



POLICY REVIEW COMMITTEE 12 December 2024 REPORT NO. 24-130

Rescission of Policy P.066.HR Performance Appraisal and Supervision For Professional Growth of Administrative and Support Staff and P.089.HR Performance Appraisal and Supervision For Professional Growth of Teachers

Key Contact: Shawn Lehman, Superintendent of Employee Services, Ext:8750

PURPOSE:

1. To seek input on the proposed rescission of Board Policy P.066.HR Performance Appraisal and Supervision for Professional Growth of Administrative and Support Staff, and P.089.HR Performance Appraisal and Supervision for Professional Growth of Teachers (Appendix A and B attached).

STRATEGIC LINKS:

2. The proposed rescission is in keeping with the Board's plans for the policy review and development process. This aligns with the pillars of Learning, Well-being, and Social Responsibility under the Ottawa-Carleton District School Board's (OCDSB) 2023-2027 Strategic Plan.

CONTEXT:

3. The Ministry of Education provides direction to school boards around the teacher's performance appraisal process for new and experienced teachers through the [Education Act](#) and [Regulation 99/02](#) Teacher Performance Appraisal (TPA) . The Teacher Performance Appraisal: Technical Requirements Manual (2010) specifically identifies the direction that boards must take in supervision requirements of teachers who are new to the role (within their first two years of teaching) and those who are experienced (greater than two years of teaching).

The Ministry of Education also provides direction to school boards in respect to the Principal Performance Appraisal Process (PPA) through the [Education Act](#) and [Regulation 234/10 Principal/Vice-Principal Performance Appraisal](#) which sets out the timelines, processes and steps that are required.

While there is no specific direction from the Ministry of Education related to supervision and performance appraisal process for administrative and support

and Supervision for Administrative and Support Staff.

KEY CONSIDERATIONS:

4. In completing an environmental scan of other school boards across Ontario, OCDSB was the only school board that had policies related to the Performance Appraisal and Supervision of growth for teachers, administrative and support staff and principals and vice-principals. The information in the OCDSB policies were found in the provincial technical requirements for teachers, principals and vice-principals.

OCDSB has the following procedures which provide direction to supervisors on the technical requirements of the performance appraisal process for administrative and support staff, teachers and principals and vice-principals. The procedures also support the professional growth opportunities for the above employees groups.

- a) [PR.602.HR Performance Appraisal and Supervisory Appraisal and Supervision for Professional Growth Of Teachers](#)
- b) [PR.603.HR Performance Appraisal and Supervision for Professional Growth of Principals/Vice-Principals](#)
- c) [PR.640.HR Performance Appraisal and Supervision for Administrative and Support Staff. STAFF](#)

Staff have reviewed the associated policies and procedures and believe that by rescinding P.O66.HR and P.089.HR, there will not be an adverse impact to the District's ability to supervise and support staff. By eliminating the above policies, it also supports the District's goal in having a more sustainable number of policies to adhere to and review.

Staff will also be reviewing the associated procedures as noted above to ensure that all of the technical elements from the Ministry of Education are included therein.

RESOURCE IMPLICATIONS:

5. There are no direct financial or resource implications relating to the proposed rescission to the policies.

COMMUNICATION/CONSULTATION ISSUES:

6. The Board will communicate the proposed rescission of this policy through its community outreach in upcoming planned communications.

GUIDING QUESTIONS:

Rescission of Policy P.066.HR and Policy P.089.HR 2

7. The following questions are provided to support the discussion of this item:

- Are there any equity considerations?

- Are there any unintended consequences to the rescission of this policy?

RECOMMENDATION:

THAT the rescission of Board Policy P.066.HR Performance Appraisal and Supervision for Professional Growth of Administrative and Support Staff, and P.089.HR Performance Appraisal and Supervision for Professional Growth of Teachers be approved.

Shawn Lehman
Superintendent of Employee
Services

Pino Buffone
Director of Education and Secretary
of the Board

APPENDICES

Appendix A P.066.HR Performance Appraisal and Supervision for Professional Growth of
Administrative and Support Staff

Appendix B P.089.HR Performance Appraisal and Supervision for Professional Growth of
Teachers