

# SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section





## 7.5 Performance Plan and Appraisal Template

### 7.5.1

- III. For each action that was not implemented by the director of education, a rationale for why the action was not implemented.

7.5.4 The PAC shall assign one of the following ratings to the performance of the director of education:

1. Meets all expectations
2. Meets most expectations
3. Meets some expectations
4. Does not meet expectations

7.5.5 When determining which performance rating to assign to the director of education, the committee shall consider the following factors:

1. The extent to which the director of education worked diligently and consistently toward the implementation of the actions identified in the performance plan.
2. The efforts made by the director of education to engage board staff, community partners and stakeholders, and others in the development of the goals and implementation of the actions identified in the performance plan.
3. The degree of success the director of education had in achieving the goals set out in the performance plan, as informed by data available to the board including,
  - i. the feedback set out in the Director's Performance Plan results, if applicable, and
  - ii. the information collected by the feedback surveys, if applicable.
4. The rationale provided by the director of education for the actions that were not implemented.

7.5.8 The director of education and the chair of the committee shall each sign the performance plan and each of them shall retain a copy for at least six years.

7.5.9 The Chair of the Board will submit a written confirmation that the appraisal was conducted and adopted by Board resolution and outline the list of feedback groups that participated in the bi-annual feedback to the Minister.

7.5.10 The written confirmation and list of feedback groups will be posted on the Board's website.

## **8.0 Dispute Resolution Process**

The dispute resolution process [outlined in the Director's Personal Service Contract] should be undertaken.

- x Where there are disagreements between the Board of Trustees and the Director of education

- Ontario Regulation 224/23: Provincial Priorities in Education
- Ontario Leadership Framework for System Leaders
- SGDSB Multi-Year Strategic Plan
- Policy 801

		Performance Plan, update the plan, review the draft Performance Appraisal Report and provide an opportunity for the Director of education to respond.
--	--	---

**Table 2: Interim Evaluation Cycle**

**Interim Cycle  
Timelines**

## Appendix B: Notification to Ministry of Education: Written Confirmation of Completion

The Honourable \_\_\_\_\_  
Minister of Education  
c/o 13<sup>th</sup> Floor, 315 Front St. W.  
Toronto, ON M7A 0B8  
educationequitysecretariat@ontario.ca

Date: [Click or tap to enter a date.](#)

This is to attest that \_\_\_\_\_ has completed the  
(Name of school board)  
\_\_\_\_\_ performance appraisal of their Director of education \_\_\_\_\_  
(interim or full) (Name of Director of education)  
in accordance with the Ontario Regulation XX/2024 – Director of education Performance  
Appraisal.

### Bi-annual feedback:

- No, this evaluation cycle did not require the inclusion of bi-annual community partner/stakeholder feedback.
- Yes, this evaluation cycle included the required bi-annual community partner/stakeholder feedback, and the list of community partners and stakeholders invited to provide feedback is posted on the board's website.

x Community partners and stakeholders:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Performance Appraisal Completion: [Click or tap to enter a date.](#)

\_\_\_\_\_  
Signature of the Chair of the Board

\_\_\_\_\_  
Printed Name of the Chair of the Board

**Appendix C: Written Notification to the Ministry of Education: Written Confirmation of Performance Plan**

The Honourable \_\_\_\_\_  
Minister of Education  
c/o 13<sup>th</sup> Floor, 315 Front St. W.  
Toronto, ON M7A 0B8  
educationequitysecretariat@ontario.ca

Date: [Click or tap to enter a date.](#)

This is to confirm that \_\_\_\_\_ began their role as Director of  
Education for the \_\_\_\_\_ on \_\_\_\_\_.  
(Name of Director of education) (Name of school board)  
(Date)

Performance Plan:

- Yes, the director of education's performance plan has been put in place for the current \_\_\_\_\_ evaluation cycle and has been posted on our board's website.  
(interim or full)

Date of Performance Plan Completion: [Click or tap to enter a date.](#)

\_\_\_\_\_  
Signature of the Chair of the Board

\_\_\_\_\_  
Printed Name of the Chair of the Board



<b>(iii). Promote a healthy and inclusive workplace with effective systems for staff selection and oversight</b>			
<b>(iv). Create and maintain respectful and collaborative relationships with students, parents, staff, school board communities , community partners and stakeholders , Ministry staff and the Minister</b>			



**Summary Comments**

**Rating and Signatures**

**Overall Rating Please check:**

- Meets all expectations
- Meets most expectations
- Meets some expectations
- Does not meet expectations

\_\_\_\_\_  
Committee Chair's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director's Signature

\_\_\_\_\_  
Date

## Appendix E

