

**MOOSE FACTORY ISLAND  
DISTRICT SCHOOL AREA BOARD**

<b>BOARD POLICY NO. GOV-13</b>	
Approved	
Last Revised	
Board Motion	

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**PERFORMANCE REVIEW: SUPERVISORY OFFICER**

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**1. PURPOSE**

Moose Factory Island District School Area Board has developed this governance policy to ensure accountability for the effective leadership and management of the school system and to comply with its duty under the *Education Act* to “monitor and evaluate the performance of the board’s director of education.” [See definition below.]

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.

**2. DEFINITIONS**

**Supervisory Officer:** For this district school area board, the supervisory officer fulfils the functions of a director of education as described in the *Education Act* and Regulations. The supervisory officer serves as the chief education officer and chief executive officer of the board. The role is limited to 30-40 days per school year.

**3. POLICY**

- 3.1 Moose Factory Island District School Area 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, ensures high standards for the delivery of educational programs and services, and models the importance of accountability for the system.
- 3.2 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 multi-year plan. The end result will provide clear direction for the supervisory officer in the subsequent year.
- 3.3 In addition to being aligned with the annual goals of the multi-year plan, the performance review is based on Board policy, Role of the Supervisory Officer. This policy sets out Board expectations for the supervisory officer’s performance. The Board will also review the supervisory officer’s support for the Board’s vision, mission, and values.

- 3.4 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 evidence gathered, and include areas for focus and /or improvement in the year ahead.

#### 4. BOARD EXPECTATIONS

- 4.1 The chair is responsible for leading the performance review process of the supervisory officer with the corporate Board. It is recommended that all trustees provide feedback on the performance review through the chair.
- 4.2 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 plan. The multi-year plan provides the basis for evaluation of the supervisory officer. During this presentation, the supervisory officer will also have the opportunity to make recommendations to the Board regarding priorities that may need to be re-evaluated by the Board.
- 4.3 The supervisory officer may include in the presentation details about achievement of Board expectations in connection with Board policy, Role of the Supervisory Officer. The Board will consider the supervisory officer's fulfillment of this job description in the performance review.
- 4.4 The supervisory officer shall provide regular feedback on the multi-year 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.
- 4.5 The end result of the performance review will be a formal management letter from the chair, written on behalf of the Board of trustees and approved by the Board. The management letter will be put on the supervisory officer's file with the human resources department. The letter will detail accomplishments and, where appropriate, redirection, along with an agreement on objectives for the coming year in alignment with the multi-year plan.
- 4.6 The performance review shall be completed and presented to the supervisory officer annually no later than the November meeting of the Board.
- 4.7 A formal motion will be made at the November public Board meeting approving the completion of the performance review process for the supervisory officer.
- 4.8 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 References:**

*Education Act, S 169.1 Duties and Powers of Boards*

*Education Act, S 283 Chief Executive Officer*

*Education Act, S 283.1 Additional Duties of Director of Education*

Ontario Regulation 309 Supervisory Officers

*Municipal Freedom of Information and Protection of Privacy Act*

**Board References:**

Board Policy GOV-01 Vision, Mission, and Values

Board Policy GOV-02 Strategic Directions and Key Priorities

Board Policy GOV-04 Role of the Supervisory Officer

Board Policy GOV-05 Delegation of Authority

**Resource:**

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