

# SPECIAL COMMITTEE OF THE WHOLE

Monday, July 15, 2024 | 11:00 AM

## AGENDA

### 1.0 Call to Order

#### 1.1 Land acknowledgement

We would like to open this meeting by acknowledging the traditional territories of the Anishinaabe, on which all schools of the NNDSB are situated. The Board Office is specifically located on the traditional territory of the Nipissing First Nation. We value the cultures, histories and relationships with the Indigenous People of Turtle Island. We are grateful to be gathered here today.

#### 1.2 Attendance

Confirmation of Quorum

#### 1.3 Declaration of Conflict of Interest

### 2.0 Report from the DPA Committee

#### 2.1 DPA Evaluation Process ✓

### 3.0 Closed Session

Motion: That the Committee move into Closed Session in order to discuss items pertaining to *The Education Act* R.S.O. 1990, c. E.2 section 207(2)(b) – Disclosure of financial information in respect of an employee.

### 4.0 Adjournment

Motion: That on July 15, 2024 we do now adjourn at \_\_\_\_pm.

# Director of Education Performance Appraisal

## Full Evaluation Cycle - Technical Guide

Starting in the 2023-24 school year, all school boards must complete their annual director of education performance appraisals in accordance with O. Reg. 83/24. In addition to the assessment criteria set out in regulation, boards may include additional locally-focused appraisal criteria determined by the board in collaboration with the Director of Education.

This document is intended as a guide. For a complete list of requirements, refer to Ontario Regulation (O. Reg.) 83/24 - Director of Education Performance Appraisal.

Start date of director of education	Start date of first full evaluation cycle
Before March 1, 2024	July 1, 2024
On or before March 1, 2024, and on or before June 30, 2024	July 1, 2025
On or after July 1 in a year and on or before the last day of February in the following year	The first July 1 following their start date
On or after March 1 in a year and on or before June 30 in that same year	July 1 in the following calendar year



After a director of education's first evaluation cycle, performance appraisals will be conducted annually, by the dates identified in steps 1 – 8 of the full evaluation cycle.

### 1 Appoint DPA Committee

By **May 15**: the board of trustees is required to establish a committee of no fewer than three and not more than seven board members to conduct a performance appraisal of the director of education. One member shall be elected by a majority of the committee to act as its chair.

### 2 Develop Performance Plan

By **July 31**: the committee chair and at least one other member of the committee is required to meet with the director of education to develop and finalize their performance plan in accordance with s. 9(1)-9(3) of O. Reg. 83/24.

### 3 Notice of Performance Plan

By **August 15**: the committee chair is required to provide a copy of the director of education's performance plan to every member of the board.

By **August 15**: the chair of the board is required to provide written notice to the Minister which includes the following information:

- Date that the director of education began their role
- Confirmation as to whether a bi-annual feedback (as stated in s. 8(1) of O. Reg. 83/24) is required during the current evaluation cycle
- Confirmation that the director of education's performance plan has been put in place for the current evaluation cycle

In addition, the Chair must post a copy of the confirmation on the board's website.

### 4 Mid-year review

By **December 1**: In a full-evaluation cycle in which a bi-annual feedback is required, the Minister is required to provide written notice to the board of trustees and the director of education on whether the Minister intends to provide feedback under s. 8.

By **January 11**: the committee chair will request feedback from every member of the board on the director of education's progress towards implementing and achieving the goals in the performance plan.

By **January 21**: each member of the board will have to provide feedback to the chair of the committee.

By **January 31**: the committee chair and at least one other member of the committee shall meet with the director of education to review progress towards implementing and achieving goals in the performance plan.

### 5 Bi-annual feedback

By **April 30**, starting in the first full evaluation cycle and every second full cycle year thereafter: the entity\* selected to conduct the bi-annual feedback is required to request feedback from the following individuals (as listed in s. 8(2) of O. Reg. 83/24 in respect to the director of education's performance).

1. Each member of the board
2. Each student trustee of the board
3. Each member of every statutory, ad hoc, or other committee of the board
4. Each staff member of the board who reports directly to the director of education
5. Each parent member of the school council at each school of the board
6. A representative nominated by each local employee association representing employees of the board
7. A representative sample of community partners and stakeholders, as identified by the committee with input from the director of education
8. If the Minister has provided notice to the board and director of their intention to provide feedback, the minister is to be involved in providing feedback.

\* The board shall procure an entity that has at least five years of experience conducting multi-source executive performance assessments.

## 6 Draft performance appraisal report

By **May 15**: the entity is required to prepare a written report that summarizes and analyzes feedback and submit the report to the committee and the director of education.

By **June 10**: the director of education shall update their performance plan in accordance with s. 9(4) of O. Reg. 83/24.

By **June 20**: the committee chair will be required to provide a copy of the draft performance appraisal report, prepared in accordance with s. 10 of O. Reg. 83/24, to every member of the board.

By **June 30**: each member of the board will be required to provide any feedback on the draft performance appraisal report to the committee.

## 7 Review draft performance appraisal report

By **July 7**: the committee chair will provide the draft performance appraisal report to the director of education.

By **July 31**: the committee chair and at least one member of the committee will meet the director of education to review actions implemented to achieve goals in the performance plan, update the plan for the following evaluation cycle, discuss the draft of the report, and provide opportunity for response.

## 8 Final performance appraisal report

By **August 10**: the committee to finalize the performance appraisal report and provide the final report to the board and the director of education.

By **August 15**: the board to provide:

- Written confirmation to the Minister that the performance appraisal has been conducted and adopted by board resolution.
- A list of community partners and stakeholders that participated in the bi-annual feedback to the Minister.

On that same date, the board to post a copy of the written confirmation and the list of community partners and stakeholders on the board's website.

**Regulation 83/24 Director's Performance Appraisal  
Regular Evaluation Cycle for Established Directors**

*\*Note: Alternate year or new Director only actions (section 8.1) in grey rows*

<b>Date-No later than:</b>	<b>Action</b>	<b>Purpose</b>
<b>May 15,2024</b> <i>Make sure we have this by board meeting May 14</i>	Establish a committee composed of not fewer than three and not more than seven board members, one of whom shall be elected by a majority of the committee to act as its chair.	Conducting any performance appraisal required under Reg 83/24 for all director of education's evaluation cycles that occur with the board during any portion of the period beginning on July 1 in the year that the committee is established and ending on June 30 in the following year.
<b>July 1, 2024</b>	Start Date of first evaluation Cycle	
<b>July 31, 2024</b>	Committee chair and at least one other member of the committee meet with the director of education	Develop and finalize the performance plan.
<b>Aug 15, 2024</b>	Committee chair	Provide a copy of the director of education's performance plan to every member of the board.
<b>Aug 15, 2024</b>	Chair of Board	1. Provide written notice to the Minister that includes the following information, i. the date that the Director began their role as director of education for the board, ii. whether the steps set out in subsection 8 (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. 2. Post a copy of the confirmation on the board's website.
<b>Dec 1, 2025</b> <i>Board meeting Nov 12</i>	Minister	If it is a full evaluation cycle in which the steps set out in subsection 8 (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 8.
<b>Jan 11, 2025</b> <i>Dec 10 Board meeting</i>	Committee Chair	Request feedback from every member of the board in respect of the director of education's progress toward implementing the actions and achieving the goals contained in the performance plan.
<b>Jan 21, 2025</b>	Each Member of the board	Provide any feedback requested in item 5 to the chair of the committee.
<b>Jan 31, 2025</b>	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.
<b>April 30, 2025</b>	Entity described in subsection 8 (1)	If it is a full evaluation cycle in which the steps set out in section 8 are required to be taken, perform the step described in paragraph 1 of subsection 8 (1).
<b>May 15, 2025</b>	Entity described in subsection 8 (1)	If it is a full evaluation cycle in which an assessment is required to be performed under section 8, provide the report described in paragraph 2 of subsection 8 (1) to the committee and the director of education.
<b>June 10, 2025</b>	Director of education	Update the performance plan in accordance with subsection 9 (4). Reg 83/24
<b>June 20, 2025</b> <i>Board meeting June 10,2025</i>	Committee chair	Provide a copy of the draft performance appraisal report, prepared in accordance with section 10, in respect of the director of education to every member of the board.
<b>June 30, 2025</b>	Each member of the board	Provide any feedback on the draft performance appraisal report to the committee.
<b>7. (1) During the months of July and August that follow a director of education's interim or full evaluation cycle the person in column 2 will.....</b>		
<b>July 7, 2025</b>	Committee chair	Provide the draft performance appraisal report for the interim or full evaluation cycle to the director of education
<b>July 31, 2025</b>	Committee chair and at least one other member of the committee	Meet with the director of education to: 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.
<b>August 10, 2025</b>	Committee	1. Finalize the performance appraisal report, taking into consideration, among other things, 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 8, if applicable, and iii. the survey information mentioned in subparagraph 3 ii of subsection 10 (5). 2. Provide the final performance appraisal report to the board and the director of education.
<b>August 15, 2025</b>	Board	1. Provide written confirmation to the Minister that the performance appraisal for the interim or full evaluation cycle, as applicable, has been conducted and that the final performance appraisal report has been adopted by board resolution. 2. If it is a full evaluation cycle in which the steps set out in section 8 are required to be taken, provide to the Minister a list of the community partners and stakeholders identified by the committee under paragraph 7 of subsection 8 (2) from whom feedback was requested. 3. Post a copy of the confirmation and, if applicable, the list of community partners and stakeholders on the board's website.

**Instructions for New Director or alternate year assessment according to 83/24 Subsection 8.1**

(1) In a director of education's first full evaluation cycle, and every second full evaluation cycle after that, 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:

1. Request feedback from the persons listed in subsection (2) in respect of the director of education's performance.
2. Prepare a written report summarizing and analyzing the feedback.

(2) The persons mentioned in paragraph 1 of subsection (1) are:

1. Each member of the board.
2. Each student trustee of the board.
3. Each member of every statutory, ad hoc, or other committee of the board.
4. Each staff member of the board who reports directly to the director of education.
5. Each parent member of the school council at each school of the board.
6. A representative nominated by each local employee association representing employees of the board.
7. A representative sample of community partners and stakeholders, as identified by the committee with input from the director of education.
8. If notice has been provided in accordance with item 4 of the Table to section 5, the Minister.

(3) When determining whether to provide feedback in response to a request made under subsection (1), the Minister shall consider the director of education's leadership and progress in respect of,

(a) achieving the goals set out in the multi-year plan developed in accordance with section 169.2 of the Act that relate to the provincial priorities in education in the area of student achievement set out in Ontario Regulation 224/23 (Provincial Priorities in Education - Student Achievement); and

(b) maintaining or improving the reputation of and public confidence in the board in relation to advancing the provincial priorities in education in the area of student achievement set out in Ontario Regulation 224/23.

(4) In preparing a report under clause (1) (b), 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.



## From Regulation 83/4(9)1. Director's Performance Plan

9. (1) A performance plan required to be developed and finalized under section 5 or 6 in respect of an evaluation cycle shall include the following elements:

Plan		Rubric: Expectations as per 83/24 (10) Include data to support your assessment			
A list of the actions that the director of education will implement during the evaluation cycle to achieve each of the following goals including PD undertaken by the Director during the evaluation cycle in order to meet these goals		Meets all Expectations	Meets Most Expectations	Meets some Expectations	Does Not Meet Expectations
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).	<i>Strategic Literacy plans in place aligned to Ministry Strategic Mathematics plan in place aligned to Ministry There is a pathways plan aimed at improved Grad rates Efforts in staff and student wellbeing according to SAP</i>				
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.	<i>Promotes positive, inclusive student environments. Ensures the prevention of bullying Ensures business departments comply with Ministry mandates</i>				
Promote a healthy and inclusive workplace with effective systems for staff selection and oversight.	<i>Empowers S.O's to address increased violence faced by staff Promotes equitable practice in all departments Empowers S.O's to engage all staff in equity Capacity building</i>				
Create and maintain respectful and collaborative relationships with students, parents, staff, school board communities, community partners and stakeholders, Ministry staff and the Minister.	<i>Ensures active Parent Advisory Councils in all regions Follows communication protocols to empower staff in public relationships Ensures compliance with Ministry indicated parent communication of MYSP and SAP</i>				
Demonstrate leadership that maintains or improves the reputation of and public confidence in the board.	<i>Empowers S.O.'s to lead the instructional program in a forward momentum aligned to ministry foci and the MYSP priorities Empowers business operations</i>				
Ensure compliance with applicable laws, Ministry policies and guidelines, and board mandates.	<i>Facilitates the understanding and use of Governance at board meetings</i>				
Identification of leadership competencies and practices needed to achieve the goals set out in paragraph 1 and actions that the director of education shall implement during the evaluation cycle to improve at least one of those competencies or practices.					

**(5) When determining which performance rating to assign to the director of education for the board, the committee shall consider the following factors:**

1. The extent to which the director of education worked diligently and consistently toward the implementation of the actions identified in the performance plan.
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.
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,
  - i. the feedback set out in the report required by section 8, if applicable, and
  - ii. the information collected by the surveys required by subsection 169.1 (2.1) of the Act in respect of the evaluation cycle, if applicable.
4. The rationale provided by the director of education for the actions that were not implemented and the goals that were not achieved.
5. The effectiveness of efforts made to overcome challenges faced by the director of education in implementing the actions identified in the performance plan.
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.

**(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.**