



*Office of the Chair of the Board*

26 July 2024

Hon. Todd Smith  
Minister of Education  
5th Floor  
438 University Avenue  
Toronto, ON M7A 2A5  
Re. Confirmation of the Director of Education 2024-2025 Performance Plan

Dear Minister Smith:

On behalf of the Ottawa-Carleton District School Board, I am writing to provide you with the required written notice regarding the current status of our Director of Education's evaluation and performance plan, as outlined in *Ontario Regulation 83/24 Director of Education Performance Appraisal*.

- i. **Date of Commencement:** The Director of Education, Pino Buffone, began his role with our board on 1 August 2023.
- ii. **Evaluation Steps:** As this is the Director's first full evaluation cycle, the steps set out in subsection 8 (1) will be undertaken.
- iii. **Performance Plan Confirmation:** I confirm that the Director of Education's 2024-2025 performance plan has been shared with the Board of Trustees and is now in place for the current evaluation cycle.

Additionally, a copy of this confirmation has been posted on the District's website as required.

Please do not hesitate to contact me if you require any further information or clarification.

Best regards,

Lynn Scott  
Chair, Ottawa-Carleton District School Board

c.c. All Trustees  
Senior Staff  
Corporate Records