

Performance Appraisal of Director of Education	
Adopted: October 15, 2013	Last Reviewed/Revised: January 21, 2025
Next Scheduled Review: 2027-2028	
Associated Policies & Procedures: I-25 Purchasing VI-11 Purchasing	

Purpose

To provide a comprehensive and consistent performance appraisal approach for the Director of Education that considers the province’s education priorities and includes the distinctiveness of a Catholic education system.

Application and Scope

This policy applies to the Director of Education and the elected trustees at the Halton Catholic District School Board (HCDSB). The Director of Education Performance Appraisal is conducted on an annual basis in accordance with O. Reg. 83/24 and applicable HCDSB policies and procedures.

References

[Broader Public Sector Procurement Directive \(Supply Chain Code of Ethics\)](#)

[Education Act](#)

[HCDSB Multi-Year Strategic Plan \(MYSP\)](#)

[HCDSB Student Achievement Plan](#)

[O. Reg. 83/24 Director of Education Performance Appraisal](#)

[O. Reg. 224/23 Provincial Priorities in Education – Student Achievement](#)

Principles

HCDSB believes that a performance appraisal process for the Director of Education provides a forum for constructive dialogue and information exchange between the Director and the Board of Trustees.

It also provides an opportunity to set expectations and goals, review past accomplishments, and agree on the system's needs and priorities. The end result provides clear objectives for the coming year.

The Board of Trustees (Board) shall conduct the Director of Education's performance appraisal in accordance with O. Reg. 83/24 and which:

- is consistent with the Mission, Vision and Values of the HCDSB and Ministry of Education priority areas
- recognizes that the performance appraisal process is most effective when co-developed between the Director of Education and the Board of Trustees
- focuses on the positive leadership attributes of the Director of Education and the progress of the HCDSB's performance against provincial priorities for student achievement under their leadership
- provides for continuous professional growth and improvement of the Director and ensures accountability

Requirements

- To create a comprehensive and consistent director performance appraisal approach, O. Reg. 83/24 prescribes a mandatory set of assessment criteria that all boards must use. The criteria include actions to advance provincial priorities in education in student achievement as set out in O. Reg. 224/23 Provincial Priorities in Education.
- In collaboration with the Director of Education, additional assessment criteria may be included in alignment with HCDSB's Multi-Year Strategic Plan, policies and procedures.

Development and Notice of Performance Plan

- By May 15 of each evaluation year: the Chair of the Board shall establish a committee of no fewer than three (3) members and not more than seven (7) members to conduct a performance appraisal of the Director of Education for both full and interim evaluation cycles.
- One member shall be elected by a majority of the committee to act as its Chair.
- By July 31: the Committee Chair and at least one other member of the committee is required to meet with the Director of Education to develop and finalize their performance plan in accordance with s.9(1) and 9(3) of O. Reg. 83/24.
- By August 15:
 - The Committee Chair shall provide a copy of the Director of Education's performance plan to every member of the Board.

- The Chair of the Board shall provide written notice to the Minister which includes the following information:
 - date the Director of Education began their role
 - whether steps regarding bi-annual feedback in s. 8(1) of O. Reg. 83/24) are required during the current evaluation cycle
 - confirmation that the director of education's performance plan has been put in place for the current evaluation cycle
 - post a copy of the confirmation on the HCDSB's website

Mid-year Review and Feedback

- By December 1: In a full evaluation cycle in which bi-annual feedback is required, the Minister of Education is required to provide written notice to the Board of Trustees and the Director of Education on whether the Minister intends to provide feedback under s. 8.
- By January 11: the Committee Chair shall request feedback from every member of the Board on the Director of Education's progress towards implementing and achieving the goals in the performance plan.
- By January 21: Each member of the Board shall provide feedback to the Committee Chair.
- By January 31: the Committee Chair and at least one other member of the committee shall meet with the Director of Education to review progress towards implementing and achieving goals in the performance plan.

Bi-annual Feedback

- The Board shall procure an entity that has at least five (5) years of experience conducting multi-source executive performance assessments.
- The entity must comply with the requirements outlined in HCDSB Policy I-25 Purchasing and Procedure VI-11 Purchasing for procurement of goods and services.
- By April 30: starting in the first full evaluation cycle and every second full evaluation cycle thereafter, the entity selected by the Board to conduct the bi-annual feedback (360 assessment) is required to request feedback from the following individuals as listed in s. 8(2) of O. Reg. 83/24:
 - i. each member of the Board
 - ii. each Student Trustee of the Board
 - iii. each member of every statutory, ad hoc, or other committee of the Board
 - iv. each staff member of the Board who reports directly to the Director of Education
 - v. each parent member of the school council at each school of the Board

- vi. a representative nominated by each local employee association representing employees of the Board
 - vii. a representative sample of community partners and stakeholders, as identified by the Committee with input from the Director of Education
 - viii. if the Minister has provided notice to the Board and Director of their intention to provide feedback, the Minister is to be involved in providing feedback.
- The Director of Education and the Committee members shall agree on the areas of focus for the feedback and the specific questions for each group.

Draft Performance Appraisal Report

- By May 15: the entity is required to prepare a written report that summarizes and analyzes feedback and submit the report to the Committee and the Director of Education.
- By June 10: The Director of Education shall update their performance plan in accordance with s.9(4) of O. Reg. 83/24.
- By June 20: The Committee Chair shall provide a copy of the draft performance appraisal report, prepared in accordance with s. 10 of O. Reg. 83/24, to every member of the Board.
- By June 30: Each member of the Board shall provide any feedback on the draft performance appraisal report to the Committee.

Review of Draft Performance Appraisal Report

- By July 7: the Committee Chair shall provide the draft performance appraisal report to the Director of Education.
- By July 31: the Committee Chair and at least one member of the committee shall meet with the Director of Education to review actions implemented to achieve the goals in the performance plan, update the plan for the next evaluation cycle, discuss the draft of the report and provide opportunity for response.

Final Performance Appraisal Report

- By August 10: the Committee shall finalize the performance appraisal report and provide the final report to the Board and the Director of Education.
- By August 15: the Board shall provide to the Minister of Education:
 - written confirmation that the performance appraisal has been conducted and adopted by Board resolution
 - a list of community partners and stakeholders that participated in the bi-annual feedback



- post a copy of the written confirmation and list of community partners and stakeholders on the HCDSB website

APPROVED: Regular Meeting of the Board

AUTHORIZED BY: _____
Chair of the Board