



OTTAWA-CARLETON
DISTRICT SCHOOL BOARD

Director and Board Performance Appraisal Committee Terms of Reference

Role and Purpose

The Director and Board Performance Appraisal Committee is established to fulfill two primary purposes:

1. Conduct Performance Appraisals of the Director of Education: The committee is responsible for conducting thorough and objective performance appraisals of the director of education for the Board. This includes assessing the director's effectiveness in fulfilling their duties, achieving organizational objectives, and providing leadership to the educational community.
2. Plan for the Annual and Comprehensive Performance of the Board of Trustees: In addition to evaluating the director of education, the committee is tasked with planning and overseeing the annual and comprehensive performance evaluation of the Board of Trustees. This involves developing assessment criteria, facilitating feedback mechanisms, and ensuring that the board operates efficiently and effectively in fulfilling its governance responsibilities.

Responsibilities

The Director and Board Performance Appraisal Committee shall have the following responsibilities:

Director Evaluation:

- Conduct performance appraisals of the director of education for the board;
- Ensure compliance with the regulatory requirements outlined in Ontario Regulation 83/24 Director of Education Performance Appraisal (the regulation) and Board Policy P. 051.GOV Evaluation of Director of Education and Secretary of the Board;
- Ensure compliance with the established evaluation cycle and timelines (annual/comprehensive);
- Review and evaluate the director's performance based on predetermined criteria and objectives;
- Finalize the Director's performance appraisal report; and
- Provide final performance appraisal report to the Board and the Director.

Board Evaluation:

- Oversee the implementation of Board Policy P.130.GOV Evaluation Process for the Board of Trustees;
- Ensure compliance with the established evaluation cycle (annual/comprehensive);
- Reviewing and recommending revisions to the evaluation process as necessary; and
- Reporting regularly to the Board on the progress and outcomes of the evaluation process.

Membership

The Committee shall be composed of five members; the Chair of the Board, the Vice Chair of the Board, and three trustees. The Committee shall elect one of the five members to serve as the Chair of the Committee. Recognizing that the Chair of the Board has an established relationship with the Director, it is strongly recommended that the Chair of the Board serve as the Chair of the Committee, and in their absence, the Vice Chair would fulfill those duties.

The Committee will be supported, as required, by the following internal Board resources:

- Director or delegate (ex-officio)
- Executive Officer, Corporate Services
- General Manager of Board Services
- Other staff and or guests as required

Meeting Frequency and Term Limit

The committee shall meet at least four times per year, with additional meetings at the call of the Chair, as required to fulfill its responsibilities and meet the timelines specified in the regulation and Board policies. Meetings may be held in public or in camera in accordance with the provisions of the Education Act.

The committee will be appointed by the Board at the organizational/inaugural meeting in November of each year to permit the Chair and Vice Chair of the Board to manage the process.

Agenda Setting and Recommendations to Board

The chairperson working with the Executive Officer and the General Manager of Board Services shall be responsible for setting the meeting agenda, circulating relevant materials, and documenting and sharing the meeting minutes.

When determining meeting times, the varied needs and availability of members should be considered to promote equitable engagement opportunities (e.g. scheduling meetings outside of regular work hours).

The agenda and meeting materials will be distributed to all members of the Board on the Friday prior to the meeting. The Committee shall submit a report with recommendations to the Board at the next scheduled meeting after a meeting of the Committee.

Decision Making

Wherever possible, decisions within the Committee shall be made through a consensus-based approach. In cases where consensus cannot be reached, the chairperson shall facilitate a vote, and a simple majority will determine the outcome.