

Subject; Schedule for Managers Evaluation Committee (as recommended by District counsel)

1. **November 9, 2018** Manager Evaluation forms need to be distributed to the Board in the Board meeting packet
2. By Friday **December 14**, the Committee must get the evaluation forms back
3. **Between Monday December 17 and January 8**, the committee needs to meet to review the returned forms and compile the results and develop a recommendation to the Board
4. On **January 9, 2019 the Committee will present the results and recommendation to the Board** in a closed session. The Board will then direct the President or designee on the performance evaluation and on potential changes in compensation and benefits.
5. Between **January 11 and February 13**, the Board President will review the evaluation results with the District Manager and negotiate any changes in compensation and benefits.
6. On **Feb 13, 2019**, the Board meets in closed session and to discuss the evaluation and negotiation efforts and make recommendations on any contractual amendments. Pursuant to a new law, before taking final action, the Board must orally report a summary of a recommendation for a final action on the compensation and benefits of the District Manager. An amendment to the Manager's contract may then be voted on in open session at the February 13 meeting.