

Ashley St. Pierre, Chair

Craig Myles, Director of Education

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## **Director's Performance Appraisal Committee Minutes**

Wednesday, May 15, 2024

Virtual Meeting

### Committee Members Present

Ashley St. Pierre, Board Chair  
Bill Steer, Trustee

### Staff Resources Present

Craig Myles, Director of Education  
Maureen Egan, Executive Assistant  
Liana Blaskievich, Corporate Affairs Officer

## **1.0 Call to Order**

Interim Chair Steer called the meeting to order at 4:20 PM. Attendance was noted to confirm the meeting had quorum.

### **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 May 15, 2024 be approved as presented. – CARRIED

## **2.0 Review of Minutes**

### **2.1 DPA meeting minutes- November 6, 2023**

Moved by Trustee Steer and seconded by Board Chair St. Pierre that the minutes for the Director's Performance Appraisal Committee meeting of November 6, 2023 be deferred to the next meeting. – CARRIED

## **3.0 New Business**

### **3.1 Director's Remarks**

Director Myles thanked the trustees for attending today's meeting noting a meeting was necessary before May 15 to satisfy the new DPA process outlined by the Ministry. He noted now that Caren Gagne has been appointed by the Board to replace the vacancy left by E. Loughheed and the election of Ashley St. Pierre as the new Board chair we are now able to fill the trustee vacancy on the DPA committee and elect a new committee chair. For today's meeting Trustee Steer will act as interim chair.

Director Myles explained that the DPA process has recently changed. Today's meeting is being held in compliance of the mandated date of May 15. He noted that we are already compliant with our current committee, whereas many boards don't have a

committee in place. The next DPA meeting must be before July 1 where the chair of this committee will be elected.

### **3.2 Confirmation of Committee members**

Interim Chair Steer said that following the resignation of E. Lougheed on April 9, the DPA committee needs to fill the vacancy to be compliant with Ministry regulation.

Trustee Gagne expressed interest in filling this vacancy. The Director's office will follow up with an email to all trustees advising them that the Trustee Gagne has filled the role.

### **3.3 New DPA Process**

L. Blaskievich briefly described the changes to the DPA process noting how highly regulated it is with prescribed dates etc. She and the Director recently attended a webinar on the changes provided by the Ministry. We are still working through the documentation and will be more than prepared to review at the next meeting which must be before July 1.

### **4.0 Next Meeting Date**

June 2024 and September 2024

### **5.0 Adjournment**

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

Moved by Trustee Steer and seconded by Board Chair St. Pierre that the DPA Committee stands adjourned at 4:28 PM. – CARRIED.