

DIRECTOR OF EDUCATION PERFORMANCE APPRAISAL COMMITTEE

Tuesday, December 2, 2024 – 11:00 a.m.
Middlesex Room

A G E N D A

1. **Approval of Agenda**

2. **Conflicts of Interest**

3. **Approval of the Minutes**

The 2024 September 17 minutes are attached for approval.

4. **Review:**

a. **DPAC Terms of Reference**

b. **TVDSB Director of Education Performance Appraisal Policy (2031)**

c. **DAP Committee Workplan (personal items will be addressed in-camera)**

5. **In-camera**

6. **Next Meeting Date**

2025 January 6, 10:30 a.m.

7. **Adjournment**

DIRECTOR OF EDUCATION PERFORMANCE APPRAISAL COMMITTEE MINUTES

September 17, 2024 – 10:34 a.m. -11:31 a.m.

Members:

A. Morell

B. Mai

B. Smith (virtual)

M. Larsen

Administration:

S. Smith

B. Tucker

L. Nicholls (-10:37)

1. **Approval of Agenda**

The agenda was approved, without objection.

2. **Conflicts of Interest**

None declared.

Associate Director Nicholls was excused from the meeting at 10:37 a.m.

3. **Approval of Previous Minutes**

Chair Morell reviewed the parameters for public and in-camera items.

The minutes of the 2024 July 8 meeting were approved, as amended.

The minutes of the 2024 July 25 meeting were approved, as amended.

The committee moved in camera at 10:54 a.m.

The committee reconvened in public session at 11:23 a.m.

4. **Next Steps**

Chair Morell will follow up with OPSBA regarding timelines and resources, noting that CODE has developed some resources.

An update will be provided at the next meeting on the status of any collaborative RFP options or RFP lists.

5. **Next Meeting Date**

The next meeting is scheduled for 2024 October 7, 10:30 a.m.

6. **Adjournment**

Following the conclusion of the agenda, the meeting adjourned at 11:31 a.m.

Recommendations: None.

Arlene Morell
Committee Chair



Director of Education Performance Appraisal Committee Terms of Reference

Committee Classification: Statutory

Purpose

The purpose of the committee is to annually appraise the Director of Education based on both statutory criteria outlined in the Education Act and regulations as well as locally focused priorities as identified by the TVDSB Board of Trustees in collaboration with the Director of Education.

Mandate

The authority for the committee is found in Ontario Regulation (O. Reg.) 83/24 which mandates the establishment, term and parameters governing the establishment and operation of the committee.

Voting Members

The committee shall be comprised of no fewer than three and not more than seven board members. One member shall be elected by a majority of the members of the committee to act as its Chair and one member shall be elected as Vice Chair.

Non-Voting Members

Administrative support is provided by, but not limited to the Director or designate, the Superintendent of Human Resources or designate and Board Services.

Membership Term

One review cycle in accordance with regulation. No later than May 15 in each year, the Board shall establish a committee responsible for conducting a performance appraisal of the Director of Education.

Meeting Schedule

Meeting to be called at request of the Chair in compliance with the statutory timelines outlined in O. Reg. 83/24.

The committee may remain in session no later than 2 hours after its scheduled start time unless a vote of two-thirds of those present is taken to continue the meeting to a



specified time. A further two-thirds vote may be taken to extend the meeting a second time for a specified period. The meeting may not be extended past the time approved in the second motion (subject to bylaw change).

Orientation

Committee orientation is available to members within 60 days of appointment to the committee. Members are required to participate in orientation. The Chair of the committee will participate in the Chair's orientation.

Decision Making

The committee's governing document is Robert's Rules of Order for small boards.

Governance Scope

The committee shall oversee the creation, implementation and monitoring of the following:

- Development of a performance plan in accordance with section 9(1)-(3) of O. Reg. 83/24
- Review of Director of Education's progress towards implementing and achieving the goals in the performance plan
- Procure and solicit feedback from partners and stakeholders enumerated at section 8(2) of O.Reg. 83/24
- Prepare a written performance appraisal report for submission to the committee and the Director of Education
- Submission of final performance appraisal report to the Board to be adopted by Board resolution
- Provide written confirmation to Minister that the performance appraisal has been completed.
- Post copy of written confirmation to Minister and the list of community partners consulted on the Board's website.

Agenda

The agenda will be created based on the Board Annual Workplan. It is the responsibility of the Chair and Vice Chair in consultation with the Designate, to identify missing items and prioritize the items on the agenda.

Reporting Mechanisms



Following every meeting, Subcommittees and Working Groups must provide a report to the committee.

Evaluation and Review

The committee will conduct an annual self-evaluation of its performance against its mandate and these Terms of Reference.

The committee must review these Terms of Reference every two years. If amendments are recommended, a report will be made to the Board for the revisions to be adopted.

Mandates are evaluated and reviewed by the Chair's committee and self-evaluations will be completed by each committee.

Resources

- *Ontario Regulation 83/24* made under the *Education Act*
- TVDSB Policy 2031 – Director of Education Performance Appraisal Policy
- Committee Orientation Handbook
- Chair's Handbook
- TVDSB Bylaws

Additional committee resources can be found in the committee's Teams Channel.

Director of Education Performance Appraisal

Policy Number:	2031
Policy Owner:	Office of the Chair
Effective Date:	2018 October 23
Amendment Dates:	2023 February 28, 2024 November 26
EIE Review Date:	
Resources:	<ul style="list-style-type: none"> • The Education Act, RSO 1990, c E.2 • Ontario Regulations 83/24

1. Intent

- 1.1. This policy ensures that the annual performance appraisal of the Director of Education is in compliance with the Ontario Education Act and Regulations 83/24.
- 1.2. The performance appraisal process is intended to strengthen the organization, making it more cohesive, viable, accountable, and proactive in serving the needs of students and the broader Board of Trustees community.

2. Definitions

- 2.1. **Director of Education** or **Director** shall refer to the Thames Valley District School Board Director of Education.
- 2.2. **Directors Performance Plan Committee** or **DPPC** refers to the three to seven members of The Board of Trustees responsible for evaluating the Directors Performance.

2.3. **The Board** or **The Board of Trustees** shall refer to the Thames Valley District School Board of Trustees.

2.4. **TVDSB** shall refer to Thames Valley District School Board.

3. Objective of Policy

3.1. It is the policy of The Board of Trustees to conduct an annual performance appraisal of the Director of Education in meeting the duties under the following:

3.1.1. Education Act and Regulations,

3.1.2. Ontario Human Rights Code,

3.1.3. Occupational Health and Safety Act,

3.1.4. Ministry Directives,

3.1.5. Board of Trustees Policy,

3.1.6. The Board of Trustees' Multi-Year Strategic Plan (MYSP),

3.1.7. Board Improvement and Equity Plan,

3.1.8. Operational Plan,

3.1.9. The duties listed in Section 6 of this policy, and

3.1.10. Any other duties assigned by The Board of Trustees.

3.2. The performance appraisal process provides an opportunity for feedback and discussion about:

3.2.1. Professional growth;

3.2.2. Job expectations and priorities;

3.2.3. Evidence of performance; and

3.2.4. identification of areas where performance may be improved.

3.3. The performance appraisal process is to be a mutual learning opportunity to affirm successful practices and to improve areas of identified need, recognizing the overarching goal of benefiting students based on the shared responsibility of the Director of Education and the Trustees for improving student achievement.

4. Roles and Responsibility

4.1. The **Chair of the Director's Performance Plan Committee** (DPPC) is responsible for implementing this policy.

4.2. The **Director of Education** shall be responsible for;

4.2.1. Updating the performance plan

4.2.2. Providing input to the DPPC regarding community partners and interest holders mentioned in 4.4.6 of this policy

4.2.3. Providing input to the DPPC on any additional appraisal elements.

4.3. All **Trustees** shall be invited to provide input regarding the Director of Education's performance report.

4.4. During a Bi-Annual Feedback year, the following groups shall provide comments on the Director's performance:

4.4.1. Each member of The Board.

4.4.2. Each member of every statutory, ad hoc, or other committee of The Board.

4.4.3. Each staff member of TVDSB who reports directly to the Director of Education.

4.4.4. Each parent member of the school council at each school of TVDSB.

4.4.5. A representative nominated by each local employee association

representing employees of TVDSB.

4.4.6. A representative sample of community partners and stakeholders as determined by the DPCA.

4.4.7. When applicable, the Ontario Minister of Education.

4.5. A consultant with five (5) years of experience conducting multi-source executive performance assessments and, as selected by Board Motion, shall be responsible for requesting feedback on The Director's Performance from the group listed in 4.4 and writing a report summarizing the feedback.

5. Committee Membership

5.1. The DPPC must comprise between three (3) and seven (7) members of The Board.

5.1.1. The board chair shall always be a member of the DPPC and will count towards the minimum and maximum listed in 5.1.

6. Role of the Director

6.1. The TVDSB Director of Education is responsible for the following duties.

6.1.1. Develop and maintain an effective organization and the programs required to implement board policies

6.1.2. Annually review the multi-year plan with The Board of trustees

6.1.3. Ensure that the multi-year plan establishes The Board's priorities and identifies specific measures and resources that will be applied in achieving those priorities and in carrying out its duties under the Act

6.1.4. Implement and monitor the implementation of the multi-year plan

6.1.5. Report periodically to The Board on the implementation of the multi-year plan

6.1.6. Act as secretary to The Board

6.1.7. Immediately upon discovery, bring to the attention of The Board any act or omission by The Board that, in the opinion of the Director of Education, may result in or has resulted in a contravention of this Act or any policy, guideline or regulation made under this Act; and

6.1.7.1. If a board does not respond in a satisfactory manner to an act or omission brought to its attention, advise the Deputy Minister of the Ministry of the act or omission

7. Director of Education Performance Appraisal Process

7.1. The performance appraisal process is confidential and will be conducted privately following the Education Act, Section 207(2)(b).

7.2. There are three different Director of Education Performance Appraisal processes depending on how long the Director has worked for TVDSB. Interim (Section 8), Full Evaluation (Section 9) and Full Evaluation with Bi-annual Feedback (Section 10). The table below should be followed when determining the type of review required.

Item #	Column 1: Start date of role as Director of Education	Column 2: End date for interim evaluation cycle	Column 3: Start date of first full evaluation cycle
7.2.1	Before March 1, 2024.	None	July 1, 2024
7.2.2	On or after March 1, 2024 and on or before June 30, 2024.	June 30, 2025	July 1, 2025
7.2.3	On or after July 1 in a year and on or before the last day of February in the following year.	The first June 30 following their start date.	The first July 1 following their start date.
7.2.4	On or after March 1 in a year and on or before June 30 in that same year.	June 30 in the following calendar year.	July 1 in the following calendar year.

8. Interim Evaluation Process

8.1. The persons or entities with actions to complete, the actions and completion date, for the Director of Education Interim Evaluation Process shall be as follows:

Item #	Column 1: Person or entity	Column 2: Action	Column 3: Completion Date
8.1.1	Committee chair and at least one other member of the committee	Meet with the Director of Education to develop and finalize their performance plan.	The date that is 30 days after the person's first day in the role of the Director of Education for The Board.
8.1.2	Committee chair	Provide a copy of the Director of Education's performance plan to every member of The Board.	The date that is 45 days after the person's first day in the role of the Director of Education for The Board.
8.1.3	Chair of The Board	<p>1. Provide written notice to the Minister containing the following information,</p> <ul style="list-style-type: none"> i. the date that the person began their role as Director of Education for The Board, and ii. confirmation that the Director of Education's performance plan has been put in place for the current full evaluation cycle. <p>2. Post a copy of the confirmation on The Board's website.</p>	The date that is 45 days after the person's first day in the role of the Director of Education for The Board.
8.1.4	Committee chair	Request feedback from every member of The Board in respect of the Director of Education's progress toward implementing the actions and	The date that is 20 days before the date

		achieving the goals contained in the performance plan and to discuss other matters relevant to the performance plan.	determined for item 8.1.6.
8.1.5	Each member of The Board	Provide any feedback requested in 8.1.4 to the chair of the committee.	The date that is 10 days before the date determined for item 8.1.6.
8.1.6	Committee chair and at least one other member of the committee,	Meet with the Director of Education to review their progress toward implementing the actions and achieving the goals contained in the performance plan and to discuss other matters relevant to the performance plan.	The closest weekday to a date that is midway between the date on which the action in item 8.1.3 is taken and final day of the interim evaluation period.
8.1.7	Director of Education	Update the performance plan in accordance with Section 12.4.	June 10
8.1.8	Committee chair	Provide a copy of the draft performance appraisal report, prepared in accordance with Section 13.6, in respect of the Director of Education to every member of The Board.	June 20
8.1.9	Each member of The Board	Provide any feedback on the draft performance appraisal report to the committee.	June 30

9. Full Evaluation

9.1. The persons or entities with actions to complete, the actions and completion date, for the Director of Education Full Evaluation process shall be as follows:

Item #	Column 1: Person or entity	Column 2: Action	Column 3: Completion Date
9.1.1	Committee chair and at least one other member of the committee	Meet with the Director of Education to develop and finalize their performance plan.	July 31
9.1.2	Committee chair	Provide a copy of the Director of Education's performance plan to every member of The Board.	August 15
9.1.3	Chair of The Board	<p>1. Provide written notice to the Minister that includes the following information,</p> <ul style="list-style-type: none"> i. the date that the person began their role as Director of Education for The Board, ii. whether the steps set out in Section 10.1 are required to be taken during the current full evaluation cycle, and iii. confirmation that the Director of Education's performance plan has been put in place for the current full evaluation cycle. <p>2. Post a copy of the confirmation on The Board's website.</p>	August 15
9.1.4	Minister	If it is a full evaluation cycle in which the steps set out in Section 10.1 are required to be taken, provide written notice to The Board and the Director of Education indicating whether the Minister intends to provide feedback under Section 10.	December 1
9.1.5	Committee chair	Request feedback from every member of The Board in respect of	January 11

		the Director of Education's progress toward implementing the actions and achieving the goals contained in the performance plan.	
9.1.6	Each member of The Board	Provide any feedback requested in 9.1.5 to the chair of the committee.	January 21
9.1.7	Committee chair and at least one other member of the committee	Meet with the Director of Education to review their progress toward implementing the actions and achieving the goals contained in the performance plan and to discuss other matters relevant to the performance plan.	January 31
9.1.8	Entity described in Section 4.5	If it is a full evaluation cycle in which the steps set out in Section 10 are required to be taken, perform the step described in Section 10.1.1.1	April 30
9.1.9	Entity described in Section 4.5	If it is a full evaluation cycle in which an assessment is required to be performed under Section 10, provide the report described in 10.1.1.2 to the DPPC.	May 15
9.1.10	Director of Education	Update the performance plan in accordance with Section 12.4.	June 10
9.1.11	Committee chair	Provide a copy of the draft performance appraisal report, prepared in accordance with Section 13.6, in respect of the Director of Education to every member of The Board.	June 20
9.1.12	Each member of The Board	Provide any feedback on the draft performance appraisal report to the committee.	June 30

10. Bi-Annual Feedback

10.1. In addition to the actions listed in the Table for Section 9.1, if the Director of Education has not received their first Full Evaluation or it has been two years since a Full Evaluation included Bi-Annual Feedback, the following will occur:

10.1.1. The Board shall ensure that an entity that has at least five years of experience conducting multi-source executive performance assessments takes the following steps:

10.1.1.1. Request feedback from the persons listed in 10.1.2 of this policy regarding the Director of Education's performance.

10.1.1.2. Prepare a written report summarizing and analyzing the feedback.

10.1.2. The persons to be contacted for feedback are:

10.1.2.1. Each member of The Board.

10.1.2.2. Each student trustee of The Board.

10.1.2.3. Each member of every statutory, ad hoc, or other committee of The Board.

10.1.2.4. Each staff member of TVDSB who reports directly to the Director of Education.

10.1.2.5. Each parent member of the school council at each school of TVDSB.

10.1.2.6. A representative nominated by each local employee association representing employees of TVDSB.

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

10.1.2.8. If notice has been provided in accordance with 9.1.4, the Minister.

10.1.3. In preparing a report under 10.1.1.2, the entity shall remove any words or names that would identify a parent or student, if a request is made to do so by the parent or student.

11. Actions to be Taken After an Evaluation Cycle

11.1. Immediately following the completion of Section 8 or 9, the persons or entities with actions to complete, the actions and completion date, shall be as follows:

Item	Column 1 Person or entity	Column 2 Action	Column 3 Completion Date
11.2.1	Committee chair	Provide the draft performance appraisal report for the interim or full evaluation cycle to the Director of Education	July 7
11.2.2	Committee chair and at least one other member of the committee	Meet with the Director of Education to: <ol style="list-style-type: none"> i. review the actions implemented by the Director of Education to achieve the goals contained in the performance plan and discuss other matters relevant to the performance plan, ii. review and update the Director of Education's performance plan for the following evaluation cycle, if necessary, iii. review and discuss the committee's draft performance appraisal report, and iv. provide the Director of Education an opportunity to respond to the committee's evaluation, performance rating and explanation for the rating. 	July 31
11.2.3	Committee	<ol style="list-style-type: none"> 1. Finalize the performance appraisal report, taking into consideration, among other things, <ol style="list-style-type: none"> i. the feedback from the members of The Board and the Director of Education ii. the feedback set out in the report required by Section 10.1.1.2, if applicable, and iii. the survey information mentioned in 13.5.3.2. 2. Provide the final performance appraisal report to The Board and the Director of Education. 	August 10
11.2.4	Board	<ol style="list-style-type: none"> 1. Provide written confirmation to the Minister that the performance appraisal for the interim or full evaluation cycle, as applicable, has 	August 15

		<p>been conducted and that the final performance appraisal report has been adopted by board resolution.</p> <p>2. If it is a full evaluation cycle in which the steps set out in Section 10 are required to be taken, provide to the Minister a list of the community partners and stakeholders identified in Section 10.1.2.7.</p> <p>3. Post a copy of the confirmation and, if applicable, the list of community partners and stakeholders on The Board's website.</p>	
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12. Performance Plan

12.1. A performance plan required to be developed and finalized under Section 8 or 9 in respect of an evaluation cycle shall include the following elements:

12.1.1. A list of the actions that the Director of Education will implement during the evaluation cycle to achieve each of the following goals:

12.1.1.1. 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).

12.1.1.2. 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.

12.1.1.3. Promote a healthy and inclusive workplace with effective systems for staff selection and oversight.

12.1.1.4. Create and maintain respectful and collaborative relationships with students, parents, staff, school board communities, community partners and stakeholders, Ministry staff and the Minister.

12.1.1.5. Demonstrate leadership that maintains or improves the reputation of and public confidence in The Board.

- 12.1.1.6. Ensure compliance with applicable laws, Ministry policies and guidelines, and board mandates.
- 12.1.2. Identification of leadership competencies and practices needed to achieve the goals set out in Section 12.1.1 and actions that the Director of Education shall implement during the evaluation cycle to improve at least one of those competencies or practices.
- 12.1.3. One or more methods of,
 - 12.1.3.1. Determining whether the Director of Education successfully implemented the actions set out in the performance plan during the evaluation cycle, and
 - 12.1.3.2. Measuring, qualitatively or quantitatively, the degree to which the actions achieved the goals set out in Section 12.1.1.
- 12.1.4. Any additional appraisal elements determined by the committee with input from the Director of Education and if the additional appraisal elements include additional goals, a list of the actions that the Director of Education will implement during the evaluation cycle to achieve those goals.
- 12.2. The actions listed under Section 12.1.1 shall include professional development activities that the Director of Education will undertake during the evaluation cycle.
- 12.3. The leadership competencies and practices identified in Section 12.1.2 shall be described in accordance with any guideline issued by the Minister under Subsection 287.6 (1) of the Act.
- 12.4. A performance plan update required under Section 8 or 9 shall include,
 - 12.4.1. A confirmation of which of the actions listed for Sections 12.1.1, 12.1.2, and 12.1.4 have been implemented by the Director of Education during the evaluation cycle;
 - 12.4.2. A description of how each action that was implemented assisted in achieving the goals set out in Sections 12.1.1 and 12.1.4, as applicable;

and

12.4.3. For each action that the Director of Education did not implement, a rationale for why the action was not implemented.

12.5. The Director of Education and the chair of the committee shall each sign the performance plan, and each of them shall retain a copy for at least six years.

13. Performance Appraisals and Ratings

13.1. The committee shall conduct a performance appraisal of the Director of Education for The Board by,

13.1.1. In respect of a full evaluation cycle, holding each meeting mentioned in 9.1.1 and 9.1.7 and the meeting mentioned in item 11.2.2.

13.1.2. In respect of an interim evaluation cycle, holding each meeting mentioned in 8.1.1, 8.1.6, 11.2.2; and

13.1.3. Evaluating the Director of Education's success in implementing the actions and achieving the goals set out in the performance plan developed for the interim or full evaluation cycle.

13.2. Despite 12.1, the performance of a Director of Education shall not be evaluated in respect of the following periods:

13.2.1. A period when the Director of Education is on an extended leave that has been approved by The Board.

13.2.2. A period when the Director of Education is on secondment to a position other than that of Director of Education.

13.3. The performance appraisal shall be conducted in accordance with this Regulation and with such guidelines as the Minister may issue.

13.4. Based on the results of the performance appraisal, the committee shall assign one

of the following performance ratings to the Director of Education:

13.4.1. Meets all expectations.

13.4.2. Meets most expectations.

13.4.3. Meets some expectations.

13.4.4. Does not meet expectations.

13.5. When determining which performance rating to assign to the Director of Education for The Board, the committee shall consider the following factors:

13.5.1. The extent to which the Director of Education worked diligently and consistently toward the implementation of the actions identified in the performance plan.

13.5.2. The efforts made by the Director of Education to engage board staff, community partners and stakeholders, and others in the development of the goals and implementation of the actions identified in the performance plan.

13.5.3. The degree of success the Director of Education had in achieving the goals set out in the performance plan, as informed by data available to The Board including,

13.5.3.1. The feedback set out in the report required by Section 10, if applicable, and

13.5.3.2. The information collected by the surveys required by Subsection 169.1 (2.1) of the Act in respect of the evaluation cycle, if applicable.

13.5.4. The rationale provided by the Director of Education for the actions that were not implemented and the goals that were not achieved.

13.5.5. The effectiveness of efforts made to overcome challenges faced by the Director of Education in implementing the actions identified in the performance plan.

13.5.6. The demonstrated ability and willingness of the Director of Education to address, in the future, the actions that were not implemented and goals that were not achieved.

13.6. The committee shall prepare a draft performance appraisal report summarizing the committee's evaluation, setting out the performance rating and providing an explanation for the rating

Directors Performance Appraisal (DPA)
Committee Workplan and Timelines
 Draft: June 17, 2024
 Updated: November 2024(Public)

Acronyms
 Directors Performance Plan (**DPP**)
 PCODE DPA Process Overview (**DPA Guide**)
 Entity, Multi-Source Executive Performance Assessment
 with at least 5 years experience (**Consultant**)

Resources
 PCODE DPA Process Overview (DPA Guide)
 Results Based Accountability -Trying Hard is not Good Enough
 Education Act: Regulation O 83/24 and O 224/23
 Ontario Leadership Framework
 OPSBA PD Modules – Director Performance Review
 TVDSB MYSP and Annual Operating Plan

Action/Task	Key Dates	Notes
STAGE ONE		Committee is formed no later than May 15
<p>Develop and Finalize Director’s Performance Plan The Performance Plan, as described in the regulation</p> <ul style="list-style-type: none"> <input type="checkbox"/> It lists actions to advance the provincial priorities in education (e.g., Student Achievement Plan) <input type="checkbox"/> It describes the activities to achieve the goals identified in the MYSP, as demonstrated through committee reports(monitoring of outcomes), Operational Plan updates, etc. 	June - July 31 st	<ul style="list-style-type: none"> • alignment with MYSP – Annual Operating plan and reporting structures • alignment with – Board and Committee reports <p>To do: develop policy, Role/Job Description of TVDSB Director</p> <p>Within the regulation, the Performance Plan is described as complying with applicable laws, Ministry policies and guidelines, and Board mandates; creating and maintaining respectful and collaborative relationships with all partners and interest holders (e.g., parents/guardians, communities, organizations, Ministry of Education); and managing human, financial, and capital resources in working to achieve the priorities outlined in the MYSP</p> <p>The Performance Plan is also to identify the leadership competencies and practices needed for the director of education to achieve the goals; this aligns with the current <i>Ontario Leadership Framework for System Leaders</i>.</p>

Review DPA Committee Mandate, Terms of Reference and meeting dates		DAP Committee Timeline – align with MYSP reporting structures where possible (Committee/ Board/Annual Operating Plan)
<p>Committee Processes</p> <ol style="list-style-type: none"> 1. Development of meeting agenda and materials <ol style="list-style-type: none"> a. public b. In-Camera 2. Committee reporting <ol style="list-style-type: none"> a. Public b. In-Camera 	June 30 th	<p>Meeting goals and outcomes</p> <p>Delineate: public meeting/materials and confidential materials</p>
<p>STAGE ONE B– looking ahead</p> <p>See page 9 of 16 DPA Guide</p>	Start to consider by Aug 15 th	Develop focus for the feedback and which questions go to which groups. OR same questions for all feedback groups.
<p>Feedback/Consultant(multi-source executive performance assessments)</p> <ul style="list-style-type: none"> • Required in first full evaluation cycle 	<p>June /24 – August /25</p> <p>Final Feedback Due: April 30th</p>	
1. Selection of Consultant	<p>June – February</p> <p>Final Feedback Due: April 30th</p>	RFP
<p>2. Feedback</p> <p>*director and Trustees agree on area of focus for the feedback (Guide page 9 of 19)</p> <p>-questions can be slightly differentiated</p>	<p>Final Feedback Due: April 30th</p>	<p>Develop feedback questions</p> <ul style="list-style-type: none"> - Work with R&A - Examples Page 9 of 19 PCODE Guide <p>Committee selects community partners and interest holders (for example: utilize lists from MYSP)</p> <p>Report of feedback is prepared by consultant</p>

<p>3. Feedback MUST be Solicited</p> <ol style="list-style-type: none"> 1. Members of the Board and its statutory committees 2. Staff – directly reports to Director 3. School Councils – every parent member 4. Employee Groups – one representative 5. Community Partners and Interest Holders - identified by DPA Committee 6. Minister of Education –if notice is provided 		
<p>4. Report (written) from Consultant to DPA Committee and the Director of Education</p> <ol style="list-style-type: none"> a. analysis of feedback b. to remove any identifying information 		<p>Regulation does not require the Committee to share report with the members of the Board</p>
<p>Complete 2024-25 Performance Plan</p>	<p>TBC: July 31st</p>	<p>Chair and one committee member meet with Director of Education to finalize performance plan</p> <p>DPA – provide copy to Board members Chair of the Board – written notice of Minister of Ed.</p>

<p>Directors Performance Plan</p> <ol style="list-style-type: none"> 1. Provided to every member of the Board 2. Minister of Education – written notice <ol style="list-style-type: none"> a. Date Director began b. Steps 8.(1) are required in the current full evaluation cycle 3. Confirmation of the Plan <ol style="list-style-type: none"> a. In place for the current full evaluation cycle b. Post to the Board website 	<p>TBC: August 15th</p>	<ol style="list-style-type: none"> 1. Responsibility of Committee Chair 2&3. Responsibility of Chair of the Board
<p style="text-align: center;">Minister of Education</p> <ul style="list-style-type: none"> - Provide Board notice of intent to provide feedback 	<p>Dec 1/24</p>	<p>Next Steps</p>
<p>STAGE TWO</p>	<p>TBC: Jan. 31st</p>	
<p>DPP Mid-Year Feedback and Review the Plan</p> <ol style="list-style-type: none"> 1. Implementation of the goals of the plan 2. Achieving the goals of the plan <p>Feedback</p> <p>The DPA Committee is responsible for assigning performance ratings: (SAMPLE)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Meets all expectations. <input type="checkbox"/> Meets most expectations. <input type="checkbox"/> Meets some expectations. <input type="checkbox"/> Does not meet expectations. <p>When determining which performance rating to assign, the DPA Committee examines the following factors:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The extent to which the director of education worked “diligently and consistently” toward the implementation of the actions identified in the Performance Plan. <input type="checkbox"/> Engagement of staff, community partners, and others in the development of the goals and the implementation of the actions. 	<p>2025</p>	<p>When demonstrating progress, the director of education describes the actions taken to date, provides data - qualitative and/or quantitative, indicates what professional development activities were undertaken during the evaluation cycle to support the work, and outlines the leadership competencies and practices demonstrated in the work. For actions that were not implemented, the director of education is to provide a rationale as to why the action was not implemented and next steps.</p>

<ul style="list-style-type: none"> □ The degree of success in achieving the goals. □ The effectiveness of efforts made to overcome challenges faced in working to achieve the actions identified in the Performance Plan. <p>In considering these factors, the Committee drafts a report, summarizing the evaluation, setting out the performance rating, and providing an explanation for the rating.</p> <ol style="list-style-type: none"> 4. Committee Chair request feedback from every member of the Board 5. Board members – feedback to DPA Ctm. Chair 6. DPA Committee Chair and one Committee member meet with the Director 	<p>On or Before Jan. 11</p> <p>On or Before Jan. 21</p> <p>On or before Jan 31</p>	
<p>First year full Evaluation Cycle – Feedback</p> <ol style="list-style-type: none"> 1. Feedback to be conducted by Consultant 2. Consultants feedback report to Committee and Director 	<p>By April 30</p> <p>By May 15th</p>	
<p>STAGE THREE – Final Performance Appraisal Report See pages 14 – 19 DPA Guide</p>		
<p>Director of Education – update and complete the DPP</p>	<p>By June 10th</p>	
<p>DPA Draft Report</p> <ol style="list-style-type: none"> 1. Committee Chair – provide draft DPP report to DPA Committee 2. Members of the Board – provide feedback into draft DPA report 	<p>By June 20th</p> <p>By June 30th</p>	<p>Feedback collected (confidential) – written or electronic(survey)</p> <p>This timeline provides the Committee to review report with Director, update plan, provide opportunity for response and finalize report by June 20th</p>

<p>3. DPA Draft Report – provided to Director by DAP Committee Chair</p>	<p>By July 7th</p>	
<p>Beginning New Performance Cycle 2025-26</p>	<p>July 15th</p>	<p>Overlap with completing current cycle Performance Cycle – not aligned with annual calendar not school year calendar</p>
<p>DPA – Final Performance Report (2024-2025)</p> <p>1. Provide written confirmation</p> <ul style="list-style-type: none"> a. The Cycle has been completed b. Report have been adopted by the Board 	<p>August 10th</p> <p>August 15th</p>	<p>Board adopt a report between board meeting in June and September?</p>