

# The Roosevelt High School Foundation

## Special Session Minutes

**Date:** February 11, 2026

**Location:** TRHS Library

**Time:** Immediately following the TRHS Foundation Full Board Meeting

### **Call to Order**

The special session was called to order by Zach Stubbs in the TRHS Library, immediately following the regularly scheduled Full Board meeting.

Zach reminded those present of the Foundation's confidentiality policy prior to presenting supporting information and initiating discussion.

### **Attendance**

#### **Board Members Present:**

- Kate Brown
- William Blakely
- Kelly Caldbeck
- Tatum Clayburn
- Bryan Huggins
- Dave Dykstra
- Jason Egge
- Kate Gibson Overby
- Joe Katelman
- Zach Stubbs
- Marianela Blanco
- Betsy Mitchell
- Danielle Roecker

#### **Board Members Absent:**

- Andrew Bailey
- Dr. Hugh Hammond
- Jessi Goodsell
- Jay Singleton
- Sarah Steward

- Katherine Harrington
- Anita VanLoo
- Heather Puri

A quorum was confirmed.

### **Executive Director Departure**

The Executive Director left the meeting prior to the commencement of compensation discussion.

### **Purpose of Special Session**

The purpose of the special session was to review and consider Executive Director compensation in accordance with the TRHSF Compensation Policy.

### **Compensation Committee**

- Zach Stubbs
- Jason Egge
- Dave Dykstra
- Kelly Caldbeck
- Joe Katelman

The Committee presented its findings and recommendation to the Board.

### **Current Compensation History**

The Compensation Committee reviewed the Executive Director's compensation history. Chris has received an annual base salary of \$83,000 since his initial hire in August 2022. In addition, he receives a 3% employer match to his SIMPLE IRA retirement plan. No salary increases have been implemented since the date of hire.

### **Review of Comparability Data**

- Salary data from Indeed.com
- Compensation data from Salary.com
- Inflation adjustments calculated using the Consumer Price Index (CPI) Inflation Calculator from the U.S. Bureau of Labor Statistics
- IRS Form 990 filings of comparable nonprofit foundations
- Information regarding similar executive director roles at organizations of comparable size, mission, and in Des Moines

The committee reviewed and discussed the data to ensure compensation is fair, reasonable, budgeted, and not excessive.

## **Performance Review**

In anticipation of this discussion, Zach distributed Chris's written performance review to Board members on February 5, 2026, for review and submission of feedback.

## **Compensation Deliberation**

The Compensation Committee presented a proposed salary range of \$93,000–\$100,000 annually for Board consideration.

- Reflects cost-of-living adjustments since 2022, supported by CPI data
- Aligns with compensation data from comparable nonprofit organizations
- Accounts for the absence of salary increases since August 2022
- Acknowledges above-satisfactory performance
- Supports the Board's long-term goal of retention and organizational continuity

The proposed range falls within the comparability data reviewed.

## **Motion and Vote**

After consideration of the proposed range of \$93,000–\$100,000, a motion was made by Joe Katelman and seconded by Marianela Blanco to approve an annual salary of \$95,000, contingent upon additions to the performance review based on the outcomes of the Board's discussion.

- In Favor: 8
- Opposed: 4
- Abstained: 1 (Zach Stubbs)

Proxy votes were submitted by Andrew Bailey, and Sarah Steward.

The motion carried.

## **Adjournment**

There being no further business, the meeting was adjourned.

## **Subsequent Written Vote**

Following the meeting, Zach made additions to the performance review to reflect outcomes from the special session. On Monday, February 16, 2026, Zach distributed the updated review and supporting documentation to the full Board for an additional vote to confirm the action taken.

- In Favor: 12
- Opposed: 0
- Abstained: 1 (Zach Stubbs)

The written vote confirmed approval of the \$95,000 salary as previously motioned.

Per the Foundation's confidentiality policy, individual votes will be kept on record but will not be reflected in the minutes.

Kelly Caldbeck

Secretary