

Appendix A

POLICY SECTION: ADMINISTRATION &
GOVERNANCE ~~HUMAN~~
RESOURCES

SUB-SECTION: COMPENSATION

POLICY NAME: PERFORMANCE APPRAISAL:
DIRECTOR OF EDUCATION

POLICY NO: H.C.06

Date Approved: October 4, 2006	Date of Next Review: May 2020 2030 (biennial)	Dates of Amendments: May 2013; September 2013; February 25, 2016–Board; May 31, 2018; June 2025
Responsible Department: Legal Services		
Cross References: O. Reg. 83/24 - Director of Education Performance Appraisal Multi-year Strategic Plan Director of Education's Term Employment Contract- Director of Education Performance Appraisal Guiding Principles Trustee Code of Conduct Policy Ontario Catholic School Trustees' Association – DPA Placemat <u>Ontario Education Services Corporation – Director</u> <u>Performance Appraisal</u> <u>Ontario Education Services Corporation 2022-2026</u> <u>Good Governance Guide</u> <u>Ontario Education Services Corporation Trustee</u> <u>Development Program Modules</u> Executive Search Committee Recommendation Report to Board, March, 2017- Education Act, Section 283 (2) and 283.1, Section 169.1		
Appendix A – TCDSB Performance Review Process for the Director of Education- Appendix B – Director of Education Candidate Profile, 2017		

Purpose **Policy**

Ontario Regulation 83/24 - Director of Education Performance Appraisal (O. Reg. 83/24), requires the Board of Trustees (Trustees) to establish a committee

composed of not fewer than three and not more than seven Trustees to annually appraise the Director of Education (Director) based on mandatory assessment criteria and any additional, locally focused priorities identified by the Trustees in collaboration with the Director.

The policy establishes a standardized, fair and transparent framework for the annual performance appraisal process of the Director by the Trustees. The process provides a structured opportunity for the Director to receive feedback and identify concerns in a timely and supportive way to facilitate development, goal achievement and resolution.

The policy is in alignment with the TCDSB's Multi-Year Strategic Plan (MYSP) and reflects Catholic values rooted in the love of Christ.

~~The Director of Education is responsible for implementing the Toronto Catholic District School Board's Vision, Mission and Multi-Year Strategic Plan. The Board of Trustees shall conduct an annual performance review of the Director through a fair process, providing constructive feedback in a manner that supports and strengthens the integrity of the roles performed by the Director and the Board.~~

~~The Board of Trustees and the Director of Education collaborate to provide each student at the Toronto Catholic District School Board with meaningful Catholic faith development experiences and exemplary education. This policy will establish a standardized, fair and transparent framework for the annual performance review process of the Director by the Board of Trustees. The process will measure the degree to which the director is fulfilling this mandate, and will provide a structured opportunity for the Director to receive feedback and identify concerns in a timely and supportive way to facilitate resolution.~~

Scope and Responsibility

This policy applies to the Director of Education and is managed by the elected Trustees. The Board of Trustees is **are** responsible for this policy.

~~Alignment with MYSP~~

~~Living Our Values~~

~~Achieving Excellence in Governance~~

Regulations

1. The Trustees and the Director of Education will jointly develop the content, process and the methods of data collection **in compliance with O.Reg. 83/24.** and review. The Performance Review **Appraisal** is not intended to encompass every aspect of the Director's work, but to focus **on the Director's success in implementing the actions and achieving the goals set out in the performance plan required by O.Reg. 83/24.** the goals determined for the year under review. (Appendix A)
2. The Performance Review **Appraisal** Process will be developmental in its nature, providing for a joint learning opportunity between the Director and the Board of Trustees to affirm success and improve identified areas of need.
3. **The Director's Performance Appraisal Committee Chair and at least one other member of the committee will meet with the Director to develop and finalize the performance plan.**
4. The process by which the Director's performance is reviewed and the occurrence of the review will be made known to the public.
5. The content of the review **appraisal** surveys, the feedback to the Director, discussions with the Trustees and subsequent documentation will be held in confidence. The review **appraisal** surveys shall be based on the Director's areas of responsibility as outlined in the following sources:
 - i. the Education Act;
 - ii. ~~the Ontario Leadership Framework for Supervisory Officers five leadership practices;~~
 - iii. ~~the Candidate Profile from the recruitment of the Director of Education~~ (Appendix A);
 - iv. **the six goals outlined in O.Reg. 83/24:**
 - **Advance the provincial priorities in education in the area of student achievement set out in Ontario Regulation 224/23 (Provincial Priorities in Education - Student Achievement).**

- **Manage human, capital and fiscal resources to achieve the goals identified in the board's multi-year plan developed under clause 169.1 (1) (f) of the Act.**
- **Promote a healthy and inclusive workplace with effective systems for staff selection and oversight.**
- **Create and maintain respectful and collaborative relationships with students, parents, staff, school board communities, community partners and stakeholders, Ministry staff and the Minister.**
- **Demonstrate leadership that maintains or improves the reputation of and public confidence in the board.**
- **Ensure compliance with applicable laws, Ministry policies and guidelines, and board mandates.**

v. **the additional goal of promoting Catholic identity by nurturing our Catholic community, culture and Christian service in the Board.**

vi. ~~the goals established jointly for the year based on the above and the Multi-Year Strategic Plan;~~

vii. **O. Reg. 83/24 - Director of Education Performance Appraisal; and**

viii. **the Director's Performance Plan.**

6. **In a Director's first full evaluation cycle and every second full evaluation cycle after that, an entity that has at least five years of experience conducting multi-source executive performance assessments will take the following steps as part of the appraisal process:**

A) Request feedback from the persons listed below in respect of the Director's performance.

i) Each Trustee.

ii) Each Student Trustee of the board.

iii) Each member of every statutory, ad hoc, or other committee of the board.

iv) Each staff member of the board who reports directly to the Director.

v) Each parent member of the school council at each school of the board.

vi) A representative nominated by each local employee association representing employees of the board.

vii) A representative sample of community partners and stakeholders, as identified by the committee with input from the Director.

B) Prepare a written report summarizing and analyzing the feedback.

- ~~7. The annual performance review process will alternate between a limited reviewer pool and a more fulsome reviewer pool:~~
 - ~~(a) Internal staff and external community reviewers are limited to twenty individuals, chosen randomly from selected groups.~~
 - ~~(b) The fulsome reviewer format will include an expanded reviewer pool and may involve a 360 degree format.~~
8. The process by which the Director's performance is **appraised**, reviewed and the occurrence of the review **appraisal** will be made known to the **TCDSB community**public.
- ~~9. The results of each annual review are linked to any salary changes in compliance with the Director's Term Employment contract.~~
10. The Director will be provided with a **draft of the performance appraisal report on or before July 7th**~~written copy of his/her performance review and will be permitted an opportunity to respond to the committee's evaluation, performance rating and explanation for the rating by July 31st.~~ it. Should any significant disagreement concerning the performance review arises between the Director and the Board, the Director will provide the Chair of the Board with a written response outlining the area(s) of disagreement. Upon receipt of the Director's response, the Chair would present this response to the Trustees in order to come to a reasonable resolution.
- 11. The results of each annual appraisal review are linked to any salary changes in compliance with the Director's Term Employment contract.**
12. The Board of Trustees **will provide written confirmation to the Minister of Education that the performance appraisal evaluation cycle has been conducted, and that the final performance appraisal report has been**

adopted by Board resolution. ~~approve a public motion confirming that the Director's performance review process has been completed in accordance with this policy.~~

13. ~~Before the review occurring at the end of the second to last year of the Director's contract, the Chair will initiate separate succession planning discussions with the Board of Trustees and with the Director to determine preliminary interest in extending the Director's Term Employment Contract. This will provide direction on the requirement to initiate an executive search process in sufficient time. (Appendix B)~~

Definitions

Entity

A third party that has at least five years of experience conducting multi-source executive performance assessments.

Board of Trustees

~~The twelve elected officials charged with governing the TCDSB.~~

Chair of the Board

~~The Trustee elected by the Board of Trustees to serve as Chair of the Board for the year, shortened to The Chair.~~

Director of Education

~~The Chief Executive Officer and Secretary to the Board, shortened to The Director.~~

Term Employment Contract

~~The terms and conditions of the Director of Education's employment, shortened to Contract.~~

Evaluation and Metrics

1. The policy will be reviewed every five years.

2. ~~The effectiveness of this Policy will be evaluated by the Board of Trustees after each performance review cycle in October of each year. The criteria will include ease of implementation and achievement of the Policy objectives.~~