



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

May 9, 2024, 5:30 pm  
Zoom Meeting

Members: Lynn Scott , Cathryne Milburn, Justine Bell, Suzanne Nash, Alysha Aziz

Others Present: Pino Buffone (Director of Education), Michele Giroux (Executive Officer, Corporate Services), Nicole Guthrie (General Manager, Board Services)

1. Call to Order

Executive Officer Giroux called the meeting to order at 5:40 p.m.

2. Acknowledgement of Territorial Lands

Executive Officer 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. Election of Chair

Executive Officer Giroux called for nominations for the position of the Ad Hoc Committee Board Self-Evaluation Process and Director Performance Evaluation Process chair.

Trustee Milburn nominated Trustee Scott.

Trustee Scott accepted the nomination.

**Moved by Trustee Bell,**

**THAT nominations be closed.**

**Carried**

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

Trustee Scott assumed the chair.

4. Declarations of Interest

No declarations of interest were filed.

5. Approval of the Agenda

**Moved by Trustee Milburn,**

**THAT the agenda be approved.**

**Carried**

6. Matters for Action:

6.1 Report 24-074, Board Annual Evaluation 2023-2024 (M. Giroux)

Your Committee had before it Report 24-074, Board Annual Evaluation 2023-2024, seeking approval of the questionnaire to be used for the 2023-2024 Board Evaluation and authorize the use of a facilitator to support the annual reflection meeting.

Moved by Trustee Bell,

A. THAT staff be directed to engage a facilitator to lead the annual reflection meeting.

B. THAT staff be directed to administer the annual Board evaluation survey in July 2024.

Trustees supported the recommendation and requested that staff approach and engage the services of an impartial facilitator, preferably an individual or firm from out of town and that may be unfamiliar with the Board. Staff have approached Boyden seeking recommendations of competent facilitators but have not received a response to date.

**Moved By Justine Bell**

**A. THAT staff be directed to engage a facilitator to lead the annual reflection meeting.**

**B. THAT staff be directed to administer the annual Board evaluation survey in July 2024.**

**Carried**

6.2 Report 24-073, Update on Ontario Regulation 83/24 Director of Education Performance Appraisal (M. Giroux)

Your Committee had before it Report 24-073, Update on Ontario Regulation 83/24 Director of Education Performance Appraisal, seeking authorization to engage the services of Boyden Executive Search to facilitate the 2023-2024 Director Performance Evaluation process and

initiate the policy review process for Policy P.051.GOV Evaluation of Director of Education and Secretary of the Board to ensure alignment with Ontario Regulation 83/24 - Director of Education Performance Appraisal.

**Moved By** Alysha Aziz

- A. **THAT the Board initiate the 2023-2024 performance evaluation process for the Director of Education and direct staff to enter into an agreement with Boyden Executive Search to facilitate the 2023-2024 Director's performance evaluation.**
- B. **THAT the Board direct staff to update Policy P.051.GOV Evaluation of Director of Education and Secretary of the Board to ensure alignment with Ontario Regulation 83/24 - Director of Education Performance Appraisal.**

**Carried**

6.3 Report 24-076, Terms of Reference - Director and Board Performance Appraisal Committee (M.Giroux)

Your Committee had before it Report 24-076, Terms of Reference - Director and Board Performance Appraisal Committee, seeking approval of the Terms of Reference for the Director and Board Performance Appraisal Committee in accordance with Ontario Regulation 83/24.

Moved by Trustee Milburn,

1. THAT the Terms of Reference for the Director and Board Performance Appraisal Committee attached as Appendix A, be approved;
2. THAT the existing Ad Hoc Committee for Board Self Evaluation and Director Performance Evaluation Processes be renamed the Director and Board Performance Appraisal Committee with the roles and responsibilities outlined in the Terms of Reference.

During the discussion and in response to queries the following points were noted:

- If the Chair of the Board is deemed to be the Chair of the Committee, the Vice-Chair should be selected as the second member of the committee to undertake meetings with the director regarding performance required by *Ontario Regulation 83/24 - Director of Education Performance Appraisal* (the regulation);
- Trustees queried the term length and noted that the terms of reference should clarify the term length to be consistent with the

timeline outlined in the Regulation to ensure the committee can complete its mandate; and

- The committee agreed that five trustees is an appropriate number of members and is consistent with the Regulation.

**Moved By** Cathryne Milburn

- A. **THAT the Terms of Reference for the Director and Board Performance Appraisal Committee attached as Appendix A, be approved; (Attached as Appendix A)**
- B. **THAT the existing Ad Hoc Committee for Board Self Evaluation and Director Performance Evaluation Processes be renamed the Director and Board Performance Appraisal Committee with the roles and responsibilities outlined in the Terms of Reference.**

**Carried**

6.4 Report 24-077, Director of Education Performance Plan (M. Giroux)

Your Committee had before it Report 24-077 seeking input and approval for the implementation of a new performance plan for the Director based on Ontario Regulation 83/24: Director of Education Performance Evaluation.

Moved by Trustee Aziz,

THAT the performance plan, attached as Appendix A to Report 24-077, be used for the Director's performance evaluation for the 2023-2024 school year.

Staff shared that the current Performance Assessment Guide, provided as Appendix B in Policy P.051.GOV Evaluation of the Director of Education and Secretary of the Board, is a very comprehensive tool and has served the Board well in meeting the requirements for evaluation in the past. Staff have used this tool and mapped the key competencies to a format more in keeping with the intention as outlined by the new *Ontario Regulation 83/24 - Director of Education Performance Appraisal*. Trustees supported the idea of the trial use of the new plan to be used for the 2023-2024 Director's Performance Evaluation.

**Moved By** Alysha Aziz

**THAT the performance plan, attached as Appendix A to Report 24-077, be used for the Director's performance evaluation for the 2023-2024 school year. (Attached as Appendix B)**

**Carried**

7. New Business -- Information and Inquiries

There was no new business.

8. Adjournment

The meeting adjourned at 6:48 p.m.

---

Lynn Scott, Chair, Ad Hoc Committee for Board and Director Evaluation Processes