



Number: III 005  
Subject: Monitoring CEO Performance

Approval Date: April 28, 2008  
Effective Date: April 28, 2008  
Revised: June 24, 2013; December 12, 2016; March 27, 2017

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Policy Statement:

Systematic and thorough monitoring of CEO job performance will be primarily against expected CEO job outputs; organizational accomplishment of board policies on Ends, as connected to the annual priorities identified and mapped to the Multi Year Strategic Plan, as well as organizational operation within the boundaries established in board policies on Executive Limitations.

Accordingly:

1. Monitoring is simply to determine the degree to which board policies are being met. Data which do not do this will not be considered to be monitoring data.
2. the Board will acquire monitoring data by one or more of three methods:
  - a) by internal report, in which the CEO discloses monitoring reports identified in Multi Year Strategic Plan compliance information to the board,
  - b) by external report, in which an external, disinterested third party selected by the board assesses compliance with board policies and
  - c) by direct board inspection, in which a designated member or members of the board assess compliance with the appropriate policy criteria.
3. In every case, the standard for compliance shall be the board assessing a reasonable interpretation in consultation with the CEO.
4. All policies which instruct the CEO 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 a routine schedule as defined in Appendix A.
5. Performance Appraisal Review will take place annually between the Board of Trustees and the CEO, using a mutually agreed upon process.

**Appendix A WCDSB Monitoring Schedule 2017**

	<b><u>Method</u></b>	<b><u>Frequency</u></b>	<b><u>Date</u></b>
<b><u>I AIMS/ENDS</u></b>			
• 001 <a href="#">AIMS/ENDS</a>		Annual	
<b><u>II GOVERNANCE PROCESS</u></b>			
• 001 General Governance Commitment	Direct Inspect	Annual Review – approval only for changes	June
• 002 Governing Style	Direct Inspect	Annual	September
• 003 Board Job Description	Direct Inspect	Annual	October
• 004 Advocacy and Advertising	Direct Inspect	Annual	November
• 005 Consultation	Direct Inspect	Annual	December
• 006 Celebration of Excellence	Direct Inspect	Annual	January
• 007 Board Members' Code of Conduct	Direct Inspect	Annual	February
• 008 Chairperson's Role	Direct Inspect	Annual	March
• 009 Board Committee Principles	Direct Inspect	Annual	June
• 010 Board Committee Structure	Direct Inspect	Annual	June
• 011 Student Representation on the Board	Direct Inspect	Annual	May
• 012 Student Trustee Role Description	Direct Inspect	Annual	May
• 013 Cost of Governance	Direct Inspect	Annual	March
• 014 Trustee Expenses	Direct Inspect	Annual	March
• 015 Ownership Linkage	Direct Inspect	Annual	April
<b><u>III BOARD-DIRECTOR RELATIONSHIP</u></b>			
• 001 Global Governance-Management Connection	Direct Inspect	Annual Review – approval only for changes	May
• 002 Unity of Control	Direct Inspect	Annual	January
• 003 Accountability of the CEO	Direct Inspect	Annual	February
• 004 Delegation to the CEO	Direct Inspect	Annual	February
• 005 Monitoring CEO Performance	Direct Inspect	Annual	March

• 006 CEO Compensation & Benefits	Direct Inspect	Annual	September
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<b><u>IV EXECUTIVE LIMITATIONS</u></b>				Partially Compliant	Fully Compliant
• 001 General Executive Limitations	Internal	Annual Review	May/June	<input type="checkbox"/>	<input type="checkbox"/>
• 002 Treatment of the Public	Internal	Annual	February	<input type="checkbox"/>	<input type="checkbox"/>
• 003 Treatment of Students	Internal	Annual	February	<input type="checkbox"/>	<input type="checkbox"/>
• 004 Treatment of Staff	Internal	Annual	April	<input type="checkbox"/>	<input type="checkbox"/>
• 005 Hiring and Promotions	Internal	Annual	March	<input type="checkbox"/>	<input type="checkbox"/>
• 006 Legal Responsibilities	Internal	Annual	April	<input type="checkbox"/>	<input type="checkbox"/>
• 007 Financial Planning/Budgeting	Internal	Annual	May/June	<input type="checkbox"/>	<input type="checkbox"/>
• 008 Financial Conditions and Activities	Internal	Quarterly	Nov, Apr, Jun	<input type="checkbox"/>	<input type="checkbox"/>
	External	Annual	November		
• 009 Asset Protection	Internal	Annual	May	<input type="checkbox"/>	<input type="checkbox"/>
• 010 Facilities Accommodations	Internal	Annual	March	<input type="checkbox"/>	<input type="checkbox"/>
• 011 Emergency CEO Replacement	Internal	Annual	Feb	<input type="checkbox"/>	<input type="checkbox"/>
• 012 Communication and Support to the Board	Internal	Annual	March/Apr	<input type="checkbox"/>	<input type="checkbox"/>
• 013 Leadership	Internal	Annual	January	<input type="checkbox"/>	<input type="checkbox"/>