

Erika Lougheed, Chair

Craig Myles, Director of Education

Director's Performance Appraisal Committee

Monday, November 6, 2023

Virtual Meeting

Zoom videoconference and teleconference

Committee Members PresentErika Lougheed, Board Chair
Ashley St. Pierre, Trustee
Bill Steer, Trustee
Chantal Phillips, Trustee *Staff Resources PresentCraig Myles, Director of Education
Krista Messenger, Executive Assistant

* Arrived following roll call. Attendance noted within the minutes

1.0 Call to Order

Chair Lougheed called the meeting to order at 2:02 PM. Attendance was noted to confirm the meeting has quorum. It is noted that the Zoom waiting room was removed to facilitate any trustees attending as guests, or late joiners.

1.1 Adoption of the Agenda

Moved by Trustee St. Pierre and seconded by Trustee Steer that the agenda for the Director's Performance Appraisal Committee meeting of November 6, 2023 be approved as presented. – CARRIED

2.0 Review of Minutes**2.1 DPA meeting minutes- October 23, 2023**

Chair Lougheed referred the committee to the meeting minutes included in the agenda package. The floor was opened for comments and corrections, with none rose.

Moved by Trustee Phillips and seconded by Trustee St. Pierre that the minutes for the Director's Performance Appraisal Committee meeting of October 23, 2023 be approved. – CARRIED

3.0 New Business**3.1 Presentation of the 2023-24 Director's Performance Plan**

Committee members were referred to the report contained in the agenda package. Introductory comments were provided to recall how the Performance Plan is developed

by building upon the new-year report with additional details regarding the highlighted objectives. Highlights of the document review are noted as:

- At the last meeting, it was determined that Objectives #3, #5, #6 and #15 would be highlighted for the 2023-24 year.
- Following the meeting, the Director carefully considered the feedback and worked with the Executive Council to deepen and expand plans surrounding the four key objectives as established in the MYSP. An overview was provided on the six-week cycle data collection process by the Director, with emphasis on the “plan, act, observe, reflect” process which underlays the six-week cycle reporting.
- Committee members were referred to the report table, with the new and expanded information recorded in magenta font for ease of reference.
- For each of the four highlighted objectives, a column was added to indicate specific focus and or previously established key performance indicators for each of the department’s goals. Director Myles provided a summary of the expanded information for each of the highlighted objectives.
- It is expected that actions and indicators could evolve as we get further into the work and as key performance indicators are established and or actions evolve based on data gathered cyclically.
- According to the DPA framework, the meeting today solidifies the 2023-24 Director’s Performance Plan to ensure there are “no surprises” moving forward. By February or March when we look at this again during the mid-year evaluation, it will be updated, and it will also be available in the form of the rubric.

Trustee Phillips has joined the meeting.

Chair Loughheed thanked the Director for the overview and the floor was opened for comments:

- Trustee Steer reiterated how NNDSB is much further along with its DPA process compared to other boards across the province.
- A suggestion was made for the Director to begin highlighting data in support of the objectives as part of regular reports to the Board, as is done with the MYSP pillars. Director Myles noted he would be pleased to take this suggestion back for consideration.
- Suggestion raised to ensure all acronyms are spelled out to ensure a fulsome understanding of the information presented. Director Myles thanked the committee for this suggestion, as there is a significant amount of “edu-speak”. It is essential for the committee to have this clarity.
- Trustee Phillips appreciated the expanded information was outlined in a different coloured font, as this will provide a meaningful way for progress to be tracked and showcased.

Consensus is noted to approve the 2023-24 Performance Plan as presented. Closing comments to note the next steps will be to summarize the information presented and share a report for the DPA to bring forward to the Board, in alignment with the expectations of GP-208.

4.0 Communication to the Board

Chair Lougheed noted a written submission will be prepared for the Board's review as an information item. It is agreed that Chair Lougheed will create the report and circulate it to the DPA committee for review, recognizing the final version needs to be received by the Director's Office by the end of day on November 8, 2023, to ensure it can be inserted into the Board's agenda materials.

Closing comments from Trustee Phillips to note in the future, the DPA committee will need to carefully consider the key performance indicators to ensure the focus is not solely on volume (such as number of partnerships) but rather quality (such as deepening existing partnerships). Director Myles acknowledged this suggestion and appreciated the observation that "more isn't always better". Trustee Steer noted this could be discussed as an MYSP committee to ensure communication channels are in place to provide multiple ways for the public to hear positive growth about partnerships.

5.0 Next Meeting Date

The DPA committee will meet next at the call of the Chair. It is recognized that composition may change following the Board's annual organizational meeting later in the month.

6.0 Adjournment

With no further business to note, the committee moved to adjournment.

Moved by Trustee Steer and seconded by Trustee Phillips that the DPA Committee stands adjourned at 2:39 PM. – CARRIED.