

PROVINCE OF QUEBEC

MINUTES OF THE SPECIAL MEETING OF THE COUNCIL OF COMMISSIONERS OF THE SIR WILFRID LAURIER SCHOOL BOARD HELD ON 2012-11-07

A special meeting of the Council of Commissioners of the Sir Wilfrid Laurier School Board was held in the boardroom of the Administration Centre, 235 Montée Lesage, Rosemere, QC on Wednesday, 2012-11-07

Present: Commissioners Nick Milas, Chairman; Nazario Facchino, Vice-Chairman; Mario Di Domenico, Robert Dixon, Steve Kmec, Peter MacLaurin, Steve Mitchell, Grace Nesi, Albina Pace, Merle Parkinson, Mike Pizzola, William Pollock, Nancy Rupnik and Edward Turchyniak; Parent Commissioners Roberto Bomba and Angelo Grasso and Robert Vallerand, Director General.

Also present were: Clifford Buckland, Interim Assistant Director General; Marie-Claude Drouin, Secretary General; and Jocelyne Thompson-Ness, Administrative Assistant. Several other persons were also in the audience.

Absent: Commissioners Georges Benoit, Steve Bletas, Guy Gagnon and Tom Mouhteros.

The Chairman called the meeting to order at 19:35 hours.

1.0 REPORT OF THE APPEALS REVIEW COMMITTEE

Commissioner Steve Mitchell, Acting Chairman of the Appeals Review Committee, presented the report on a request for the reconsideration of a decision concerning the case of Student "A" noting that, as with all cases involving students, this was a difficult decision to undertake and that he can empathise with the family. The committee met on two occasions, once in the presence of the parents of Student "A", and the other to deliberate on the information received and concluded that the decision of the school board be upheld.

Commissioner Edward Turchyniak MOVED THAT the Council of Commissioners go "in camera".

TIME: 19:39 hours

The meeting resumed.

TIME: 20:19 hours

The Council entered into discussion.

Commissioner Mario Di Domenico stated that he would vote against the decision of the Appeals Review Committee to uphold the decision of the Administration as it is the right of the parents, **under section 239 of the Education Act (R.S.Q., Chapter I-13.3)**, to choose where their child will go to school.

CC-121107-CA-0052

WHEREAS Student "A" completed grade 6 at Jules Verne Elementary School during the 2011-2012 school year and has made a request to attend Mother Teresa Junior High School beginning in the 2012-2013 school year:

WHEREAS the Sir Wilfrid Laurier School Board has refused this request as Mother Teresa Junior High School is at its functional capacity and has assigned Student "A" to Laval Junior High School for the 2012-2013 school year;

WHEREAS Student "A" started the school year at Laval Junior High School;

WHEREAS the parents of "Student A" have completed the necessary documentation under policy #2000-CA-03: Reconsideration of a decision affecting a student, as they wish to have Student "A" transferred from Laval Junior High School to Mother Teresa Junior High School

WHEREAS the case of "Student A" has been reviewed by the Director General and the Secretary General and the parents of Student "A" were informed on 2012-10-19 that the decision was maintained:

WHEREAS the Appeals Review Committee of the Sir Wilfrid Laurier School Board met on 2012-11-01 to examine the administrative decision concerning the request of the family of "Student A" to attend Mother Teresa Junior High School;

WHEREAS both parents presented their positions vis-à-vis their request for registration at Mother Teresa Junior High School;

WHEREAS the school board presented its position vis-à-vis the decision:

WHEREAS the Appeals Review Committee of the Sir Wilfrid Laurier School Board met again on 2012-11-06 to examine additional information it had requested from the school board concerning the request of the family of "Student A" to attend Mother Teresa Junior High School

Commissioner Steve Mitchell MOVED THAT, on the recommendation of the Appeals Review Committee, the Council of Commissioners of the Sir Wilfrid Laurier School Board **refuse** the request of the parents of "Student A" to attend Mother Teresa Junior High School.

AND THAT the Council of Commissioners recommends that the parents of Student "A" make an appointment with the Principal of Laval Junior High School.

FUTHER THAT the parents of Student "A" be informed by the Principal of Laval Junior High School of the services offered at the school, if they so request.

THIS MOTION WAS CARRIED ON THE FOLLOWING DIVISION:	
Commissioners voting YEA:	Robert Dixon, Nazario Facchino, Steve Kmec, Peter MacLaurin, Nick Milas, Steve Mitchell, Grace Nesi, Albina Pace, William Pollock, Nancy Rupnik, Edward Turchyniak
Commissioners voting NAY:	Mario Di Domenico, Merle Parkinson, Mike Pizzola

The Chairman called for a 5 minute recess.

TIME: 20:29 hours

The meeting resumed.

TIME: 20:35 hours

2.0 REPORT OF THE SELECTION COMMITTEE

Commissioner Edward Turchyniak presented the report of the Selection Committee for the Recruitment & Hiring of a Director General & an Assistant Director General noting that the committee has met several times and have interviewed two (2) potential Human Resources Consulting firms to assist in the process. A budget of 14 000\$ has been set for the recruitment and hiring of a Director General.

3.0 RECOMMENDATIONS & MANDATE TO CONTINUE PROCESS FOR HIRING A DG

3.1 Selection & Mandate - External Support:

Commissioner Edward Turchyniak advised the Council that the Selection Committee, as per its report, is recommending that CFC Doleman be retained as the Human Resources Consulting firm at a cost of 8 000\$; to provide the following: receipt and first review of applications, development of interview and assessment guides, interview tools and strategies, prequalification and first interviews, development of a shortlist and detailed profiles of proposed candidates, participation in selection committee interviews of proposed candidates, applicant follow-up for all applicants; and background verification.

WHEREAS the Council of Commissioners mandated the Selection Committee as per resolution CC-121024-CA-0040 to bring back a recommendation regarding the services of external support for the recruitment and hiring of a Director General;

WHEREAS the Council of Commissioners had previously received four (4) proposals

WHEREAS, the Selection Committee met with two (2) Human Resources Consulting Firms;

Commissioner Edward Turchyniak MOVED THAT on the recommendation of the Selection Committee, the Council of Commissioners of the Sir Wilfrid Laurier School retain the services of **CFC Doleman**.

AND THAT the mandate to CFC Doleman be as follows:

- a. Receipt and first review of applications;
- b. Development of interview and assessment guides;
- c. Interview tools and strategies;
- d. Prequalification and first interviews;
- e. Development of a shortlist and detailed profiles of proposed candidates;
- f. Participation in selection committee interviews of proposed candidates;
- g. Applicant follow-up for all applicants; and
- h. Background verification.

FURTHER THAT the budget for these services not exceed 8,000.00\$, plus applicable taxes based on a hourly rate of 300\$.

The Selection Committee is also recommending that the service of Michael J. Canuel be retained at a cost of 6 000\$ to provide consultation on developing a detailed profile of the desired applicant with the Selection Committee, develop a Leadership Practice Inventory for the position of Director General, promote the availability of the position to the various applicable communities and deliver concrete results in terms of applicants, and Psychometric Testing.

The Selection Committee has also selected to post the position of Director General for 10 working days on various Web sites where the advertising will not incur any costs such as the Corporate Web site, Fédération des Commissions scolaires (FCSQ), Association des Cadres Scolaires du Québec (ACSQ), Association des Directeurs Généraux des Commissions Scolaires du Québec (ADIGECS), Association of Administrators of English Schools of Quebec (AAESQ); and Quebec English School Boards Association (QESBA), to name a few.

The Council entered into discussion and several questions were asked and answered concerning credentials, conflict of interest, costs, Psychometric Testing, and transparency.

Commissioner Merle Parkinson proposed that the resolution be amended by adding the general signing clause. Commissioner Edward Turchyniak accepted this amendment.

Parent Commissioner Angelo Grasso thanked the Selection Committee for all the effort put into this proposal so as to get the process underway in such a short time.

CC-121107-CA-0053

WHEREAS the Council of Commissioners mandated the Selection Committee as per resolution CC-121024-CA-0040 to bring back a recommendation regarding the services of external support for the recruitment and hiring of a Director General;

WHEREAS the Council of Commissioners had previously received four (4) proposals

WHEREAS, the Selection Committee met with two (2) Human Resources Consulting Firms;

Commissioner Edward Turchyniak MOVED THAT on the recommendation of the Selection Committee, the Council of Commissioners of the Sir Wilfrid Laurier School retain the services of **CFC Doleman**.

AND THAT the mandate to CFC Doleman be as follows:

- a. Receipt and first review of applications;
- b. Development of interview and assessment guides;
- c. Interview tools and strategies;
- d. Prequalification and first interviews;
- e. Development of a shortlist and detailed profiles of proposed candidates;
- f. Participation in selection committee interviews of proposed candidates;
- g. Applicant follow-up for all applicants; and
- h. Background verification.

AND THAT the budget for these services not exceed 8,000.00, plus applicable taxes based on a hourly rate of 300\$.

FURTHER THAT the Chairman, and in his absence or with his knowledge the Vice-Chairman, as well as the Director General, and in his absence or with his knowledge the Assistant Director General, be authorized to sign all documentation concerning this contract.

Carried unanimously

3.2 Selection & Mandate – Additional Expertise:

The schematics of the additional expertise was discussed under item 3.1.

In response to a question from Commissioner Robert Dixon, Commissioner Edward Turchyniak advised that once the interviews are held and the candidates narrowed down to two (2), psychometric testing will be done and that it will be Michael J. Canuel who will be responsible for the outsourcing of these services.

CC-121107-CA-0054

WHEREAS, in accordance with policy #2012-CA-21: Policy for the Recruitment and Hiring of a Director General and an Assistant Director General, the Selection Committee may seek additional expertise should it deem it necessary, with the approval of the Council of Commissioners of the Sir Wilfrid Laurier School Board;

Commissioner Peter MacLaurin MOVED THAT on the request of the Selection Committee, the Council of Commissioners of the Sir Wilfrid Laurier School retain the services of **Michael J. Canuel**.

AND THAT the mandate to Michael J. Canuel be as follows:

- a. Consultation with the Selection Committee to develop a detailed profile of the desired applicant;
- b. Develop a Leadership Practice Inventory for the position of Director General;
- c. Promote the availability of the position to the various applicable communities and deliver concrete results in terms of applicants; and
- d. Psychometric Testing.

AND THAT the honorarium for services A to C be 6 000\$, for a minimum commitment of 20 hours.

AND THAT the budget for the Psychometric Testing not exceed 5,000\$, plus applicable taxes.

FURTHER THAT the Chairman, and in his absence or with his knowledge the Vice-Chairman, as well as the Director General, and in his absence or with his knowledge the Assistant Director General, be authorized to sign all documentation concerning this contract.

THIS MOTION WAS CARRIED ON THE FOLLOWING DIVISION:	
Commissioners voting YEA:	Mario Di Domenico, Nazario Facchino, Steve Kmec, Peter MacLaurin, Nick Milas, Steve Mitchell, Grace Nesi, Albina Pace, Merle Parkinson, Mike Pizzola, William Pollock, Nancy Rupnik, Edward Turchyniak
Commissioners ABSTAINING:	Robert Dixon

3.3 Posting:

CC-121107-CA-0055

WHEREAS the Council of Commissioners commenced the process for the recruitment and hiring of a Director General;

WHEREAS, in accordance with policy #2012-CA-21: Policy for the Recruitment and Hiring of a Director General and an Assistant Director General, the Council of Commissioners must decide on the placement of the posting and the duration;

WHEREAS the Selection Committee asked the Director of Human Resources for her recommendation on the placement of the posting;

WHEREAS this recommendation was provided to the Selection Committee Members;

Commissioner Merle Parkinson MOVED THAT on the recommendation of the Selection Committee, the Council of Commissioners of the Sir Wilfrid Laurier School Board mandate the Director of Human Resources to post the position of Director General with:

- Sir Wilfrid Laurier School board website;
- Fédération des Commissions Scolaires (FCSQ);
- Association des Cadres Scolaires du Québec (ACSQ);
- Association des Directions d'Établissement d'enseignement de la Rive-Sud (ADERS);
- Fédération Québécoise des Directions d'Établissement d'enseignement (FQDE);
- Association des Directeurs Généraux des Commissions Scolaires du Québec (ADIGECS);
- Association Montréalaise des Directions d'Établissement Scolaire (AMDES);
- Association of Administrators of English Schools of Quebec (AAESQ);
- Association Québécoise du Personnel de Direction des Écoles (AQPDE);
- Fédération Nationale des Conseils Scolaires Francophones (FNCSF);
- Ontario - Ministry of Education;
- Canadian Education Association (CEA) – in the monthly newsletter and cost \$100; and
- Quebec English School Board Association (QESBA)

AND THAT this position be posted for 10 working days commencing on 2012-11-09, at the latest.

FURTHER THAT all applications be submitted directly to CFC Dolman.

Carried unanimously

4.0 QUESTION PERIOD

There were no questions.

5.0 ADJOURNMENT OF MEETING:

Commissioner Steve Kmec MOVED adjournment of the meeting.

Carried unanimously

TIME: 20:57 hours

NEXT MEETING ⇨ REGULAR ⇨ 2012-11-28

Marie-Claude Drouin, Secretary General

Nick Milas, Chairman