Executive Director Review Committee Minutes

Committee Name: Executive Director Review Committee
Date of Meeting: 10/13/2026 6:00pm- 7:00pm
Present: Colleen Hansen, Becky Lund, Todd Sample, Brett Wedlund, Bavi Weston
Location: Zoom Room
Next meeting date: Nov. 17, 2026

Committee Purpose:

ED Review Committee purpose according to bylaws:

The Executive Director Review Committee is charged with working with the Board and Executive Director to set the yearly goals for the Executive Director, as well as the measurements for those goals. Additionally, the Executive Director Review Committee shall assist in monitoring progress towards those goals, provide support in meeting those goals, and conduct a review of the progress made towards those goals at the end of the school year. This committee shall be chaired by the Vice Chair and shall include no fewer than two additional board members.

Agenda:

I. Welcome and reminder of committee role
   A. Goals, rationale, expectations, roles within committee
      1. Set yearly goals (April/May)
      2. Rubric for achievement (April/May)
      3. Monitor progress (Oct, Jan)
      4. Provide Support (All Meetings)
      5. Perform Annual Review (May- presented in June)

II. Director update
      1. Bussing issue
         a) Contract negotiation procedures were discussed
         b) Few parent interactions or comments received at administrative or board levels
      2. Employee Compensation model
         a) Open Enrollment and benefit model updates

III. Discuss next meeting date
   A. Meeting in November

IV. Thank you and meeting adjourned

Resources: Executive Director Job Description Executive Director Goals 2026-27 EDRC Mission and goals

2026-2027 Committee Goals

Goal	Notes	Due Date/ Complete?
Complete the Director Review	using the rubric created by the committee, complete annual review of the director	Complete
Set up a process for contract renewal	Create a timeline to be used for conducting annual review and contract renewal.	complete

Month	Task	People Involved
July	Present new goals and measurements to BoD for approval	ED Review Committee, ED BoD (for approval)
August	ED Review Committee checks in with ED (may happen monthly, but at least quarterly-ish)	ED Review Committee, ED
November	ED Review Committee checks in with ED	ED Review Committee, ED
January	ED Review Committee checks in with ED	ED Review Committee, ED
March/April	ED Review Committee checks in with ED	ED Review Committee, ED
May	Review past year's progress on goals, finalize ED year-end review (to present to BoD in June)	ED Review Committee, ED

June	Final evaluation/ review of Executive Director Begin a draft of new goals based on the review, Strategic Plan, etc.	Board, ED (may be facilitated by the ED Review Committee) ED Review Committee, ED
As Needed	Present updates and edits on ED goals for BoD approval	ED Review Committee, ED, BoD
Quarterly/ As Needed	Present progress on goals to BoD	ED, ED Review Committee