar 2, Apr 6 | 12:30 – 2:30 |
| Creating and Sustaining a Trauma Sensitive School ~ Sherry Lynn McNeil, M.Ed. BCBA | August 23, 2016 | 9:00 - 3:00 |
| Creating and Sustaining a Trauma Sensitive School and Follow Up Series ~ Sherry Lynn McNeil, M.Ed. BCBA | August 23
Sept 29, Dec 15, Mar 17 | 9:00 - 3:00
9:00 - 11:00 |
| School Based Strategies for Chronic Absenteeism ~ Dr. Greta Francis, Ph.D., ABPP | October 20, 2016 | 9 – 12 |
| IEP's - Can't We Make This Easier ~ Allan Blume, Retired Associate Professor of Practice, Simmons College | October 21, November 4
& 16, 2016 | 8:30 – 12:30 |
| Facilitated Series for Secondary School Psychologists, Social Workers and Adjustment Counselors ~ Dr. Ed Zadavec, Wediko Children's Services | November 1, 15 & 29,
2016 | 1 – 3 |
| Social Cognitive Interventions for School-Aged Individuals ~ Pamela Ely, M.S., CCC-SLP, The Ely Center | November 2, 16 & 30
December 14, 2016 | 12:30 – 3:30 |
| Focused Seminar for School Psychologists: Students with Autism Spectrum Disorders ~ Dr. Albert Cotugno, Ph.D., Licensed Psychologist | November 7 & 21,
December 5, 2016 | 1 – 3 |
| Nuts and Bolts for Team Chairs: Strategies for Effective Team Meetings
~ Linda Waters, M.Ed., Consultant | November 18,
December 2 & 16, 2016 | 9 – 3 |
| Applying Technology to Support Social Skills Instruction and Language Instruction and Executive Functioning ~ Sean Sweeney, M.S., M.Ed, CCC-SLP | November 30, 2016 | 9 – 4 |
| Pairing Picture Books and Apps to Contextually Address Language Objectives
~ Sean Sweeney, M.S., M.Ed, CCC-SLP | December 7, 2016 | 12:30 – 3:30 |
| Using Mindfulness Practices with School-Aged Youth ~ Dr. Christopher Willard | December 8, 2016 | 9 – 12 |
| Understanding Young Children - How Does Neuropsychological Testing Fit into The Big Picture? ~ David Stein, Pediatric Psychologist, Children's Hospital, Boston | January 6, 2017 | 8:30 – 3:30 |
| Facilitated Series for Elementary School Psychologists, Social Workers and Adjustment Counselors ~ Dr. Ed Zadavec, Wediko Children's Services | January 11 & 25,
February 8, 2017 | 1 – 3 |
| What Do I Do? Helping Young Children Manage Impulsive, Anxious Behavior ~ David Stein, Pediatric Psychologist, Children's Hospital, Boston | January 13, 2017 | 8:30 – 11:30 |
| Recent Case Findings in Special Education: Eligibility Determination for Students with Emotional Disability, Home-Based Services and More
~ Michael Joyce, Attorney, Nuttall, MacAvoy & Joyce, P.C. | February 3, 2017 | 9 – 12 |
| Enhancing Collaborative Relationships Between Schools, Families, and Other Partners to Improve Student Outcomes ~ Dr. Ed Zadavec, Licensed Psychologist, Wediko Children's Services | February 9, 2017 | 9 – 12 |
| Early Learning and Social Cognition Principles ~ Pamela Ely, M.S., CCC-SLP, The Ely Center | March 1, 15 & 29, 2017 | 12:30 – 3:30 |
| Managing Secondary Students' Anxiety: Building Grit and Resiliency
~ Jeffrey Benson | March 6 & 20, 2017 | 9 – 12 |
| Becoming A Sexuality Educator-Leading Sexuality Education Classes
~ Katherine McLaughlin | April 6 & 7, 2017 | 9-3 |

EDCO's Educator Leadership Institute – ELI

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Information Sessions: October 19, November 1 and December 5 - 5:00 – 6:30 pm, provide sample classroom discussion and opportunity to discuss the program with current students, graduates and faculty.

To register for an Information Session: eliadmin@edcollab.org



ELI Instructors and staff: Top L to R: Mike Welch, Eva Thompson, Ruth Chapman, Bob Desaulniers. Bottom L to R: Gerald C. Leader, ELI founder and Director Emeritus, Barbara MacDonald, ELI Administrator, and David Castelline, ELI Director. Not pictured are ELI instructors Bill Lupini, Kim Marshall, Anna Nolin and Henry Turner.

ELI has prepared and licensed over 250 distinguished educational administrators in districts across Massachusetts since 2003. Graduates have assumed roles as Principals, Assistant Principals, Supervisors and Directors. The 18-month part-time program includes:

- High engagement pedagogy with extensive fieldwork opportunities
- Firsthand involvement with practicing administrators
- (Optional) Master of Education Degree in Organizational Management in partnership with Endicott College (Financial Aid Available)
- Excellent placement record
- Strong peer and faculty Support Network

EDCO's Bedford headquarters, 36 Middlesex Turnpike, Bedford 01730-1404

For more information please go to: www.edcollab.org/eli