



## REPORT TO

## REGULAR BOARD

### APPOINTMENT OF TRUSTEES TO THE SELECTION COMMITTEE FOR ASSOCIATE DIRECTOR OF PLANNING, FACILITIES AND STEWARDSHIP

*He said to them, "Micah did such and such to me, and he hired me, and I have become his priest."*

Judges 18:14

#### Created, Draft

September 12, 2018

#### First Tabling

September 20, 2018

#### Review

[Click here to enter a date.](#)

R. McGuckin, Director of Education

### RECOMMENDATION REPORT

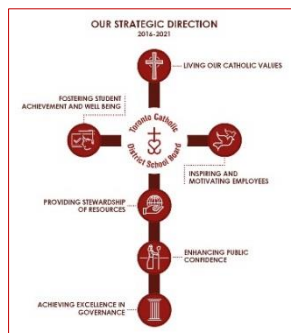
#### Vision:

*At Toronto Catholic we transform the world through witness, faith, innovation and action.*

#### Mission:

*The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.*

*We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.*



Rory McGuckin  
Director of Education

D. Koenig  
Associate Director  
of Academic Affairs

T. Robins  
Acting Associate Director  
of Planning and Facilities

L. Noronha  
Executive Superintendent  
of Business Services and  
Chief Financial Officer

## **A. EXECUTIVE SUMMARY**

Upon receiving notice that the incumbent Associate Director of Facilities, Planning and Stewardship (“Associate Director”) was retiring effective December 21, 2017, the Board initiated a selection process without the assistance of an executive search firm. Through a fair selection process, a successful candidate was selected and expected to assume duties effective May 1, 2018. Unfortunately, the candidate decided not to proceed with the appointment, and the Board still has a vacancy in the Associate Director position.

As a temporary measure, Mr. Tim Robins was hired on contract to assume the duties of the Associate Director until a new, permanent candidate is hired. An executive search firm was contacted and retained to assist the board in filling this vacancy. As per past practice, Trustees will be part of the selection process.

*The cumulative staff time required to prepare this report was 2 hours*

## **B. PURPOSE**

1. This report recommends the appointment of two (2) Trustees to the selection committee for the executive position of Associate Director of Facilities, Planning and Stewardship (“Associate Director”)

## **C. BACKGROUND**

1. **December 31, 2017** – The incumbent Associate Director of Facilities and Planning retired.
2. **January 25, 2018** - The Executive Superintendent of Facilities Services was appointed Acting Associate Director, and held that position until the Superintendent’s resignation from the board on May 11, 2018.
3. **January 30, 2018** – an employment contract was entered into with the successful candidate for Associate Director, however on April 9, 2018, the successful candidate advised the Director that he would not accept the position and would not be coming to work at the TCDSB.

4. **May 10, 2018** – At Corporate Services Committee, upon learning that another Senior executive in the area of Facilities and Operations had resigned, the Director informed the Board that an Executive Search Firm would be retained to recruit and hire a permanent Associate Director.
5. **May 28, 2018** – Mr. Tim Robins was hired on a temporary basis to serve as the Acting Associate Director. Mr. Robins will remain in this position until December 31, 2018 when it is expected a new, permanent Associate Director will be hired.
6. **July 3, 2018** – the Phelps Group, Executive Search and Talent Management, was retained to search for a permanent Associate Director.
7. In previous engagements with executive search firms, Trustees have played a role in the candidate selection process.
8. Given the involvement of 2 Trustees in the previous, internal search for an Associate Director, it is desirable to have 2 Trustees be part of the selection process.

#### **D. EVIDENCE/RESEARCH/ANALYSIS**

1. The Board has previously utilized Executive Search Firms to hire for the positions of Director of Education and Executive Superintendent of Business Services and Chief Financial Officer.
2. It is recommended that Trustee representation be included on the Selection Committee.

#### **E. METRICS AND ACCOUNTABILITY**

1. The Board will be updated on the progress of the Search for an Associate Director.

#### **F. STAFF RECOMMENDATION**

That the Board appoint two (2) Trustees to be part of the selection committee for the Associate Director of Facilities, Planning and Stewardship.