

## **LARPD - DRAFT**

**POLICY TITLE:** Board Appointee Performance Evaluation Process

**POLICY NUMBER:** 4126

### **4126. Board Appointee Performance Evaluation Process**

**4126.1.** This Policy establishes an annual, comprehensive performance evaluation process for Board Appointees. The Board shall follow the process described below when conducting Board Appointee performance evaluations.

#### **4126.2. Purpose of Evaluations**

The purpose of the performance evaluation process is to:

**4126.2.1.** Develop a mutual understanding of the duties, responsibilities, and operational objectives assigned to each Board Appointee.

**4126.2.2.** Clarify the Board's expectations and priorities for each Board Appointee.

**4126.2.3.** Acknowledge accomplishments and positive performance and identify areas where additional attention, development, or improvement may be appropriate.

**4126.2.4.** Establish, when applicable, a basis for considering adjustments to compensation.

#### **4126.3. Evaluation Process**

**4126.3.1. Professional Facilitation.** The Board shall conduct a professionally facilitated performance evaluation process annually. A professional facilitator shall assist the Board and Appointees throughout the process. The Board shall appropriate funding for this purpose.

**4126.3.2. Facilitator Selection – April.** The Board Chair shall coordinate with the Human Resources Manager, or designee, to retain a professional facilitator for the annual evaluation process. This step is not required when an existing contract or other appropriate arrangement is already in place.

**4126.3.3. Evaluation Work Plan – May.** The Board Chair, Human Resources Manager or designee, and facilitator shall establish a work plan and target schedule for the annual evaluation process consistent with this Policy. The schedule shall provide sufficient time for each Board Appointee to prepare and submit a year-in-review self-evaluation.

**4126.3.4. Boardmember Participation.** A Boardmember who has served for less than six months will generally not participate in evaluating a Board Appointee unless the Appointee agrees to the Boardmember's participation.

**4126.3.5. Appointee Year-in-Review – June/July.** Each Board Appointee shall prepare and submit a year-in-review self-evaluation. The self-evaluation should address:

- a. Significant accomplishments and progress during the evaluation period;
- b. Progress in addressing feedback or priorities identified during the prior evaluation;
- c. Areas for continued growth or development;
- d. Significant challenges or obstacles affecting the Appointee's responsibilities;
- e. Progress toward relevant District priorities; and
- f. Proposed priorities and objectives for the coming evaluation period.
- g. An Appointee may also identify compensation matters for the Board's consideration.

**4126.3.6. Boardmember Interviews – July/August.** The Human Resources Manager or designee shall coordinate with the facilitator to schedule individual interviews with Boardmembers. The facilitator shall use the Appointees' year-in-review materials, prior evaluation priorities, and Boardmember input to identify performance themes and prepare for the Board's evaluation discussions.

**4126.3.7. Draft Evaluations.** Based on the information gathered through the evaluation process, the facilitator shall prepare a draft written performance evaluation for each Board Appointee for consideration by the Board in Closed Session.

**4126.3.8. Board Closed Session – September.** The Board and facilitator shall meet in Closed Session to conduct the performance evaluation of each Board Appointee. The process may include an opportunity for each Appointee to discuss their year-in-review, accomplishments, challenges, and priorities with the Board.

Following the Appointee's participation, the Board shall meet with the facilitator to discuss performance themes, identify areas of consensus, establish priorities and expectations for the coming evaluation period, and provide direction regarding the final written evaluation.

The Board may also discuss and provide direction regarding compensation, as appropriate. Compensation may be considered during the same Closed Session or at a subsequent Closed Session as permitted by applicable law and District procedures.

**4126.3.9. Final Written Evaluation.** Following the Board's Closed Session discussion and direction, the facilitator shall prepare the final written performance evaluation in coordination with the Board Chair.

**4126.3.10. Delivery of Evaluation Results – October.** The Board and facilitator shall meet individually with each Board Appointee to review the final evaluation, discuss priorities and expectations for the coming evaluation period, and communicate any Board direction regarding compensation.

Alternatively, the Board may designate the Board Chair to communicate the evaluation results to an Appointee in collaboration with the facilitator.

**4126.3.11. Compensation.** Any adjustment to a Board Appointee's compensation shall be at the discretion of the Board and handled in accordance with applicable law and District procedures.

**4126.3.11.1.** If the Board directs a compensation adjustment, the Board Chair shall coordinate with the Human Resources Manager or designee regarding any required Board action.

**4126.3.11.2.** Any required action regarding Appointee compensation shall generally be placed on a Board agenda in the October/November timeframe, with approved adjustments taking effect in January following completion of the evaluation cycle, unless otherwise directed by the Board or required by applicable law.

**4126.3.12. Schedule Flexibility.** The timeframes identified in this Policy are intended as general guidelines. The Board Chair, in coordination with the facilitator and Human Resources Manager or designee, may adjust the schedule when circumstances warrant, provided the integrity and objectives of the evaluation process are maintained.

**4126.3.13. Other Performance and Goal-Setting Practices.** This Policy does not preclude the Board from using other formal or informal approaches to Board-Appointee communication, goal-setting, performance feedback, or evaluation when authorized by a majority of the Board.