

	Jan	Feb	Mar	Apr-Aug	Sep	Oct	Nov	Dec
<b>Plan 0-02-PR-01</b>			1 - Coordinate Plan Review	2-Plan Review	3 - Review Goals	4 - Approve Goals		
<b>Budget 1-60-PR-01</b>					1 - Review budget policy 2 - Review capital plan	3 - Approve budget policy 4 - Budget draft	5 - County Levy 6 - 2nd draft budget 7 - Public hearing 8 - Adopt Tax Levy	9 - Adopt expense budget
<b>Assess 3-30-PR-03</b>	3 - Accept Annual Report 4 - Chief self-assessment 5 - Board consensus meeting 6 - Draft consensus assessment & individual statements	7 - Complete assessment 8 - Assessment meeting with Chief					1 - Prepare for Assessment	2 - Annual District Report

<b>9-Interim Assessments</b>	Mar	Jun	Sep	Dec
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## **Plan 0-02-PR-01**

### 1 - Coordinate Plan Review

- The Board considers the general status of the district and any relevant issues and interests; and
- Determines the process and schedule for review and update of long-term plans and setting priorities for next year.

### 2 - Plan Review

- Evaluate current status relative to long-term plan
- Identify internal and external factors impacting plans (SWOT analysis)
- Determine changes (if any) to long-term plan
- Develop priorities for next year
- Identify measurements that support SMART objectives

### 3 - Review Goals (with Budget step 1).

- A. Develop goals and objectives for next year based on priorities and measurements.
- B. Review proposed goals and objectives for next year.

### 4- Approve Goals (with Budget step 3)

- Board approves goals and objectives for next year.
- Goals and Objectives form the basis for the Chief's PDP part-1.

## **Executive Performance Assessment 3-30-PR-03**

### 1 - Prepare for Assessment

- Review process...
- Consider any unique circumstances that may need to be accommodated
- Schedule performance assessment meetings

### 2 - Annual District Report

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### 3 - Accept Annual Report (do we really need this step?)

### 4 - Chief Self-Assessment

The Chief delivers a self-assessment including PDP part 5 for the previous year and PDP parts 2 and 3 for the new year.

### 5 - Board Consensus Meeting

- The Board reviews the Chief's self-assessment, and
- Identifies consensus opinion on performance
- Assesses its own governance practices in support of district goals and identifies changes to improve effectiveness

#### 6 - Draft Consensus Assessment and Individual Statements

- Chair or designee drafts consensus language for PDP parts 5, 1, and 2
- Individual members produce optional personal statements

#### 7 - Complete Assessment

- Board meets to agree on consensus assessment language, and
- Discuss personal statements and complete board governance assessment as needed

#### 8 - Assessment Meeting with Chief

Board and Chief meet together to review PDP parts 5, 1, and 2

#### 9 - Interim Assessment (PDP part 4)

Informal 2-way discussion, including:

- Progress of Goals and Objectives
- Performance to key competencies
- Teamwork
- Follow-up actions as needed

### **Budget 1-60-PR-01**

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### **Notes**

SWOT Analysis: identify Strengths, Weaknesses, Opportunities, Threats

SMART objectives: Specific, Measurable, Attainable, Relevant, Time-phased

PDP sections -

Part-1 Performance Expectations: based on goals and objectives for the year as adopted in Planning step-4

Part-2 Training and Development Needs/Opportunities - drafted by Chief

Part-3 Organizational Support: Chief's recommendations for how the board can better provide support.

Part-4 Interim Reviews

Part-5 Performance feedback on goals, objectives, and key competencies for the previous year