MEMORANDUM TO:  Directors of Education
Supervisory Officers and Secretary-Treasurers of School Authorities
Director of the Provincial Schools Branch
Education Partners (see attached)

FROM:  Marg Connor
Director (A)
Leadership Development Branch

Date:  January 6, 2009

Subject:  Next Steps in Board Implementation of Principal/Vice-Principal Performance Appraisal Guideline, Version 2

I am writing to follow-up on my memo dated July 8, 2008 which invited all boards to implement the provincial performance appraisal for principals/vice-principals (PPA). I am delighted to say that 68 of 72 boards have shown interest in implementing this appraisal model. Attached to support the implementation is Version 2 of the Principal/Vice-Principal Performance Appraisal guideline.

As you may recall, during the past two months the ministry conducted nine regional sessions province-wide and one French language provincial session to support new principals/vice-principals and to provide implementation support sessions to board leaders on the new mentoring and performance appraisal initiatives. Over 1500 school and system leaders attended these sessions and the response was overwhelmingly positive. At these sessions board leaders received Version 1 of the Principal/Vice-Principal Performance Appraisal guideline. The guideline indicated that the ministry was working closely with principal and supervisory officer associations and directors of education to detail the process after a rating is determined.

Attached is Version 2 of the guideline which includes steps for boards to follow after a rating for a principal/vice-principal has been determined. Please note the PPA process is not intended to interfere with employer/employee relationships, agreements or policies. The new version also includes revised sample Performance Plans to reflect the input received at the regional and provincial sessions, as well as tips for effective implementation. Key tips include involving an implementation committee, training in SMART goals, and the alignment of board, school and individual plans.

Version 2 of the guideline was developed in close consultation with the Principal/Vice-Principal Performance Appraisal and Terms and Conditions Work Group whose membership is comprised of principal and supervisory associations and directors of education. The work group will continue to monitor issues regarding the PPA and will also begin to develop a framework of effective practices for terms of condition of employment of principals/vice-principals.
The ministry believes that this PPA guideline is a significant step forward in supporting principals/vice-principals as they work towards higher levels of student achievement and well-being. The progress and success of all students in Ontario schools is contingent upon cooperation and mutual support of board and school leaders. In order to embrace the dynamic needs of learners in our schools, innovation and a willingness to work together is paramount. This is the underlying spirit of the appraisal system.

The ministry is committed to ensuring that the PPA guideline continues to be informed by stakeholder input. During the appraisal year, the ministry will be seeking feedback from school boards as to the number of principals/vice-principals being appraised, the effectiveness of the PPA process and outstanding questions that need to be resolved before further implementation in subsequent years. We would like the benefit of your actual experiences with the implementation of the PPA to inform the possible development of a regulation. The ministry will also seek feedback from principals/vice-principals through their association representatives.

I would like to thank you for all your support in implementing the PPA in your board. If you have any questions, please contact Laurie Pedwell, Manager (A), Leadership Development Branch at 416-325-7692 or Laurie.Pedwell@ontario.ca.

Sincerely,

Marg Connor
Cc:
Association des conseillères et conseillers des écoles publiques de l’Ontario de l’éducation franco-ontarienne
Association franco-ontarienne des conseils scolaires catholiques
Association des gestionnaires de l’éducation franco-ontarienne
Association des directions et directions adjointes des écoles franco-ontariennes
Association des enseignantes et des enseignants franco-ontariens
Catholic Principals’ Council of Ontario
Centre Jules-Léger
Council of Ontario Directors of Education
Conseil ontarien des directions de l’éducation de langue française
Education Partnership Table
English Catholic Council of Ontario Directors of Education
Elementary Teachers’ Federation of Ontario
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The Learning Partnership
Members of the Institute for Education Leadership (IEL)
Ontario Catholic Supervisory Officers’ Association
Ontario Catholic Trustee Association
Ontario College of Teachers
Ontario English Catholic Teachers’ Association
Ontario Principals’ Council
Ontario Public School Boards’ Association
Ontario Public Supervisory Officials’ Association
Ontario Secondary School Teachers’ Federation
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