

## Performance and Development Plan Expectations

Performance Period

From 4/9/2025 To 4/1/2026

**Purpose of Plan and Review** ☐ Annual ☐ Trial Service ☐ Probationary ☐ Transitional ☒ Other (specify) **New Hire**

Employee Last Name Employee First Name Employee Middle Name (Initial)

Stapleton Timothy R

Position Title

Executive Director

Evaluator's Name

### Position Linkage With Organizational Mission and Strategic Plan

Briefly describe how the duties and responsibilities of this position link or contribute to the achievement of the mission goals, and objectives of the park district.

**Vashon Park District Mission:** The mission of the Vashon Park District is to equitably provide public access to the District's parks, facilities and recreational programs to all Island residents and visitors; to continuously improve our facilities and programs through inclusionary planning processes; and to responsibly acquire and maintain our assets according to appropriately defined standards and policies, so our park users will be provided with exceptional opportunities to improve the quality of their lives.

*(Additionally, if there are other relevant strategic plan, division/region, or work group goals insert here.)*

#### Position Linkage:

The Executive Director works to achieve the Vashon Park District's mission by being an active leader in strategic planning, in collaboration with the Board of Commissioners, which ensures all programs and facilities are continuously improved and directly enhance the quality of life for residents of Vashon and visitors. They are responsible for the financial health and responsible acquisition and maintenance of assets and developing and managing a Board-approved budget for the District. The Director reports directly to the Board, providing timely updates and collaborating to promote the District's mission. This position provides a necessary link between governance and daily operations. The Director oversees all operations, staff, and community partnerships, ensuring access to high-quality parks, facilities, and recreational programs.

### Part 1: Performance Expectations

Based on the major responsibilities and competencies listed in the job description, outline the key results and competencies expected of the employee during this performance period.

#### Key Results Expected

For each key result, describe the criteria that define successful performance (e.g., timeliness, quality, volume, outcome to be achieved) and the method of assessment (e.g., supervisor's observation, feedback from customers and/or peers, maintenance logs).

**Key Result #1: Strategic Planning and Program Management:** Achieve organizational mission and objectives by developing and/or implementing strategies that anticipates trends, guides programs and services, and ensures alignment with community needs for parks and recreation.

#### Successful Performance is defined as:

- a. ~~Implementing Complete~~ annual projects defined in the Capital Improvement Plan
- b. ~~Focusing resources on a~~ Achieving the objectives in 2025 Priorities List
- c. Navigate challenges that arise during programming implementation beyond the scope and responsibility of the recreation program manager.
- d. Provide effective VPD staff, project and agency leadership
- e. Identify and implement areas for policy improvement to better improve service delivery.

#### Method of Assessment:

**Commented [HV1]:** Yes April to March can be our norm for ED but this year will also do initial 6 mo review appx Oct 31 per ED contract, if you want to mention, or not.

**Commented [HV2]:** I suggest adding this leadership item to allow board to provide an overall assessment of ED leadership, and not have the board weigh in on internal supervising details listed in Result 4 Supervision.

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- a. Board surveys
- b. ~~Written feedback from staff~~
- c. ~~Written feedback from stakeholders~~

**Commented [HV3]:** I not so inclined to ask staff or stakeholder for review on Result 1 Strat Planning etc. They might not have context for the 4 or 5 listed metrics

**Key Result #2: Fiscal Health and Resource Development:** Maintain the District's financial sustainability through robust fiscal management, including planning, preparing, and managing all financial operations. This key result also encompasses developing and managing the annual operating budget, administering grant funding, and implementing strategies to meet organizational goals.

**Successful Performance is defined as:**

- a. Provide monthly financial reports to the Board.
- b. Maintain adherence to the Board approved annual budget [and five-year cash flow targets](#).
- c. Apply for [secure, and manage](#) grants [and other financial assistance to that](#) support established organizational goals.
- e-d. [Successfully complete any state audits or auditor requests](#).

**Method of Assessment:**

- a. Board surveys
- b. [Written feedback from staff](#).

**Commented [HV4]:** Also not inclined to expect staff to provide feedback on ED related to this Result 2 Fiscal Health etc and these Perf Metrics

**Key Result #3: Community Engagement and Stakeholder Relations:** Cultivate strong community relationships and partnerships by creating and maintaining positive alliances with non-profit, private, community, and other public agencies. This involves representing the District to the community, coordinating with various governmental agencies, promoting public awareness and education, and ensuring clear communication and reporting to the Board of Commissioners to advance the organization's mission and visibility.

**Successful Performance is defined as:**

- a. ~~Being responsive~~[Respond](#) to the needs of stakeholders, particularly in areas in which alignment in organizational missions exist.
- b. ~~Attend board meetings of other~~[Partner with](#) organizations, ~~as necessary~~ to support shared work [or levy conflicts](#).
- c. ~~Recommend-Highlight~~ District activities ~~for in~~ local [news organizations to report on media](#).
- d. [Maintain strong](#) Board and Commissioner ~~R~~relations

**Method of Assessment:**

- a. Written feedback from stakeholders.
- b. Board surveys.
- c. [Written feedback from staff](#).

**Commented [HV5]:** And I would skip staff input for this key result and related perf metrics

**Key Result #4: Supervision (Required Key Result for all Park District Supervisors)**

**Successful performance is defined as setting up employees for success:**

- a. Provide new employees a comprehensive onboarding (on the job orientation); including how their contributions fit into the agency's values, culture and mission.
- b. Set clear job performance standards and expectations, and provide timely feedback; to ensure prompt correction and complete understanding of duties assigned.
- c. Provide employees with the tools and resources to develop, plan and pursue further career opportunities that will bring value to the employee and the agency.
- d. Foster an environment in which employees are "problem-solvers;" to support innovation, continuous process improvement and public service.
- e. Recognize and reinforce high performance, public service, problem solving, innovation, accountability and teamwork.
- f. Develop and sustain cooperative working relationships. Encourages and facilitates cooperation, fostering commitment, team spirit, pride and trust.

**Method of Assessment:**

- a. [Direct employee and peer](#)[Written feedback from VPD managers](#).

- b. ~~Supervisor check-ins; method determined by both supervisor and employee and/or teams.~~

**Commented [HV6]:** I suggest clarifying this is feedback from the 3 VPD managers (and I think fine to not include board feedback since I don't have visibility on these metrics.)

## Part 2: Training & Development Needs/Opportunities

What **development** needs and opportunities might the employee focus on?

### Career Development:

Objective certification / licensure; trainings; etc.	To be Developed The knowledge, skill, ability to, or competency/behavior	Action Steps to Meet Objective (1, 2, 3...)	Completion Target Date Assign a date / timeline to help keep each commitment; add any associated cost.	Whose responsibility? Shared, individual / employee, supervisor...

## Part 3: Organizational Support

Part 3 is to be completed only by the employee, at the beginning of the performance period.

What suggestions do you have as to how your supervisor, co-workers, and/or district management team can better support you in your present job and future goals?

## Acknowledgement Of Performance Plan

The signatures below indicate that the supervisor and employee have discussed the performance expectations, training and development needs outlined at the beginning of the performance period.

Date	Evaluator's Signature	Date	Employee's Signature
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**NOTE:** Once the performance expectations is completed and signed by all parties, the supervisor provides the employee a copy and the original is placed in the employee file.

## Evaluation

### Part 4: Performance Appraisal

This performance appraisal document is designed to provide a comprehensive evaluation of Timothy Stapleton's role as Executive Director of the Vashon Parks District for 2025. Appraisers should rate each performance category on a scale of 1 to 5, where 1 indicates poor performance and 5 indicates exceptional performance. In addition to the numerical rating, please provide detailed comments to support your assessment.

Please ensure that your comments are constructive and focused on specific examples of performance throughout the appraisal period. If any areas of improvement are identified, offer suggestions to help set goals for the future. When completed, this document will serve as an essential tool for both the Executive Director's development and the district's continued success.

**Commented [HV7]:** Any edits to Results and Performance Categories from Part 1 Expectations will be incorporated into the Evaluation section.

**Key Result #1: Strategic Planning and Program Management:** Achieve organizational mission and objectives by developing and/or implementing strategies that anticipates trends, guides programs and services, and ensures alignment with community needs for parks and recreation.

- a. Implementing annual projects defined in the Capital Improvement Plan (Score 1-5 )
- b. Focusing resources on achieving the objectives in 2025 Priorities List (Score 1-5 )
- c. Navigate challenges that arise during programming implementation beyond the scope and responsibility of the recreation program manager (Score 1-5 )
- d. Identify areas for policy improvement to better improve service delivery (Score 1-5 )

**Please Provide Comments Below:**

**Key Result #2: Fiscal Health and Resource Development:** Maintain the District's financial sustainability through robust fiscal management, including planning, preparing, and managing all financial operations. This key result also encompasses developing and managing the annual operating budget, administering grant funding, and implementing strategies to meet organizational goals.

- a. Provide monthly financial reports to the Board. (Score 1-5 )
- b. Maintain adherence to the Board approved annual budget. (Score 1-5 )
- c. Apply for grants that support established organizational goals. (Score 1-5 )

**Please Provide Comments Below:**

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**Key Result #3: Community Engagement and Stakeholder Relations:** Cultivate strong community relationships and partnerships by creating and maintaining positive alliances with non-profit, private, community, and other public agencies. This involves representing the District to the community, coordinating with various governmental agencies, promoting public awareness and education, and ensuring clear communication and reporting to the Board of Commissioners to advance the organization's mission and visibility.

- a. Being responsive to the needs of stakeholders, particularly in areas in which alignment in organizational missions exist. (Score 1-5 )
- b. Attend board meetings of other organizations, as necessary to support shared work. (Score 1-5 )
- c. Recommend District activities for local news organizations to report on. (Score 1-5 )
- d. Board and Commissioner Relations (Score 1-5 )

Please Provide Comments Below:

**Key Result #4: Supervision (Required Key Result for all Park District Supervisors)**

- a. Provide new employees a comprehensive onboarding (on the job orientation); including how their contributions fit into the agency's values, culture and mission. (Score 1-5 )
- b. Set clear job performance standards and expectations, and provide timely feedback; to ensure prompt correction and complete understanding of duties assigned. (Score 1-5 )
- c. Provide employees with the tools and resources to develop, plan and pursue further career opportunities that will bring value to the employee and the agency. (Score 1-5 )
- d. Foster an environment in which employees are "problem-solvers;" to support innovation, continuous process improvement and public service. (Score 1-5 )
- e. Recognize and reinforce high performance, public service, problem solving, innovation, accountability and teamwork. (Score 1-5 )
- f. Develop and sustain cooperative working relationships. Encourages and facilitates cooperation, fostering commitment, team spirit, pride and trust. (Score 1-5 )

Please Provide Comments Below:

**Final Comments and Overall Rating (Score 1-5 )**

Please provide strengths and areas for improvement in your final comments.

### Signatures

The signatures below indicate that the supervisor or appraiser, and employee, have discussed the performance expectations and performance outlined in this document.

Date	Appraiser's Signature	Date	Employee's Signature
Comments		Comments	

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**NOTE:** Once the performance evaluation is completed and signed by all parties, the employee receives a copy and the original is placed in the employee file