



*The Niagara Catholic District School Board through  
the charisms of faith, social justice, support and leadership,  
nurtures an enriching Catholic learning community for all  
to reach their full potential and become living witnesses of Christ.*

## **AD HOC COMMITTEE – BUILDING ON TODAY**

**TUESDAY, NOVEMBER 13, 2018  
8:30 PM – 9:30 PM**

*HOLY CROSS COMMUNITY ROOM  
CATHOLIC EDUCATION CENTRE, WELLAND, ONTARIO*



1. Opening Prayer – Trustee Vernal -
2. Roll Call -
3. Approval of Agenda -
4. Declaration of Conflict of Interest -
5. Board Approved Terms of Reference 5
6. Minutes of the Ad Hoc Committee – Building on Today Meeting of June 19, 2018 6
7. Consultants - Dr. Barry Wright and Dr. Dirk De Clercq -
  - 7.1 Presentation of the Draft System Scan Questions -
8. Next Step -
  - 8.1 Request for Proposal for Company to Deliver the System Scan -
9. Next Meeting of Ad Hoc Committee – Building on Today to be Determined Following the Request for Proposal -
10. Adjournment -

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
AD HOC COMMITTEE – BUILDING ON TODAY  
NOVEMBER 13, 2018**

***PUBLIC SESSION***

**TITLE: BOARD APPROVED TERMS OF REFERENCE**

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## **AD HOC COMMITTEE – BUILDING ON TODAY**

### **TERMS OF REFERENCE**

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#### **BACKGROUND INFORMATION**

As an action to the System Priority 2017-2018, “Create opportunities for meaningful dialogue, feedback and input from students, parents, staff, pastors and the community”, an Ad Hoc Committee of the Board is to be established.

#### **Name of the Committee**

The name of the committee is the Ad Hoc Committee – Building on Today

#### **Membership**

The Ad Hoc Committee – Building on Today of the Board will be comprised of Trustees of the Board with the Director of Education and designated staff as resources to the Ad Hoc Committee.

#### **Roles / Responsibilities**

The Ad Hoc Committee will be Chaired by a Trustee and provide reports to the Board.

#### **Terms of Reference**

The Terms of Reference for the Ad Hoc Committee – Building on Today are:

1. To recommend to the Board, through a Request for Proposal process, a qualified third party provider to design, deliver and analyze the results of an independent system scan with the objective of engaging students, staff, parents, pastors and the community to walk forward together as a Catholic community.
2. To participate in the design of the Request for Proposal criteria, timelines, financial resources and selection process of the Request for Proposal.
3. To participate in the Request for Proposal selection process of an experienced third party provider who will design, deliver and analyze both qualitative and quantitative results of a system scan using leading practices and ensuring privacy and data protection protocols.
4. To participate in dialogue with the Board selected provider in the design of the system scan to be recommended to the Board for consideration.
5. To present an Ad Hoc Committee – Building on Today Report to the Board on the final report and analysis of the system scan by the third party provider to inform the design of future System Priorities and the Strategic Plan of the Board beyond 2020.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
AD HOC COMMITTEE – BUILDING ON TODAY  
NOVEMBER 13, 2018**

***PUBLIC SESSION***

**TOPIC: MINUTES OF THE AD HOC COMMITTEE – BUILDING ON  
TODAY MEETING OF JUNE 19, 2018**

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**RECOMMENDATION**

**THAT** the Ad Hoc Committee approve the Minutes of the Ad Hoc Committee – Building on Today Meeting of June 19, 2018, as presented.



## MINUTES OF THE AD HOC COMMITTEE – BUILDING ON TODAY MEETING TUESDAY, JUNE 19, 2018

Minutes of the Ad Hoc Committee – Building on Today Meeting of the Niagara Catholic District School Board, held on Tuesday, June 19, 2018 at 5:00 p.m. in the Holy Cross Community Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 5:10 p.m. by Chair MacNeil.

**1. Opening Prayer**

Opening Prayer was led by Trustee Sicoli.

**2. Roll Call**

Trustee	Present	Present Electronically	Absent	Excused
Kathy Burtnik	✓			
Maurice Charbonneau		✓		
Frank Fera	✓			
Fr. Paul MacNeil	✓			
Ed Nieuwesteeg	✓			
Ted O’Leary	✓			
Dino Sicoli	✓			
Pat Vernal				✓
<b>Student Trustees</b>				
Nico Tripodi				✓
Hannah Tummillo				✓

The following staff were in attendance:

**John Crocco**, Director of Education; **Giancarlo Vetrone**, Superintendent of Business & Financial Services, **Mark Ferri**, Administrator of Purchasing Services and **Anna Pisano**, Recording Secretary/Administrative Assistant, Corporate Services & Communications

3. **Approval of the Agenda**

Moved by Trustee Burtnik

**THAT** the Niagara Catholic District School Board approve the Agenda of the Ad Hoc Committee – Building on Today Meeting of June 19, 2018, as presented.

**CARRIED**

4. **Declaration of Conflict of Interest**

No Disclosures of Interest were declared with any items on the agenda.

5. **Board Approved Terms of Reference**

For information.

6. **Minutes of the Ad Hoc Committee – Building on Today of April 3, 2018**

Moved by Trustee Sicoli

**THAT** the Ad Hoc Committee approve the Minutes of the Ad Hoc Committee – Building on Today of April 3, 2018, as presented.

**CARRIED**

7. **Consultant Dr. Barry Wright and Dr. Dirk De Clercq**

**7.1 System Scan Draft Model**

Dr. Barry Wright, Professor, Faculty of Business, Brock University's Goodman School of Business and Dr. Dirk De Clercq, Professor of Management, Brock University's Goodman School of Business presented a System Scan Draft Model.

Dr. Wright and Dr. De Clercq answered questions of Trustees.

**7.2 Design of Questions**

Dr. Wright and Dr. De Clercq highlighted areas of discussion and noted the next steps;

- Prepare questionnaires for staff, students and parents
- Assist with the development of the Request for Proposal
- Assist Ad Hoc Committee with Bid Analysis and Evaluation
- Review survey results with Ad Hoc Committee

Moved by Trustee Fera

**THAT** the Ad Hoc Committee recommends to the Niagara Catholic District School Board the approval of the questionnaire survey structure to students, staff and parents as agreed to at the June 19, 2018 Ad Hoc Committee meeting.

**CARRIED**

8. **Design Request for Proposal**

**8.1 Statement of Work**

Deferred to next meeting.

9. **Next Meeting of Ad Hoc Committee**

To be determined.

**10. Adjournment**

Moved by Trustee O'Leary

**THAT** the June 19, 2018 Ad Hoc Committee – Building on Today Meeting of the Niagara Catholic District School Board be adjourned.

**CARRIED**

This meeting was adjourned at 6:20 p.m.

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Minutes of the Ad Hoc Committee – Building on Today Meeting of the Niagara Catholic District School Board held on **June 19, 2018**.

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Fr. Paul MacNeil  
Chair of the Ad Hoc Committee

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John Crocco  
Director of Education/Secretary -Treasurer