



Special Governance Committee
Monday, April 15, 2024
EC-340D & Virtual Meeting

AGENDA: 6:00 p.m.

1. Call to Order/Roll Call
2. HWDSB Land Acknowledgement
3. Review of legislation related to Director's Performance Appraisal (O. Reg. 83/24)
4. Adjournment

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SPECIAL GOVERNANCE COMMITTEE REPORT

April 15, 2024

Review of legislation for Director Performance Appraisal (O. Reg. 83/24)

Submitted By: Sheryl Robinson Petrazzini

Prepared By: Heather Miller, Officer of Trustee Services

Recommendation:

That the report be received.

Background:

On March 4, 2024, Ontario Regulation (O. Reg) 83/24 – *Director of Education Performance Appraisal* (DPA) came into effect starting with the 2023-2024 school year. School boards are required to conduct an annual performance appraisal of the Director of Education based on mandatory criteria (set out in the regulation) and any locally focused priorities as identified by the school board and in collaboration with the Director of Education.

Status:

The regulation requires that each board shall establish a committee responsible for conducting a performance appraisal of the director of education, and that one of the committee members shall be elected by the majority of the committee to as the Chair of the Committee.

Currently, at HWDSB, the committee mandate for the Governance Committee includes the functions related to the DPA process, however, in consultation with the current Governance Committee Chair and the legislation, the Governance Committee may wish to consider other options in light of the legislation.

Committee Composition

Scenario 1: Status Quo "Governance Committee"

- Governance Committee continues with DPA as part of their committee mandate as prescribed by O. Reg. 83/24.

- Committee membership would be selected annually at the Organizational Board Meeting in November

Scenario 2: Stand-Alone Hybrid “Sp. Governance Committee: DPA”

- Mirror the current governance committee membership as per the Governance Manual where membership will be the Chair and Vice-chair of the Board of Trustees, and three other members, appointed by the Board of Trustees.
 - For continuity, the past Board Chair and/or Governance Committee Chair should be considered as one of the three other members.
- Committee membership would be selected annually at the Organizational Board Meeting in November
- The *stand-alone hybrid* committee would, whenever possible, have meetings scheduled following a Governance meeting.
- The committee chair of the *stand-alone hybrid* may differ from the Trustee Special Governance Committee Chair for the purpose of DPA meetings.

Scenario 3: Stand-Alone “DPA Committee”

- Establishment of a new committee to conduct the appraisal of the director of education.
- Committee membership would be selected annually at the Organizational Board Meeting in November
- Membership would be open to a minimum of three and up to a maximum of five trustees.
- Meeting schedule would be established with all other Trustee Special Committee meetings and may or may not be on the same evening as other meetings depending on committee membership across committees.

The following motion is proposed to the committee once a scenario is selected as part of the recommendation to Board, prior to May 15, 2024:

That the *Committee* continue to function as a Trustee Special Committee with the following exceptions:

- the Chair of the Committee will be selected by the committee membership at the first meeting of the committee following the Organizational Board Meeting each year.

- the Board recognizes the decision-making authority given to the Committee and/or Committee Chair by O. Reg. 83/24 which supersedes the Board's regular approval processes.

Additional motion for consideration:

- That maximum participation in the DPA process be afforded to all non-committee members as feasible.

Milestone Dates

The start date begins annually on July 1 of the evaluation year and concludes June 30 of the following year. The following are set out within the regulation and indicate the date by which the action is to be completed:

- By May 15: Appoint DPA Committee
- By July 31: Develop Performance Plan
- By August 15: Notice of Performance Plan
- Between Jan 11-31: Mid-year Feedback & Review
- By April 30: Bi-annual Feedback
- By June 30: Draft Performance Appraisal Report
- By July 31: Review Draft Performance Appraisal Report
- By August 15: Final Performance Appraisal Report

Additional information outlining actions in detail for key dates noted above can be found within [O. Reg. 83/24](#)

Financial Implications:

There are no financial implications at this time.