

Cradle-to-Career Ad Hoc Committee for the Executive Director Review Report

Date Report Issued: September 20, 2023
Attention: Members of Ad Hoc Committee for the Executive Director Review
Subject: **Layout of the Executive Director Review Process**
Staff Contact: Jane Harrington, Leading Resources Inc.

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

At the August 2023 Board meeting, the Board established the [Ad Hoc Committee for the Executive Director Review](#). This included the approval of a charter (Attachment A) and designation of five Board members. The charter sets forth the purpose, duration, scope of work, and activities of the Committee.

Among other activities outlined in the charter, the Committee will:

- Develop a proposed process for the performance evaluation of the ED at the October meeting.

- Present a recommendation for the performance evaluation process to the Board at the November Board meeting.
- Consider a draft performance evaluation at the January meeting in closed session.
- Present a recommendation for the draft performance evaluation to the Board at the February Board meeting in closed session.

October 4, 2023 Meeting

In this meeting, the Committee may consider the proposed evaluation process, including the:

- Timeline for the process
- Performance period to be evaluated
- Participants to be included
- Administration of the survey
- Survey content
- Rating scale of the survey

The items outlined will be discussed in detail in Agenda Item Three, Discussion, Public Comment, and Possible Action on Executive Director Review Process, Survey, and Survey Logistics.

After this meeting, the Committee will provide a recommended process for the performance evaluation as well as a performance evaluation survey for approval at the November Board meeting.

January 9, 2024 Meeting

Based on the decisions of the November Board meeting, the Committee will discuss the draft performance evaluation for recommendation to the Board. The Governance Manual (pages 28-29) lists the considerations the Committee should be mindful of in reviewing the performance evaluation. This meeting may include but is not limited to:

- Review of the summary data
- Discussion of the ratings and provided examples
- Discussion of the themes

After this meeting, the Board Chair will finalize the performance evaluation based on this input from the Committee. The final performance evaluation will be presented at the February Governing Board meeting in closed session.



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.