



LINCOLN PUBLIC SCHOOLS  
Lincoln, Massachusetts

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### PROCEDURES FOR SUPERINTENDENT'S EVALUATION

The Department of Elementary and Secondary Education provides guidelines for the annual evaluation of the Superintendent's performance. The School Committee has established the following timeline for this evaluation process in order to respect the DESE guidelines in a manner that makes sense for the district and for the management of the Superintendent's workload.

Specifically, the School Committee aims to integrate the district goals with the Superintendent's goals; and, in setting the September deadline for the completion of the Superintendent's Annual Plan, the School Committee wishes to allow the Superintendent the time to incorporate the conclusions of one year's Summative Evaluation in the establishment of the following year's goals; and, in identifying a subset of priority elements from the complete Evaluation Rubric, the School Committee will further identify and emphasize its priorities for the school year, and it will reduce the amount of work necessary to document the Superintendent's performance.

Accordingly, the timeline that the School Committee will follow every year to evaluate the Superintendent's performance is as follows:

Late May/

Early June: The Administrative Council and School Committee collaborate to establish the District Goals.

Late June: 1) The Superintendent develops personal goals for the upcoming school year based on Summative Evaluation and established District Goals.  
2) The outline of the Annual Plan is presented to the School Committee for feedback.

Early

September: The School Committee and Superintendent collaborate to identify ten (10) Priority Elements from the DESE Superintendent Evaluation Rubric, and to determine relevant measures of achievement of the Superintendent's goals and of performance on the identified priorities.

Mid

September: The Superintendent presents a complete Annual Plan, which includes the Superintendent's professional goals and the School Committee's evaluative priorities, to the School Committee for final approval.

Early

January: The School Committee reviews the Annual Plan and the DESE evaluation rubric and asks the Superintendent for information that clarifies work on goals, standards and elements beyond the information provided by regular reports or observable information.

Mid

January: Mid-Cycle/Formative Review

- 1) The Superintendent prepares a mid-cycle summary of progress toward attaining goals set forth in the Annual Plan.
- 2) The School Committee Chair leads the mid-cycle review meeting.
- 3) The School Committee votes on whether or not it is appropriate to consider an increase in compensation as part of contract negotiations with the Superintendent.

February/

March: According to the outcome of the vote, the School Committee begins discussions with the Superintendent regarding her/his annual compensation, and details of her/his agreement, if applicable. It is the intention of the Committee that the evaluation and the compensation agreement be completed by the Annual Town Meeting.

Mid-May: The Superintendent prepares an end-of-cycle summary of progress toward attaining goals and performance on the Standards.

End-May: Summative Evaluation: The School Committee Chair asks each member to complete relevant end-of-cycle forms. Based on member input, the Chair develops a Summative Evaluation Report and ensures that it contains accurate information and appropriately reflects the individual performance of the Superintendent.  
The Superintendent may actively participate in the end-of-cycle evaluation at a regularly scheduled School Committee meeting.

Ref: <http://www.doe.mass.edu/edeval/>

Approved at School Committee Meeting of March 5, 1984  
Reaffirmed at School Committee Meeting of January 21, 1985  
Revised at School Committee Meeting of March 6, 2014



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Specifically, the School Committee aims to integrate the district goals with the Superintendent's goals; and, in setting the September deadline for the completion of the Superintendent's Annual Plan, the School Committee wishes to allow the Superintendent the time to incorporate the conclusions of one year's Summative Evaluation in the establishment of the following year's goals; and, in identifying a subset of ~~priority elements~~ **Focus Indicators** from the complete Evaluation Rubric, the School Committee will further identify and emphasize its priorities for the school year, and it will reduce the amount of work necessary to document the Superintendent's performance.

Accordingly, the timeline that the School Committee will follow every year to evaluate the Superintendent's performance is as follows:

Late May/

Early June: The Administrative Council and School Committee collaborate to establish the District Goals.

Late June: 1) The Superintendent develops personal goals for the upcoming school year based on Summative Evaluation and established District Goals.  
2) The outline of the Annual Plan is presented to the School Committee for feedback.

Early

September: The School Committee and Superintendent collaborate to identify **six to eight Focus Indicators (at least one for each Standard)** ~~ten (10) Priority Elements~~ from the DESE Superintendent Evaluation Rubric, and to determine relevant measures of achievement of the Superintendent's goals and of performance on the identified priorities.

Mid

September: The Superintendent presents a complete Annual Plan, which includes the Superintendent's professional goals and the School Committee's evaluative priorities/**Focus Indicators**, to the School Committee for final approval.

Early

January: The School Committee reviews the Annual Plan and the DESE evaluation rubric and asks the Superintendent for information that clarifies work on goals, standards and elements beyond the information provided by regular reports or observable information.

Mid

January: Mid-Cycle/Formative Review

- 1) The Superintendent prepares a mid-cycle summary of progress toward attaining goals set forth in the Annual Plan.
- 2) The School Committee Chair leads the mid-cycle review meeting.
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March:

According to the outcome of the vote, the School Committee begins discussions with the Superintendent regarding her/his annual compensation, and details of her/his agreement, if applicable. It is the intention of the Committee that ~~the evaluation and~~ the compensation agreement be completed by the Annual Town Meeting.

Mid-May: The Superintendent prepares an end-of-cycle summary of progress toward attaining goals and performance on the Standards.

End-May: Summative Evaluation: The School Committee Chair asks each member to complete relevant end-of-cycle forms. Based on member input, the Chair develops a Summative Evaluation Report and ensures that it contains accurate information and appropriately reflects the individual performance of the Superintendent. *An overall summative rating, which is reported to the state, will be assigned as part of the Summative Evaluation.*

The Superintendent may actively participate in the end-of-cycle evaluation at a regularly scheduled School Committee meeting.

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