

LVCCLD - Executive Director Performance Evaluation Calendar 202X

Date(s):	Responsible:	Item:	Next Step(s):	Note:
April Board Meeting	Board Chair	Reminder to Executive Director to complete self-evaluation and goals for next fiscal year.	NA	ED Evaluation form and calendar on District Website (Board of Trustees Meeting Documents)
April Board meeting to May 21	Executive Director (ED)	Executive Director completes self-evaluation process on Executive Evaluation form (Current FY) as well as defining specific goals for next fiscal year on second Executive Evaluation form (section 2) (Next FY).	Executive Director forwards the completed self-evaluation and goals (Both forms) to Board Chair by May 21.	
May 21 - June 21	Board Chair & Board of Trustees (BOT)	Board Chair forwards (1) ED Performance Evaluation form (Blank for note taking), (2) completed ED self-evaluation form, and (3) draft next FY goals to the Board of Trustees for feedback/input during the July BOT Closed Session.	Board of Trustees (each individual Trustee) retains their notes form for discussion during the July Closed Session.	
June 21 - July Board Meeting	Board Chair	Board Chair submits agenda items for July BOT meeting.	<p>Agenda for July BOT meeting:</p> <p><u>Closed Session</u> - ED Professional Competence Discussion</p> <p><u>Open Session</u> - Board discussion and possible action on ED performance evaluation</p>	In closed session, BOT should agree upon final recommendation(s) (current FY appraisal rating, recommended compensation adjustments, next FY goals.

			rating, recommended compensation adjustments, and next FY goals.	
July Board Meeting - Closed Session	Board Chair	Chair presents for discussion ED Performance Appraisal with suggested rating, any proposed compensation adjustments, and ED goals for next FY.	<p>Board discussion of ED Professional Competence.</p> <p>Board Chair completes the final consolidated ED Evaluation, compensation adjustment recommendation, and next FY goals for Open Session.</p>	
July Board Meeting - Open Session	Board Chair & Board of Trustees	Board discussion and possible action on ED performance evaluation rating, recommended compensation adjustments, and next FY goals.	<p>Board discussion and vote on final: (1) ED Performance Rating; (2) Compensation Adjustments; and (3) Next FY goals.</p> <p>Board Counsel collects all BOT notes forms.</p>	District Human Resources will implement any Board authorized compensation actions and maintain ED Performance Appraisal records.