

**Kensington Police Protection and Community Services District
Performance Evaluation of General Manager**

Estimated Task Schedule

The following assumes working with the regular KPPCSD Board meeting schedule on the second and fourth meeting of each month. If the Board would like to accelerate the process, it can do so by scheduling one or more special meetings solely for the purpose of working on the performance evaluation (e.g. holding a special meeting on Thursday, January 30, 2020 to complete Task 1). It also assumes that boardmembers and staff members are available for interviews during the weeks indicated in the task schedule outlined below. The entire process requires three Board meetings over a span of approximately one month, from the initial Board meeting in Task 1 to the third meeting in Task 7.

Task 1 - Meet with Board of Directors in Closed Session to Confirm Scope of Performance Evaluation Work

Initial meeting with Board of Directors to be completed on February 13, 2020.

Deliverable: Final scope of work and schedule to be completed by February 14, 2020.

Task 2 - Complete Individual Interviews with Boardmembers

Individual interviews with Boardmembers to be scheduled and completed by Friday, February 21, 2020.

Task 3 - Complete Individual Interview with General Manager

Individual interview with the General Manager to be scheduled and completed by Friday, February 21, 2020.

Task 4 - Complete Interviews with Key Staff Members

Individual interview with key staff members to be scheduled and completed by Friday, February 21, 2020.

Task 5 - Prepare Summary Review for Board of Directors, Identifying Common Themes from Interviews

Summary review to be reviewed with the Board of Directors at its meeting of February 27, 2020.

Deliverable: Summary review of general manager work performance

Task 6 - Discuss Summary Review with the General Manager

Discussion of summary review with the General Manager to be completed by Friday, March 6, 2020.

Task 7 - Facilitate a Closed Session Discussion of the General Manager's Work Performance Among the Board of Directors and the General Manager

Closed session discussion of the General Manager's work performance to be held on March 12, 2020.

Task 8 - Prepare Final Performance Evaluation of the General Manager

Deliverable: Final report of general manager work performance

Final written report to be completed and delivered to the KPPCSD Board and General Manager by Wednesday, March 18, 2020.