



Ad Hoc Committee for the Board Self-Evaluation Process and the Director Performance Evaluation Process

May 30, 2023, 5:00 pm
Trustees' Committee Room
133 Greenbank Road
Ottawa, Ontario

Members: Alysha Aziz (electronic communication),
Justine Bell, Lyra Evans, Jennifer
Jennekens, Lynn Scott

Others Present: Donna Blackburn, Donna Dickson
(electronic communication), Nili Kaplan-
Myrth, Suzanne Nash

Staff and Guests: Michele Giroux (Director of Education),
Janice McCoy (Executive Officer), Nicole
Guthrie (General Manager of Board
Services)

1. Call to Order

Director Giroux called the meeting to order at 5:07 p.m.

2. Acknowledgement of Territorial Lands

Director Giroux acknowledged that the meeting is taking place on unceded Algonquin Homelands and thanked the Algonquin Nations for hosting the meeting on their land.

3. Declarations of Interest

No declarations of interest were filed.

4. Approval of the Agenda

Moved by Trustee Scott,

THAT the agenda be approved.

Carried

5. Matters for Action:

5.1 Selection of the Ad Hoc Committee Chair

Trustee Lyra self nominated.

Moved by Trustee Scott,

THAT nominations be closed.

Carried

By acclamation, Director Giroux declared Trustee Lyra, Chair of the Ad Hoc Committee for the Board Self-Evaluation Process and the Director Performance Evaluation Process.

5.2 Report 23-046 Review of the Board Evaluation Process for 2022-2023 (J. McCoy)

Your Committee had before it Report 23-046 providing information on the Board evaluation process for the 2022-2023 school year.

Director Giroux advised that Policy P.130.GOV, Evaluation Process for the Board of Trustees, provides for an annual reflection to encourage individual members of the Board to assess their effectiveness as a member of the Board, reflect on their personal contribution to the success of the Board as a whole, identify opportunities for professional development, and areas of focus for the Board. The report contains a draft questionnaire that may be used to encourage and support the facilitated annual reflection session.

Moved by Trustee Aziz,

1. THAT the Board proceed with the Board evaluation for the 2022-2023 school year as outlined in Report 23-046, including the proposed self evaluation questionnaire (attached as Appendix B); and
2. THAT the comprehensive evaluation of the Board be undertaken in the spring of 2024.

During discussion of this item, the following points were noted:

- Trustees were in favour of the questionnaire as provided but suggested that there be an optional comments question added to each section which would allow for expansion and thoughts on the process which can then aid the facilitator in the conversation during the annual reflection;
- The questionnaire is designed to be anonymous. There was discussion on the degree of anonymity possible with open ended questions, given the small sample size of the survey (only the 12 trustees);

- The tool can be used to monitor and track progress year over year;
- Trustees would like the ability to save their own response set to compare and reflect on their own performance individually. Staff agreed to provide instructions on how trustees can save their survey;
- The facilitator is an important consideration and they must be skilled in the areas of politics and governance;
- Trustees agreed that the self reflection is an important reminder of the role and function of trustees. The responses will support authentic conversations which can help mend relationships, focus the work of the Board back to the role and purpose and set the Board on a path for growth and establishing common goals;
- All trustees will be strongly encouraged to complete the survey and attend the annual reflection; and
- The facilitator can use the anonymous comments constructively to further deeper conversations without drawing attention to individual trustees or causing offence.

Moved By Alysha Aziz

- A. **THAT the Board proceed with the Board evaluation for the 2022-2023 school year as outlined in Report 23-046, including the proposed self evaluation questionnaire (attached as Appendix B), as amended; (attached as Appendix A) and**
- B. **THAT the comprehensive evaluation of the Board be undertaken in the spring of 2024.**

Carried

6. New Business -- Information and Inquiries

In response to a query regarding the process for the Director's evaluation in light of the current situation with an interim Director in place, the following points were noted:

- In order to suspend the process as outlined in Policy P.051. GOV Evaluation of the Director of Education and Secretary of the Board (the Policy) the Board would have to authorize the change through a motion or by formally acknowledging that there will be no evaluation of the Director for the 2022-2023 school year owing to the current interim Director arrangement;

- Director Giroux suggested that the committee may use the recently developed candidate profile to update the job description as attached and referenced in the Policy, which can be used to outline the expectations of the new Director in their first year of service. The committee will need to determine the process for evaluation in 2023-2024;
- It is anticipated that Boyden Executive Search (Boyden) will provide a 6 month check in to ensure the candidate is working in alignment with the organization, however that conversation will be held between the candidate, Boyden and the Chair and does not factor into the process as outlined in the Policy;
- Trustees queried the benefit of conducting an evaluation of the interim Director, staff expressed the view that while feedback would be welcome, the Board's focus should be on the hiring process and the investment of time and resources is better spent on that task at this point in the year;
- The process for the provision for feedback on the performance of Director Giroux will require further contemplation and should be separate and apart from the evaluation process as outlined in Policy P.051. GOV Evaluation of the Director of Education and Secretary of the Board (the Policy) and
- It was agreed that the process as outlined in the Policy, formalizing the job description, should be addressed at an additional meeting of the committee before the end of June 2023.

7. Adjournment

The meeting was adjourned at 6:04 p.m.

Lyra Evans, Chair, Ad Hoc Committee for Board and Director Evaluation Processes