

Guiding Principles

1. The Performance **Appraisal Review** Process is **mandated by the Ministry of Education** developmental in nature, **and** it is a joint learning opportunity between the Director and the Board of Trustees to affirm success and improve identified areas of need.
2. **The Director Performance Appraisal Committee shall conduct an annual performance review of the Director through a fair, respectful and collaborative process, providing constructive feedback in a manner that supports and strengthens the integrity of the role performed by the Director..**
3. **The Director's Performance Appraisal committee should recognize their unique and important role in bringing our Pastoral Plan to life in our schools, offices, and the broader community.**
4. The process and its annual occurrence are transparent and available for public information. The process is well understood and communicated to stakeholders.
5. The content of the review surveys, the feedback to the Director and discussions with the Trustees are held in confidence and the documents are stored confidentially.
6. ~~The Process is conducted in a respectful and collaborative manner.~~
7. ~~The Director, and the Trustees~~ **Director Performance Appraisal Committee Chair, and at least one other member of the committee** jointly develop the content ~~(the goals to be reviewed each year), the process and the methods of data collection and review.~~ **of the Performance Plan based on the criteria outlined in O.Reg. 83/24.**
8. The Director and the Trustees **Director Performance Appraisal Committee** share information frequently and schedule at least two formal updates throughout the year.
9. ~~Limited Number of Goals to be reviewed each year:~~ The Performance Review **Appraisal** will focus on the ~~limited number of results-oriented~~ **the seven goals which include six goals outlined in O. Reg 83/24 and an additional goal from Ontario Catholic School Trustees' Association (OCSTA) promoting identity by Nurturing our Catholic Community, Culture and Christian service in the Board.**
10. Evidence, both qualitative and quantitative, is to be observed by **the Director Performance Appraisal Committee** Trustees and ~~internal and external reviewers~~ throughout the year.

Performance Review Process

The Annual Performance Appraisal period is considered to be the calendar year from October 1 to September 30. The review cycle is conducted yearly, with the formal review activities occurring within the first two weeks of October. The following process will form the basis of the Director of Education's Performance Review:

First Week of October—Progress Report and Questionnaires

- Director will provide a progress report in a meeting with Trustees
- Questionnaire based on previously established goals for the Director's performance is distributed to Trustees
- Questionnaires will be completed anonymously on the evening of distribution
- Different, parallel performance appraisal provided to selected staff members at various levels in the organization and community members (including external, prominent Catholic community leaders) for completion
- One week later, the Chair provides the Director with a copy of the different Questionnaires



Middle of October—Review of Questionnaire Results

- Chair summarizes the results of both sets of Questionnaires and presents results to the Trustees
- Chair meets with the Director to discuss the performance feedback
- Director presents Performance Goals for the upcoming year to Trustees and consensus about the nature of the performance Goals is sought



May—Ad Hoc Director Performance Appraisal Committee

- Ad Hoc Committee Composition: Chair, Vice Chair, Chairs of the Standing Committees, and one Trustee elected at the May Board meeting
- Design the next Performance Review Questionnaire based on the Director's performance goals established in October, previous