



**LINCOLN PUBLIC SCHOOLS**  
**DISTRICT GOALS 2012 - 2013**  
**WORK PLAN**

<b>Goal Category</b>	<b>Curriculum, Instruction and Assessment</b>		
<b>Aspirational Goal</b>	The district strives for academic excellence and persists in identifying and maintaining high expectations for all students, confirming student achievement and engagement, cultivating passion for knowledge and enjoyment of learning and celebrating excellence.		
<b>Operational Goal</b>	The district strives to be accountable for student achievement and will learn from assessments of student performance and draw from professional knowledge related to curriculum and pedagogy to align, implement and communicate a well-designed curriculum and to adjust instruction to improve to student learning.		
<b>Curriculum Planning and Development</b>			
<b>Goals</b>	<b>Activities and Events</b>	<b>Personnel/Timeline</b>	<b>Evaluation Metrics/Evidence of Outcomes</b>
Align PreK-8 Lincoln Learning Expectations with National Common Core Standards embedded in the 2011 MA Frameworks for ELA and Math	<ul style="list-style-type: none"> <li>K-8 professional development in ELA: <i>Informational Reading and Writing</i>; and Math: <i>Standards of Mathematical Practice</i> <b>Completed</b></li> </ul>	Sterling, Metzger, Herzog, Merra Summer 2012	Teacher attendance, products, teacher feedback
	<ul style="list-style-type: none"> <li>Purchase of new materials in ELA, Math <b>Completed</b></li> </ul>	Merra, Metzger Summer 2012	New materials available to teachers in ELA and Math
	<ul style="list-style-type: none"> <li>Professional development in ELA, Math through team meetings, district meetings, coaching and co-teaching <b>On-going</b></li> </ul>	Math Specialists, Literacy Specialists CPT, Wed. afternoons	Frequency of meetings; agendas and notes, math and literacy specialist actions and insights
	<ul style="list-style-type: none"> <li>Observations of math and ELA lessons <b>On-going</b></li> </ul>	Principals	Frequency of observations; feedback to teachers
	<ul style="list-style-type: none"> <li>Reports to School Committee <b>ELA completed December 4</b> <b>Math scheduled for March 7</b></li> </ul>	Sterling, Metzger, van Cleef, Merra December 2012, March 2013	Summary of teacher involvement; highlights of teacher learning, initial indicators of student performance in targeted areas
Conduct a review of technology: resources, staffing, infrastructure, and curriculum integration to determine the needs of the district moving	<ul style="list-style-type: none"> <li>Convene a district technology review committee consisting of representation from technology staff, administration, faculty, and School Committee <b>Convened</b></li> </ul>	McFall October 2012	Technology Needs Assessment and Protocol for Review Process

forward	<ul style="list-style-type: none"> <li>Enlist outside technology consultants to review our technology infrastructure, instruction, staffing, hardware and software <a href="#">In process</a></li> </ul>	November 2012 – March 2013	Technology Review Document
	<ul style="list-style-type: none"> <li>Report to School Committee <a href="#">Scheduled for April 4</a></li> </ul>	McFall, Technology Review Committee April 2013	Recommendations and Technology Plan

<b>Implementation and Instruction</b>			
<b>Goals</b>	<b>Activities and Events</b>	<b>Personnel/Timeline</b>	<b>Evaluation Metrics/Evidence of Outcomes</b>
Implement standards-based planning, instruction, differentiation, assessing and reporting in all subjects	<ul style="list-style-type: none"> <li>Gr 7 &amp; 8 teacher professional development <a href="#">Completed</a></li> </ul>	Sterling Summer 2012	Teacher attendance, feedback
	<ul style="list-style-type: none"> <li>Ongoing professional development through faculty meetings, team meetings <a href="#">On-going</a></li> </ul>	Sterling, Curriculum Leaders, Principals Faculty meetings, CPT, Wed. afternoons	Agendas, meeting notes; observations and teacher feedback
	<ul style="list-style-type: none"> <li>Development of Learning Targets for students <a href="#">On-going</a></li> </ul>	Sterling, Curriculum Leaders, Principals Ongoing	Evidence of learning targets posted in classrooms; conversations with students, samples presented at School Committee
	<ul style="list-style-type: none"> <li>Refinement of differentiation strategies and articulation of options to students <a href="#">On-going</a></li> </ul>	Sterling, Principals, teachers Ongoing	Selected projects in math, social studies, science: evidence of strategies, student choices; samples presented at School Committee
	<ul style="list-style-type: none"> <li>Reports to School Committee <a href="#">Scheduled for April 25</a></li> </ul>	Sterling, Principals May 2013	
Articulate and implement strategies to address learning and achievement gaps	<ul style="list-style-type: none"> <li>Review of 5 Point Plan for Narrowing Achievement Gaps; decisions on action steps <a href="#">Completed</a></li> </ul>	Sterling, McFall, Administrative Council October 2012	Agenda, notes, and decisions regarding action steps
	<ul style="list-style-type: none"> <li>Active support for and monitoring of Goal Focused Intervention Plans <a href="#">On-going</a></li> </ul>	Principals December 2012 and March 2013	Records of GFIPS; monitoring notes; assessment results of student progress based on math and ELA assessments
	<ul style="list-style-type: none"> <li>Purchase of materials for Math, ELA <a href="#">Completed</a></li> </ul>	Sterling, Merra, van Cleef, Metzger Summer and Fall 2012	New materials to support student learning in ELA and Math

	<ul style="list-style-type: none"> <li>Report to School Committee <a href="#">Scheduled for March 21 and May 16</a></li> </ul>	Sterling, McFall, Admin Council March 2013	Summary of action steps, indicators of student results, recommendations for next steps
Refine system of goal based interventions and therapies with progress monitoring strategies to assess effectiveness for student learning and narrowing achievement gaps	<ul style="list-style-type: none"> <li>Meet with providers and administrators to refine practices reflecting input from June 2012 <a href="#">Completed</a></li> </ul>	Powers, Sterling	Agendas, documents reflecting adjustments
	<ul style="list-style-type: none"> <li>Develop template to use on Aspen, try out prototypes; transfer to electronic version, revise and finalize <a href="#">Delayed</a></li> </ul>	Powers, Sterling, Cullinane	Template, completed GFIPs
	<ul style="list-style-type: none"> <li>Report to School Committee <a href="#">Scheduled for May 16</a></li> </ul>	Powers, Sterling, Admin Council May 2013	Student progress results based on math and ELA assessments. See previous goal.

<b>Assessment and Reporting</b>			
<b>Goals</b>	<b>Activities and Events</b>	<b>Personnel/Timeline</b>	<b>Evaluation Metrics/Evidence of Outcomes</b>
Implement standards-based-report cards for grades K- 8	<ul style="list-style-type: none"> <li>Gr. 7 &amp; 8 teachers professional development at summer sessions, and ongoing through team meetings, district meetings <a href="#">On-going</a></li> </ul>	Sterling, Hobbs, Ledebuhr Summer 2012, ongoing	Teacher attendance, agenda & notes, teacher products, revised student report cards
	<ul style="list-style-type: none"> <li>Parent communication; resources <a href="#">Completed and on-going</a></li> </ul>	Sterling, Hobbs, Ledebuhr	Revised family guide and website postings; parent attendance at meetings, frequency of visits to website,
	<ul style="list-style-type: none"> <li>Report to School Committee <a href="#">Completed December 6</a></li> </ul>	Sterling, Hobbs, Ledebuhr December 2012	Samples of scored report cards, rubrics, teacher products, student results, parent comments
Begin to utilize Aspen to collect, analyze, and report student performance on common assessments	<ul style="list-style-type: none"> <li>Development of template and trial data entry of student performance results on Aspen; development of procedures <a href="#">Completed</a></li> </ul>	Sterling, Cullinane, Matthes Summer and Fall 2012	Initial prototypes of benchmark assessments entered on Aspen; development of procedures document
	<ul style="list-style-type: none"> <li>Training of teachers to access and enter data <a href="#">Delayed</a></li> </ul>	Sterling, Cullinane, Instructional Technology Specialists Fall-Winter 2012	Frequency of training sessions and teacher participation; ELA and Math benchmark common assessments visible on Aspen

	<ul style="list-style-type: none"> <li>Report to School Committee Scheduled for February 28 - delayed</li> </ul>	Sterling, Cullinane, Matthes February 2013	Summary of development steps; demonstration of Aspen with common assessment data, next steps
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<b>Mid-year Status Report</b>	<ul style="list-style-type: none"> <li>Alignment to new curriculum standards continues through meetings and classroom instruction; report card revision this spring will reflect new alignment.</li> <li>The Technology Committee has convened and members have begun to assemble information for the visiting review team this winter.</li> <li>Professional learning about using standards to guide instruction and adjust instruction for a range of learners continues in grade level and faculty meetings.</li> <li>Goal-focused Intervention Plans continue to be implemented with the goal of narrowing the achievement gap; refinements in the delivery and documentation of services have been undertaken in consultation with principals and service providers.</li> <li>Standards-based report cards have been issued for all grades K-8; parent communication began in September and continues; refinements in the use of a standards-based assessment and reporting system occur at every grade level.</li> <li>Some prototypes for using Aspen for Benchmark Assessments have been developed and tried; the process for further development and training has been delayed due to concerns about functionality of some aspects of the Aspen system.</li> </ul>
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<b>End of year Status Report</b>	
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**LINCOLN PUBLIC SCHOOLS**  
**DISTRICT GOALS 2012-2013**  
**WORK PLAN**

<b>Goal Category</b>	<b>Teacher Excellence and Innovation</b>		
<b>Aspirational Goal</b>	The district strives to ensure that student learning is supported by faculty members who have a strong grasp of their content, are dedicated to their own learning and continuous improvement of instruction, and are highly focused on energizing and engaging students' passion for learning.		
<b>Operational Goal</b>	The district will support, plan and coordinate a dynamic program for professional development and sustain conditions for effective collaboration and ongoing learning of faculty and staff in order to recruit, develop and retain a diverse and excellent faculty.		
<b>Personnel Management</b>			
<b>Goals</b>	<b>Activities and Events</b>	<b>Personnel/Timeline</b>	<b>Evaluation Metrics/Evidence of Outcomes</b>
Encourage and support innovative teaching and learning practices by fostering growth mindset, risk taking and reflection	<ul style="list-style-type: none"> <li>District Goals presentation to faculty <a href="#">Completed</a></li> </ul>	McFall September 2012	Participation by faculty
	<ul style="list-style-type: none"> <li>Provide examples of Innovative practices <a href="#">On-going</a></li> </ul>	Administrative Council on-going	Superintendent Bulletin, faculty meeting agendas, technology presentations, teacher collaboration
	<ul style="list-style-type: none"> <li>Support and encourage professional development <a href="#">On-going</a></li> </ul>	Administrative Council ongoing	Conference attendance records
	<ul style="list-style-type: none"> <li>Report to School Committee <a href="#">Scheduled for March 21</a></li> </ul>	Faculty, March 2013	Teacher presentations
Continue to align the organization of staffing with the needs of our students and families from Boston	<ul style="list-style-type: none"> <li>Bi-weekly meetings between the METCO Director and Superintendent <a href="#">On-going</a></li> </ul>	McFall, Franck Ongoing	
	<ul style="list-style-type: none"> <li>Review staffing and job descriptions <a href="#">On-going</a></li> </ul>	McFall, Franck, Hobbs, McKenna	
	<ul style="list-style-type: none"> <li>Evaluate results of academic support on student achievement <a href="#">On-going</a></li> </ul>	McFall, Franck, Sterling, Powers, McKenna, Hobbs	ELA and Math Assessment data indicating student performance and growth
	<ul style="list-style-type: none"> <li>Report to School Committee <a href="#">Scheduled for February 28</a></li> </ul>	McFall, Franck, Sterling, Powers, McKenna, Hobbs March 2013	

<b>Supervision and Evaluation</b>			
<b>Goals</b>	<b>Activities and Events</b>	<b>Personnel/Timeline</b>	<b>Evaluation Metrics/Assessment Data</b>
Work with the Lincoln Teachers Association and School Committee to address revised DESE regulations for teacher and administrator evaluation	<ul style="list-style-type: none"> <li>Implement the MA Educator Evaluation process with the PLC members including School Committee and LTA representation <a href="#">On-going</a></li> </ul>	McFall, Sterling, School Committee	PLC evaluation feedback
	<ul style="list-style-type: none"> <li>Carry out collective bargaining process on teacher evaluation <a href="#">Began January 17</a></li> </ul>	McFall, School Committee	Negotiation of contractual language related to teacher evaluation.
Pilot the use of the DESE Teacher Evaluation system with faculty and administrators in order to inform our decisions about adoption and implementation	<ul style="list-style-type: none"> <li>Formation of PLC and introduction to new DESE Educator Evaluation model <a href="#">Completed</a></li> </ul>	McFall, Sterling, PLC members Summer 2012	Teacher and administrator participation and feedback
	<ul style="list-style-type: none"> <li>PLC sessions focusing on all aspects of new model <a href="#">On-going</a></li> </ul>	McFall, Sterling, PLC members Ongoing 2012-13	Session agendas, products
	<ul style="list-style-type: none"> <li>Implement the MA Educator Evaluation process with the PLC members including school committee and LTA representation <a href="#">On-going</a></li> </ul>	McFall, Sterling, School Committee, PLC members Ongoing 2012-13	Forms completed, schedule of observations, samples of feedback, teacher comments
	<ul style="list-style-type: none"> <li>Education of whole faculty by PLC regarding new evaluation model <a href="#">Institute Day January 22 and on-going</a></li> </ul>	McFall, Sterling, PLC members, faculty meetings, Institute Day	Agendas, handouts, Institute Day program and feedback
	<ul style="list-style-type: none"> <li>Carry out collective bargaining process on teacher evaluation <a href="#">Began January</a></li> </ul>	McFall, School Committee	Negotiation of contractual language related to teacher evaluation.
	<ul style="list-style-type: none"> <li>Report to School Committee <a href="#">Reported November 1; Scheduled June 6</a></li> </ul>	McFall, Sterling November 2012, June 2013	
Implement the DESE guidelines for supervision and evaluation with the superintendent and administrators	<ul style="list-style-type: none"> <li>Follow the regulations set forth for Superintendent and Administrator evaluation. <a href="#">On-going</a></li> </ul>	McFall, School Committee	Data Collection, feedback provided to administrators, summative evaluations
	<ul style="list-style-type: none"> <li>On-going supervisory meetings with administrators <a href="#">On-going</a></li> </ul>	McFall	Data Collection, feedback provided to administrators

<b>Professional Development</b>			
<b>Goals</b>	<b>Activities and Events</b>	<b>Personnel/Timeline</b>	<b>Evaluation Metrics/Assessment Data</b>
Continue to provide high quality professional learning to develop teacher expertise in: <ul style="list-style-type: none"> <li>• Standards-based teaching, assessment, differentiation and reporting</li> <li>• New math standards</li> <li>• New ELA standards</li> <li>• New MA Educator Evaluation model</li> <li>• Innovative teaching practices</li> <li>• Cultural Competence</li> <li>• Strategies to address achievement gaps</li> <li>• Use of Aspen student information management system</li> </ul>	<ul style="list-style-type: none"> <li>• Summer sessions targeted to goal areas <b>Completed</b></li> </ul>	Sterling, McFall, Teacher Leaders, Consultants Summer 2012	Teacher attendance and feedback
	<ul style="list-style-type: none"> <li>• Ongoing opportunities for learning through in-district meetings, study groups, coaching, conferences and courses <b>On-going</b></li> </ul>	Sterling, McFall Ongoing 2012-13	Records of meetings, conferences, course work related to goal areas; teacher feedback and application to practice
	<ul style="list-style-type: none"> <li>• Gather feedback from students on engagement through focus groups, survey, and observation <b>On-going</b></li> </ul>	Principals, faculty, curriculum specialists, Sterling, McFall, Sander	Student evaluations, surveys, and direct feedback
	<ul style="list-style-type: none"> <li>• Report to School Committee <b>On-going in all relevant reports</b></li> </ul>	Sterling Ongoing 2012-13	Embedded in all goal area reports
<b>Mid-year Status Report</b>	<ul style="list-style-type: none"> <li>• The administrative team is working to encourage teachers to reflect upon their practices and take risks to develop different, innovative approaches to teaching and learning. Evidence of this work comes in many forms such as the integration of technology, explicit focus on Learning Targets, development of student self-assessment tools, individual changes in practice</li> <li>• Review of the METCO staffing organization and roles continues to be reviewed and assessed. Principals and central office administrators are collaborating with the METCO director to refine practices and develop a vision for METCO support and the role of the director.</li> <li>• Work on the new Massachusetts Model for Educator Evaluation began last summer and continues through meetings of the PLC, on Institute Day, at Administrative Council meetings, and, most recently, in meetings with representatives of the LTA.</li> <li>• Participants in professional development opportunities this past summer and during the first half of the year have focused on key district goals in four areas: Math, ELA, Standards-based Assessment, and Educator Evaluation.</li> </ul>		
<b>End of year Status Report</b>			



**LINCOLN PUBLIC SCHOOLS**  
**DISTRICT GOALS 2011-2012**  
**WORK PLAN**

<b>Goal Category</b>	<b>Leadership and School Culture</b>
<b>Aspirational Goal</b>	The district strives to establish safe, accepting, and diverse school culture that invite active participation of students, faculty and parents, support academic excellence, and reach out to the broader community.
<b>Operational Goal</b>	The district will plan programs and activities to address the social and emotional needs of students, promote leadership, initiative, and civic engagement among adults and students in the school community, improve transitions for students and families and expand communications with and involvement of all stakeholders.

**Leadership**

<b>Goals</b>	<b>Activities and Events</b>	<b>Personnel/Timeline</b>	<b>Evaluation Metrics/Evidence of Outcomes</b>
Develop and carry out a comprehensive Superintendent entry plan to gain understanding of all aspects of the school district and develop recommendations for future areas of focus.	<ul style="list-style-type: none"> <li>Develop entry plan and communicate to all stakeholders <a href="#">Completed</a></li> </ul>	McFall September 2012	Entry Plan, School Committee presentation and review, District Goals presentations to faculty, post on website, communication to parents through Superintendent Bulletin
	<ul style="list-style-type: none"> <li>Meet with all identified community stakeholders <a href="#">Completed</a></li> </ul>	McFall, completed by January	Synthesis of feedback received, themes developed to be included in SC report
	<ul style="list-style-type: none"> <li>Gather information on student engagement through focus groups, survey, and observation <a href="#">On-going</a></li> </ul>	McFall, Sander, Student Engagement Committee Ongoing	Survey results, focus group feedback, observation data
	<ul style="list-style-type: none"> <li>Report to School Committee <a href="#">Scheduled for February 28</a></li> </ul>	McFall, February	

**School Culture**

<b>Goals</b>	<b>Activities and Events</b>	<b>Personnel/Timeline</b>	<b>Evaluation Metrics/Evidence of Outcomes</b>
Engage school communities in discourse about the Core Values of the school district.	<ul style="list-style-type: none"> <li>Presentation of Core Values <a href="#">Completed</a></li> </ul>	McFall, on-going	Opening Day presentation, Superintendent's Bulletin, District Goals presentations, inter-woven into all conversations and presentations



	<ul style="list-style-type: none"> <li>Development of common vision of core Values <a href="#">On-going</a></li> </ul>	McFall, on-going	Discussion with School Committee, forums with faculty, students, parents, community stakeholders, Administrator led faculty discussions
	<ul style="list-style-type: none"> <li>Development of Narrative to describe each core value <a href="#">Scheduled for March</a></li> </ul>	McFall, Administrative Council, School Committee	Core Values document including narrative description of each value
	<ul style="list-style-type: none"> <li>Report to School Committee <a href="#">Schedule for April 4</a></li> </ul>	McFall April 2013	

<b>Communications</b>
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Goals	Activities and Events	Personnel/Timeline	Evaluation Metrics/Evidence of Outcomes
Develop and publish Annual School Performance Indicators Report in response to Finance Committee request for information	<ul style="list-style-type: none"> <li>Develop scope and parameters of Annual Report <a href="#">Completed</a></li> </ul>	Sander, Christenfeld, Central Office Administrators, fall	Draft outline of reported information
	<ul style="list-style-type: none"> <li>Gather necessary data <a href="#">Completed</a></li> </ul>	Sander, Christenfeld, Central Office Administrators, fall	
	<ul style="list-style-type: none"> <li>Develop report <a href="#">Completed</a></li> </ul>	Sander, Christenfeld, Central Office Administrators, fall	Final Report presented to the Town Finance Committee

<b>Mid-year Status Report</b>	<ul style="list-style-type: none"> <li>The Superintendent has completed all but a few planned entry interviews. Analysis and synthesis of the information gathered is taking place and will be reported to the School Committee and community on February 28.</li> <li>The Superintendent is in the process of engaging stakeholders in conversations about the Core Values and what they represent for our school community. Sessions have taken place with the administrative team, School Committee, Lincoln PTO, and Hanscom faculty. Sessions are scheduled to take place in the next week with the Hanscom PTO and Lincoln faculty.</li> <li>Tom Sander and Tim Christenfeld have completed the Annual School Performance Indicators in collaboration with district administration and presented the report to School Committee for review.</li> </ul>
<b>End of year Status Report</b>	



**LINCOLN PUBLIC SCHOOLS**  
**DISTRICT GOALS 2012 - 2013**  
**WORK PLAN**

<b>Goal Category</b>	<b>Facilities, Operations, Health and Safety</b>		
<b>Aspirational Goal</b>	The district strives to provide students with programs, resources, and facilities that support and enhance high-quality public education programs.		
<b>Operational Goal</b>	The district will maintain clean, accessible and safe facilities, plan appropriately for future building needs, complete operational audits, implement recommendations for improvement of “operational systems” which support teaching and learning and prepare proposals for necessary funding.		
<b>Facilities</b>			
<b>Goals</b>	<b>Activities and Events</b>	<b>Personnel/Timeline</b>	<b>Evaluation Metrics/Evidence of Outcomes</b>
Continue community outreach and communication leading to November 6th Lincoln Town vote on Lincoln School project	<ul style="list-style-type: none"> <li>Continue the discussions with the Town through an outreach communication program <i>Completed</i></li> </ul>	SBC August-October 2012	Scheduled outreach events
	<ul style="list-style-type: none"> <li>Host two Town-wide information sessions to reach a wide audience <i>Completed</i></li> </ul>	SBC September-October 2012	Hosted information sessions
	<ul style="list-style-type: none"> <li>Present the Lincoln School project to the Special Town Meeting <i>Completed</i></li> </ul>	SBC November 2012	Project approved by voters <i>Was not approved</i>
Develop the design and procure the construction of the Lincoln School project	<ul style="list-style-type: none"> <li>Procure the services of a Construction Manager at Risk <i>Delayed</i></li> </ul>	SBC January 2013	Signed contract
	<ul style="list-style-type: none"> <li>Conduct design planning, mini-charrette and info sessions <i>Delayed</i></li> </ul>	McFall, Creel, principals, staff and faculty, SBC December 2012	Designers informed sufficiently to continue design
	<ul style="list-style-type: none"> <li>Conduct the Integrated Design Workshop with Town boards and commissions <i>Delayed</i></li> </ul>	OPM, SBC December-January 2013	Integrated Design Workshop
	<ul style="list-style-type: none"> <li>Conduct the Design Development phase <i>Delayed</i></li> </ul>	OPM, SBC March 2013	Design and estimate review held and project approved to continue to next phase
	<ul style="list-style-type: none"> <li>Ensure that construction documents are prepared for bid (Phase 1) <i>Delayed</i></li> </ul>	OPM, SBC May 2013	60% construction documents and estimate review held and project approved to continue to next phase

	<ul style="list-style-type: none"> <li>Ensure that construction documents are prepared for bid (Phase 2) <a href="#">Delayed</a></li> </ul>	SBC June 2013	90% construction documents and estimate review held and project approved to continue to bidding
Collaborate with DODEA to carry out the transition of Hanscom Middle School to a temporary facility and begin construction of the new facility	<ul style="list-style-type: none"> <li>Collaborate with DODEA by participating in initial contract meetings <a href="#">Delayed</a></li> </ul>	McFall, Creel, Ledebuhr January 2013	Contractor presence on site
	<ul style="list-style-type: none"> <li>Collaborate with DODEA to develop plans for the procurement of furniture, fixtures, &amp; equipment (FFE) for the middle school <a href="#">Delayed</a></li> </ul>	McFall, Creel, Ledebuhr Winter 2013	FFE lists and procurement plan accepted by DODEA
	<ul style="list-style-type: none"> <li>Procure the services required to vacate the current HMS and move to the temporary HMS <a href="#">Delayed to Fall 2013</a></li> </ul>	McFall, Creel, Ledebuhr May 2013	Signed contract
	<ul style="list-style-type: none"> <li>Conduct the preparatory activities to ready the temporary HMS for move in July 2013 <a href="#">Delayed to Winter 2013</a></li> </ul>	McFall, Creel, Ledebuhr June 2013	Temporary HMS prepared for move in July 2013
Collaborate with DODEA to begin the planning and design phases of the Hanscom Primary School building project.	<ul style="list-style-type: none"> <li>Collaborate with DODEA on the design by participating in a Design Charrette to gather information required to develop project schematic <a href="#">Delayed</a></li> </ul>	McFall, Creel, principals, staff and faculty December 2012	Completed Schematic Design documents
	<ul style="list-style-type: none"> <li>Comment on the schematic design in preparation for the next stages of the final design of the middle school <a href="#">Delayed</a></li> </ul>	McFall, Creel, principals, staff and faculty December 2012	Comments on the schematic design and approach to temporary relocation submitted to DODEA
	<ul style="list-style-type: none"> <li>The administration will collaborate with DODEA on the design by reviewing the 35% design submittal <a href="#">Delayed</a></li> </ul>	McFall, Creel, Ledebuhr Winter 2013	Comments on the 35% design and approach to temporary relocation submitted to DODEA
	<ul style="list-style-type: none"> <li>Collaborate with DODEA to develop plans for the procurement of furniture, fixtures, &amp; equipment (FFE) for the primary school <a href="#">Delayed</a></li> </ul>	McFall, Creel, Ledebuhr Winter 2013	FFE lists and procurement plan accepted by DODEA
	<ul style="list-style-type: none"> <li>Collaborate with DODEA on the final design by reviewing the 65% design submittal <a href="#">Delayed</a></li> </ul>	McFall, Creel, Ledebuhr Spring 2013	Comments on the 65% design submitted to DODEA

Continue to implement and develop protocols in collaboration with the Town Administrator for the Facilities Manager position.	<ul style="list-style-type: none"> <li>Assist the Capital Projects Committee and Town departments to prepare a capital projects plan for FY14 <a href="#">On-going</a></li> </ul>	Haines August-December 2012	Capital projects proposal within Finance Committee funding limits presented to Town Meeting
	<ul style="list-style-type: none"> <li>Establish processes for managing School and Town maintenance <a href="#">On-going</a></li> </ul>	Haines, Creel, McFall June 2013	Written procedures and processes for maintenance
	<ul style="list-style-type: none"> <li>Implement computerized budget system (MUNIS) for purchasing <a href="#">Delayed</a></li> </ul>	Haines, Creel, McFall March 2013	Facilities department uses MUNIS for purchasing.

<b>Budgets and Operations</b>			
<b>Goals</b>	<b>Activities and Events</b>	<b>Personnel/Timeline</b>	<b>Evaluation Metrics/Evidence of Outcomes</b>
Continue comprehensive review of School Committee Policy Manual and begin revisions, updating and policy development of selected policies	<ul style="list-style-type: none"> <li>Review, update and revise School Committee policies as needed <a href="#">On-going</a></li> </ul>	Christenfeld Ongoing	Updated policies

<b>Health and Safety</b>			
<b>Goals</b>	<b>Benchmark Events</b>	<b>Personnel/Timeline</b>	<b>Evaluation Metrics/Evidence of Outcomes</b>
Continue to respond to the report on the effectiveness of current practices and seek improvement in custodial/cleaning services	<ul style="list-style-type: none"> <li>Conduct additional training for custodial staff <a href="#">Now scheduled for February recess</a></li> </ul>	Haines, Creel, McFall January 2013	Attendance at retraining sessions
	<ul style="list-style-type: none"> <li>Assess the effectiveness of the cleaning effort using the new protocols <a href="#">On-going</a></li> </ul>	Haines, Creel, McFall May 2013	Results of the cleaning rating reports
	<ul style="list-style-type: none"> <li>Make recommendations for further actions</li> </ul>	Haines, Creel, McFall	
	<ul style="list-style-type: none"> <li>Report to School Committee <a href="#">Scheduled for May 2</a></li> </ul>	Haines, Creel, McFall May 2013	

<b>Mid-year Status Report</b>	<ul style="list-style-type: none"><li>• Following a failed Town Meeting vote, communications and outreach have continued with the Town.</li><li>• Development of a Lincoln School building project continues with OMR Architects, Skanska, and the MSBA.</li><li>• Construction of the Hanscom Middle School has been delayed – update to be provided February 7.</li><li>• Discussions and planning for Hanscom Primary School are underway but delayed.</li></ul>
<b>End of year Status Report</b>	