

Minutes of the Regular Meeting of the Board of Education of Prairie Spirit School Division No. 206 held in the Prairie Spirit School Division Office, on Monday, December 16, 2024, commencing at 10:00 a.m.

Present for the meeting were Board Members: Kate Kading, Chairperson; Kimberly MacLean, Vice Chairperson; Adin Dereniwski; Cindy Friesen; Wendy Friesen; Kimberly Greyeyes; Bernie Martineau; Shelby Poggemiller; Michael Richards; Christa-Ann Willems (left at 2:25 p.m.).

Also in attendance: Tracey Young, Director of Education; Dean Broughton, Deputy Director of Education; Bob Bayles, Deputy Director of Division Services, CFO, CHRO; Brenda Erickson, Communication Manager; and Nadine Meister, Assistant to the Director.

Guests in attendance: Teresa Korol, Superintendent of Business Services (joined at 10:14 a.m.; left at 10:20 a.m.; joined at 11:14 a.m.; left at 12:00 p.m.; joined at 3:04 p.m.); and Fay Cassidy, HR Superintendent (joined at 10:37 a.m.; left at 11:20 a.m.).

Kate Kading called the meeting to order at 10:04 a.m. and acknowledged that the meeting was being held on Treaty Six Territory.

Bob Bayles informed the Chair that item 8(c) 2025/26 Budget Development Plan will be presented in closed session in the afternoon with other financial reports rather than in the morning as per the agenda.

1. THAT the agenda be adopted as presented.

Agenda
Dereniwski

Carried.

2. THAT the Board grant an excused absence for Christa-Ann Willems from January 29 to February 28, 2025.

Excused Absence
Poggemiller

Carried.

3. THAT the Board adopt the minutes of November 25, 2024, as presented.

Minutes
Friesen W

Carried.

The following two motions relate to the 2024 School Board Elections:

4. THAT the Board accept the Declaration of Results for the election held on November 13, 2024, in Subdivision Nos. 1, 3, 4, 6, 7, and 8, and are attached to form part of these minutes.

Declaration of Results
Greyeyes

Carried.

5. THAT the Board accept the Declaration of Office dated November 25, 2024, from each of the following Trustees as attached to form part of these minutes:

Declaration of Office
Dereniowski

- Wendy Friesen
- Kate Kading
- Christa-Ann Willems
- Cindy Friesen
- Shelby Poggemiller
- Bernard Martineau
- Michael Richards
- Adin Dereniowski
- Kimberly MacLean
- Kimberly Greyeyes

Carried.

The following Trustees agreed to represent Subdivision No. 3 schools until the By-Election:

- Borden School – Cindy Friesen
- Langham schools – Kimberly MacLean

Teresa Korol, Superintendent of Business Services, joined the meeting at 10:14 a.m.

6. THAT the Board move into closed session at 10:14 a.m. for:

Closed Session
Poggemiller

- South Corman Park Capital Project Update
- Committee Reports

Carried.

Teresa Korol left the meeting at 10:20 a.m.

7. THAT the Board return from closed session at 10:34 a.m.

Closed Session
Richards

Carried.

The following motion arose from the closed session:

8. THAT the Board approve the revisions to Appendix K – Director of Education Guideline as recommended by the Governance Committee.

Revised
Appendix K
Friesen C

Carried.

Fay Cassidy, HR Superintendent, joined the meeting at 10:37 a.m.

Bob Bayles presented the decision report seeking approval for a number of by-election related items to fill the vacancy in Subdivision No. 3, including appointing a Returning Officer and setting the date of the by-election.

9. THAT the Board set the date of Wednesday, March 19, 2025, for the By-Election to fill the vacancy in Subdivision No. 3; and

Subdivision No.
3 By-Election
Willems

THAT the Board appoint Kylie Reitenbach as Returning Officer for the By-Election in Subdivision No. 3 to be held on March 19, 2025; and

THAT the Returning Officer be authorized to establish polls in personal care facilities or other similar institutions, if appropriate; and

THAT the Board pay election officials at the Town or Municipal normal rate or default to the Election Saskatchewan rate; and

THAT all polling places shall be in Borden and Langham with specific locations to be determined by the Returning Officer; and

THAT the Board require candidates to provide a Criminal Record Check (CRC) to accompany their nomination form as permitted by Section 87(1)(aa.2) of *The Education Act, 1995*, for the Subdivision No. 3 By-Election be held on March 19, 2025, and further that:

- Candidates are made aware that the CRC will be posted along with their nomination form in Division Office and that candidates give their consent to such posting;
- The nomination form will be posted on the Division website but will exclude the CRC in such posting;
- The candidate's birth date and previous name(s) included on the CRC will be redacted before posting in Division Office; and
- The CRC provided must be dated not older than six (6) months prior to the date of the by-election.

Carried.

Fay Cassidy presented the October and November Staffing Reports for the Board's information. Fay Cassidy also presented the 2023 Exit Survey results for the Board's information.

Teresa Korol joined the meeting at 11:14 a.m.

Fay Cassidy left the meeting at 11:20 a.m.

Teresa Korol presented the 2023/24 Audited Financial Statements Report for the Board's information.

The Board adjourned for lunch at 12:00 p.m. Teresa Korol left the meeting at 12:00 p.m.

The Board reconvened at 12:34 p.m.

Bob Bayles presented the Accounts Receivable Report as at December 10, 2024.

10. THAT the Board accept the Accounts Receivable Report as at December 10, 2024, as presented by Administration.

Accounts
Receivable
Report
Willems

Carried.

Bob Bayles presented the Monthly Financial Report as at November 30, 2024, for the Board's information.

Kate Kading and Tracey Young presented their respective reports for the Board's information.

Tracey Young presented the decision report seeking approval to change the March Board meeting date from March 17 to March 24, 2025.

11. THAT the Board move the March Board meeting date from March 17, 2025, to Monday, March 24, 2025.

Meeting Date
Change
Poggemiller

Carried.

Bob Bayles presented the decision report seeking approval for a loan to the Blaine Lake Community School (BLCS) School Community Council for playground equipment.

Shortly into Bayles' presentation, Mike Richards recused himself from the meeting due to conflict of interest at 1:03 p.m.

12. THAT the Board approve the loan of \$50,000 to the BLCS School Community Council for playground equipment.

BLCS SCC Loan
Friesen W &
Greyeyes

Carried.

Mike Richards rejoined the meeting at approximately 1:15 p.m. Teresa Korol joined the meeting at 1:15 p.m.

Teresa Korol completed her presentation of the 2023/24 Audited Financial Statements Report for the Board's information.

Teresa Korol then presented the 2024/25 Grant Projections report for the Board's information.

13. THAT the Board move into closed session for the 2025/26 Budget Development Plan at 1:51 p.m. Closed Session
Greyeyes

Carried.

14. THAT the Board return from closed session at 2:24 p.m. Closed Session
MacLean

Carried.

Christa-Ann Willems left the meeting at 2:25 p.m.

Teresa Korol presented the Fall 2024 Facilities Semi-Annual Accountability Report.

15. THAT the Board accept the Fall 2024 Facilities Semi-Annual Accountability Report as presented by Administration. Facilities Semi-Annual
Accountability
Report
Dereniwski

Carried.

Teresa Korol left the meeting at 3:04 p.m.

The Board reported on other activities and meetings attended since the last Board meeting.

16. THAT the meeting be adjourned at 3:07 p.m. The next meeting to be held on Monday, January 20, 2025, at 10:00 a.m. Adjournment
Poggemiller

Carried.

Chairperson

Secretary to the Board



Prairie Spirit School Division No. 206

FORM CC
[Clause 139(1)(b) of the Act]

Declaration of Results

Board Member: Prairie Spirit School Division No. 206 **Subdivision No. 1**
for the election held on the 13th day of November, 2024.

Names of Candidates	Number of Votes
Wendy Friesen	252 elected
Pam Wieler.....	166
Number of rejected ballots, except those on which no vote was made:	<u>0</u>
Number of ballots counted but objected to:	<u>0</u>
Spoiled: (e.g. Issued to a person who declined to vote).....	<u>2</u>
Total number of voters who voted as indicated on each Form Z	<u>418</u>

I declare that this is an accurate statement of the votes cast for the office of Board Member for Prairie Spirit School Division No. 206, Subdivision No. 1.

Dated this 14th day of November, 2024.

Ron Walter
Returning Officer

Note: A separate Declaration of Results must be completed for each office.



Prairie Spirit School Division No. 206

FORM CC
[Clause 139(1)(b) of the Act]

Declaration of Results

Board Member: Prairie Spirit School Division No. 206 **Subdivision No. 3**
for the election held on the 13th day of November, 2024.

Names of Candidates	Number of Votes
Melissa Hosegood.....	119 elected
Neil Maksymiw.....	22
Emily Summach.....	114

Number of rejected ballots, except those on which no vote was made:	<u>0</u>
Number of ballots counted but objected to:	<u>0</u>
Spoiled: (e.g. Issued to a person who declined to vote).....	<u>0</u>
Total number of voters who voted as indicated on each Form Z	<u>255</u>

I declare that this is an accurate statement of the votes cast for the office of Board Member for
Prairie Spirit School Division No. 206, Subdivision No. 3.

Dated this 14th day of November, 2024.

Ron Walter
Returning Officer

Note: A separate Declaration of Results must be completed for each office.



Prairie Spirit School Division No. 206

FORM CC
[Clause 139(1)(b) of the Act]

Declaration of Results

Board Member: Prairie Spirit School Division No. 206 **Subdivision No. 4**
for the election held on the 13th day of November, 2024.

Names of Candidates	Number of Votes
Carrie Lalonde	53
Christa-Ann Willems	276 elected
Number of rejected ballots, except those on which no vote was made:	<u>1</u>
Number of ballots counted but objected to:	<u>0</u>
Spoiled: (e.g. Issued to a person who declined to vote).....	<u>0</u>
Total number of voters who voted as indicated on each Form Z	<u>329</u>

I declare that this is an accurate statement of the votes cast for the office of Board Member for Prairie Spirit School Division No. 206, Subdivision No. 4.

Dated this 14th day of November, 2024.

Ron Walter
Returning Officer

Note: A separate Declaration of Results must be completed for each office.



Prairie Spirit School Division No. 206

FORM CC
[Clause 139(1)(b) of the Act]

Declaration of Results

Board Member: Prairie Spirit School Division No. 206 **Subdivision No. 6**
for the election held on the 13th day of November, 2024.

Names of Candidates	Number of Votes
Bernie Howe	120
Shelby Poggemiller.....	176 elected
Number of rejected ballots, except those on which no vote was made:	<u>0</u>
Number of ballots counted but objected to:	<u>0</u>
Spoiled: (e.g. Issued to a person who declined to vote).....	<u>0</u>
Total number of voters who voted as indicated on each Form Z	<u>296</u>

I declare that this is an accurate statement of the votes cast for the office of Board Member for Prairie Spirit School Division No. 206, Subdivision No. 6.

Dated this 14th day of November, 2024.

Ron Walter
Returning Officer

Note: A separate Declaration of Results must be completed for each office.



Prairie Spirit School Division No. 206

FORM CC
[Clause 139(1)(b) of the Act]

Declaration of Results

Board Member: Prairie Spirit School Division No. 206 **Subdivision No. 7**
for the election held on the 13th day of November, 2024.

Names of Candidates	Number of Votes
Rhonda Lavoie	75
Bernard Martineau	122 elected
Michelle Spray	80

Number of rejected ballots, except those on which no vote was made:	<u>0</u>
Number of ballots counted but objected to:	<u>0</u>
Spoiled: (e.g. Issued to a person who declined to vote).....	<u>0</u>
Total number of voters who voted as indicated on each Form Z	<u>277</u>

I declare that this is an accurate statement of the votes cast for the office of Board Member for Prairie Spirit School Division No. 206, Subdivision No. 7.

Dated this 14th day of November, 2024.

Ron Walter
Returning Officer

Note: A separate Declaration of Results must be completed for each office.



Prairie Spirit School Division No. 206

FORM CC
[Clause 139(1)(b) of the Act]

Declaration of Results

Board Member: Prairie Spirit School Division No. 206 **Subdivision No. 8**
for the election held on the 13th day of November, 2024.

Names of Candidates	Number of Votes
Michael Richards	237 elected
Grace Wudrick	135
Number of rejected ballots, except those on which no vote was made:	<u>2</u>
Number of ballots counted but objected to:	<u>0</u>
Spoiled: (e.g. Issued to a person who declined to vote).....	<u>27</u>
Total number of voters who voted as indicated on each Form Z	<u>372</u>

I declare that this is an accurate statement of the votes cast for the office of Board Member for Prairie Spirit School Division No. 206, Subdivision No. 8.

Dated this 14th day of November, 2024.

Ron Walter
Returning Officer

Note: A separate Declaration of Results must be completed for each office.



Prairie Spirit School Division No. 206


FORM A

[Subsection 71(1) of the Act] / [Subsection 9(1) of the Regulations]

Declaration of Office

I, Wendy Friesen, do hereby accept the office of member of the Board of Education of the Prairie Spirit School Division No. 206 of Saskatchewan, to which I have been elected in Subdivision No. 1, and I will, to the best of my ability honestly and faithfully discharge the duties devolving on me as such member.

Dated at Blucher, Saskatchewan, this 25 day of November, 2024.


Member, Board of Education


FORM B

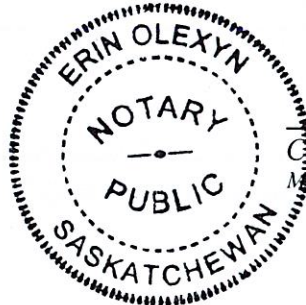
[Subsection 71(2) of the Act]/[Subsection 9(2) of the Regulations]

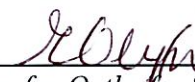
Endorsement Certificate by Commissioner for Oaths

I, Erin Olexyn, of Warman, Saskatchewan, do hereby certify that Wendy Friesen, a person elected as a member of the Board of Education of the Prairie Spirit School Division No. 206 for Subdivision No. 206, has this day made before me the required declaration of office.

Dated at Warman, Saskatchewan, this 25 day of November,

~~2023.~~
~~2024~~ 




Commissioner for Oaths for Saskatchewan
My commission expires on: April 30, 2027

Prairie Spirit School Division No. 206

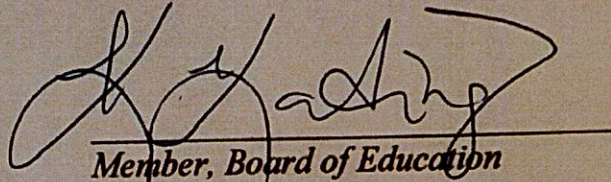
FORM A

[Subsection 71(1) of the Act] / [Subsection 9(1) of the Regulations]

Declaration of Office

I, Kate Kading, do hereby accept the office of member of the Board of Education of the Prairie Spirit School Division No. 206 of Saskatchewan, to which I have been elected in Subdivision No. 2, and I will, to the best of my ability honestly and faithfully discharge the duties devolving on me as such member.

Dated at Rosthern, Saskatchewan, this 25th day of November, 2024.


Member, Board of Education

FORM B

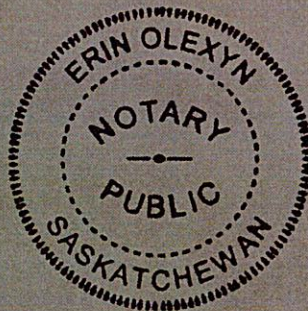
[Subsection 71(2) of the Act]/[Subsection 9(2) of the Regulations]

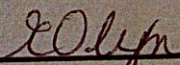
Endorsement Certificate by Commissioner for Oaths

I, ^{Erin} ~~Ka~~ Erin Olexyn, of Warman, Saskatchewan, do hereby certify that Kate Kading, a person elected as a member of the Board of Education of the Prairie Spirit School Division No. 206 for Subdivision No. 206, has this day made before me the required declaration of office.

Dated at Warman, Saskatchewan, this 25 day of November,

~~2023~~
2024 20




Commission for Oaths for Saskatchewan
My commission expires on: April 30, 2027



Prairie Spirit School Division No. 206

FORM A

[Subsection 71(1) of the Act] / [Subsection 9(1) of the Regulations]

Declaration of Office

I, Christa-Ann Willems, do hereby accept the office of member of the Board of Education of the Prairie Spirit School Division No. 206 of Saskatchewan, to which I have been elected in Subdivision No. 4, and I will, to the best of my ability honestly and faithfully discharge the duties devolving on me as such member.

Dated at RM of Laird, Saskatchewan, this 25 day of November, 2024.

Christa-Ann Willems
Member, Board of Education

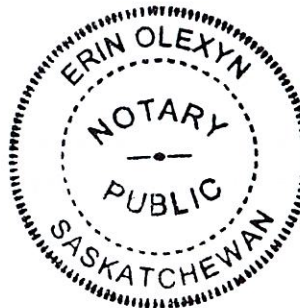
FORM B

[Subsection 71(2) of the Act]/[Subsection 9(2) of the Regulations]

Endorsement Certificate by Commissioner for Oaths

I, Erin Olexyn, of Warman, Saskatchewan, do hereby certify that Christa-Ann Williams a person elected as a member of the Board of Education of the Prairie Spirit School Division No. 206 for Subdivision No. 206, has this day made before me the required declaration of office.

Dated at Warman, Saskatchewan, this 25 day of November, 2023.
2024-20



Erin Olexyn
Commissioner for Oaths for Saskatchewan
My commission expires on: April 30, 2027



Prairie Spirit School Division No. 206

FORM A

[Subsection 71(1) of the Act] / [Subsection 9(1) of the Regulations]

Declaration of Office

I, Cindy Friesen, do hereby accept the office of member of the Board of Education of the Prairie Spirit School Division No. 206 of Saskatchewan, to which I have been elected in Subdivision No. 5, and I will, to the best of my ability honestly and faithfully discharge the duties devolving on me as such member.

Dated at Saskatoon, Saskatchewan, this 25th day of November, 2024.


Member, Board of Education

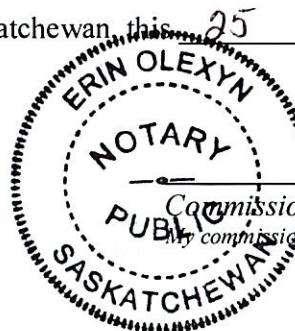
FORM B


[Subsection 71(2) of the Act]/[Subsection 9(2) of the Regulations]

Endorsement Certificate by Commissioner for Oaths

I, Erin Olexyn, of Warman, Saskatchewan, do hereby certify that Cindy Friesen, a person elected as a member of the Board of Education of the Prairie Spirit School Division No. 206 for Subdivision No. 206, has this day made before me the required declaration of office.

Dated at Warman, Saskatchewan, this 25 day of November, ~~2023~~ 2024





Commissioner for Oaths for Saskatchewan
My commission expires on: April 30, 2027



Prairie Spirit School Division No. 206

FORM A

[Subsection 71(1) of the Act] / [Subsection 9(1) of the Regulations]

Declaration of Office

I, Shelby Poggemiller, do hereby accept the office of member of the Board of Education of the Prairie Spirit School Division No. 206 of Saskatchewan, to which I have been elected in Subdivision No. 6, and I will, to the best of my ability honestly and faithfully discharge the duties devolving on me as such member.

Dated at Vanscoy, Saskatchewan, this 25 day of November, 2024.

Shelby Poggemiller
Member, Board of Education

FORM B

[Subsection 71(2) of the Act]/[Subsection 9(2) of the Regulations]

Endorsement Certificate by Commissioner for Oaths

I, Erin Olexyn, of Warman, Saskatchewan, do hereby certify that Shelby Poggemiller, a person elected as a member of the Board of Education of the Prairie Spirit School Division No. 206 for Subdivision No. 206, has this day made before me the required declaration of office.

Dated at Warman, Saskatchewan, this 25 day of November,

~~2023.~~

2024-20



Erin Olexyn
Commissioner for Oaths for Saskatchewan
My commission expires on: April 30, 2027



Prairie Spirit School Division No. 206

FORM A

[Subsection 71(1) of the Act] / [Subsection 9(1) of the Regulations]

Declaration of Office

I, Bernie Martineau, do hereby accept the office of member of the Board of Education of the Prairie Spirit School Division No. 206 of Saskatchewan, to which I have been elected in Subdivision No. 7, and I will, to the best of my ability honestly and faithfully discharge the duties devolving on me as such member.

Dated at Rm of Dundurn, Saskatchewan, this 25 day of November, 2024.

Bernie Martineau via email
Member, Board of Education

FORM B

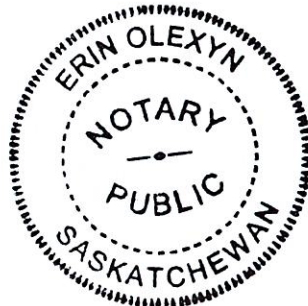
[Subsection 71(2) of the Act]/[Subsection 9(2) of the Regulations]

Endorsement Certificate by Commissioner for Oaths

I, Erin Olexyn, of Warman, Saskatchewan, do hereby certify that Bernie Martineau, a person elected as a member of the Board of Education of the Prairie Spirit School Division No. 206 for Subdivision No. 206, has this day made before me the required declaration of office.

Dated at Warman, Saskatchewan, this 25 day of November,

~~2023.~~
2024-20



EOlexyn
Commissioner for Oaths for Saskatchewan
My commission expires on: April 30, 2027



Prairie Spirit School Division No. 206

FORM A

[Subsection 71(1) of the Act] / [Subsection 9(1) of the Regulations]

Declaration of Office

I, Michael Richards, do hereby accept the office of member of the Board of Education of the Prairie Spirit School Division No. 206 of Saskatchewan, to which I have been elected in Subdivision No. 8, and I will, to the best of my ability honestly and faithfully discharge the duties devolving on me as such member.

Dated at Aberdeen, Saskatchewan, this 25th day of November, 2024.

Member, Board of Education

FORM B

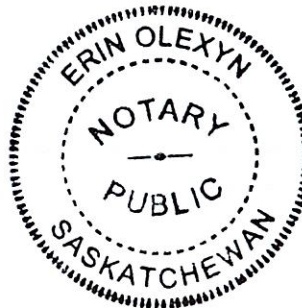
[Subsection 71(2) of the Act]/[Subsection 9(2) of the Regulations]

Endorsement Certificate by Commissioner for Oaths

I, Erin Olexyn, of Warman, Saskatchewan, do hereby certify that Michael Richards, a person elected as a member of the Board of Education of the Prairie Spirit School Division No. 206 for Subdivision No. 206, has this day made before me the required declaration of office.

Dated at Warman, Saskatchewan, this 25 day of November,

~~2023.~~
2024-20



EOlexyn
Commissioner for Oaths for Saskatchewan
My commission expires on: April 30, 2027



Prairie Spirit School Division No. 206

FORM A

[Subsection 71(1) of the Act] / [Subsection 9(1) of the Regulations]

Declaration of Office

I, Kimberly MacLean, do hereby accept the office of member of the Board of Education of the Prairie Spirit School Division No. 206 of Saskatchewan, to which I have been elected in Subdivision No. 9, and I will, to the best of my ability honestly and faithfully discharge the duties devolving on me as such member.

Dated at Warman, Saskatchewan, this 25 day of November, 2024.

Kimberly MacLean
Member, Board of Education

FORM B

[Subsection 71(2) of the Act]/[Subsection 9(2) of the Regulations]

Endorsement Certificate by Commissioner for Oaths

I, Erin Olexyn, of Warman, Saskatchewan, do hereby certify that Kimberly Maclean, a person elected as a member of the Board of Education of the Prairie Spirit School Division No. 206 for Subdivision No. 206, has this day made before me the required declaration of office.

Dated at Warman, Saskatchewan, this 25 day of November,

~~2023~~
2024 - 20



Erin Olexyn
Commissioner for Oaths for Saskatchewan
My commission expires on: April 30, 2027



Prairie Spirit School Division No. 206


FORM A

[Subsection 71(1) of the Act] / [Subsection 9(1) of the Regulations]

Declaration of Office

I, Adin Dereniwski, do hereby accept the office of member of the Board of Education of the Prairie Spirit School Division No. 206 of Saskatchewan, to which I have been elected in Subdivision No. 10, and I will, to the best of my ability honestly and faithfully discharge the duties devolving on me as such member.

Dated at Warman, Saskatchewan, this 25 day of November, 2024.



Member, Board of Education

FORM B

[Subsection 71(2) of the Act]/[Subsection 9(2) of the Regulations]


Endorsement Certificate by Commissioner for Oaths

I, Erin Olexyn, of Warman, Saskatchewan, do hereby certify that Adin Dereniwski, a person elected as a member of the Board of Education of the Prairie Spirit School Division No. 206 for Subdivision No. 206, has this day made before me the required declaration of office.

Dated at Warman, Saskatchewan, this 25th day of November,

~~2023~~
~~-2024~~ 20.





Commissioner for Oaths for Saskatchewan
My commission expires on: April 30, 2027



Prairie Spirit School Division No. 206

FORM A

[Subsection 71(1) of the Act] / [Subsection 9(1) of the Regulations]

Declaration of Office

I, Kimberly Greyeyes, do hereby accept the office of member of the Board of Education of the Prairie Spirit School Division No. 206 of Saskatchewan, to which I have been elected in Subdivision No. 11, and I will, to the best of my ability honestly and faithfully discharge the duties devolving on me as such member.

Dated at Muskeg Lake, Saskatchewan, this 25th day of November, 2024.


Member, Board of Education

FORM B

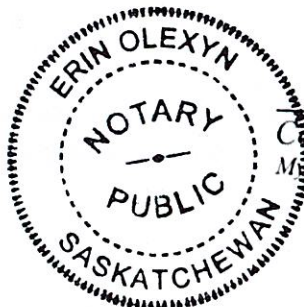
[Subsection 71(2) of the Act]/[Subsection 9(2) of the Regulations]


Endorsement Certificate by Commissioner for Oaths

I, Erin Olexyn, of Warman, Saskatchewan, do hereby certify that Kimberly Greyeyes, a person elected as a member of the Board of Education of the Prairie Spirit School Division No. 206 for Subdivision No. 206, has this day made before me the required declaration of office.

Dated at Warman, Saskatchewan, this 25 day of November,

~~2023~~
2024 EO




Commissioner for Oaths for Saskatchewan
My commission expires on: April 30, 2027



Appendix Name: K. Director of Education Evaluation Guideline

Policy Section: Appendices

Effective Date: November 23, 2023

Revised Date:

Director of Education Evaluation Principles, Process, Criteria, and Timelines

1) Effective Evaluation Principles

- a) Provides for both accountability and growth, and the strengthening of the relationship between the Board and the Director of Education. The written report will affirm specific accomplishments and will identify growth areas. Some growth goals may address areas of weakness while others will identify areas where greater emphasis is required due to changes in the environment.
- b) Provides for regular written evaluation of the Director of Education's performance aligned with and based upon the Director of Education's roles and responsibilities outlined in the Board policy 5.3.
- c) Highlights the key role of the Director of Education as the Chief Executive Officer for the Division to enhance student achievement and success for all children.
- d) Recognizes that the Director of Education is the Chief Executive Officer. The Director of Education is held accountable for work performed primarily by other senior administrators, e.g., fiscal management.
- e) Emphasizes the need for and requires the use of evidence for evaluation purposes. Evaluations are most helpful when the evaluator provides concrete evidence of strengths and/or weaknesses. The Director Evaluation Guide identifies the source of the evidence in advance, while the quality indicators describe expectations in regard to that evidence.
- f) Is linked to the Division's goals. The Provincial Education Plan and Board Strategic Plan directly links the Director of Education's performance to the continuous improvement planning process.
- g) Sets out standards of performance. The quality indicators in the Director Evaluation Guide set out initial standards. When growth goals are identified, additional standards will need to be set to provide clarity of expectations and a means of assessing performance.
- h) Is also a performance-based assessment system. Such an evaluation focuses on improvement over time. Subsequent evaluations take into consideration the previous evaluation, and an assessment of the Director of Education's success in addressing identified growth areas.
- i) Uses multiple data sources. Objective data such as audit reports, monitoring reports, and student achievement data are augmented with subjective data provided in surveys.
- j) Elicits evidence to support subjective assessments. This must be the case when the Board provides feedback regarding Board agendas, committee, and Board meetings, etc.



- k) Ensures Board feedback is provided regularly. Such feedback will be timely, provided regularly, supported by specific examples, and will focus on areas over which the Director of Education has authority.

2) Evaluation Process

- a) The Board and the Director of Education will be present during the facilitated evaluation session. The Director of Education will be invited to ensure the Board has full information and may choose to enter into discussion to ensure the evidence provided has been understood. The Director of Education will only be absent from the room for the period when the Board constructs the conclusion section. The evidence examined will be in the form of an internal report or external report. The Board will review the indicated evidence and will determine whether, or to what extent, the quality indicators have been achieved. In addition, the corporate Board will supplement the evidence contained in the evidence portfolio with agreed-upon direct Board observations. For example, this would be most evident in the section Board/Director Relations.
- b) During the evaluation workshop, a written evaluation report will be facilitated which will document:
 - i) The evaluation process,
 - ii) Evaluation context,
 - iii) Assessments relative to each of the criteria noted in the Director Evaluation Guide,
 - iv) An examination of progress made relative to any growth goals or redirections identified in the previous year's evaluation,
 - v) Identification of any growth goals if deemed appropriate, and
 - vi) A conclusions section followed by appropriate signatures and dates.
- c) The assessments contained in the evaluation report will reflect the corporate Board position. This report will be approved by Board motion. A signed copy will be provided to the Director of Education and a second signed copy will be placed in their file held by the Division.

3) Evaluation Criteria

- a) The criteria for the first evaluation will be those set out in the Director Evaluation Guide. In subsequent evaluations, the criteria will be those defined by the Director Evaluation Guide as listed or revised after each evaluation, plus any growth goals provided by the Board in previous written evaluation report(s). Such growth goals may be areas requiring remediation or actions which must be taken to address trends, issues, or external realities. For the Role Expectation "Leadership Practices", an external consultant will collect data relative to leadership practices by interviewing one quarter of the principals and all "direct reports". "Direct reports" are defined to be those individuals who report directly to the Director of Education on the Division's organizational chart.



- b) The Director Evaluation Guide, which is intended to clarify for the Director of Education, performance expectations held by the corporate Board. This guide is also intended to be used by the Board to evaluate the performance of the Director of Education in regard to each job expectation. The Board will review the indicated evidence and will determine whether, or to what extent, the quality indicators have been achieved.

4) Timelines for Evaluations

- a) Timelines for evaluations will be included in the employment contract of the Director of Education.
- b) Evaluations in the first year of employment of a Director of Education:
 - i) A three (3)-month verbal evaluation;
 - ii) A six (6)-month written evaluation; and
 - iii) A twelve (12)-month full evaluation as per this policy.
- c) Evaluations will be conducted annually thereafter on or near the anniversary of employment.
- d) If needed, the Director Evaluation Guide can be revised within three(3) months following the annual evaluation.