



Halton District School Board

IV. POLICY TYPE: BOARD: DIRECTOR RELATIONSHIP

POLICY TITLE: CHIEF EXECUTIVE ROLE

The Director of Education, as chief executive officer, is accountable to the Board acting as a corporate body. The Board will instruct the Director of Education through written policies, delegating implementation to the Chief Executive.



The Halton District School Board is committed to providing the highest quality education which prepares our students for success as responsible, participating citizens of the global community.



Halton District School Board

IV. POLICY TYPE: BOARD:DIRECTOR RELATIONSHIP

A. *POLICY TITLE:* DELEGATION TO THE CHIEF EXECUTIVE

The Board will instruct the Director of Education through written policies, and through decisions of the Board of Trustees.

MONITORING:

Method(s) **Direct Inspection (Governance & By-law Committee)**

Frequency **Annually**

Month **April**



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IV. POLICY TYPE: BOARD:DIRECTOR RELATIONSHIP

B. POLICY TITLE: DIRECTOR OF EDUCATION ROLE & ACCOUNTABILITY

Decisions of the Board, only when it acts as a corporate body, are binding on the Director of Education, or on persons who report directly or indirectly to the Director. Accordingly,

1. Decisions or instructions of individual Board members, officers, or committees are not binding on the Director of Education, or on persons who report directly or indirectly to the Director except in rare instances when the Board has specifically authorized such exercise of authority.
2. In the case of Board members requesting information or assistance without Board authorization, the Director of Education in consultation with the Chair or Vice-Chair of the Board, may refuse such requests that require a material amount of staff time or funds, or are disruptive, but will not otherwise refuse such requests.

The Director is the Board's only link to operational achievement and conduct so that all authority and accountability of staff, as far as the Board is concerned, is considered the authority and accountability of the Director. Accordingly,

1. The Board will never give instructions to persons who report directly or indirectly to the Director.
2. The Board will refrain from evaluating, either formally or informally, any staff other than the Director.

MONITORING:

Method(s) **Direct Inspection (Governance & By-law Committee)**

Frequency **Annually**

Month **April**



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IV. POLICY TYPE: BOARD:DIRECTOR RELATIONSHIP

C. POLICY TITLE: MONITORING DIRECTOR OF EDUCATION & ORGANIZATIONAL PERFORMANCE

1. The purpose of monitoring is to determine the degree to which Board policies are fulfilled. Information which does not do this will not be considered to be monitoring.
2. Regular monitoring will allow efficient use of Board time, so that meetings can be focussed on creating the future rather than reviewing the past.
3. Compliance with a given Board policy may be monitored in one or more of three ways:
 - *Internal report:* Documentation of compliance information to the Board from the Director of Education.
 - *External report:* Documentation of compliance information by a independent, external auditor, or inspector who is selected by and reports directly to the Board. Such reports must assess performance only against policies of the Board, not those of the external party unless the Board has previously indicated that party's opinion to be the standard.
 - *Direct Board inspection:* Documentation of compliance information by a Board member, a committee or the Board as a whole. This is a Board inspection of documents, activities or circumstances to assess compliance with the appropriate policy.
5. All policies that instruct the Director of Education (*Strategic Outcomes* and *Executive Limitations*) will be monitored at a frequency and by a method chosen by the Board. The Board can monitor any policy at any time by any method, but will ordinarily depend on the following routine schedule: (*see Appendix entitled: "Monitoring Schedule"*)

MONITORING OF BOARD'S PROCESS:

Methods: **Internal Report**

Frequency. **Annually (June)**



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IV. POLICY TYPE: BOARD:DIRECTOR RELATIONSHIP

D. POLICY TITLE: DIRECTOR OF EDUCATION ANNUAL PERFORMANCE APPRAISAL

1. The Director of Education is the Chief Executive Officer and the Chief Education Officer of the Board. In accordance with the policies established by the Board, the Director of Education shall develop and maintain an effective organization and the programs required to implement such policies.
2. On an annual basis, the Board shall monitor and evaluate the performance of the Director of Education in meeting his or her duties under the *Education Act* or any policy, guideline or regulation made under the *Act*, and under the multi-year Strategic Plan and Operational Plans, specifically including the implementation of policies, procedures and organizational structures aimed at achieving goals that:
 - a. promote student achievement and well-being;
 - b. ensure effective stewardship of the Board's resources; and
 - c. deliver effective and appropriate education programs to its pupils.
3. The Board will identify members of a Director's Performance Review Committee that will include the Chair, Vice-Chair and at least two trustees.
4. The Director's Performance Review committee will prepare a Performance Review document that sets out the criteria to evaluate the Director of Education's performance in meeting his or her duties in accordance with the legislation and with regard to the implementation of policies and organizational structures to achieve the above identified goals, and will propose goals and objectives.
5. Within one month following the delivery of the Director's Annual Report in December of each year, the Director of Education shall complete the self-evaluation portion of the Performance Review document, and submit the Performance Review document to the Director's Performance Review Committee.
6. The Director's Performance Review Committee shall meet to discuss the Performance Review document and compile feedback.
7. The Director's Performance Review Committee will meet with the Director of Education to review the compiled data that forms the Performance Review document, and proposed next steps, with the Director of Education prior to presenting it to the Board.
8. The Committee will submit the final Performance Appraisal document to the Board for review and approval no later than March each year, confirming the Director's performance appraisal process has been completed in accordance with this policy.

MONITORING OF BOARD'S PROCESS: *March (annually)*

Method(s) **Direct Inspection (Director's Performance Review Committee)**
