

Cradle-to-Career Community Engagement Advisory Board

Staff Report

Date Report Issued: March 13, 2025
Attention: Members of Community Engagement Advisory Board
Subject: **2025 Advisory Board Recommendation Process
(Agenda Item 12)**
Staff Contact: Ryan Estrellado, Director of Data Programs and
Stephanie Gutierrez-Valdez, Board Liaison and
Governance Specialist

At this meeting, the Community Engagement Advisory Board (CEAB) will have the opportunity to review and discuss the 2025 Advisory Board recommendation process, with a focus on member responsibilities and key process milestones.

Requested Action:

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

Background:

[Education Code 10865 \(b\)\(1\)\(B\)](#) established the CEAB “to provide input and feedback to the [Governing Board]” about “whether the managing entity is creating strong feedback loops with data users, supporting evidence-based decision-making and analytical capacity, and ensuring equitable access to actionable information.” As outlined in the [Governance Manual](#), “when there are significant gaps regarding feedback loops with data users, evidence based decision making and analytical capacity, and equitable access to actionable information, the CEAB may make formal recommendations about the community engagement framework to the Governing Board for ways to improve feedback loops” (page 36). The CEAB can address a significant gap via a proposal process by recommending a) ways to improve feedback loops with data users and ensure equitable access to actionable information, b) professional development and technical assistance models that foster

evidence-based decision-making, strengthening analytical capacity to use available data tools, and enable end users to understand structural factors that influence outcomes, c) communication structures that ensure a broad range of Californians know about and are using the tools, and d) additional tools that will address strategic objectives for the data system.

As specified in the Governance Manual, the Fall CEAB meeting will focus on the discussion of the Cradle-to-Career Data (C2C) Proposal Forms submitted by CEAB members. Each member (or team of members) will present their proposal, followed by a discussion on how the proposals complement or contrast with one another. Members may share their perspectives on which proposals best enhance C2C's ability to provide actionable information. The Governing Board Liaison to the CEAB will attend the Fall meeting to observe and learn from the discussion.

Between the Fall and Spring meetings, the Office of Cradle-to-Career Data (Office) will conduct a light-touch feasibility study of the proposals. In addition, before the Spring meeting, the Governing Board Liaison to the CEAB and up to two CEAB members will draft a report that includes links to all submitted proposals, summarizes the Fall meeting discussion, and incorporates the Office's light-touch feasibility studies. Proposal authors may refine or clarify their proposals based on the feasibility review, and the Office will update the linked proposals accordingly. During the Spring meeting, members will review and discuss the draft report, providing comments and reflections. If necessary, the Governing Board Liaison to the CEAB may revise the draft report based on the discussion.

At the Governing Board's May meeting, the Governing Board to the CEAB and up to two CEAB members will present the report. The report may support the Governing Board's work by informing decisions, guiding actions throughout the year, and shaping its guidance to the Office in the annual work plans.

Recognizing the complexity and nuances of the Advisory Board recommendation process, Attachment A provides a detailed breakdown of the recommendation process, outlining key member responsibilities and critical milestones.

CEAB Proposal Form and Rubric:

CEAB members will use a proposal form to submit their proposals, accompanied by a proposal rubric designed to guide authors in developing their proposal. The 2025 CEAB Proposal Form can be found in Attachment B and the 2025 CEAB Proposal Rubric can be found in Attachment C. Proposal Forms must be submitted no later than six weeks before the Fall CEAB meeting. As specified in the Governance Manual, “members may choose to submit their own proposal form, sponsor a proposal form that a member of the public submitted, or further refine concepts from ideas submitted by the public or proposed in prior years” (page 34). Additionally, up to five CEAB members may collaborate together on a joint proposal. The Office will post all the proposals submitted by CEAB members to the C2C website two weeks prior to the Fall meeting.

Related Resources:

The Office will continue to support the CEAB members in navigating the information through a number of mechanisms:

- ❖ Detailed process description in the Governance Manual
- ❖ Website page with overview of the recommendation process
- ❖ Website page with the [C2C Strategic Plan](#)
- ❖ Repository of past proposals and feasibility studies
- ❖ Hosting a joint meeting of the Advisory Boards during the summer, which gives members an opportunity 1) to ask the Office specific questions and 2) dedicated time to publicly discuss the ideation of recommendations received from the public

Community Engagement Member Proposal Process

Member Responsibility

- Responsibility refers to items that need to be completed by Community Engagement Advisory Board members.
- Milestone refers to parts of the process that involve the public or the Office that Community Engagement Advisory Board members should be aware of, but do not have associated responsibilities.

For Members:

| | Breakdown of the Proposal Process | Completed Task |
|-----------------------|--|--------------------------|
| Spring | | |
| Responsibility | Review and discuss the proposal form and rubric. <u>Deadline: Wednesday, March 26, 2025</u> <ul style="list-style-type: none"> <i>This will be an agenda item at the Community Engagement Advisory Board meeting on March 26, 2025.</i> | <input type="checkbox"/> |
| Milestone | Community Engagement 2025 proposal form will be live on the C2C website , enabling members of the public to submit their ideas. <u>Deadline: Thursday, March 27, 2025</u> | |
| Summer | | |
| Milestone | 2025 proposal forms are due from the public. <u>Deadline: Thursday, May 1, 2025</u> | |
| Milestone | The C2C website will be updated with forms received. <u>Deadline: Thursday, May 8, 2025</u> | |
| Responsibility | <ol style="list-style-type: none"> 1. Review proposal forms submitted by the public; 2. Be prepared to publicly discuss the ideation of public proposal forms. <u>Deadline: Friday, July 11, 2025</u> | <input type="checkbox"/> |

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|--------------------------------|---|--------------------------|
| | <ul style="list-style-type: none"> <i>This will be an agenda item at the joint Advisory Boards meeting on July 11, 2025.</i> | |
| Responsibility | Members submit proposal form(s). Members can submit their own ideas, submit a joint proposal with no more than five members, consider proposal sponsorship, and/or refine proposal concepts. <u>Deadline:</u> Friday, September 12, 2025 | <input type="checkbox"/> |
| Fall | | |
| Milestone | The Office will post all proposals submitted by Community Engagement Advisory Board members to the C2C website . <u>Deadline:</u> Friday, October 10, 2025 | |
| Responsibility | Members who submitted a proposal will meet with the Office for a pre-meeting briefing, prior to the Fall meeting proposal presentation. <u>Deadline:</u> The proposed timing is October 13 to 17, 2025 | <input type="checkbox"/> |
| Responsibility | <ol style="list-style-type: none"> Review member proposals using the proposal rubric to examine potential impact and alignment with the C2C vision, mission, and authority; Be prepared to publicly discuss the ideation of member proposals, including how proposals may complement or contrast; Determine if you would like to volunteer to work with the Governing Board Liaison to the Advisory Board to draft the Advisory Board's proposal report. <u>Deadline:</u> Friday, October 24, 2025 <ul style="list-style-type: none"> <i>This will be an agenda item at the Community Engagement Advisory Board meeting on October 24, 2025.</i> | <input type="checkbox"/> |
| Winter and Early Spring | | |
| Milestone | The Office will conduct light-touch feasibility studies of proposals. <u>Deadline:</u> Early Spring 2026 | |

Attachment A

| | | |
|---|---|--------------------------|
| Responsibility | Proposal authors will review the Office's light-touch feasibility studies and may choose to update or clarify their ideas. <u>Deadline:</u> Early Spring 2026 | <input type="checkbox"/> |
| Below is a breakdown of responsibilities and deadlines for the two Community Engagement Advisory Board members who will work with the Governing Board Liaison to the Advisory Board to draft the Community Engagement Advisory Board's proposal report. | | |
| Responsibility | Work offline to draft a report that links to all proposals members submitted, summarizes the discussion at the Fall meeting, and includes the Office's light-touch feasibility studies. <u>Deadline:</u> Spring 2026 <ul style="list-style-type: none"> <i>This will be an agenda item at the Community Engagement Advisory Board spring 2026 meeting.</i> | <input type="checkbox"/> |
| Spring | | |
| Responsibility | <ol style="list-style-type: none"> 1. Review the draft Community Engagement Advisory Board proposal report; 2. Be prepared to publicly discuss the ideation of the draft report. <u>Deadline:</u> Spring 2026 <ul style="list-style-type: none"> <i>This will be an agenda item at the Community Engagement Advisory Board spring 2026 meeting.</i> | <input type="checkbox"/> |



Community Engagement Advisory Board Proposal Form

Instructions:

Per the [Governance Manual](#) proposal forms submitted will address significant gaps regarding feedback loops with data users, evidence-based decision making and analytical capacity, and equitable access to actionable information. Please note there should only be one proposal per form.

Name:

Proposal Title: *no more than 50 characters*

- ☐ By checking this box, I understand that I will be presenting my recommendation at the Fall Advisory Board meeting.

Nature of Proposal:

- ☐ Feedback loops with data users
☐ Evidence-based decision making and analytical capacity
☐ Equitable access to actionable information

What action should be taken to address the issue?

Who could benefit from this action?

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Who would implement this action?

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How does the action relate to the mission and vision of C2C?

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Cradle-to-Career Community Engagement Advisory Board Proposal Rubric

Instructions:

Per the [Governance Manual](#) Section “Member Expectations and Responsibilities” and in preparation for the Fall Advisory Board meeting, members will use the Proposal Rubric in their review of the proposals to examine potential impact and alignment with the C2C vision, mission, and authority.

| Criteria | Marginal Recommendation | Moderate Recommendation | Strong Recommendation |
|------------------------------------|--|--|--|
| Impact and Benefit | No description or explanation included to demonstrate the impact and benefit relevant to C2C | Description provided moderate impact and benefit relevant to C2C | Demonstrated significant impact and benefit relevant to C2C, with specific focus on addressing gaps and/or aiding specific populations |
| Mission and Vision | No description or explanation included to demonstrate connection to and support of the mission and vision of C2C | Description provided moderate connection to and support of the mission and vision of C2C | Demonstrated significant connection to and support of this mission and vision of C2C; aids efforts to address disparities in opportunities and improve outcomes for all students |
| Authority | Proposed recommendation is outside of the scope of authority of C2C | Proposed recommendation is partially within the authority of C2C or there may be uncertainty about authority | Proposed recommendation is within in the scope of authority of C2C |
| Likelihood of Success | Proposed recommendation has low likelihood of success | Proposed recommendation has moderate likelihood of success | Proposed recommendation has high likelihood of success |