



## BOARD GOVERNANCE PROCEDURE

<b>Adopted</b>	January 2016 (M16-0017)
<b>Review Date</b>	September (annually) December 2, 2020 (Revised M20-0176)

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## DIRECTOR OF EDUCATION ANNUAL PERFORMANCE REVIEW

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### POLICY

This Procedure is made pursuant to the Board of Trustees (the “Board”) Director of Education Annual Performance Review Governance Policy.

### OBJECTIVE

In accordance with the policies established by the Board, the Director of Education shall develop and maintain an effective organization and the programs required to implement such policies.

On an annual basis, the Board shall monitor and evaluate the performance of the Director of Education in meeting the duties under the Education Act<sup>1</sup> and any policy, guideline or regulation made under the Act, including actions that meet the objectives described in the Board Multi-Year Plan (MYP), Board Improvement Plan for Student Achievement (BIPsa), Operational Plan and/or other documents as required by legislation, including the implementation of policies, procedures and organizational structures. This work will be carried out by a Committee, with meetings conducted in Private Session.

The process is intended to:

- benefit the students and school system
- assist the board in providing quality educational service
- foster a strong ongoing relationship between the Director and the elected Board based upon common goals and expectations
- model the importance of, and contribute to continuous improvement throughout the board
- provide helpful, concrete and objective feedback to the Director to optimize personal development and future performance
- ensure accountability for the effective leadership and management of the school system
- recognize the contributions of the Director

(Section Source: Good Governance for School Boards)

### DEFINITIONS

*The Director of Education* is the Chief Executive Officer, the Chief Education Officer and the Secretary of the Board.

*The Board of Trustees* are locally elected representatives, required to carry out their responsibilities and duties under the **Education Act**.

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<sup>1</sup> Under the Education Act, the Director has duties as Secretary to the Board (S. 198), duties as Chief Education Office, Chief Executive Officer (S. 283 and 283.1), day-to-day management of the Board (Section 218.1(f)), and serve on, consult with/receive advice of PIC (Reg. 612/00).

## **COMMITTEE MEMBERSHIP**

All Trustees shall be invited to participate in the Director's Performance Review Committee (DPR). Quorum for this committee shall include the Chair and Vice-Chair of the Board and at least four additional Trustees.

A Committee Chair will be selected each year during the annual Striking Committee process and will be responsible for facilitating the next director performance review process. The Chair from the previous year will support the new Chair.

## **COMMITTEE RESPONSIBILITIES**

The DPR **Committee** will meet with the Director as per the established timelines to:

- review the Director's job description and other resource documents to determine the process and evaluation criteria for the DPR;
- review the Director of Education's self-evaluation;
- share constructive feedback and assign an overall performance assessment;
- collaboratively develop measurable goals for the current year, in alignment with the MYP, the BIPsa, the Operational Plan and/or other documents as required by legislation or policy.

The DPR **Committee** shall assess the Director's performance related to:

- annual goals from the previous cycle, as established and agreed upon by the Board and the Director;
- legislative requirements;
- system leadership; and
- professional development.

## **DIRECTOR'S RESPONSIBILITIES**

The Director will:

- contribute input to the process and evaluation criteria for the DPR;
- carry out a self-evaluation, reflecting on the job description and evaluation criteria, and providing Trustees with adequate detail upon which to conduct the process;
- receive constructive feedback;
- collaboratively develop measurable goals for the current year;
- provide periodic and timely reports to the Board regarding the status of that year's goals.

## **PROCESS AND TIMELINES**

### **Process**

The process will be a collaboration between the Director and the DPR **Committee** and will combine both quantitative and qualitative inputs and measures. See Attachment 1 for a process overview.

### **Annual Timelines**

The Director's Performance Review timelines (except in the first year of the term) are as follows:

The process will take place annually in October and November, and will follow these steps:

1. Develop a timeline and set of evaluation criteria, based on **the Director's job description** and the goals set during the previous cycle.
2. The Director will carry out a self-evaluation using the criteria established in step 1.
3. The Board shall provide feedback to the Director regarding the self-evaluation, including an overall assessment (i.e. Does Not Meet, Meets, or Exceeds Expectations), based on measuring performance against the last year's goals.
4. Based on the outcomes of the evaluation, the Director will develop a concise set of goals for the upcoming year, in collaboration with the Board.
5. The Chair of the Committee will write a report, outlining the outcomes of the evaluation and the new goals, for approval by the Board.
6. The process conclusion will be publicly declared, and a summary of the Director's goals made publicly available in December, coinciding with the timing of the Director's Annual Report.

Notes:

- During a municipal election year, this process will be completed by November 1.
- Should the Director's term commence outside of the performance review cycle outlined above, an abridged process will be carried out within the first month of the term, and include developing goals and associated evaluation criteria, which will be reviewed during the next full DPR cycle.

### **360 Evaluation**

Every other year, during the Director's term, the Board will engage in a 360 evaluation of the Director's performance. The Board may select an appropriate external resource in September to support this effort. A variety of stakeholders will be consulted during the process, including but not limited to:

- Trustees;
- Senior Administrators;
- System Principals;
- School Principals representing both elementary and secondary panels from all four geographic regions of the board;
- Union leaders;
- PIC, SEAC and Audit Committee.

The process and outcomes will be documented and provided to the DPR **Committee** as part of a confidential process to enable that year's evaluation cycle, and to facilitate goal development for the next year.

MONITORING OF BOARD'S PROCESS: November/December (annually)

Method(s) Direct Inspection (Director's Performance Review Committee)

BOARD:DIRECTOR RELATIONSHIP POLICY Adopted (NEW) M16-0017 January 20, 2016 Review

Date Annually: September

### **REFERENCE DOCUMENTS:**

*Education Act*

*Multi Year Plan*

*Director's Job Description*

*Board Improvement Plan for student achievement (BIPsa)*

Attachment 1: Process Flowchart

# Director's Performance Review (DPR) Process

The DPR Committee Chair is selected during the previous year's Striking Committee process. The DPR process normally occurs in October and November. In years when a 360 evaluation is required, the process to source the provider should begin in September so results are available for step 2.



The process conclusion will be publicly declared and a summary of the Director's goals made publicly available in December, coinciding with the timing of the Director's Annual Report.

Notes: 1) During a municipal election year, this process will be completed by November 1.

2) Should the Director's term commence outside of the performance review cycle outlined above, an abridged process will be carried out within the first month of the term, and include developing goals and associated evaluation criteria, which will be reviewed during the next full DPR cycle.

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