

Memorandum

Date: December 12, 2025
To: PELSB Board Members
From: Amy Aho, Board Vice Chair
RE: Executive Director Evaluation

Background

The board has an annual evaluation process of the Executive Director. The process is based on the following philosophy and principles:

- The standards for judging the ED's performance are understood by both the ED and the members of the board.
- Per the by-laws the Vice-Chair leads the evaluation process.
- All members of the board understand that their individual assessments of the ED will be compiled into a final composite evaluation that will be discussed between the ED and the whole board.
- The board has established criteria that will evaluate both strengths and weaknesses.
- It is understood that when evaluation forms are used, the board still may wish to address other matters (to which the ED will have a fair opportunity to respond).
- The final evaluation will be in writing; and adequate, objective documentation for all conclusions will be provided.
- It is understood between the parties that one or more criteria might be deleted from the process because extenuating circumstances may have prevented the ED from performing the function.
- Surveys from staff and stakeholders informs the board during the process but isn't evaluative of the ED.

Recent Actions

- The ED submitted a self-reflection on their performance to share with the board.
- Board members reviewed the document and then completed a survey on leadership qualities.
- Survey results were shared with board members.
- The Board discussed the ED evaluation during closed session at the November meeting.

Options

This is a report. No action is needed.