

Report to the Board of Trustees from the Ad Hoc Director Performance Appraisal Committee August 25, 2016

I Executive Summary

The Ad Hoc Director Performance Appraisal Committee (subsequently referred to as the Ad Hoc Committee) has completed the mandate and has prepared a report and recommendations to the Board of Trustees.

II Summary of Activity

1. The Director presented her goals for the 2014 to 2015 year to the Board on January 6, 2015. The goal of financial recovery for the Toronto Catholic District School Board (TCDSB) was added in August, 2015.
2. In compliance with Policy H.C.06 Performance Appraisal: Director of Education, the Ad Hoc Committee started up in May, 2015 and voted at the Board Meeting of May 21, 2015, that Trustee Tanuan become the member at large of the Committee.
3. The Ad Hoc Committee recommended to Board that the Director's review process for the 2014 to 2015 year be prepared and executed in-house and engage Trustees and Associate Directors as reviewers. In the two previous cycles the external firm of Metrics at Work prepared, implemented and reported on the survey and engaged reviewers from several levels in the organization.
4. The Ad Hoc Committee recommended to Board a process timeline, and it was approved on November 12, 2015 during the Private Meeting of the Corporate Affairs Committee.
5. The performance review survey was completed by Trustees on December 10, 2015.
6. The Chair and Ad Hoc Committee Chair compiled the results and presented the summary to the Board of Trustees, who together prioritized the feedback to be given to the Director by the Chair.
7. The Chair presented the feedback to the Director.
8. Clarifying discussions took place between the Chair, the Director and the Board of Trustees resulting in the Director accepting (by the end of January, 2016) a one year extension of her contract until July 31, 2017.

III The Ad Hoc Committee wishes to thank:

- the Superintendent of Human Resources, Rory McGuckin for his counsel and for designing the performance review survey used in this performance cycle;
- the Director, Angela Gauthier, for her Catholic leadership, honesty and openness; and
- the Trustees and the Associate Directors for their participation in the performance review activities.

IV Resulting from many mitigating factors, especially collective bargaining and the TCDSB's financial situation, the Director Performance Appraisal process has been delayed.

The Ad Hoc Committee recommends to the Board of Trustees:

1. that the Board of Trustees accept the Director's goals for the 2015 to 2016 year as a continuation of the revised (approved at Board, August 27, 2015) goals of the 2014 to 2015 year; and

2. The Board of Trustees be informed that the Director presented a preliminary draft of a list of priorities for the 2016 to 2017 year to the Ad Hoc Committee on August 23, 2016, and will bring a final list to the whole Board at the next opportunity; and
3. that the Board of Trustees waive Policy H.C.06 Performance Appraisal: Director of Education for the 2016 to 2017 year, as this will be the last year of Director Gauthier's contract, and replace it with an exit interview conducted by the Chair and Vice Chair; and
4. that the Board of Trustees amend Policy H.C.06 Performance Appraisal: Director of Education and Appendix A as follows: that a comprehensive appraisal review involving all levels of stakeholders be conducted every two years and in the alternate year be limited to the Board of Trustees and Associate Directors; and
5. that the Board of Trustees approve Appendix A of this report which provides a public communication to meet the requirement in Regulation 3 of Policy H.C.06—"The process by which the Director's performance is reviewed and the occurrence of the review will be made known to the public."; and
6. that the Board of Trustees approve the following motion in the public Board Meeting of August 25, 2016 "that the Director of Education's performance appraisal for the year October 1, 2014 to September 30, 2015 in accordance with Policy H.C.06 Performance Appraisal: Director of Education, has been completed"; and
7. that the Board of Trustees approve the Ad Hoc Committee's report and dissolve the Ad Hoc Committee effective immediately.

Ad Hoc Committee Members: Trustee Nancy Crawford, Chair; Trustee Garry Tanuan, Vice Chair; Trustee Michael Del Grande; Trustee Angela Kennedy; Trustee Joseph Martino.

APPENDIX A

Public Communication

Toronto Catholic District School Board Director of Education Performance Appraisal for the year October 1, 2014 to September 30, 2015

The Board of Trustees and the Director of Education, Angela Gauthier, have completed the appraisal cycle of the Director's performance appraisal for the 2014 to 2015 year. The Trustees evaluated the Director's performance using a survey instrument designed in house. The survey tool reflected the jointly determined Director's performance goals and her progress in achieving these goals throughout the year. The Trustees and the two Associate Directors completed the survey. Director Gauthier and the Board of Trustees agreed to extend the Director's contract. The Board of Trustees is required under the Education Act to conduct this review.