



## LINCOLN PUBLIC SCHOOLS

BALLFIELD ROAD

LINCOLN, MASSACHUSETTS 01773

<http://www.lincnet.org/schoolcommittee/index.html>

May 21, 2024

To: School Committee  
Parry Graham, Superintendent

From: Matina Madrick, School Committee Chairperson

Re: Superintendent Summative Evaluation Procedure

### Background:

It is the responsibility of the Lincoln School Committee to evaluate the performance of the superintendent using the Massachusetts Model System for Educator Evaluations with the rubric provided by the Department of Elementary and Secondary Education (DESE).

The superintendent evaluation system uses a five-step cycle: self-assessment; goal-setting and plan development; implementation; formative assessment; summative evaluation. We are now at step 5 in the cycle, the summative evaluation. The summative evaluation will be used to provide feedback to Dr. Graham, to assign an overall performance rating, to discuss further supports that the School Committee can provide to the superintendent, and to provide a framework for beginning next year's evaluation cycle.

### Process for Evaluation:

*May 16<sup>th</sup> School Committee Meeting:* During the May 16<sup>th</sup> meeting, the Administration Team presented an update on the District Strategic Priorities. The information provided should be used as input for Dr. Graham's evaluation.

*May 30<sup>th</sup> School Committee Meeting:* In preparation for the meeting, please review the information from DESE regarding the Indicator Rubric for Superintendent Evaluation and the summative evaluation form that are enclosed. At the tonight's meeting, Dr. Graham will provide the Committee with progress he has made towards his Annual Goals through an End-of Year Self-Assessment and evidence related to Performance Indicators.

In addition, all materials, such as your individual observations, reports to the School Committee, and Administrative Team meeting agendas, are considered evidence. Dr. Graham may also provide materials such as redacted feedback to and from administrators, invitations to present to his colleagues, and relevant redacted exchanges with parents.

*May 30<sup>th</sup> – June 6<sup>th</sup>:* Using all the evidence mentioned above and the Indicator Rubric for Superintendent Evaluation created by DESE, each member of the School Committee will fill out the Summative Evaluation Form providing feedback at the Standards Level I-IV. These forms will be submitted to the Chairperson by the end of the day on June 6<sup>th</sup> and are part of the public record.

*June 13<sup>th</sup>:* The Chairperson will compile the individual evaluations and create a draft composite Summative Evaluation for discussion during the regular June 13<sup>th</sup> Committee meeting. The meeting is intended to be a conversation among Committee members and with the

Superintendent. Individual members will be asked to highlight areas of strength and areas for growth based on specific examples of the Superintendent's work and/or direct observation.

As stated above, the summative evaluation is part of the state-wide evaluation system for superintendents (and all educators in the district) and is intended to be part of the open communication that is necessary for a positive relationship between a superintendent and a School Committee. It is the expectation that all feedback be related to performance, and not be personal or derogatory in nature. Members are encouraged to raise serious concerns with the superintendent before the open discussion in order to give him an opportunity to address questions and/or provide further evidence.

Rating System:

The summative evaluation comprises ratings on four standards (Instructional Leadership, Management and Operations, Family and Community Engagement, and Professional Culture), a rating on the superintendent's goals, and an overall rating based on the prior two ratings. The possible ratings are:

- *Unsatisfactory*: Performance is consistently below the requirements of a standard or overall, and is considered inadequate.
- *Needs Improvement*: Performance is below the requirements of a standard or overall but is not considered to be Unsatisfactory at the time. Improvement is necessary and expected.
- *Proficient*: Proficient practice is understood to be fully satisfactory. This is the rigorous, expected level of performance.
- *Exemplary*: This rating indicates that practice significantly exceeds "Proficient" and could serve as a model of practice regionally or statewide.

An overall summative rating, which is reported to the state, will be assigned as part of the summary evaluation and will be voted on in the Committee's open meeting on June 13<sup>th</sup>.