

## Executive Director Review Committee

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### **Committee Name: Executive Director Review Committee**

Date of Meeting: 5/12/2026 4:30pm- 5:30pm

Present: Colleen Hansen, Becky Lund, Todd Sample, Bavi Weston

Location: [Zoom Room](#)

Next meeting date: June TBD, 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)
  - B. [EDRC Goals '25-26](#)
  - C. [Review ED Goals for '25-26](#)
- II. Discussion of the Executive Director Review Rubric
  - A. Process and timeline determined
    1. Review form will be sent out to all board members after May 18 board meeting
    2. Results due back to committee May 26, 2026
    3. After one week to complete, the data will be compiled for Review at the June EDRC committee meeting
    4. Recommendations made at June Board meeting
- III. Thank you and meeting adjourned

Resources:

[Executive Director Job Description](#)

[Executive Director Goals 2025-26](#)

[EDRC Mission and goals](#)

**2025-2026**

**Committee Goals**

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

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

<b>June</b>	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
<b>As Needed</b>	Present updates and edits on ED goals for BoD approval	ED Review Committee, ED, BoD
<b>Quarterly/ As Needed</b>	Present progress on goals to BoD	ED, ED Review Committee