

# Board Committee Report

## Executive Director Review Committee

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**Date of Report:** May 18, 2023

**Written/ Submitted by:** Becky Lund and Nick LaRusso

**Date of Last Meeting:** May 17, 2023

**Date of Next Meeting:** June 6, 2023

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**Committee Update:** The Committee has finalized the year-long ED review process (at the end of this report). In the week after the May board meeting we will send a survey to all board members for some feedback regarding the ED goals for the year. We'll meet as a committee in early June to synthesize that feedback and submit a recommended report including potential goals for next school year to be discussed at the June board meeting.

### Motion/ Action Items for the Board Meeting:

None.

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### 2022-2023 Committee Goals:

Goal	Notes	Due Date/ Complete?
<b>Develop a robust Executive Director review process and formalize the process in a policy or other written document</b>	The EDRC has two main goals for the ED goals process: <ol style="list-style-type: none"><li>1. Help the ED be effective.</li><li>2. Keep members of the BoD informed.</li></ol>	June 2023
<b>Follow the process to review the ED this year</b>	The EDRC is sharing the process with the Board in May and will complete the review by the June board meeting.	June 2023

## General Timeline for ED Review Tasks

Month	Task	People Involved
<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>October</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 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	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 as needed for BoD approval	ED Review Committee, ED, BoD
<b>Quarterly/ As Needed</b>	Present progress on goals to BoD	ED, ED Review Committee