

# Cradle-to-Career Data Executive Director Review Committee Report

Date Report Issued: August 29, 2024  
Attention: Members of the Executive Director Review Committee  
Subject: **Layout of the Executive Director Review Process  
(Agenda Item Two)**  
Staff Contact: Roni Jones, Leading Resources Inc.

At this meeting, the Executive Director Review (Committee) will have the opportunity to review the key components and milestones of the Executive Director (ED) Review process.

**Requested Action:**

There is no requested action on this item. This is an informational item only.

**Background:**

The [Governance Manual](#) states that “the yearly performance review of the Executive Director is a critical activity of the Governing Board (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”.

Understanding the overall process is as crucial to understanding the underlying nuances of the process. This staff report lays out the components of the process, a timeline and key milestones, and defines the performance evaluation window.

**ED Review Process Timeline and Key Milestones:**

Date	Activity
September 12, 2024	<u>Committee Meeting One</u> : will review the ED review survey

	for a recommendation to the Board
November 15, 2024	<u>Board Meeting Presentation</u> : will have an opportunity to adopt the Committee recommended changes to the ED review survey
November 27, 2024	<u>ED Completes Self-Evaluation</u> : using the survey form, the Executive Director will complete a self-evaluation
December 2 to 16, 2024	<u>Member Survey Period</u> : survey will be shared with all Board members to complete <u>CEA Interview Period</u> : Chair and Chair Elect conduct individual interviews with Career Executive Assignments (CEA) staff that directly report to the Executive Director
December 16 to December 20, 2024	<u>Leading Resources Inc. (LRI) Prepares Survey Summary</u> : from the survey results (raw data)
December to early January 2025	<u>Board Chair Prepares Performance Evaluation</u> : taking into consideration the survey results and survey summary, the Chair will prepare a draft performance evaluation
January 16, 2025	<u>Committee Meeting Two</u> : will review the draft performance evaluation written by the Chair in closed session
January 2025	<u>Chair and Chair Elect Meet with ED</u> : to discuss the Committee's recommended performance evaluation
February 28, 2025	<u>Board Meeting Presentation</u> : will consider the adoption of the Committee recommended performance evaluation in closed session

### ED Review Components and Key Roles:

Component	Responsible Party	CalHR File
Survey	Governing Board Members	No
Self-Evaluation	Executive Director	Yes
Survey Results (Raw Data)	LRI (Third-Party Consultants)	No
Survey Summary	LRI (Third-Party Consultants)	No
Performance Review	Chair and Chair Elect	Yes
Letter to CalHR	Chair	Yes

### Post Survey Process of the Performance Evaluation:

Although the survey is a major component of the ED review process, there is much work that happens once the results are collected. This section walks through the survey collection and summarization process as well as the performance review process itself and collaboration with California Department of Human Resources (CalHR). The Committee will decide if it would like to adopt the procedures set forth.

Once survey results are in, LRI will maintain the survey results in raw data form. The raw data will be the quantitative ratings from the multiple-choice questions, along with any of the open-ended answers and additional comments. LRI will share the survey results (raw data) with the Chair and Chair Elect.

LRI will analyze survey results (raw data) and compile the results into a summary. The summary will include the quantitative data for the multiple choice questions along with themes from the open-ended questions. The survey summary will be provided to the Chair, Char Elect, and Committee.

Once the survey summary is complete, the Chair will draft a formal performance review. The performance review may incorporate the takeaways from the Executive Director self-review, survey summary, along with other additional information. The Chair Elect then reviews the performance review. The Committee will then meet to discuss (Committee meeting two) the draft performance review and their recommendation to the Board in closed session. The Board will then determine if it would like to adopt the performance review (action will be taken at the February meeting in closed session).

#### Coordination with CalHR:

CalHR has no performance review requirements for exempt employees; however, an annual review is recommended and encouraged, particularly to support a request for salary increase. When a performance review is provided for an exempt employee, a copy may be filed with CalHR for inclusion in the employee's Official Personnel File.

In the event the Board approves a recommendation for the Chair to request a salary increase for the Executive Director, a justification memo must be submitted to CalHR as part of the Exempt Position Request (EPR) package described in governance policy C2C-GOV-01, Requests for Executive Director Salary Increase. The justification memo should include a characterization of the Executive Director's performance, but is not required to include a copy of the performance review or other review artifacts.



## 2024-25 Executive Director Review Committee Charter

### Purpose:

[Education Code Section 10866](#) gives the Governing Board (Board) responsibility for the hiring, evaluation, 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. The 2024-25 Executive Director Review Committee (Committee) shall convene for the express purpose of evaluating the Executive Director.

### Duration:

This will be a short-term Committee that will sunset after the 2024-25 Executive Director review is finalized by the Board.

### Membership:

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

### Scope of Work:

The Committee will be tasked with conducting the performance evaluation of the Executive Director. Tasks include:

- Presenting recommendations or modifications to the current Executive Director performance evaluation survey for approval by the Board;
- Reviewing and providing feedback to the draft performance review written by the Board Chair and determining whether to recommend a salary increase.

### Activities and Proposed Schedule:

The activities and proposed schedule for the Committee is as follows:

- September 12, 2024: The Committee will convene, be reminded of the Executive Director review process, and provide recommendations or modifications to the Executive Director performance review survey.

- November 15, 2024: At the November Governing Board meeting, the Committee will provide an update to the Board regarding the September meeting and seek approval of changes to the survey should any changes be recommended.
- January 16, 2025: In closed session of the Committee, the Committee will consider the draft performance evaluation written by the Board Chair and determine whether to recommend a salary increase.
- February 28, 2025: At the February Governing Board meeting, in closed session, the Board will consider adoption of the Committee recommended performance evaluation.

**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.