

PROVINCE OF QUEBEC

MINUTES OF THE SPECIAL MEETING OF THE COUNCIL OF COMMISSIONERS OF THE SIR WILFRID LAURIER SCHOOL BOARD HELD ON 2013-05-09

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, 2013-05-09

Present: Commissioners Nick Milas, Chairman; Nazario Facchino, Vice-Chairman; Georges Benoit, Guy Gagnon, Steve Kmec, Elio Lattanzio, Peter MacLaurin, Emilio Migliozi, Steve Mitchell, Grace Nesi, Merle Parkinson, William Pollock, Nancy Rupnik and Edward Turchyniak; Parent Commissioner Angela Martorana and Stephanie Vucko, Director General.

Also present were: Cliff Buckland, Interim Assistant Director General; Marie-Claude Drouin, Secretary General; Gaele Absolonne, Director of School Organization; Robin Bennett, Director of Information Technology; Linda Di Domenico, Director of Human Resources; Daniel Hogue, Director of Material Resources; and Jocelyne Thompson-Ness, Administrative Assistant. Several other persons were also in the audience.

Absent: Commissioners Steve Bletas, Mario Di Domenico, Robert Dixon, Albina Pace, Mike Pizzola, and Parent Commissioner Roberto Bomba.

The Chairman called the meeting to order at 19:03 hours.

The Chairman welcomed Emilio Migliozi, the newly elected Commissioner for Electoral Division 18, and Angela Martorana, as the new Secondary Parent Commissioner, to the table.

The Director General, in her capacity as President of Elections, swore in Mr. Migliozi as a Commissioner representing Electoral Division #18 of the Sir Wilfrid Laurier School Board

The Secretary General swore in Ms. Martorana as the new Secondary Parent Commissioner.

Commissioner Nancy Rupnik entered the meeting.

TIME: 19:06 hours

Commissioner Steve Mitchell MOVED THAT the agenda be approved as presented.

Carried unanimously

1.0 DIRECTOR OF HUMAN RESOURCES – POSTING & SELECTION COMMITTEE

Commissioner Nazario Facchino MOVED THAT the Council go “in camera”. **TIME: 19:08 hours**

The meeting resumed.

TIME: 19:12 hours

The Director General advised the Council that the Director of Human Resources, Linda Di Domenico, has given her notice of retirement, effective as of 2013-12-18.

The Director of Human Resources proceeded to explain the posting process for her position noting that the Human Resources Committee had reviewed the posting and supports it. If approved, the posting will be published tomorrow, 2013-05-10.

The Director General expressed her appreciation to the Director of Human Resources for providing sufficient notice of her wish to retire as it gives time for the transition to take place.

In response to a question, the Director of Human Resources noted that traditionally the Selection Committee for a Director has been comprised of the Chairman of the Council, the Chairman of the Human Resources Committee and one Commissioner named by the Council.

Commissioner Edward Turchyniak nominated Commissioner Nancy Rupnik. Commissioner Rupnik accepted the nomination.

There were no other nominations.

CC-130509-HR-0149

WHEREAS the Director of Human Resources has given notice of retirement, effective 2013-12-15;

WHEREAS the Directorate wishes to have a sufficient amount of time to complete the replacement process;

WHEREAS, in accordance with section 5.2 of policy #2000-HR-02: Regulating the Working Conditions of Management Staff Represented by the Sir Wilfrid Laurier Section of the Association des cadres scolaires du Québec (ACSQ), the Sir Wilfrid Laurier School Board is required to form a Selection Committee for the engagement of a new Director of Human Resources;

WHEREAS this Selection Committee must include three commissioners;

Commissioner George Benoit MOVED THAT, on the recommendation of the Human Resources Committee, the Council of Commissioners of the Sir Wilfrid Laurier School Board mandate the Director General to post for the position for the Director of Human Resources.

AND THAT a Selection Committee be established in accordance with policy #2000-HR-02: Regulating the Working Conditions of Management Staff Represented by the Sir Wilfrid Laurier Section of the Association des cadres scolaires du Québec (ACSQ) and that the following Commissioners be named to the said committee:

Georges Benoit
Nick Milas
Nancy Rupnik

FURTHER THAT a recommendation be brought to the Council of Commissioners once the selection process has been completed.

Carried unanimously

Commissioner Steve Kmec extended appreciation to the Director of Human Resources for her many years of dedicated service to the school board.

2.0 COMMENCEMENT OF THE PROCESS TO RECRUIT & HIRE AN ADG

Process:

The Director of Human Resources presented and reviewed the criteria for the recruitment and hiring of an Assistant Director General noting that the criteria was reviewed and supported by the Human Resources Committee.

The Council entered into discussion on the criteria with respect to the policy and a few changes were made to the wording of the criteria.

In response to a question from Commissioner Edward Turchyniak, the Secretary General advised that engaging an external firm means that a firm would be brought on to assist with the entire process while hiring an expertise in testing means that the firm would only be doing this one thing.

CC-130509-CA-0150

WHEREAS the Council of Commissioners wishes to commence the recruitment and hiring of an Assistant 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 select the method to be used for this process ;

Commissioner Elio Lattanzio MOVED THAT, on the recommendation of the Human Resources Committee, the Council of Commissioners of the Sir Wilfrid Laurier School Board select to carry out the process internally.

Carried unanimously

Criteria:

In response to a question from Commissioner Peter MacLaurin, the Secretary General advised that the outgoing Director General is not involved in the hiring process for his replacement but the Director General is a part of the Selection Committee for the recruitment and hiring of an Assistant Director General.

CC-130509-CA-0151

WHEREAS the Council of Commissioners wishes to commence the recruitment and hiring of an Assistant 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, by resolution, on the specific criteria for the post of Assistant Director General;

WHEREAS, in accordance with said policy, the Council of Commissioners must first consult with the Human Resources Committee in conformity with section 193.1 of the Education Act, and the Sir Wilfrid Laurier School Board Unions and Associations, on the specific criteria for the post of Assistant Director General;

WHEREAS, the Human Resources Committee was consulted and feedback received;

WHEREAS the consultation period for policy #2012-CA-21: Policy for the Recruitment and Hiring of a Director General and an Assistant Director General, including the criteria contained in Appendix 2, expired on 2012-10-11, and the feedback received by the Council of Commissioners was reviewed and taken into consideration;

WHEREAS policy #2012-CA-21: Policy for the Recruitment and Hiring of a Director General and an Assistant Director General was adopted by the Council on 2012-10-24 by resolution #CC-121024-CA-0035;

Commissioner William Pollock MOVED THAT, on the recommendation of the Human Resources Committee, the Council of Commissioners of the Sir Wilfrid Laurier School Board approve the criteria as contained in Appendix 2 of policy #2012-CA-21: Policy for the Recruitment and Hiring of a Director General and an Assistant Director General, as the specific criteria for the post of Assistant Director General.

AND THAT the position be posted for 10-working days.

Carried unanimously

Selection Committee

Commissioner Edward Turchyniak advised those who might be considering becoming a part of this Selection Committee that you need to be available during the day.

Commissioner Elio Lattanzio nominated Parent Commissioner Angela Martorana. Parent Commissioner Martorana accepted the nomination as parent representative.

Commissioner Peter MacLaurin nominated Commissioner Grace Nesi. Commissioner Nesi accepted the nomination as the Laval representative.

Commissioner George Benoit nominated Commissioner Nancy Rupnik. Commissioner Rupnik accepted the nomination as the representative for the Laurentians.

Commissioner Merle Parkinson nominated Commissioner Mike Pizzola noting that she had spoken with him last evening concerning being the representative for Lanaudière and that he had accepted. Commissioner Guy Gagnon indicated that he was witness to this discussion.

CC-130509-CA-0152

WHEREAS the Council of Commissioners wishes to commence the recruitment and hiring of an Assistant 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 name a Selection Committee which must include the Chairman and Vice-Chairman of the Council, the Chairman and Vice-Chairman of the Executive Committee, a Parent Commissioner and three Commissioners representing Laval, Laurentides and Lanaudière;

Commissioner Nancy Rupnik MOVED THAT the Council of Commissioners of the Sir Wilfrid Laurier School Board establish a Selection Committee in accordance with policy #2012-CA-21: Policy for the Recruitment and Hiring of a Director General and an Assistant Director General, and that the following Commissioners be named to the said committee:

Chairman – Council:	Nick Milas
Vice-Chairman, Council:	Nazario Facchino
Chairman - Executive Committee:	Edward Turchyniak
Vice-Chairman - Executive Committee:	Steve Mitchell
Parent Commissioner:	Angela Martorana
Commissioner – Laval:	Grace Nesi
Commissioner – Laurentides:	Nancy Rupnik
Commissioner – Lanaudière:	Mike Pizzola

AND THAT a recommendation be brought to the 2013-06-26 meeting of the Council of Commissioners.

Carried unanimously

The Director General expressed her appreciation to the Interim Assistant Director General for his help in making her transition a smooth one.

External Support

WHEREAS the Council of Commissioners wishes to commence the recruitment and hiring of an Assistant Director General;

WHEREAS the Council of Commissioners approved resolution #CC-130509-CA-0150, selecting to carry out the process internally for the recruitment and hiring of an Assistant Director General;

WHEREAS the Council of Commissioners approved resolution #CC-130509-CA-0152, naming the Selection Committee;

Commissioner Nazario Facchino MOVED THAT the Council of Commissioners of the Sir Wilfrid Laurier School mandate the Selection Committee to engage a firm to conduct psychometric testing of the retained candidates.

AND THAT the budget for the psychometric testing not exceed 8 000\$.

Commissioner Edward Turchyniak suggested that the resolution be amended by removing the word “psychometric” and just use testing so as to leave the door open for other types of testing, if required. Commissioner Facchino accepted the amendment.

CC-130509-CA-0153

WHEREAS the Council of Commissioners wishes to commence the recruitment and hiring of an Assistant Director General;

WHEREAS the Council of Commissioners approved resolution #CC-130509-CA-0150, selecting to carry out the process internally for the recruitment and hiring of an Assistant Director General;

WHEREAS the Council of Commissioners approved resolution #CC-130509-CA-0152, naming the Selection Committee;

Commissioner Nazario Facchino MOVED THAT the Council of Commissioners of the Sir Wilfrid Laurier School mandate the Selection Committee to engage a firm to conduct testing of the retained candidates.

AND THAT the budget for the testing not exceed 8 000\$.

Carried unanimously

3.0 QUESTION PERIOD

In response to a request from a parent in the audience, the Secretary General indicated that she would meet with them after the adjournment of this meeting.

4.0 ADJOURNMENT OF MEETING:

Commissioner Grace Nesi MOVED adjournment of the meeting.

Carried unanimously

TIME: 19:47 hours

NEXT MEETING ⇒ REGULAR ⇒ 2013-05-22