

Ashley St. Pierre, Chair

Craig Myles, Director of Education

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

Monday November 25, 2024

Virtual Meeting

### Committee Members Present

Ashley St. Pierre, Board Chair  
Bill Steer, Committee Chair

### Staff Resources Present

Craig Myles, Director of Education  
Maureen Egan, Executive Assistant

### Regrets

Caren Gagne, Trustee

## **1.0 Call to Order**

Interim Chair Steer called the meeting to order at 12:02 pm. Attendance was noted to confirm the meeting had quorum.

### **1.1 Adoption of the Agenda**

Moved by Board Chair St. Pierre and seconded by Committee Chair Steer that the agenda for the Director's Performance Appraisal Committee meeting of November 25, 2024, 2024 be approved. – CARRIED

## **2.0 Review of Minutes**

### **2.1 DPA meeting minutes-**

Moved by Committee Chair Steer and seconded by Board Chair St. Pierre that the minutes for the Director's Performance Appraisal Committee meeting of June 25, 2024. – CARRIED

## **3.0 New Business**

Director Myles thanked everyone for attending. He will review the process including key dates and next steps. He noted that the process is very prescriptive by the Ministry and we in compliance and alignment. Committee Chair Steer noted that our board is in fact much ahead of the province in this regard. Director Myles noted that it is very important that the trustees are aware of this and that we have no flexibility on this process. Wayne Joudrie also referred to this noting our model was already aligned with Ministry expectations. Director Myles reminded the committee that trustees may wish to bring

something forward that is operational in nature or outside the scope of the DPA process wherein they would be re-directed accordingly.

Director Myles also confirmed that it is the DPA committee who brings this work forward and who will provide feedback survey to trustees for consideration of the DPA committee. The committee will be instrumental in ensuring all feedback aligns within our work ie MYSP, Ministry and SAWB. Individual trustees do not have an independent voice - must be as per recommendations of committees.

Our DPA process is well established and originally included a 98 page report by the Director that the process was followed with themes. We will be consistent moving forward based on the past. As well, our roadmap and timeline was confirmed by Wayne Joudrie who noted that many things we do in NNDSB that are well ahead of other boards.

The DPA expectation established enures it is reviewed with all trustees before every August based on the school year vs calendar year. We will be on track for submission to Ministry in August 2025. The committee was advised that there is a separate process for new directors (not applicable to NNDSB). The performance plan indicators and rubrick will be provided with all other necessary documents/background with a seamless flow forward so at the conclusion we know everything was considered. These are all based on Ministry indicators for assessment with mandated actions drawn directly from regulation.

Committee Chair Steer noted that further to the 98 page and monthly Director's reports, it is always good to reference the DPA process and anything to do with Ministry expectation. CM: important for this committee to know this because everything we do in this board falls under the umbrella of MYSP, Ministry and SAWB. It is good for public, trustees and staff to be reminded of that and that the DPA indicators are aligned with assessment expectations. Director Myles cautioned that we do not delve into complexities ie math plan specifics, the DPA is not about specifics in the math plan. It is to ensure math plan is adhering to Ministry expectations. Specifics are managed through operations not governance. Suggests there is still confusion between operations and governance. Committee Chair Steer suggested he or the Board chair include examples like this at the board. Chair St. Pierre concurred asking that it is an established practice in our Board and is regulated and should not be adjusted.

In conclusion the Director reminded the Committee that the plan was shared with the Board in July during the Special Board meeting. The Committee will bring forward this summary to the board including request for trustee feedback in January. The next submission is end of January to Ministry. All feedback will be brought forward to DPA committee then to February board meeting. Final report to Ministry August 2025. Governance manual will need to be updated; Wayne Joudrie did not want to adjust until further information provided by the Ministry. We will ensure it reflects what we are doing and that it is aligned with Ministry.

The package will be sent to DPA committee members for review and comments to the Director if needed by this Friday. Final package will be introduced at December board meeting.

Committee Chair Steer thanked the Director for the update and he will speak to the timelines at the December board meeting noting it is mandated by the Ministry, NNDSB is ahead of the expectations, and our model is a stellar example of good governance.

#### **4.0 Next Meeting Date**

Late January or early February 2025

#### **5.0 Adjournment**

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

Moved by Committee Chair Steer and seconded by Board Chair St. Pierre that the DPA Committee stands adjourned at 12:41 pm. – CARRIED.