



**Committee of the Whole  
Report No. 19-086**

**17 September 2019**

**Supervisory Officer–Selection Process and Committee**

**Key Contact: Camille Williams-Taylor, Director of Education and  
Secretary of the Board 613-596-8211 ext. 8219**

**PURPOSE:**

1. To seek approval to initiate the selection process for a supervisory officer position as provided for in the Ottawa-Carleton District School Board's (OCDSB) Policy P.087.HR, Selection of Supervisory Officers.

**CONTEXT:**

2. Frank Wiley, Superintendent of Instruction, has submitted notice of his intention to retire from the Board after a long and distinguished career in public education. Superintendent Wiley's last day of work is scheduled for 20 September 2019. Interim arrangements have been made for a retired superintendent to return to assume responsibility for the schools in the west superintendency, and other portfolios, pending a replacement being identified.

The 2019-2020 approved budget provides for a senior staff complement of thirteen, including the Director of Education. There is no active eligibility list in place at this time from which to fill the anticipated vacancy. In order to fill the upcoming vacancy, it will be necessary to run a selection process for an academic supervisory officer, as set out in Policy P.087.HR, Selection of Supervisory Officers (attached as Appendix A).

In addition to finding a suitable candidate to fill the vacancy arising from Frank Wiley's retirement, the competition will provide an opportunity to consider creating a confidential eligibility list of suitable candidates from which future appointments can be made in the event new vacancies arise over the next year.

## KEY CONSIDERATIONS:

### 3. Selection Committee

In accordance with Policy P.087.HR, the Board is required to establish a selection committee to oversee the selection process and bring forward recommendations to the Board. The selection committee is made up as follows:

- a) *Three members of the Board;*
  - a. *the Chair or designate; and*
  - b. *two other trustees selected by the Board.*
- b) *Three members of senior staff;*
  - a. *the Director of Education; and*
  - b. *two others selected by the Director of Education.*

The members of the selection committee will be responsible for overseeing and participating in the selection process including: reviewing applications and developing a shortlist of candidates to proceed to the next phase; approving written assessments, interview questions and case study; participating in interviews; reviewing information obtained from references; and developing a final recommendation to be made to the Board.

If the recommendation to proceed with a selection process is approved, the Board will need to appoint two trustees to join the Chair as part of the selection process at the Board meeting of 24 September 2019.

### 4. Selection Process and Criteria

Based on a review of timelines and process, staff anticipates the process to be completed in time for final decisions to be made at the November 2019 Board meeting. (attached as Appendix B – Timelines)

In order to meet this timeline, recruitment, including the job posting, will need to begin as soon as possible. On that basis, staff is seeking approval to proceed with a job posting that would be circulated and posted to attract a broad pool of candidates, both internal and external, for consideration by the selection committee.

## RESOURCE IMPLICATIONS:

- 5. There will be some costs associated with the selection process, for example, recruitment costs for posting the ad, meeting room expenses and fees associated with engaging a third party to complete a thorough reference check of finalist candidates. These costs will be covered from within approved budgets.

## COMMUNICATIONS/CONSULTATION:

- 6. Consultation is not required for this process.

## **STRATEGIC LINKS:**

7. The retention of the current complement of senior staff is essential to the successful achievement of the District's goals and objectives; each member of the senior team plays an integral role in leading one or more District initiatives in support of the strategic plan.

## **RECOMMENDATION:**

THAT the Board authorizes staff to proceed with initiating the supervisory officer selection process, including a job posting, as outlined in Report 19-086, effective immediately.

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Camille Williams-Taylor  
Director of Education and  
Secretary of the Board

Appendix A – Policy P.087.HR, Selection of Supervisory Officers  
Appendix B – Timelines for SO Selection Process – Fall 2019