

TITLE: EVALUATION PROCESS FOR THE BOARD OF TRUSTEES

Date Issued: July 2008
Last Revised: 28 March 2017
Authorization: Board: 10 June 2008

1.0 OBJECTIVE

To establish an evaluation process for the Board of Trustees that values the importance of strategic leadership, accountability and professional development of the Board and of the individual trustee, for the effective governance of the school district.

2.0 DEFINITIONS

- 2.1 **Board** means the Board of Trustees of the Ottawa-Carleton District School Board.
- 2.2 **District** means the Ottawa-Carleton District School Board.
- 2.3 **Governance** is the way in which the Board provides leadership, stewardship and oversight of the school district and its resources.
- 2.4 **Trustee** means a member of the Board elected or appointed in accordance with the *Municipal Elections Act* and the *Education Act*.

3.0 POLICY

- 3.1 The Board of Trustees shall establish a formal evaluation process which includes an annual reflection process, whereby all members of the Board participate in a facilitated discussion to assess progress and opportunities for growth.
- 3.2 The Board annual reflection process shall encourage both the evaluation of the Board as an entity and the self-evaluation of each individual member of the Board.
- 3.3 The evaluation process shall include a comprehensive evaluation undertaken once in every four year term of office. The comprehensive evaluation shall be supported by an annual reflection process.
- 3.4 The purpose of the Board comprehensive evaluation is to:
 - a) assist the Board in identifying areas where the Board can improve its effectiveness;

- b) monitor the contribution of the Board to the achievement of the strategic plan; and
 - c) identify opportunities for the ongoing professional development of the Board and its members.
- 3.5 The purpose of the annual reflection is to encourage individual members of the Board to:
- a) assess their individual effectiveness as a member of the Board;
 - b) reflect on their personal contribution to the success of the Board as a whole; and
 - c) identify opportunities for professional development.
- 3.6 The comprehensive evaluation of the Board and the annual reflection shall be based on duties as assigned in provincial statutes, regulations, policies and guidelines, and in the roles and responsibilities document for the Board and the Board Member, and the Board's contribution to the strategic plan.

4.0 SPECIFIC DIRECTIVES

Comprehensive Evaluation

- 4.1 The comprehensive evaluation shall include input from the Board, the Director and other stakeholders about the performance of the Board. The input shall be obtained through a questionnaire which will ask participants to evaluate the Board as an entity.
- 4.2 The information collected through the questionnaire shall be compiled by an external resource and submitted to the Board for discussion. The purpose of collecting the input is to assist the Board in identifying areas where the Board can improve its effectiveness and to provide input to the Board on the development, implementation and achievement of the strategic plan.

Annual Reflection

- 4.3 A facilitated discussion will be held designed to improve the overall performance of the Board by assisting members to reflect on their individual and collective accomplishments as trustees and as a Board, to build on their strengths and assess their need for continuing education.

Evaluation Cycle

- 4.4 The evaluation cycle shall be as follows:Comprehensive Evaluation
- i) A comprehensive evaluation shall occur at the mid-point in every four year term of office;
 - ii) The questionnaire for the comprehensive evaluation shall be distributed to stakeholder groups in the spring;
 - iii) The questionnaire data shall be compiled by an external resource and a summary report on the data prepared for discussion by the Board at the annual reflection meeting in August/September;

- iv) The Board shall reflect on the feedback from the comprehensive evaluation to direct any further research or information, and incorporate any changes into its key strategic plan objectives for the coming year;
- b) Annual Reflection
 - i) On an annual basis, including a year when the comprehensive evaluation is conducted, a facilitated discussion will be scheduled for members of the Board in late August each year; and
 - ii) The Board and Director will meet to discuss the feedback from the facilitated discussion in late August/September and establish key areas of focus for the Board based on the feedback and the strategic plan for the coming school year;
- c) Key areas of focus shall be confirmed by Board motion by end of September each year; and
- d) Upon Board approval of the key areas of focus, the Ad Hoc Committee for the Board Evaluation Process and the Director Performance Evaluation Process shall convene a meeting within a two month period to discuss the evaluation process and any revisions that may be required.

5 REFERENCE DOCUMENTS

Education Act, Ontario, 1998, § 283

Board Policy P.051.GOV: Evaluation of Director of Education and Secretary of the Board

Board Policy P.048.GOV: Board Guiding Principles

Board Policy P.073.GOV: Board Member Code of Ethics

Job Description for Board Member