

Tab 1



Assistant Superintendent's Report October 27, 2025

STANDARD I: Instructional Leadership

Observations and Feedback Indicator:

Beginning October 20, I established weekly office hours at The Bromfield School to strengthen communication and connection with staff. This is an opportunity for open dialogue, conversation, collaboration, and support. These sessions are designed to align with the school's rotation schedule, making them accessible to teachers across both the middle and high schools. Staff are encouraged to stop by to discuss topics such as professional learning, licensure, instructional resources, and diversity, equity, and inclusion initiatives- or simply to connect. This initiative aims to foster stronger relationships and collaboration in support of all students.

STANDARD II: Management and Operations

Fiscal Systems Indicator:

I am working to strengthen districtwide budget conversations by introducing tools and processes that promote transparency, organization, and strategic alignment with the district's vision, mission, and goals. To ensure that all financial decisions address the needs of every student, we have looked at implementing systems to track proposed funding requests and align them with district and school-level priorities. These tools support forecasting and long-term financial planning, enabling leaders to better anticipate resource needs and make informed decisions. By fostering collaborative discussions with administrators and staff, the hope is to build a shared understanding of how expenditures connect to student outcomes and strategic goals, ensuring that the budget remains both responsive and sustainable.

STANDARD III: Family and Community Engagement

Student Support Indicator:

In alignment with the indicator, I provide resources, professional development, and targeted support to ensure educators can identify and meet each student's academic, social, emotional, and behavioral needs. I am currently working with an educator to prepare her students for EL Module 2, which focuses on animal defense mechanisms. As part of this work, we will take students to the small nature trail to introduce key concepts. These sessions will build background knowledge about animal characteristics, habitats, predators, and survival strategies while using Harvard's natural resources to promote meaningful, hands-on learning experiences that engage all learners.

Community and Stakeholder Engagement Indicator:

I am meeting with Brittany Blaney and William Hopper from the Harvard Media Corporation on Friday to outline questions for an upcoming on-air interview. During the session, I will share the key responsibilities of my role as Assistant Superintendent and provide context about district priorities, current initiatives, and our ongoing efforts to support students, staff, and the community.

STANDARD IV: Professional Culture

Continuous Learning of Administrator Indicator:

I recently attended the second session of a three-part series from the Massachusetts Association of School Superintendents (M.A.S.S.) 12th Annual Seminar for Aspiring Superintendents. This session focused on reviewing our educational philosophy and core values, as well as a panel discussion with Superintendents from Westborough, Dedham, and Natick.

I'm currently completing two courses at UMass, entitled:

Reading and Applying Educational Research- This course helps develop confidence in reading and understanding qualitative and quantitative educational research- learning where to find it, how to interpret it, and how to extract key findings. It also emphasizes applying research in practice by adapting findings to school contexts, measuring impact, and using results to inform improvement efforts.

Foundations for Practitioner Scholars- This course builds foundational knowledge for practitioner-scholars to drive organizational improvement through iterative problem-solving. Students examine the gap between a school's current and desired state by exploring educational theories, envisioning ideal schooling, and analyzing how existing practices, beliefs, and systems shape real-world contexts.

AT A GLANCE:

For the past two weeks:

Win

LASH Learns will feature presentations from 10 Harvard teachers and administrators, representing a strong presence at this year's event.

Priority

Cleaning up old evaluation forms in Teachpoint and continuing to update new forms with the new rubric language.

Idea

At our October Task Force meeting, we celebrated strong module pacing and writing opportunities. To ease content and organization challenges, Rebecca, Kerry Cusick, and I have offered to draft the next module.

Respectfully submitted,

Dana F. Labb
Assistant Superintendent