



**BOARD AND DIRECTOR PERFORMANCE APPRAISAL
COMMITTEE
Report No. 24-093**

10 June 2024

DIRECTOR OF EDUCATION PERFORMANCE PLAN 2024-2025

**Key Contact: Michèle Giroux, Executive Officer (Board Services),
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PURPOSE:

1. To seek input and approval for the 2024-2025 performance plan for the Director of Education based on Ontario Regulation 83/24: Director of Education Performance Appraisal.

STRATEGIC LINKS:

2. Effective governance, as outlined in the social responsibility pillar of the 2023-2027 Strategic Plan, underscores the significance of the director's evaluation process as a hallmark of good governance practices.

CONTEXT:

3. The Better Schools and Student Outcomes Act, 2023, enacted on 8 June 2023, introduced amendments to the *Education Act*, including the inclusion of "directors of education" in the list of individuals subject to performance appraisal regulations. In March 2024, [Ontario Regulation 83/24 - Director of Education Performance Appraisal](#) (the regulation) came into effect, mandating compliance with new evaluation protocols for directors of education.

Currently, the Board conducts evaluations of the Director's performance in accordance with Board [Policy P.051.GOV Evaluation of Director of Education and Secretary of the Board](#), which is well established and will be followed to conduct and finalize the 2023-2024 appraisal.

The regulation provides clear directives for evaluating directors of education. To ensure compliance and alignment with regulatory requirements the Ad Hoc Policy review committee will receive the revised version of Policy P.051.GOV Director of Education Performance Appraisal Process for recommendation to the Board at the 24 June 2024 Board meeting. A draft of the revised policy is attached as Appendix A.

In order to align with the regulation and the policy the committee must develop and finalize the 2024-2025 performance plan no later than 31 July 2024.

KEY CONSIDERATIONS:

4. 2024-2025 Performance Plan

In accordance with the regulation, the 2024-2025 Performance Plan has been developed based on the template discussed and shared during the meeting on 9 May 2024. The Director has reviewed the document and practice areas, resulting in the completion of a draft, attached as Appendix B, for review and finalization by the committee.

Tasks for the Committee:

- Review the draft of the 2024-2025 Performance Plan prepared by the Director;
- Discuss and finalize the goals, leadership competencies/practices and actions; and
- Ensure alignment of the performance plan with the regulatory requirements and the 2023-2027 Strategic Plan.

5. Timeline

The following table serves as a comprehensive guide outlining critical deadlines and corresponding actions essential for the 2024-2025 performance appraisal cycles. Trustees are encouraged to carefully review the timelines outlined herein. The committee will be engaged at appropriate points in the process.

Date	Action
May	Appoint a committee.
June (by July 31)	Committee chair and at least one other member of the committee meet with the director of education to develop and finalize the performance plan.
August 15	Committee chair provides a copy of the director of education's performance plan to every member of the board. Chair of the board: <ul style="list-style-type: none"> ● Provides written notice to the Minister; ● Posts a copy of the confirmation on the board's website.
December 1	The Minister provides written notice to the board and the director of education indicating whether they intend to provide feedback in accordance with section 8.
January 11	Committee chair requests feedback from every member of the board regarding the director of education's progress toward implementing the actions and achieving the goals in the performance plan.
January 21	Each member of the board provides any feedback to the chair of the committee.

January 31	Committee chair and at least one other member of the committee meet with the director of education to review progress and discuss relevant matters regarding the performance plan.
April 30	External executive management and leadership firm performs an assessment and compiles feedback received from a variety of stakeholders including trustees, student trustees, all members of statutory, ad hoc, or other committees of the board, members of the directors executive council, the parent members all school councils, representatives or all local employee associations and a sampling of community partners and stakeholders, as identified by the committee with input from the director of education.
May 15	External executive management and leadership firm provides the report to the committee and the director of education.
June 10	Director of education updates the performance plan in accordance with subsection 9 (4).
June 20	Committee chair provides a copy of the draft performance appraisal report in respect of the director of education to every member of the board.
June 30	Each member of the board provides any feedback on the draft performance appraisal report to the committee.
Once the draft report is complete the following steps need to be resolved:	
July 7	Committee chair provides the draft performance appraisal report for the interim or full evaluation cycle to the director of education.
July 31	Committee chair and at least one other member of the committee meet with the director of education to: <ul style="list-style-type: none"> ● Review the actions implemented by the director of education to achieve the goals outlined in the performance plan and discuss other relevant matters. ● Review and update the director of education’s performance plan for the following evaluation cycle, if necessary. ● Review and discuss the committee’s draft performance appraisal report. ● Provide the director of education an opportunity to respond to the committee’s evaluation, performance rating, and explanation for the rating.
August 10	Committee finalizes the performance appraisal report, considering feedback from the board members, the director of education, the report from the external executive management and leadership firm (during the biannual evaluation) and survey information. Committee provides the final performance appraisal report to the board and the director of education.
August 15	Board:

	<ul style="list-style-type: none"> ● Provides written confirmation to the Minister that the performance appraisal has been conducted and that the final performance appraisal report has been adopted by the board. ● If it is a full evaluation cycle requiring the report compiled by the external executive management and leadership firm, provide the Minister with a list of community partners and stakeholders from whom feedback was requested. ● Post a copy of the confirmation and, if applicable, the list of community partners and stakeholders on the board’s website.
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RESOURCE IMPLICATIONS:

6. According to the regulation, for the 2024-2025 school year - the Director’s first full evaluation cycle, the Board is required to enlist the services of a professional firm to conduct a comprehensive multi-source executive performance assessment. Anticipated costs for this assessment are estimated to be approximately \$25,000. Staff will ensure that an appropriate allocation is made within the 2024-2025 budget to accommodate this expense.

COMMUNICATION/CONSULTATION ISSUES:

7. Communication regarding the finalized plan will be shared with the Minister of Education, and posted on the Board website no later than August 15, 2024.

RECOMMENDATION:

THAT the 2024-2025 Director’s performance plan, attached as Appendix B to Report 24-093, be approved.

Michèle Giroux
Executive Officer, Corporate Services

Pino Buffone
Director of Education

APPENDICES

Appendix A: [Revised Policy P.051.GOV Director of Education Performance Appraisal Process](#)

Appendix A: Director of Education Performance Plan 2024-2025