

SUPERINTENDENT EVALUATION PROCESS

While the Wisconsin Administrative Code statute requires the evaluation of licensed administrators, in writing, at the end of their first year of employment in the district and at least every third year thereafter, the West Allis-West Milwaukee Board of Education chooses to provide an annual performance review to the Superintendent. Typically, the process will be as follows. Adjustments for special circumstances may be made with Board approval.

Timeline	Activity Description
<p>December - January</p> <p>Contract Extension and Formative Assessment</p>	<ul style="list-style-type: none"> • The Superintendent will notify the Board about the contract renewal timeline and indicate his or her desire to continue in the role. • The Board will meet in executive session (without the Superintendent) in order to: <ol style="list-style-type: none"> 1. Decide if the Superintendent’s contract will be extended. <ul style="list-style-type: none"> ▪ If the Board declines to extend the Superintendent’s contract, or the Superintendent resigns, the Superintendent will serve the remaining time on his/her contract (except for reasons of just cause or by mutual agreement between the Board and the Superintendent). 2. Discuss formative comments regarding the Superintendent’s accomplishments, strengths, and areas for development to be delivered in a private meeting to the Superintendent by the Board President and the President’s Board delegate (generally the HR Committee Chair or Vice President).
<p>April - May</p> <p>Data Collection</p>	<ul style="list-style-type: none"> • The Superintendent will provide the Board a summary of District goal status. • The Superintendent will provide the Board a summary of personal accomplishments, lessons learned, and professional development goals (generally no more than 2 pages for each evaluation standard). • The Superintendent and/or Board may request an executive session meeting for the Superintendent to provide explanation or details about the provided summaries.
<p>May – June</p> <p>Summative Assessment</p>	<ul style="list-style-type: none"> • The HR Committee Chair will ensure Board members have the materials and training needed to individually prepare for the Superintendent Summative Assessment. • In executive session, Board members will (without the Superintendent present) <ul style="list-style-type: none"> ○ Discuss and determine aggregate ratings and comments to be shared with the Superintendent. ○ Discuss and determine the Superintendent’s compensation adjustment. ○ Discuss potential revisions to the Superintendent’s job description as needed. • In a subsequent private meeting with the Superintendent, the President and the President’s Board delegate (generally the HR Committee Chair or Vice President) will share the results of the Summative Assessment meeting.
<p>May - June</p> <p>Upward Feedback</p>	<ul style="list-style-type: none"> • The Superintendent will recommend ways to improve Board effectiveness, including how to help the Superintendent to be successful in his or her role. • The Board will conduct a self-assessment. • If needed, a Board retreat or other development will be scheduled based on Superintendent input and the Board self-assessment.
<p>June – July</p> <p>Process Revision</p>	<ul style="list-style-type: none"> • The HR Committee Chair will consult with the Superintendent and WASB to identify revisions needed to the policy, assessment forms or process.

REFERENCE: District Administrator Contract, Superintendent Job Description and Current Forms

APPROVED: December 21, 2015