



# Riverside School Board

<b>Policy Name:</b>	<b>Policy on the Evaluation of the Performance of the Director General</b>
<b>Policy Number:</b>	Policy number Resolution B875-20230418 replacing policy number B180-20070703
<b>Date Received at Governance and Ethics</b>	February 7, 2023
<b>Date Received at Council:</b>	February 21, 2023
<b>Consultation Period:</b>	February 25, 2023 to April 10, 2023
<b>Date Approved by Council:</b>	April 18, 2023

## Purpose

The purpose of conducting an annual performance evaluation of the Director General is to provide feedback to the Director General, to foster and encourage continuous dialogue, and to ensure the mutual understanding of expectations between the Director General and the Council of Commissioners. This policy will outline the process used by the Council of Commissioners to assess the degree of success achieved by the Director General in fulfilling responsibilities. It will also provide a basis for any decisions that the Council of Commissioners might make concerning the Director General.

## General Principles and Requirements

Council will formally evaluate the Director General on an annual basis, normally by June 30 of each year.

The objective of the evaluation is to promote professional excellence, improve skills, review progress towards the achievement of goals and to set direction for further improvement.

This evaluation will be based on the Director General's performance during the school year and based on the established objectives and competencies.

The Director General will participate in this process each year by:

- Providing proposed organizational and personal objectives, and, if desired, may also provide a personal vision statement;
- Meeting with the DG Liaison Committee on an ongoing basis (usually 4 times per year as well as at the request of the Director General or the Chair of the Director General Liaison Committee);
- At the end of the school year, making a presentation to the Council of Commissioners regarding the level of achievement in fulfilling the annual objectives. Council may request a copy of the presentation.



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## **The Director General Liaison Committee**

The Director General Liaison Committee consists of five members: the Chair and Vice Chair of the Council of Commissioners, as well as a Parent Commissioner and two other commissioners who will be appointed by Council on an annual basis.

The mandate of the committee is to liaise between Council and the DG. This involves being the voice of Council, bringing its concerns to discussions with the DG in a small group setting. To achieve this, the DG Liaison Committee will provide opportunities for Council to express concerns to it and also to report to Council on the results of discussions with the Director General. The committee functions as a sounding board and a support for the DG. Also, if Council deems necessary, the committee would perform any interventions with the DG.

The DG Liaison Committee, as well as the Council of Commissioners, must safeguard the confidentiality of the evaluation process.

## **Process**

### Goal Setting

The Director General Liaison Committee will meet the Director General in June of each year to discuss those issues relevant to the goal-setting process. At the beginning of the school year, the Director General will present the proposed organizational goals and personal goals for the upcoming academic year to the Director General Liaison Committee.

The Director General Liaison Committee will review the proposed objectives and make recommendations where deemed appropriate. The proposed goals shall subsequently be presented to Council in a September Work Session. Council shall then review the proposed goals and request modifications where deemed appropriate.

### Ongoing Discussions

Throughout the year, the Director General Liaison Committee will discuss with the Director General the progress toward organizational and personal goals, important issues that may arise in the School Board, and any concerns with respect to performance. The committee will make itself available to the DG when needed.

### Performance Appraisal

In May/June, the Director General will present the achievements of the year to Council.

The Director General Liaison Committee will develop a mechanism, on a yearly basis, to be used by the Commissioners to evaluate the performance of the Director General. When developing the mechanism, the committee will endeavour to be able to produce comparative evaluations from year to year.

The Director General Liaison Committee will correlate the feedback and prepare a written summary.



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The Chairman of the Council of Commissioners will sign two copies of the evaluation. One copy is given to the Director General, and the other is kept in a sealed confidential Human Resources file at the School Board office.