



*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, JUNE 19, 2018
5:00 PM – 6:15 PM**

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



1. Opening Prayer – Trustee Sicoli -
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 April 3, 2018 6
7. Consultants - Dr. Barry Wright and Dr. Dirk De Clercq -
 - 7.1 System Scan Draft Model -
 - 7.2 Design of Questions -
8. Design Request for Proposal -
 - 8.1 Statement of Work -
9. Next Meeting of Ad Hoc Committee – Building on Today -
10. Adjournment -

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
AD HOC COMMITTEE – BUILDING ON TODAY
JUNE 19, 2018**

PUBLIC SESSION

TITLE: BOARD APPROVED TERMS OF REFERENCE



AD HOC COMMITTEE – BUILDING ON TODAY

TERMS OF REFERENCE

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
JUNE 19, 2018**

PUBLIC SESSION

**TOPIC: MINUTES OF THE AD HOC COMMITTEE – BUILDING ON
TODAY MEETING OF APRIL 3, 2018**

RECOMMENDATION

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



MINUTES OF THE AD HOC COMMITTEE – BUILDING ON TODAY MEETING TUESDAY, APRIL 3, 2018

Minutes of the Ad Hoc Committee – Building on Today Meeting of the Niagara Catholic District School Board, held on Tuesday, April 3, 2018 at 4:00 p.m. in the Holy Cross Community Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 4:00 p.m. by Chair MacNeil.

1. Opening Prayer

Opening Prayer was led by Chair MacNeil for Trustee O’Leary.

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	✓			
Student Trustees				
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 Nieuwesteeg

THAT the Niagara Catholic District School Board approve the Agenda of the Ad Hoc Committee – Building on Today Meeting of April 3, 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 February 13, 2018

Moved by Trustee Fera

THAT the Ad Hoc Committee approve the Minutes of the Ad Hoc Committee – Building on Today of February 13, 2018, as presented.

CARRIED

7. Introduction of Dr. Barry Wright and Dr. Dirk De Clercq, Consultant to the Ad Hoc Committee

John Crocco, Director of Education introduced 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.

Dr. Wright and Dr. De Clercq expressed their gratitude for the potential opportunity to assist the Ad Hoc Committee, as consultants.

8. Determination of the Statement of Work

Discussion took place to determine the consultative expertise that Dr. Wright and Dr. De Clercq could provide to the Ad Hoc Committee in fulfilling the Committees Terms of Reference.

Dr. Wright and Dr. De Clercq left the meeting at this time.

The Ad Hoc Committee discussed the appointment process for a consultant, their involvement in preparing the Request for Proposal as well as interpreting the data once the surveys have been completed in the fall of 2018.

Dr. Wright and Dr. De Clercq returned to the meeting at this time.

9. Design Request for Proposal

In accordance with the Niagara Catholic District School Board's Purchasing/Supply Chain Management Policy Mark Ferri, Administrator of Purchasing Services will gather three written quotes for potential consultants to the Ad Hoc Committee.

10. Next Meeting of Ad Hoc Committee

The next meeting of the Ad Hoc Committee to be determined, following the receipt of written quotes for a consultant to the Ad Hoc Committee.

11. Adjournment

Moved by Trustee O'Leary

THAT the April 3, 2018 Ad Hoc Committee – Building on Today Meeting of the Niagara Catholic District School Board be adjourned.

CARRIED

This meeting was adjourned at 6:10 p.m.

Minutes of the Ad Hoc Committee – Building on Today Meeting of the Niagara Catholic District School Board held on **April 3, 2018**.

Approved on **June 19, 2018**.

Fr. Paul MacNeil
Chair of the Ad Hoc Committee

John Crocco
Director of Education/Secretary -Treasurer