

Board Committee Report

Executive Director Review Committee

Date of Report: July 26, 2023

Written/ Submitted by: Becky Lund and Colleen Hansen

Date of Last Meeting: July 26, 2023

Date of Next Meeting: October 5, 2023

Committee Update: The ED Review Committee is submitting the Executive Director goals for SY24 to be approved by the Board. Along with the goals, we are also submitting the rubric we will use to evaluate how the goals are met at the end of the school year. **We are asking the Board to approve the goals, not the rubric.** Questions or comments about the rubric should be sent to Colleen Hansen for the committee to discuss. We also want to add that we have included the Executive Director job description with this report so that everyone is aware of it as we're including a reference to it in the evaluation rubric.

Motion/ Action Items for the Board Meeting:

For the Business section:

“Resolved, that the Board approves the Executive Director goals for SY24.”

2022-2023 Committee Goals:

Goal	Notes	Due Date/ Complete?
Develop a robust Executive Director review process and formalize the process in a policy or other written document	The ED Review Committee submitted this with our report in May.	Complete
Follow the process to	The ED Review Committee completed this process in June and is beginning it again in July. We will continue	June 2023

review the ED this year	to retool the process as needed to ensure that it is effective and open. (See calendar below.)	
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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
October	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