

## SECRETARY TREASURER EVALUATION PROCESS CRITERIA AND TIMELINES

### Evaluation Process

Provides for accountability, growth, and the strengthening of the relationship between the Board and the Secretary Treasurer. The written evaluation report shall affirm specific accomplishments and identify growth areas where applicable. Some growth goals may address areas of weakness while others will identify areas where greater emphasis is required due to changes in the District's environment.

1. Provides for an annual written evaluation of the Secretary Treasurer's performance.
2. Recognizes that the Secretary Treasurer is also held accountable for work performed primarily by staff who report to the Secretary Treasurer.
3. 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 Performance Assessment Guide identifies quality indicators (QI), which describe expectations in regard to each assigned role expectation (RE).
4. Is aligned with and based upon the Secretary Treasurer's roles and responsibilities.
5. Is aligned with the District's Strategic Plan and the key results contained therein.
6. Sets out standards of performance. The quality indicators (QI) in the Performance Assessment 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.
7. Is also a performance-based assessment system. Such an evaluation focuses on improvement over time. The second and subsequent evaluations include an assessment of the Secretary Treasurer's success in addressing growth areas identified in the previous evaluation.
8. Uses multiple data sources.
9. Elicits evidence to support subjective assessments.
10. Ensures Board feedback is provided regularly. Such feedback normally will be provided annually and will focus on areas over which the Secretary Treasurer has authority.

The Secretary Treasurer will maintain an electronic evidence binder which will be provided to the Board approximately one week prior to the evaluation workshop. The purpose of the evidence binder is to provide evidence that the quality indicators identified in Appendix B have been achieved. Therefore, evidence will be organized in regard to these quality indicators.

The Board and the Secretary Treasurer will be present during the facilitated evaluation session. The Secretary Treasurer will ensure the Board has full information and may choose to enter into discussion to ensure the evidence provided has been understood. The Secretary Treasurer will only be absent from the room just prior to the evaluation and for the period when the Board constructs the conclusion section. The evidence examined will be in the form of internal reports or external reports. An external report is one from an external source such as an auditor. An internal report is one that comes through the Secretary Treasurer. The Board will review the indicated evidence and determine whether, or to what extent, the quality indicators have been achieved. In addition, the 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 Secretary Treasurer/Board Relations.

During the evaluation workshop, a written evaluation report will be facilitated by the external consultant, which will document:

- The evaluation process;
- Evaluation context;
- Assessments relative to the criteria (quality indicators) noted in Appendix B;
- An examination of progress made relative to any growth goals or redirections identified in the previous year's evaluation;
- Identification of any growth goals if deemed appropriate for the coming year; and
- A "conclusion" section, followed by appropriate signatures and dates.

The assessments contained in the evaluation report will reflect only the corporate Board position. This report will be approved by Board motion. The actual report is a confidential document. A copy signed by the Board will be provided to the Secretary Treasurer and a second signed copy will be placed in the Secretary Treasurer's personnel file held by the District.

## **Evaluation Criteria**

The criteria for the first evaluation will be those set out in Appendix B: the Performance Assessment Guide. In subsequent evaluations, the criteria will be those defined by the Performance Assessment 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 selected staff who work closely with the Secretary Treasurer, those who report directly to the Secretary Treasurer on the Board approved organizational chart. Leadership practices will normally be assessed once in a Board term of office as determined by the Board.

Appendix B is the Performance Assessment Guide, which is intended to clarify for the Secretary Treasurer the performance expectations held by the Board. This guide is also intended to be used by the Board to evaluate the performance of the Secretary Treasurer 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.

### **Timelines for Evaluations**

Evaluations will be conducted annually, commencing with 2019-2020.

Legal Reference: Section 22, 85 School Act