

Cradle-to-Career Data Governing Board Staff Report

Date Report Issued: July 29, 2026
Attention: Members of Cradle-to-Career Data Governing Board
Subject: **Formation of the Executive Director Review Committee (Agenda Item 10.2)**
Staff Contact: Marykate Cruz Jones, Chief of Strategic Initiatives and Partnerships

At this meeting, the Governing Board (Board) will have the opportunity to form the Executive Director Review Committee (Committee) “to be responsible for providing feedback on the performance review written by the Chair” ([Governance Manual](#), page 26).

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 convening of the Committee.

- ❖ Move to approve the Committee charter, designate five Board members, including the Board Chair and Vice-Chair to form the Committee and complete the work as specified by the charter.

Background:

Page 25 of the [Governance Manual](#) states , “the yearly performance review of the Executive Director is a critical activity of the Governing Board, which is intended to support the individual leading the Office of Cradle-to-Career Data and ensure the data system fulfills its mission. This performance review is part of an ongoing, forward-looking, and clarifying process between the Governing Board and the Executive Director. Although the performance review is conducted annually, the Governing Board also responds to status updates by the Executive Director at quarterly board meetings and provides timely feedback to the Executive Director about their activities throughout the year”.

The charter, Attachment A, sets forth the purpose, duration, membership, scope of work, activities, and proposed schedule of the Committee. As Board members consider the formation of the Committee, current memberships of the various Board Committees should also be reviewed, which can be found in Attachment B, and the historical Committee composition, which can be found in Attachment C.

Executive Director Review Process Timeline and Key Milestones:

As Board members consider the formation of the Committee, the following chart lays out the components of the process, a timeline and key milestones, and member responsibilities.

Date	Activity	Responsible Party
September 16, 2026	<u>Committee Meeting One</u> : discuss the Executive Director performance review process and survey.	Committee
November 13, 2026	<u>Board Meeting Presentation</u> : receive presentation on the Executive Director performance review survey.	Board
November 19, 2026	<u>Complete Self-Evaluation</u> : complete a self-evaluation using the survey form.	Executive Director
November 20 to December 4, 2026	<u>Member Survey Period</u> : complete the survey.	Board
November 20 to December 4, 2026	<u>CEA Interview Period</u> : conduct individual interviews with Career Executive Assignments (CEA) staff that report directly to the Executive Director.	Board Chair and Vice-Chair

December 4 to December 11, 2026	<u>Prepare Survey Summary</u> : from the survey results (raw data).	Leading Resources Inc., (LRI)
December to early January 2027	<u>Prepare Performance Evaluation</u> : taking into consideration the survey results and survey summary, prepare a draft performance evaluation.	Board Chair and Vice-Chair
January 13, 2027	<u>Committee Meeting Two</u> : review the draft performance evaluation in closed session.	Committee
January 2027	<u>Meet with the Executive Director</u> : discuss the Committee's recommended performance evaluation.	Board Chair and Vice-Chair
February 24, 2027	<u>Board Meeting Presentation</u> : consider the adoption of the Committee recommended performance evaluation in closed session.	Board



2026-27 Executive Director Review Committee Charter

Purpose:

[Education Code Section 10866](#) provides the Governing Board (Board) with the authority to hire, evaluate, and fire the Executive Director. The [Governance Manual](#) tasks the Board Chair with responsibility for conducting the annual review of the Executive Director based on an established performance evaluation process. The 2026-27 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 2026-27 Executive Director review is finalized by the Board.

Membership:

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

Scope of Work:

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

- Reviewing the Executive Director review process and discussing the Executive Director performance review survey.
- 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 16, 2026: The Committee will convene, be informed of the Executive Director review process, and discuss the Executive Director performance review survey.
- November 13, 2026: At the November Governing Board meeting, the Committee will provide an update to the Board regarding the September meeting and share the Executive Director performance review survey.
- January 13, 2027: In closed session, the Committee will consider the draft performance evaluation written by the Board Chair and determine whether to recommend a salary increase.
- February 24, 2027: In closed session at the February Governing Board meeting, the Board will consider the 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.



2025-2026 Committee Membership of the Governing Board

Executive Director Review

Gavin Payne, Committee Chair

Catalina Cifuentes

Erin C. Sullivan

Robert G. Tagorda

Governance Manual Review

Robert G. Tagorda, Committee Chair

Chris Furguele

Jessica Moldoff, PhD

Brian G. Soublet, JD

Strategic Planning Committee

Gavin Payne, Committee Chair

Brandon Bjerke, Designee for Jacqui Irwin

Deborah Cochrane

Meredith Lee, PhD

Liberty Van Natten



Historical Executive Director Review Committee Membership

** Indicates a former Governing Board member*

2025-2026

Gavin Payne, Committee Chair
Catalina Cifuentes
Erin C. Sullivan
Robert G. Tagorda

2022-2023

Robert Tagorda, Committee Chair
Sylvia Alva*
Amy Fong*
Chris Furguele
Meredith Lee, PhD
Gavin Payne

2024-2025

Gavin Payne, Committee Chair
Chris Furguele
Meredith Lee, PhD
Jessica Moldoff, PhD
Robert Tagorda

2022 Executive Director Review Process

Chris Furguele
Meredith Lee, PhD
Gavin Payne
Jerry Winkler*
Designee for Jacqui Irwin
Designee for John Ohanian

2023-2024

Robert Tagorda, Committee Chair
Marisol Aviña*
Jessica Moldoff, PhD
Gavin Payne
Jerry Winkler*