

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

August 12, 2020, 2:00 pm
Zoom Meeting

Members: Lynn Scott, Keith Penny, Wendy Hough,
Jennifer Jennekens, Christine Boothby

Staff Present Camille Williams-Taylor (Director of
Education), Michele Giroux (Executive
Officer, Corporate Services), Nicole
Guthrie (Manager, Board Services),
Rebecca Grandis (Senior Board
Coordinator)

1. Call To Order

Director Williams-Taylor called the meeting to order at 2:23 p.m.

2. Election of Chair of the Committee

Director Williams-Taylor invited expressions of interest for the role of the Chair of the Ad Hoc Committee for the Board Self-Evaluation Process and the Director Performance Evaluation Process.

Trustee Boothby nominated Trustee Jennekens.

Trustee Jennekens accepted the nomination.

Moved by Trustee Scott,

THAT nominations be closed.

Carried

Trustee Jennekens was declared the Chair of the Committee by acclamation.

Trustee Jennekens assumed the role of the Chair.

3. Approval of the Agenda

Moved by Trustee Scott,

THAT the agenda be approved.

Carried

4. Matters for Action:

4.1 Director of Education Performance Evaluation

Executive Officer Giroux outlined the process for the Director's evaluation in accordance with Policy P. 051. GOV, Evaluation of Director of Education and Secretary of the Board.

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

- The job of the Director must be reviewed annually, and the Director is entitled to know the criteria on which they will be evaluated on or before September 30 of each year;
- Owing to the pandemic and the volume of work of both senior staff and the Director, this time frame provides little opportunity to revise the job description before that time;
- Section 3.12 of the policy notes that the "timelines outlined in this policy are subject to change at the mutual agreement of the Board and the Director";
- The Policy has a mechanism for a comprehensive evaluation, but it is not required this year. M. Giroux advised the Committee not to proceed with a comprehensive evaluation this year. She noted it would be good to have a conversation later about the model;
- Trustee Scott asked that staff look to a time to schedule a meeting after the code of conduct and before a return to school;
- Changes to the job description could be managed by a facilitated meeting and the Board could provide the Director with the information from the facilitated meeting;
- M. Giroux noted that, in accordance with policy, the Director is required to provide the Board with a report with evidence of her work. This must occur before the end of October.
- The Committee through discussion can arrive at an agreement for the year that is about to begin;

- The members agreed that this year is not the year to conduct a 360 review;
- Member suggested that the Board do a smaller reflection and that it could be moved to November. This will give trustees a chance to evaluate the progress of the return to school plans and assist in framing the Director's focus; and
- Trustee Boothby noted that the Director must be focussed on the safe return of students to our schools.

Moved by Trustee Boothby,

THAT the evaluation process and timelines for the 2019-2020 Director of Education Evaluation cycle as outlined in section 3.10 parts B through F of Policy P.051.GOV be delayed by one month.

Director Williams-Taylor noted that she would follow the direction of the Board but that the demands of the return to school planning are her primary focus at present and will be as the 2020-2021 school year begins. She added that additional time to complete her report would be appreciated and the delay would also allow time for the Board to reflect on the role and job description.

Moved by Trustee Boothby,

THAT the evaluation process and timelines for the 2019-2020 Director of Education Evaluation cycle as outlined in section 3.10 parts B through F of Policy P.051.GOV be delayed by one month.

Carried

5. Matters for Discussion:

5.1 Review of Board Evaluation Process

During discussions at the Agenda Planning Committee meeting of 12 August 2020, it was determined that September was not the best time for the Board to undertake its annual reflection process.

Moved by Trustee Boothby,

THAT the Board's annual reflection process for 2019-2020 as outlined in section 4.4 parts b through c of Policy P.130.GOV be delayed by one month.

During the discussion the following points were noted:

- The Board requires more time to determine its priorities for 2020-2021;

- There are many areas of work the Board would like to undertake but the safe return to school for staff and students remains the primary focus; and
- Additional directives from the province may be forthcoming that will also guide the Board's work.

Moved by Trustee Boothby,

THAT the Board's annual reflection process for 2019-2020 as outlined in section 4.4 parts B through C of Policy P.130.GOV be delayed by one month.

Carried

6. New Business -- Information and Inquiries

Trustee Scott noted there are several components of the comprehensive evaluations for both the Director and the Board that the committee must consider. Under the *Education Act*, a 360 review of the Director of Education is required at least once in every contractual term of employment. The Board must conduct a comprehensive evaluation at the mid-point in every four year term of office. The committee must consider these matters in the spring of 2021.

7. Adjournment

The meeting adjourned at 2:55 p.m.

Jennifer Jenneken

Chair, Ad Hoc Committee for Board and Director Evaluation Processes