



LINCOLN PUBLIC SCHOOLS

BALLFIELD ROAD

LINCOLN, MASSACHUSETTS 01773

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

School Committee

Matina Madrick
Chairperson

Kim Rajdev
Vice Chairperson

Jacob Lehrhoff

John MacLachlan

Susan Taylor

To: School Committee Members
Dr. Parry Graham, Superintendent
From: Matina Madrick
Re: Formative Assessment Process
Date: January 4, 2024

It is the responsibility of the Lincoln School Committee to evaluate the performance of the superintendent using the Massachusetts Model System for Educator Evaluations. We will do this utilizing the Indicator Rubric for Superintendent Evaluation that is attached for your review.

The evaluation system uses a 5-step cycle: self-assessment; goal-setting and plan development; implementation; formative assessment; and summative evaluation. In September, Dr. Graham drafted an Annual Plan that focused on three goals, each with defined benchmarks and measures. We approved the plan (step 2), and Dr. Graham began implementation (step 3).

In late winter, we will have a formative assessment (step 4) conversation with Dr. Graham. This is the opportunity for us to reinforce the positive aspects of the Superintendent's leadership and provide specific feedback about areas that we believe require additional focus. Using policies CBI and CBI-R which are attached, the 2024 timeline for the Formative Evaluation is as follows:

- *January 25, 2024:* Dr. Graham will provide a mid-cycle summary of his progress toward attaining the goals laid out in his Annual Plan.
- *February 8, 2024 or March 7, 2024:* The Administrative Team will provide a mid-year summary of progress on the District's Strategic Priority Initiatives.
- *March 21, 2024:* In conversation with Dr. Graham, we will reflect on his progress to date as evidenced by the mid-cycle updates presented, recognize demonstrated strengths, and suggest areas for attention. Any known issues that require remediation should be brought forward now so that there is time for them to be addressed, and so that there are "no surprises" when the summative evaluation (step 5) is completed in May/June.
 - Prior to the meeting, we should review the evaluation rubric so that we can identify any additional information we would like Dr. Graham to provide during the course of the year and in preparation for the summative evaluation.
 - Written feedback is not expected during the formative evaluation unless we deem it necessary to record specific information for inclusion in Dr. Graham's file.
 - We will identify any further supports that the School Committee can provide to the superintendent.
 - Discussion of possible salary adjustments will be conducted in executive session.