



Protocols and Calendar for Completing Superintendent Evaluation for FY18

- December 2017** At a December 2017 Executive Session of the Milwaukee Board of School Directors, the Board approves the FY18 protocols and calendar for completing the evaluation process for the superintendent, as well as any updates to the superintendent evaluation rating form and corresponding rubric.
- January 2018** Mid-year review of Superintendent takes place at an executive session with only the Board members and Superintendent present. The Superintendent presents a 2-3 page bulleted list of work and accomplishments for each of the high level goal areas (Student Achievement, Family and Community Engagement and Efficient and Effective Operations). In addition, the Board considers any change in contract terms and/or compensation for the superintendent.
- March 12-
March 30, 2018** Superintendent completes a self-evaluation using the same Board-approved (December 2017) superintendent evaluation rating form that the Board will use, completing the comments section only and submits it to the entire Board.
- April 2-20, 2018** Individual Board members complete the electronic version of the superintendent evaluation rating form.
- April 23-May 4,
2018** Qualtrics compiles aggregate evaluation rating form and submits to Board President.
- May 7-18, 2018** Board President reviews the aggregate evaluation rating form compiled by Qualtrics. All Board comments are included in the aggregate evaluation rating form. The aggregate evaluation rating form is provided to all Board members for their review.
- May 21-31, 2018** Board meets in executive session to review the Superintendent's evaluation and prepare a single set of comments for the Superintendent, which may be categorized into successes, challenges and next steps or goals for FY19.
- June 1-8, 2018** Aggregate evaluation rating form, as well as comments, successes, challenges and next steps/goals is presented to the superintendent.
- June 18-29, 2018** Board meets with the Superintendent in executive session with only the Board members and Superintendent present to jointly review the evaluation. Superintendent is encouraged to ask questions and review feedback. Collaboratively Board and Superintendent may elect to revise next steps/goals if there is mutual agreement. At the conclusion of the meeting, the superintendent is presented with any change/extension in contract length and any change in compensation.