



**Approved minutes of the special meeting of the Council of Commissioners of the Central Québec School Board held on Monday, January 28, 2019 5:00 p.m. at the Central Québec School Board Office 2046, chemin St-Louis, Québec, (Québec) G1T 1P4.**

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|----------------|---------------------|--|
| Present:       | Stephen Burke       | Chairman   |
|                | Isabel Béland       | Parent Commissioner (videoconference)                  |
|                | Heather Clibbon     | Commissioner (videoconference)                         |
|                | Debbie Cornforth    | Parent Commissioner (telephone)                        |
|                | Debbie Ford-Caron   | Commissioner (videoconference)                         |
|                | Chantal Guay        | Commissioner (videoconference)                         |
|                | Jason Kilganan      | Parent Commissioner (videoconference)                  |
|                | Cameron Lavalée     | Commissioner   |
|                | Wyna Marois         | Commissioner (videoconference)                         |
|                | Esther Paradis      | Commissioner (videoconference)                         |
|                | Stephen Pigeon      | Director General                                       |
|                | Jean Robert         | Commissioner   |
|                | Jo Rosenhek         | Commissioner (videoconference)                         |
|                | Jo-Ann Toulouse     | Commissioner   |
|                | Aline Visser        | Commissioner (telephone)                               |
| Absent:        | Sara Downs          | Commissioner   |
|                | Christian Falle     | Parent Commissioner                                    |
| In attendance: | Pierrette Laliberté | Assistant Director General/Director of Human Resources |
|                | François Garon      | Information Technology                                 |

**19-01B.01 Call to Order**

The Chairman called the meeting to order at 5:00 p.m.

It was noted that the Chairman, the Vice-Chairman, the Director General and the Assistant Director General were present at the Board Office and that there was quorum.

**19-01B.02 Approval of the Agenda**

It was MOVED by C. Guay, SECONDED by E. Paradis and unanimously RESOLVED; THAT the agenda be approved as presented.

**19-01B.03 Public Question Period**

No public was present.

**19-01B.04**      **Proposed Modifications to the 2018-2019 and 2019-2020 Organizational Charts**

WHEREAS three Senior Administrators have informed the Director General of the Central Québec School Board and the Director of Human Resources that they will be retiring no later than June 30<sup>th</sup>, 2019 after many years of loyal service;

WHEREAS proposed modifications to the organizational charts were deposited at the January 16, 2019 Council of Commissioners meeting to allow a consultation to be held via the Central Québec Administrators' Association (CQAA) and the *Local Association Québécoise des cadres scolaires* (AQCS);

WHEREAS a notice to convene a meeting was sent out on January 17, 2019, to the CQAA and the Local AQCS representatives;

WHEREAS Consultation with CQAA & AQCS was carried out during the week of January 21, 2019;

WHEREAS a Special Meeting of the Council of Commissioners has been convened for January 28<sup>th</sup>, 2019 to share the feedback with the members of the Council of Commissioners regarding the proposed modifications to the 2018-2019 and 2019-2020 Organizational Charts;

WHEREAS the School Board believes that the proposed changes will improve the delivery of services for the Central Québec School Board's Learning Community;

It was MOVED by W. Marois, SECONDED by D. Ford-Caron and unanimously RESOLVED; THAT; the members of the Council of Commissioners grant their approval to the proposed modifications to the 2018-2019 and 2019-2020 Organizational Charts.

**19-01B.05**      **Adoption of the Job Descriptions and the Job Postings for the positions of Director of Educational Services and Director of Human Resources**

WHEREAS three Senior Administrators have informed the Director General and the Director of Human Resources that they will be retiring no later than June 30<sup>th</sup>, 2019;

WHEREAS the School Board will need to recruit qualified individuals to continue to offer quality services for which CQSB is known for;

WHEREAS the job descriptions have been updated and the job postings have been drafted accordingly for the positions of Director of Educational Services and Director of Human Resources;

WHEREAS it is essential that the postings for the Director of Human Resources and the Director of Educational Services start as of the week of January 28<sup>th</sup>, 2019;

WHEREAS according to the Policy on Recruitment, Selection and Hiring, Selection Committees must be created for the hiring of the Director of Educational Services and the Director of Human Resources positions;

**19-01B.05**      **Adoption of the Job Descriptions and the Job Postings for the positions of Director of Educational Services and Director of Human Resources (continued)**

It was MOVED by E. Paradis, SECONDED by I. Béland and unanimously RESOLVED; THAT the members of the Council of Commissioners agree that Human Resources launch the Recruitment, Selection and Hiring Process to fill the positions indicated above.

**19-01B.06**      **Creation of Selection Committees for the Positions of Director of Educational Services and the Director of Human Resources**

WHEREAS the Recruitment, Selection and Hiring Policy provides for a Selection Committee of three to five people, the Director General recommended three members;

It was MOVED by D. Ford-Caron, SECONDED by J. Kilganan and unanimously RESOLVED; THAT the Selection Committee for the position of Director of Educational Services be composed of the Chairman, S. Burke, the Director General, S. Pigeon and Vice-chairman, J. Robert with Commissioner A. Visser as 1<sup>st</sup> substitute, D. Cornforth as 2<sup>nd</sup> substitute and Pierrette Laliberté as Internal Consultant.

It was MOVED by D. Ford-Caron, SECONDED BY J. Kilganan and unanimously RESOLVED; THAT the Selection Committee for the position of Director of Human Resources be composed of the Chairman, S. Burke, the Director General, S. Pigeon with Commissioner A. Visser as 1<sup>st</sup> substitute, D. Cornforth as 2<sup>nd</sup> substitute and Pierrette Laliberté as Internal Consultant.

**19-01B.07**      **Varia**

There was no varia.

**19-01B.08**      **Public Question Period**

No public was present.

**19-01B.09**      **Adjournment**

The meeting was ADJOURNED at 5:14 p.m. on a MOTION by J. Kilganan.

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Sandra Wright Griffin  
Secretary General

Stephen Burke  
Chairman

Approved on March 20, 2019.