

**JAMES BAY LOWLANDS
SECONDARY SCHOOL BOARD**

**BOARD GOVERNANCE POLICY
NO. GOV-27**

Date Adopted	October 24, 2018
Last Revised	
Board Motion	5598-10-18

PERFORMANCE REVIEW OF THE SUPERVISORY OFFICER

1. PURPOSE

The James Bay Lowlands Secondary School Board recognizes the importance of engaging a highly qualified, effective system leader to implement the work of the Board.

The Board has developed this governance policy to ensure accountability for the effective leadership of the district and to comply with its duty under the *Education Act* to “monitor and evaluate the performance of the board’s director of education or the supervisory officer acting as the board’s director of education.”

2. DEFINITION

Supervisory Officer: In a school authority, the supervisory officer fulfils the functions of a director of education as described in the *Education Act* and Regulations. [*Education Act: Section 284: Supervisory Officers: School Authorities*] The supervisory officer serves as the chief education officer and chief executive officer of the Board. However, in the case of a school authority, the role is limited in time, and needs to be evaluated accordingly.

3. GUIDING PRINCIPLES

- 3.1 The Board is committed to having a chief education officer/chief executive officer who promotes success for all students, professional growth for all staff members, open communication, and positive community relationships.
- 3.2 The Board will be guided in the evaluation process by the philosophy set out in Board Governance Policy GOV-01 Values, Vision, and Mission.
- 3.3 This Board policy provides a collaborative and agreed-upon process for the performance review of the supervisory officer. The review process is intended to provide the supervisory officer with concrete feedback from the Board that can be used as a basis for his or her personal development in the role. The process focuses both the Board and the supervisory officer on continuous improvement.

4. POLICY

- 4.1 The James Bay Lowlands Secondary School Board believes that a properly conducted performance review of the supervisory officer benefits the supervisory officer, enhances the relationship between the supervisory officer and the Board of trustees, maintains standards for the delivery of educational programs and services, and models the importance of accountability for the whole system.
- 4.2 The performance review process provides a forum for constructive dialogue and exchange of information between the supervisory officer and the Board of trustees. The process allows for the opportunity to review past accomplishments and progress in alignment with the Board's multi-year strategic plan. The end result will provide future direction for the supervisory officer.
- 4.3 The James Bay Lowlands Secondary School Board's Governance Policy GOV-03, The Role of the Supervisory Officer, is also a useful reference during the process.
- 4.4 The Board may at any time decide to use a skilled external facilitator to assist with the performance review process. The facilitator would provide an objective written report, based on the agreed-upon evidence gathered, and include areas of current achievement and areas for focus and /or improvement in the year ahead.

5. BOARD EXPECTATIONS

- 5.1 The chair is responsible for leading the performance review process with the corporate Board. It is recommended that all trustees provide feedback on the performance review through the chair.
- 5.2 The process will include an opportunity for the supervisory officer to make a presentation to the members of the Board on the progress that is being made on the multi-year strategic plan. During this presentation, the supervisory officer will also have the opportunity to make recommendations to the Board regarding priorities in the plan that may need to be re-evaluated by the Board.
- 5.3 The supervisory officer may include in the presentation details about achievement of Board expectations in connection with the Board policy, Role of the Supervisory Officer.
- 5.4 The supervisory officer shall provide regular feedback on the multi-year strategic plan and other aspects of system leadership throughout the year to assist the Board to monitor performance on a regular basis as part of its governance role.
- 5.5 The end result of the performance review will be a confidential management letter from the chair, written on behalf of the Board of trustees and approved by the Board. The letter will detail accomplishments and, where appropriate, redirection, along with an agreement on objectives for the future in alignment with the multi-year strategic plan.

- 5.6 A formal motion will be made at a public Board meeting approving the completion of the performance review process for the supervisory officer.
- 5.7 The supervisory officer will have an opportunity to respond by the next Board meeting if he or she does not agree with any comments that are made in the management letter.

REFERENCE DOCUMENTS

Legal:

Education Act: Section 169.1 (1) Duties and Powers of Boards: Responsibility for student achievement and stewardship of resources

Education Act. Section 169.1 (1) (h) Duties and Powers of Boards: Duty to Monitor and Evaluate the Performance of the Supervisory Officer

Education Act, Section 283 (2) Chief Executive Officer: Develop and maintain an effective organization

Education Act: Section 284: Supervisory Officers: School Authorities

Municipal Freedom of Information and Protection of Privacy Act

Ontario Regulation 309 Supervisory Officers: Qualifications

Board References:

Board Policy GOV-01 Values, Vision, and Mission

Board Policy GOV-02 Role of the Corporate Board

Board Policy GOV-03 Role of the Supervisory Officer

Board Policy GOV-04 Delegation of Authority

Board Policy GOV-05 Multi-Year Strategic Plan

Resource:

Ontario Education Services Corporation. (OESC) Centre for Governance Excellence. *Trustee Professional Development Program*. Module 5a: Performance Review: Director of Education. <http://ontarioschooltrustees.org/>