

## **Minutes of Multi-Year Planning Committee**

**Thursday, October 20<sup>th</sup>/2016**

**Present :** Trustees, Michelina Beam, David Thompson (Board Chair), Jim Beattie (Board Vice-Chair), Louis Sargent, Harry Fry, Al Bottomley, Paul Moffat (Committee Chair) and Director of Education Jackie Young.

**Regrets:** Trustees Carol Stevens, Corinne Green.

**1. Welcome:**

The Chair welcomed the Trustees and the Director. The meeting started at 5:00pm.

**2. Review of minutes of Meeting held on Tuesday, May 17<sup>th</sup>/2016.**

The start time was changed to reflect a 5:00pm start time.

**3. Information/Discussion Items;**

**(a) Review of our process.**

Paul gave a brief verbal overview of the process from our first meeting in January 2015 and what's been accomplished so far.

Phase # 1 : Involved an articulation of the NNDSB Vision, Mission, Core Values, and Strategic Priorities.

Phase # 2 : Centred on translating the "Strategic" Priorities into manageable goals ("Our Commitments")

Phase # 3 : Involves developing action plans for each of the goals ("Our Commitments")

Phase # 4 : Requires the development of monitoring and reporting on our commitments.

**(b) Status of the Multi-Year Planning Document:**

It is currently on our web-site in draft form. Paul is reviewing the data collected from the consultation process and working some of the positive suggestions into the document. It's a work in progress! Jackie, with Senior Administration and Staff continue to refine the "Commitments" and action plans during implementation.

**(c) Project Planner Guideline:**

Director Jackie shared a copy of the Project Planner Guidelines that will provide a template for projects managed within the NNDSB. It's a document that Senior Administration and Staff will use to provide a summary for discussion points, help set

the direction, pull department work together and address the alignment of resources and communication.

**(d) “Our Commitments”**

Paul and Jackie will meet to discuss and work on this area for our next meeting.

**(e) Monitoring and Reporting of “Our Commitments”.**

A good discussion centered on how we link and share “Our Commitments”, budget timelines, Senior Administration and Trustee roles and responsibilities involving commitments and reporting and sharing information. We have to review BDL 3&4 (The Board-Director of Education linkage) as outlined in our Policy Manual on Monitoring and Reporting progress re our Multi-Year Plan.

**4. Other Items For Discussion:**

Because of the work required from our discussions this evening, no items were added.

**5. Next Steps:**

Paul and Jackie will meet to review where we are and where we go from here.

**6. Date of Next Meeting;**

A meeting date will be set at the next Board meeting on November 22<sup>nd</sup>/2016.

**7. Adjournment:**

The meeting adjourned at 6:54pm.