



## POLICY

Title: PRESIDENT EVALUATION	Code: A0204
Authority: Wis. Stats. § 38.12 (3), WTC SB Administrative Code, 6.06(2)(5)(6); Board Minutes, 6/27/94; 9/28/99; 9/25/07	Original Adoption: 6/27/94 Revised/Reviewed: 9/25/07 Effective: 9/26/07

### OVERVIEW OF PRESIDENTIAL PERFORMANCE EVALUATION PROCESS

The District Board will, in consultation with the President, set and approve goals and objectives at least once in each fiscal year for the subsequent fiscal year and shall annually review such goals and objectives with the President as part of his/her annual performance evaluation.

Within ninety (90) days of the effective date of his/her employment contract, the President will submit to the District Board a recommended evaluation process and evaluation instrument for the assessment of his/her performance. After discussing the President's recommendations with him/her, the board will adopt an evaluation process and evaluation instrument within one hundred fifty (150) days of the effective date of his/her contract.

At least once each fiscal year, a written evaluation shall be given to the President who shall have the right to give a written response to it which will become a permanent attachment to the President's personnel file. Within thirty (30) days of the delivery of the written evaluation to the President, the District Board shall meet with the President to discuss the evaluation in closed session. This evaluation will be based upon the previously approved evaluation process.

### SPECIFIC PROCEDURES TO DEVELOP AND CONDUCT THE PRESIDENT'S PERFORMANCE EVALUATION

1. The Chairperson will, in conjunction with the President, develop an evaluation instrument to be distributed to each District Board member. Each District Board member will complete an individual evaluation form on the President, using this instrument within three (3) weeks of the date that the form is distributed returning the completed evaluation form to the Chairperson.
2. Within one week after receiving all nine individual evaluations, the Chairperson will compile these evaluations and prepare a written composite District Board evaluation of the President. As soon thereafter as is practicable, the Chairperson will meet with the President to present and discuss the composite evaluations with him/her. After the meeting, the Chairperson shall mark the composite evaluation as "CONFIDENTIAL" and distribute it to all District Board members.



---

Title: PRESIDENT EVALUATION

Code: A0204

---

**SPECIFIC PROCEDURES TO DEVELOP AND CONDUCT THE PRESIDENT'S PERFORMANCE EVALUATION** (Continued)

3. Subsequent to the meeting with the District Board Chairperson, the President will meet once each fiscal year, but before June 30 of the fiscal year for which the evaluation is being conducted, in closed session with the entire District Board as allowed under Wis. Stats. § 19.85(c). At that time, the discussion will include, but not be limited to, the evaluation, any adjustments in the President's compensation based on the evaluation, and the District Board's expectations of the President's performance during the next fiscal year and/or any modifications to the previously set goals and objectives developed in conjunction with the president. The President and Chairperson shall sign the composite evaluation before the end of the closed session.
4. The District Board shall reconvene in open session as soon after the closed session evaluation conference as is practicable to take action on the adjustment or amendment, if any, to the President's evaluation, employment contract, or goals and objectives. The Secretary of the District Board, in his/her capacity as one of the contracting officers of the District Board, shall present the resolution to the District Board.
5. The district shall maintain a file containing the original, signed individual evaluations completed by each District Board member, a signed copy of the District Board's composite evaluation, the notes from the closed session evaluation, and the related materials.