

Cradle-to-Career Ad Hoc Committee Charter

Executive Director Review Process

Purpose

The Executive Director Review Process Ad Hoc Committee shall recommend the criteria and process that will be used to conduct the annual review of the Office of Cradle-to-Career Data (C2C) Executive Director.

Duration

This will be a short-term committee that will sunset after the Executive Director review process is approved by the Governing Board.

Membership

The Executive Director Review Process Ad Hoc Committee shall consist of Governing Board members.

Background

[Education Code Section 10866](#) makes the Governing Board responsible for the hiring, evaluating, and firing of the C2C 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 ad hoc committee would be tasked with creating the process for the Executive Director performance evaluation including:

- criteria that will shape the evaluation
- information that will inform the review
- how that information will be gathered
- who will conduct the review
- when the review will be conducted during the fiscal year
- which aspects of the review will be confidential

- rebuttal or escalation protocols for the executive director
- the process for determining raises for the executive director
- the process for releasing the executive director from service

The recommendations of the ad hoc committee will be made available to the public and discussed at the August Governing Board meeting.

Meetings

The ad hoc committee will meet two times over summer 2022, to address the topics listed above. In the first meeting, they will determine key issues for the core topics. They will also appoint two liaisons to work with WestEd to develop draft content.

The liaisons will present the draft approach at a second public meeting, for review and editing. Materials will be posted in advance to allow for public comment.

Meetings of the full ad hoc committee will be held in person and will be open to the public, both over Zoom and in person.

A majority of the committee members shall constitute a quorum. Decisions of the ad hoc committee can be made by a majority of the quorum.

A WestEd staffer will record meeting minutes.

Review

This information sheet captures information about the ad hoc committee and its creation. The ad hoc committee retains operational flexibility in completing its scope of work and may introduce updates as needed during the review process.

Committee Creation and Scope of Work Review Dates

Committee established on: May 11, 2022.

Scope of Work last reviewed on: April 4, 2022.