

Cradle-to-Career Governing Board Staff Report

Date Report Issued: July 26, 2023
Attention: Members of Cradle-to-Career Governing Board
Subject: **Formation of an Ad Hoc Committee for Executive Director Review**
Staff Contact: Marykate Cruz Jones, Chief of Strategic Initiatives and Partnerships

At this meeting, the Governing Board (Board) will have the opportunity to form a new Ad Hoc Committee for Executive Director Review (Committee) to be responsible for recommending to the Board, and implementing, the process for the annual performance evaluation of the Executive Director.

Requested Action:

After review and consideration of the Committee charter and the Board members currently serving the Board on various Committees, Staff recommends that the Board approve the committee charter designate at least five members to form a Committee, including the Board Chair.

- ❖ Move to approve the Committee charter, designate five Board members, including the Board Chair to form the Ad Hoc Committee, and authorize the Committee to develop a recommended performance evaluation process, and upon adoption of the process by the Board, to implement the performance evaluation process.

Background:

The [Governance Manual](#) states that the yearly performance review of the Executive Director is a critical activity of the Board, which is intended to support the individual leading the Office of Cradle-to-Career Data and ensure the data system fulfills its mission. The performance evaluation is part of an ongoing, forward-looking, and clarifying process between the Board and the Executive Director. The charter, Attachment A, sets forth the purpose, duration, scope of

work, and activities of the Ad Hoc Committee for Executive Director Review. As members consider the formation of the new Committee, current memberships of the various Committees should be also reviewed; these can be found in Attachment B.

Based on feedback from the previous fiscal year's executive director performance evaluation, and to develop a streamlined and transparent process to evaluate the Executive Director, the Committee will develop a recommended process for evaluating the Executive Director, seek Board approval of the recommended process at the November 2023 Board meeting, and implement the Board adopted Executive Director evaluation process.



2023-24 Executive Director Review Ad Hoc Committee Charter

Purpose:

The 2023-24 Executive Director Review Ad Hoc Committee (Committee) shall recommend to the Board, the process for reviewing the performance of the Executive Director, and on approval by the Board, implement the process for the annual review for the Executive Director.

Duration:

This will be a short-term Committee that will sunset after the 2023-24 Executive Director review is finalized by the Governing Board (Board).

Membership:

The Committee shall consist of at least 5 Board members, including the Board Chair.

Background:

[Education Code Section 10866](#) gives the Board responsibility for the hiring, evaluating, and firing of the Executive Director. The [Governance Manual](#) further makes the Board Chair responsible for conducting the annual review of the Executive Director based on an established performance evaluation process.

Scope of Work:

The Committee would be tasked with conducting the Executive Director performance evaluation including:

- Recommending to the Board a streamlined and transparent process for conducting a performance evaluation of the Executive Director, including:
 - Identifying performance targets related to the annual plan
 - Selecting individuals to complete the performance review
- Implementing the Board adopted process for conducting the performance evaluation of the Executive Director

Activities:

Meetings of the Committee will primarily occur in closed session because the discussion relates to the evaluation of performance of an employee.

Based on feedback from the Executive Director review of the previous fiscal year, and in order to develop a streamlined and transparent process to evaluate the Executive Director, the Ad Hoc Committee will develop a recommended process for evaluating the Executive Director, seek Board approval of the recommended process at the November 2023 Board meeting, and implement the Board adopted executive director review process.

September/October: The Committee will meet to develop a proposed process for the performance evaluation of the Executive Director.

November: The Board will consider adoption of the recommended process for the performance evaluation.

November-January: The Committee will implement the Board adopted process for the performance evaluation.

January: The Committee will meet to consider a draft performance evaluation for recommendation to the Board. Upon adoption by the Committee of the draft performance evaluation, the Chair and Chair Elect of the Board will meet with the Executive Director to discuss the Committee's recommended performance evaluation.

February: The Board will consider adoption of the Committee recommended performance evaluation.

A majority of the Committee members shall constitute a quorum. Decisions of the Committee can be made by a majority of the quorum.

Review:

This information sheet captures information about the Committee and its creation. The Committee retains operational flexibility in completing its scope of work and may introduce updates as needed during the review process. Updates to the performance evaluation process will be incorporated In the Board's next Governance Manual review.

DRAFT



2022-2023 Ad Hoc Committee Membership of the Governing Board

Executive Director Ad Hoc Committee

Robert Tagorda, Chair
Sylvia Alva
Amy Fong
Chris Furgieuele
Meredith Lee
Gavin Payne

Governance Manual Ad Hoc Committee

Gavin Payne, Chair
Amy Fong
Chris Furgieuele
Meredith Lee
Robert Tagorda
Jerry Winkler

Executive Director Review Process Ad Hoc Committee

Chris Furgieuele
Meredith Lee
Gavin Payne
Jerry Winkler
Alternate for Jacqui Irwin
Alternate for John Ohanian

Strategic Planning Ad Hoc Committee

Robert Tagorda, Chair
Catalina Cifuentes
Amy Fong
Jessica Moldoff
Gavin Payne
Javier Romero
Thomas Vu

Advisory Boards Selection Ad Hoc Committee

Gavin Payne, Chair
Sylvia Alva
Marisol Aviña
Deborah Cochrane
Thomas Vu