



# LINCOLN PUBLIC SCHOOLS

## Annual Superintendent Evaluation Timeline

Month	Action	Tasks and Responsibilities
Early June	Establish District goals	The Administrative Council and School Committee collaborate to establish the District Goals.
Late June	Superintendent presents outline of Annual Plan for School Committee approval	Superintendent develops goals for the upcoming school year based on end of cycle evaluation and established District Goals.
September	Superintendent presents Annual Plan for School Committee final approval	The superintendent works in collaboration with the School Committee to develop the superintendent's Annual Plan.
Early January	Mid-cycle progress report on District Goals and the superintendent's goals presented to the School Committee*	Superintendent prepares a mid-cycle report on progress toward attaining goals set forth in the Annual Plan.
Mid-January	Mid-cycle review**	School Committee Chair leads the mid-cycle goals review meeting.
February/March	Contract negotiation	Superintendent and School Committee collaboratively develop the Superintendent's contract.
Mid - May	End-cycle progress report on District Goals and performance on the Standards presented to the School Committee	Superintendent prepares an end of cycle report on progress toward attaining goals and performance on the Standards.
End of May	End of cycle review	Superintendent actively participates in the end of cycle evaluation meeting.  School Committee develops a Summative Evaluation Report and ensures that it contains accurate information and appropriately reflects the individual performance of the superintendent.

\*In 2012 – 2013 mid-year goal reports will take place in February as indicated on the SC long-term agenda. Work plan timelines have been developed with this in mind.

\*\*2012 – 2013 Mid-Cycle Review will focus on the Superintendent's entry plan



# LINCOLN PUBLIC SCHOOLS

REBECCA E. MCFALL, ED.D.  
SUPERINTENDENT

To: School Committee  
From: Rebecca McFall  
Re: DRAFT Superintendent's Annual Plan 2013 – 2014  
Date: September 18, 2013

## Superintendent's Annual Plan for Evaluation

The goals identified for the Draft Superintendent's Annual Plan 2013 - 2014 for evaluation are aligned with the recommendations set forth in the Massachusetts Model System for Educator Evaluation, Part VI: Implementation Guide for Superintendent Evaluation.

### **Goal 1: Effective Coaching of Principals and Central Office Administrators Related to Educator Evaluation (District Improvement)**

The Superintendent will develop, amongst evaluators, a common understanding of the "Standards and Indicators of Effective Teaching Practice" and set and model high expectations for the quality of content, student effort, and student work district-wide and support administrators to uphold these expectations consistently. The Superintendent will ensure that evaluators look for and identify a variety of teaching strategies and practices that are effective in meeting the needs of the full range of learners in our classrooms. (Indicator I – B)

#### **Strategic Objective**

**Educator Growth:** Build educator expertise and a shared vision of effective teaching through the new educator evaluation system, professional collaboration, and professional development.

#### **Key Actions**

1. Work directly with evaluators through Administrative Council and individual coaching to develop a shared vision of teaching and learning.
2. Regularly analyze the level of student engagement and learning expectations by analyzing the work students are doing during observations against the levels of Bloom's Taxonomy.
3. Develop evaluator skill in conducting observations of teaching, coaching educators, and providing meaningful feedback.
4. Calibrate the practice of evaluators to ensure that the evaluation of educator practice is carried out consistently across the district.

#### **Benchmarks**

1. Administrative Council meetings focus on building evaluator capacity and skill as evidenced by Administrative Council agendas.

2. Evaluator feedback demonstrates focus on high-level learning and the instructional strategies that result in high-level learning.
3. Performance level ratings of lessons observed by teams of evaluators demonstrate consistent understanding of effective teaching practices.

### **Goal 2: Pilot DESE Student Feedback Surveys (District Improvement)**

Work with DESE as a pilot district to develop and implement student feedback surveys. (Indicator I-B, IV-A)

#### **Strategic Objective**

**Curriculum and Instruction:** Refine Curriculum and Instruction to strengthen the engagement and achievement of all students.

#### **Key Actions**

1. Participate in the development and implementation process to pilot DESE model student feedback surveys.
2. Analyze the results provided by the surveys to determine district/school strengths and needs and develop a baseline of data related to student engagement.

#### **Benchmarks**

1. Student feedback surveys are developed and implemented twice during the 2013 – 2014 school year.
2. Feedback is provided to the DESE on the survey items.
3. Results of our student surveys are analyzed and a baseline of data is established for the purposes of assessing district change in the future.

### **Goal 3: Carry Out the District Strategic Plan (Professional Practice)**

Lead the district in aligning goals and practices with the District Strategic Plan in order to focus district resources on identified actions that we believe will positively impact student learning. (Indicator IV-E)

#### **Key Actions**

1. Communicate the District Strategic Plan to all stakeholders.
2. Ensure that all educators, including the superintendent, develop professional practice and student learning goals aligned with the Strategic Objectives and Strategic Priorities.
3. Provide resources and support to the administrative team to carry out the action steps to achieve the Strategic Objectives.
4. Assess progress towards achieving the Strategic Objectives.

#### **Benchmarks**

1. The Strategic Plan is presented to the faculty at the Opening Day Community Meeting, at faculty meetings, and is used during evaluation professional development sessions for goal setting.

2. All educator evaluation goals are related to the School Improvement Plan and District Strategic Plan.
3. School Improvement Plan goals are aligned with the Strategic Plan.
4. Reports of progress towards meeting the Strategic Objectives will be provided to the School Committee.

#### **Goal 4: Data Collection and Analysis (Student Growth)**

Determine the primary data collection and analysis needs of the district. Monitor the progress of students identified as “high needs” and the progress of our students in the METCO program and monitor student growth using the District Determined Measures being piloted. (Indicator I - E)

#### **Strategic Objectives**

**Assessment and Data:** Use assessment and data to effectively promote and monitor student growth

**Responding to Student Needs:** Respond Skillfully to the academic, social emotional, and physical needs of all students

#### **Key Actions**

1. Work with the Assistant Superintendent and the entire Administrative Team to determine the primary data collection and analysis needs of the district.
2. Review and evaluate data management systems and other tools that allow faculty and administrators to utilize data to inform instruction and programmatic decisions.
3. Assess the effectiveness of our practices based on student growth.

#### **Benchmarks**

1. Development of district plan for piloting District-Determined Measures.
2. Pilot the implementation of the District-Determined Measures.
3. Analyze the results of the District-Determined Measures with additional focus on our “high needs” students and our students in the METCO program.
4. Identify Student Growth goals for the 2014-2015 school year