

PROVINCE OF QUEBEC

MINUTES OF THE SPECIAL EXECUTIVE COMMITTEE MEETING OF THE SIR WILFRID LAURIER SCHOOL BOARD HELD ON 2013-08-12

A Special meeting of the Executive Committee of the Sir Wilfrid Laurier School Board was held in the boardroom of the Administration Centre, 235 Montée Lesage, Rosemère, QC, on Monday, 2013-08-12.

Present Executive Members: Commissioner Edward Turchyniak, Chairman; Steve Mitchell, Vice-Chairman (via telephone); Mario Di Domenico, Robert Dixon, Nick Milas, Merle Parkinson, Nancy Rupnik; Parent Commissioner Angela Martorana and Stephanie Vucko, Director General.

Present Executive Delegates: Commissioners Grace Nesi and Mike Pizzola.

Also present were: Eileen Kelly, Assistant Director General; Marie-Claude Drouin, Secretary General; Linda Di Domenico, Director of Human Resources; Commissioners George Benoit, Steve Bletas (via Skype), Guy Gagnon; and Jocelyne Thompson-Ness, Administrative Assistant.

Absent: Executive Delegate Commissioner Nazario Facchino and Parent Commissioner Roberto Bomba.

The Chairman called the meeting to order.

TIME: 18:32 hours

In response to a request from Commissioner Steve Mitchell to add an item to the agenda, it was noted that this would only be possible if all members of the Executive Committee agreed.

Discussion ensued and it was agreed that Commissioner Mitchell's request would be placed on the 2013-08-19 agenda of the Executive Committee.

Commissioner Mario Di Domenico MOVED acceptance of the agenda.

Carried unanimously

1.0 HUMAN RESOURCES

1.1 *Engagement of Assistant Director of Educational Services:*

The Director General thanked everyone for agreeing to attend this special meeting as the resolutions being presented this evening will ensure a smooth transition into the 2013-2014 school year.

She went on to present the recommended candidate for the position of Assistant Director of Educational Services and provided background information.

EC-130812-HR-0008

WHEREAS the Council of Commissioners adopted resolution # CC-130619-HR-0164, approving the organizational chart for management for 2013-2014;

WHEREAS the position of Assistant Director of Educational Services is currently vacant;

WHEREAS this position was posted from 2013-06-21 until 2013-07-05 and a Selection Committee held interviews on 2013-07-11;

Commissioner Nancy Rupnik MOVED THAT, on the recommendation of the Selection Committee, the Executive Committee appoint **Geoffrey Hipps** to the position of Assistant Director of Educational Services, effective 2013-08-13.

Carried unanimously

1.2 Engagement of Assistant Director of Complementary Services:

The Director General presented the recommended candidate for the position of Assistant Director of Complementary Services and provided background information.

Commissioner Guy Gagnon entered the meeting.

TIME: 18:44 hours

Commissioner Nick Milas commended the team that prepared the questions for the interviews held during the past few months noting that they were very precise and allowed for each Selection Committee to get a more thorough vision of the qualifications of the candidates.

EC-130812-HR-0009

WHEREAS the Council of Commissioners adopted resolution # CC-130619-HR-0164, approving the organizational chart for management for 2013-2014;

WHEREAS the position of Assistant Director of Complementary Services is currently vacant;

WHEREAS this position was posted from 2013-06-21 until 2013-07-05 and a Selection Committee held interviews on 2013-07-11;

Commissioner Robert Dixon MOVED THAT, on the recommendation of the Selection Committee, the Executive Committee engage **Juel Chouinard** to the position of Assistant Director of Complementary Services, effective 2013-09-16.

Carried unanimously

1.3 Engagement of Director of Human Resources:

The Director General presented the recommended candidate for the position of Director of Human Resources noting that this position is a very key position within a school board therefore, in order to have continuity during the transition period, she is requesting that the current Director of Human Resources be named as Senior Advisor to the Director General until her retirement. This position will provide support to the new Assistant Director General and the Director of Human Resources.

EC-130812-HR-0010

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

WHEREAS this position was posted from 2013-05-10 until 2013-05-24 and a Selection Committee held interviews on 2013-06-19 and 2013-06-20;

Commissioner Steve Mitchell MOVED THAT, on the recommendation of the Selection Committee, the Executive Committee engage **Richard Greschner** to the position of Director of Human Resources, effective 2013-08-19.

AND THAT the current Director of Human Resources, Linda Di Domenico, be named as Senior Advisor to the Director General, effective 2013-08-19 to 2013-12-15.

THIS MOTION WAS CARRIED ON THE FOLLOWING DIVISION:	
Commissioners voting YEA:	Robert Dixon, Nick Milas, Merle Parkinson, Steve Mitchell, Nancy Rupnik, Edward Turchyniak
Commissioners ABSTAINING:	Mario Di Domenico

The Director General extended her appreciation to those who participated on the Selection Committee.

1.4 Posting of Secretary General Position:

The Director General advised the Executive Committee that she has received a notice of resignation from the Secretary General, effective 2013-08-14, as she is moving to the English Montreal School Board as Assistant Director of Human Resources. She extended her appreciation for the support she has received from the Secretary General and wished her the best in her new position.

She went on to note with this resignation she requires a mandate to post this position and that a Selection Committee needs to be established. She also presented her recommendation for an Interim Secretary General.

She also indicated that the job description for the position of Secretary General is being reviewed with consideration being given to the possible removal of the legal background requirement. Given that, the legal aspect that was formally part of the Secretary General position would be handled by a contracted legal counsel.

The Executive Committee entered into discussion and Commissioner Steve Mitchell requested that the posting be reviewed by the Selection Committee prior to its publishing.

In response to a question from Commissioner Merle Parkinson, the Director General indicated that the process for the replacement of the Secretary General does not fall under policy #2012-CA-21: Policy for the Recruitment and Hiring of a Director General and an Assistant Director General, but under 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).

EC-130812-HR-0011

WHEREAS the Secretary General has given notice of resignation, effective 2013-08-14;

Commissioner Merle Parkinson MOVED THAT, on the recommendation of the Directorate, the Executive Committee of the Sir Wilfrid Laurier School Board mandate the Director General to post for the position of Secretary General, as per 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 **Johanne Brabant** be named as Interim Secretary General.

THIS MOTION WAS CARRIED ON THE FOLLOWING DIVISION:	
Commissioners voting YEA:	Nick Milas, Steve Mitchell, Edward Turchyniak
Commissioners voting NAY:	Robert Dixon, Nancy Rupnik
Commissioners ABSTAINING:	Mario Di Domenico, Merle Parkinson

The Chairman MOVED THAT the Executive Committee go "in camera". **TIME: 19:00 hours**

Commissioner Mike Pizzola entered the meeting during the "in camera" session.

The meeting resumed.

TIME: 19:38 hours

1.5 Selection Committee for Secretary General Position:

The Chairman advised that after the "in camera" session there were six (6) Commissioners interested in being on the Selection Committee for the position of Secretary General: Commissioners Elio Lattanzio, Nick Milas, Steve Mitchell, Mike Pizzola, Nancy Rupnik and Parent Commissioner Angela Martorana. It was also noted that perhaps electing an alternate would be prudent in case a Selection Committee member cannot be present due to unforeseen circumstances.

After a vote by show of hands for each candidate the following were named to the Selection Committee: Commissioners Nick Milas (alternate), Steve Mitchell, Mike Pizzola and Parent Commissioner Angela Martorana.

EC-130812-HR-0012

WHEREAS the Secretary General has given notice of resignation, effective 2013-08-14;

WHEREAS the Directorate wishes to complete the replacement process; in a timely and efficient manner;

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 Secretary General;

WHEREAS this Selection Committee must include three commissioners;

Parent Commissioner Angela Martorana MOVED THAT, on the recommendation of the Directorate, the Executive Committee of the Sir Wilfrid Laurier School Board establish a Selection Committee 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:

Angela Martorana
Nick Milas (Alternate)
Steve Mitchell
Mike Pizzola

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

THIS MOTION WAS CARRIED ON THE FOLLOWING DIVISION:	
Commissioners voting YEA:	Mario Di Domenico, Robert Dixon, Merle Parkinson, Steve Mitchell, Nancy Rupnik, Edward Turchyniak
Commissioners ABSTAINING:	Nick Milas

2.0 ADJOURNMENT OF MEETING:

The Chairman, on behalf of the Executive Committee, expressed heartfelt appreciation to the Secretary General for all of her work during her time with the Sir Wilfrid Laurier School Board.

Commissioner Nancy Rupnik MOVED the adjournment of the meeting.

Carried unanimously

TIME: 19:45 hours

NEXT MEETING ⇒ REGULAR ⇒ 2013-08-19