

ADMIN-01

EVALUATION PROCESS OF THE CHIEF EXECUTIVE OFFICER

Formerly [BOD-16]

Last Revised/Adopted: February 6, 2023

It is the policy of The District to establish the methodology and schedule for evaluation of the performance of the CEO.

GUIDELINES:

1. The CEO of the District is retained and serves at the pleasure of the Board of Directors and has authority over operations, personnel matters, and authority to administer the District. The Board of Directors shall review the performance of the CEO as outlined below, after the initial six months of service after appointment and then annually thereafter, using a process that allows Board members to provide a fair and collective evaluation to the CEO that provides for discussion and encourages feedback in the development of goals, objectives, and the implementation of the Board policies and the District Strategic Plan.
2. Annually, the evaluation process will begin in November and conclude in December on a date that will support the process to accomplish the formal CEO Evaluation at the regular meeting of the Board of Directors held on the anniversary date of the initial six-month review of the CEO. The Leadership & Evaluation Committee has the responsibility for overseeing the CEO evaluation process each year and shall be assisted in the process by the General Counsel:
 - 2.1 The Leadership & Evaluation Committee shall review, and have the authority to modify and finalize the annual CEO evaluation form.
 - 2.2 Each November, the CEO shall conduct a closed session presentation to the Board of Directors, outlining their performance.
 - 2.3 Upon approval by the Leadership Committee, tThe General Counsel will confidentially send to the Board members an evaluation package that includes: (a) the current year's evaluation form, (b) the prior year's evaluation summary, (c) the CEO's annual goals and objectives, (d) the CEO's report on the goals and objectives and the CEO's contract.

2.3 Board members shall ~~be encouraged to~~ provide input on the CEO evaluation form and return the evaluation to the General Counsel within the timeframe established for the annual review process, at least three days prior to the scheduled formal evaluation meeting.

2.4 ~~Upon return of the CEO evaluation forms, t~~The General Counsel will prepare an aggregated and anonymized evaluation summary for consideration of the full Board at a closed session evaluation meeting.

3. The Leadership & Evaluation Committee and the CEO shall meet after the annual evaluation to review the written goals and objectives for the subsequent evaluation period. The goals and objectives should include expectations that coincide with the District Strategic Plan for the year. The Leadership & Evaluation Committee shall also meet with the CEO quarterly/periodically during the year to discuss and receive feedback from the CEO ~~relative to regarding his/her their~~ assessment in meeting the annual goals and objectives. -The Board of Directors shall also meet quarterly in closed session to discuss the CEO's performance progress. If requested by the Leadership Committee the District's General Counsel, may assist the Leadership Committee during the evaluation process.

4. A copy of the evaluation summary should be provided to the CEO and a copy kept in the CEO's personnel file. The performance evaluation shall be kept confidential. Any decision on an adjustment to the CEO's compensation shall be made at a public meeting following the closed session evaluation meeting.