



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

**May 22, 2019, 5:00 pm
Trustees' Committee Room
133 Greenbank Road
Ottawa, Ontario**

Members: Lynn Scott, Rob Campbell, Wendy Hough, Erica Braunovan, Sandra Schwartz
Staff Present Camille Williams-Taylor (Director of Education), Michele Giroux (Executive Officer, Corporate Services Giroux), Katrine Mallan (Manager of Board Services), Sue Baker (Senior Coordinator, Board Services)

1. Call to Order

Director Williams-Taylor called the meeting to order at 5:10 p.m.

2. Election of Chair of the Committee

Director Williams-Taylor called for nominations for the Chair of the Ad Hoc Committee for the Board Self-Evaluation Process and the Director Performance Evaluation Process.

Trustee Braunovan nominated Trustee Scott.

Moved by Trustee Hough,

THAT nominations be closed.

Carried

By acclamation, Trustee Scott was declared Chair of the Ad Hoc Committee for the Board Self-Evaluation Process and the Director Performance Evaluation Process. Trustee Scott assumed the chair.

3. Approval of the Agenda

Moved by Trustee Hough,

THAT the agenda be approved.

Carried

4. Matters for Action:

4.1 Report 19-058 2019-2020 Director of Education Performance Evaluation Process and Review of the Director's Job Description (M. Giroux, ext. 8310)

Your Committee had before it Report 19-058 seeking approval of the evaluation process and instruments to be used for the 2019-2020 Director of Education Evaluation.

Executive Officer Giroux advised that Policy P.051.GOV sets out the process and instruments for the evaluation of the Director of Education. It provides for an annual evaluation and a comprehensive evaluation at least once in every contractual term of the Director's employment. She noted that the Board may make changes to the job description and assessment guide prior to the end of June 2019 for the 2019-2020 school year. The policy also provides a mid-year discussion, if required. Executive Officer Giroux noted that a "360 review" will be undertaken by Boyden Executive Search within the first year of the Director's appointment. She added that Boyden Executive Search conducted the search for the Director and the "360 review" will provide an opportunity for discussion.

Moved by Trustee Braunovan,

THAT the evaluation process, job description and performance assessment guide to be used for the 2019-2020 evaluation of the Director of Education as outlined in Report 19-058, be approved.

During the ensuing discussion, the following points were noted:

- Trustee Campbell noted that section 3.5 of the Job Description does not reference culture; however, culture is included in the strategic plan;
- Trustee Schwartz noted the importance of ensuring that the assessment guide is consistent with the Director's employment contract and expectations, and that achievable goals are clearly outlined;
- Director Williams-Taylor queried the nature of evidence that would demonstrate an acceptable level of performance. Executive Officer Giroux advised that the Director reflects on her performance and provides input in the areas indicated in the assessment guide. The Board has an opportunity to review her evaluation and provide feedback with the assistance of a facilitator. She added that the Ministry has given indications that it may move to performance-based pay for executives; however, no information has been received to date. Executive Officer Giroux noted that the Boyden "360 review" will include an opportunity for the Director and Board members to discuss examples of evidence, deliverables, and areas of focus for the 2019-2020 school year; and

- The Board will have an opportunity next May to once again review and, if required, update the policy, job description, and assessment guide; and
- It may not be possible to establish specific goals for every area of responsibility in the Director's job description.

Moved By Trustee Braunovan

THAT the evaluation process, job description and performance assessment guide to be used for the 2019-2020 evaluation of the Director of Education as outlined in Report 199-058, be approved. (Attached as Appendix A)

Carried

5. Matters for Discussion:

5.1 Report 19-057 Review of the Board Evaluation Process for 2018-2019 (M. Giroux, ext. 8310)

Your Committee had before it Report 19-057 providing an opportunity to review, and identify opportunities for improvement for the Board evaluation process for 2018-2019.

Executive Officer Giroux advised that Policy P.130.GOV outlines the evaluation process for the Board of Trustees. The policy provides for an annual reflection and a comprehensive evaluation of the Board at the mid-point of the Board's four-year term of office. The annual reflection includes a facilitated conversation on how the Board works as a unit, its decision-making processes, and its relationship with key stakeholders. The facilitated discussion will be scheduled in early September, after which the Board will develop its key areas of focus and work plan for the 2019-2020 school year.

Executive Officer Giroux noted that Michelle Dagnico will be coming to Ottawa for a Trustee PD Session on the strategic plan on 5 September 2019. She suggested that the facilitated discussion could take place at the same meeting.

Director Williams-Taylor advised that she believes there will be a joint senior staff/trustee gathering in late summer.

In response to a query, Executive Officer Giroux noted that the 2019-2020 Strategic Plan is scheduled for approval at the Board meeting in June 2019. Trustee Scott noted that the Board work plan identifies the key work of the Board for the coming year. The Director also prepares an

operational work plan in August to implement the strategic plan. Trustee Scott noted the importance of balancing the Board's strategic plan, work plan, and the Director's work plan and not imposing significant new work for staff.

Trustee Campbell noted that a review of the English program could generate significant staff work in addition to the work outlined in the strategic plan. Executive Officer Giroux suggested that this be identified by the Board when approving the 2019-2023 Strategic Plan. The Board is free to direct staff to do work at any time, and the timing for this work is discussed and coordinated at agenda planning meetings.

6. New Business -- Information and Inquiries

There was no new business.

7. Adjournment

The meeting adjourned at 6:12 p.m.

Chair, Ad Hoc Committee for Board and Director Evaluation Processes