

POLICY:	<u>PERFORMANCE APPRAISAL OF THE DIRECTOR OF EDUCATION</u>	#	<u>826</u>
SECTION:	<u>800</u>	: <u>Personnel and Employee Matters</u>	Page <u>1</u> of <u>2</u>
APPROVAL/REVISION	EFFECTIVE	REVIEW	
DATE: <u>November 3, 2021</u>	DATE: <u>November 3, 2021</u>	DATE: <u>November 3, 2026</u>	
CROSS REFERENCE:	Education Act, S 169.1 Duties and Powers of Boards Education Act, S 283 Chief Executive Officer Education Act, S 283.1 Additional Duties of Director of Education Ontario Regulation 309 Supervisory Officers Municipal Freedom of Information and Protection of Privacy Act		

## POLICY STATEMENT

The Thunder Bay Catholic District School Board believes that an annual performance appraisal process for the Director of Education, provides a forum for constructive dialogue and exchange of information between the Director and the Board of Trustees. This process is an opportunity for both the Board and the Director to clarify expectations and goals, to review past accomplishments, and to agree on needs and priorities of the system. The Board holds the belief that the primary purpose of the performance appraisal process is to provide constructive feedback for the professional growth of its sole employee. The end result provides clear objectives for the coming year. The Board believes that a trusting, mutually-respectful and cooperative relationship between the Board of Trustees and the Director and a mutual understanding of their distinct roles leads to effective governance.

### A: **POLICY**

- 1.1 The annual performance review for the Director of Education shall be initiated by the Chair of the Board in April. The Chair is responsible for leading the performance review process and establishing appropriate timelines. It is recommended that all trustees provide feedback on the performance review through the Chair.
- 1.2 The Chair will meet with the Director to review the appraisal process for the coming year, including a review of previous years' goals and identify goals for the next year.
- 1.3 The process will include an opportunity for the Director of Education to make a presentation to the members of the Board on the progress that is being made on the multi-year strategic plan. The multi-year strategic plan provides the basis for evaluation of the Director of Education as it is a governance document that has been approved by the Board for implementation by the Director. During this presentation, the Director of Education will also have the opportunity to make recommendations to the Board regarding priorities that may need to be re-evaluated by the Board.
- 1.4 The Director of Education shall provide regular feedback on the multi-year plan and other aspects of system leadership throughout the year to assist the Board to monitor performance on a regular basis as part of its governance role.
- 1.5 The Chair of the Board will circulate to trustees and participants forms associated with this process. Trustees and participants will be asked to complete the survey and return it to the Chair by the end of April.

The Board shall seek input from the Senior Team, Managers, Federation/Union presidents shall complete the instrument individually. The Presidents shall be responsible to gather input from their respective membership and shall submit one instrument on behalf of the group. In addition, the Director of Education will also complete the performance appraisal instrument as a form of self-assessment.

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- 1.6 The Chair and Vice-Chair of the Board shall review the data collected and the Chair and the Vice-Chair shall prepare a written appraisal report based on the data collected. This appraisal report will be reviewed by the trustees and then submitted to the Director of Education by May 31 each year.
- 1.7 The Director of Education shall then respond and the appraisal report and Director's response shall be received by the Board for review, approval and disposition by the final Board meeting in June.
- 1.8 The Director shall file an annual report identifying areas of focus for attention for the upcoming school year at the September Board meeting. The report shall consider any recommendations arising out of the appraisal report and the Director's response from the previous school year.
- 1.9 The appraisal report and response of the Director shall be filed in the Director of Education's file with the Human Resources department with a copy provided to the Director of Education.