



BOARD (PUBLIC)
Report No. 18-121

03 December 2018

Appointment of Community Representatives to the Special Education Advisory Committee

Key Contact: Michele Giroux, Executive Officer, Corporate Services, (613) 596-8211 ext. 8310

PURPOSE:

1. To appoint three community representatives to the Special Education Advisory Committee (SEAC) for a term from 3 December 2014 to 14 November 2022.

CONTEXT:

2. Section 4.3 of Policy P.019.GOV: Special Education Advisory Committee (Appendix A) states that "Upon the recommendation of a committee consisting of trustees, the Board shall appoint up to three community representatives for the duration of the term of the Board". Procedure PR.538.GOV, Appointment of Community Representatives and Local Associations to the Special Education Advisory Committee (Appendix B), governs this process.

For the purpose of managing the selection process of the community representatives to SEAC, a Selection Committee was established, comprised of the three trustee members appointed to SEAC; Trustees Boothby, Penny, and Olsen Harper, in accordance with Procedure PR.538.GOV. The Superintendent of Learning Support Services, the Vice-Chair of SEAC, and the Manager of Board Services provided support to the Selection Committee.

The role of the Selection Committee is to review the applications, interview as required, and recommend the appointment of up to three community representatives for a term from 3 December 2014 to 14 November 2018.

KEY CONSIDERATIONS:

3. A call for applications for the vacancy of up to three community representative positions opened on 30 September 2018, the application deadline was 26 October 2018.

The Selection Committee received sixteen applications for the three possible vacant positions. The Selection Committee met on 1 November 2018 to review the applications. At this meeting, the selection committee recommended that Sonia Campbell-Nadon, appointed as a community representative at the 27 March 2018 Board meeting, be reappointed for the 3 December 2018 to 14 November 2022 term. The Selection Committee also selected six applicants to be interviewed.

The shortlisted candidates were contacted by staff to confirm the following:

- Each candidate is aware that this is a community volunteer position with no remuneration;
- Each candidate is aware of the time commitment and length of term associated with the position (four year appointment and minimum of ten meetings per year); and
- Each candidate meets the criteria to hold the position of community representative, as noted in Policy P.019.GOV Special Education Advisory Committee.

Due to personal reasons, three candidates withdrew their application shortly before their scheduled interview.

Interviews were held according to the assigned schedule for the remaining three candidates on 12 November 2018. The resumes of the recommended candidates, Sonia Campbell-Nadon, Rob Kirwan and Susan Cowin, are provided to the Board members under separate cover. In addition, the Selection Committee recommends that in the event of a vacancy in the community representative position on SEAC over the next two years, the Board consider appointing Amy Wellings.

RESOURCE IMPLICATIONS:

4. The cost of advertising was approximately \$5,000.00 which was covered in the Board Services annual budget.

COMMUNICATION/CONSULTATION ISSUES:

5. The vacancies for SEAC community representative positions were advertised in a variety of geographically diverse local newspapers, radio stations, at school sites, through the Ottawa-Carleton Assembly of School Councils (OCASC), and on the District's website, by direct email and social media platforms.

STRATEGIC LINKS:

6. Appointing community representatives to SEAC supports the District's commitment to implementing sound governance structures and practices.

RECOMMENDATION:

- A. THAT the following community representatives be appointed to SEAC for a term from 3 December 2018 to 14 November 2022:
 - 1. Sonia Campbell Nadon;
 - 2. Rob Kirwan; and
 - 3. Susan Cowin.
- B. THAT, in the event there is a vacancy of a community representative before 30 November 2020, the selection committee shall first contact Amy Wellings to confirm her interest in filling the vacancy.

Michele Giroux
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Jennifer Adams
Director of Education and
Secretary of the Board

APPENDICES

Appendix A: Policy P.019.GOV: Special Education Advisory Committee

Appendix B: Procedure PR.538.GOV, Appointment of Community Representatives to the Special Education Advisory Committee