

**OUR 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.

**OUR VISION**

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



**ADDENDUM  
REGULAR MEETING OF THE  
TORONTO CATHOLIC DISTRICT SCHOOL BOARD  
PUBLIC SESSION**

**Joseph Martino, Chair**

**Angela Kennedy, Vice Chair**

Thursday, December 12, 2019

7:00 P.M.

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<b>17. <i>Reports of Officials for the Information of the Board of Trustees</i></b>	
<b>17.c <i>Data to Inform the Allocation of Elementary and Secondary Vice Principals (Information)</i></b>	<b>1 - 13</b>



REPORT TO

**REGULAR BOARD**

## DATA TO INFORM THE ALLOCATION OF ELEMENTARY AND SECONDARY VICE PRINCIPALS

*All hard work brings a profit, but mere talk leads only to poverty. Proverbs 14:23-24*

Created, Draft	First Tabling	Review
December 10, 2019	December 12, 2019	<a href="#">Click here to enter a date.</a>

Adrian Della Mora – Executive Superintendent of Education, Human Resources and Employee Relations

### INFORMATION REPORT

**Vision:**

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

**Mission:**

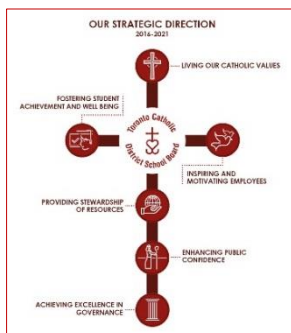
*The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.*

*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

L. Noronha  
Associate Director of Facilities,  
Business and Community  
Development, and  
Chief Financial Officer



## **A. EXECUTIVE SUMMARY**

This report responds to a Board motion, which requests that staff provide Trustees with research data that informs the yearly allocation of elementary and secondary vice principals. The report provides the data and the operational considerations, which further inform this sensitive process.

*The cumulative staff time required to prepare this report was 5 hours*

## **B. PURPOSE**

1. At the December 9, 2019, Special Board Meeting, Trustees approved the following motion:

*That staff provide Trustees with research data used to inform the yearly allocation of elementary and secondary vice principals.*

2. This report provides Trustees with summary data, which reflects the current allocation of elementary and secondary vice principals. It also outlines numerous variables, which guide this comprehensive operational task.

## **C. BACKGROUND**

1. The allocation of elementary and secondary vice principals is impacted by budgetary restrictions, enrolment fluctuations and informed by local circumstances. Vice principals complete assignment preference sheets by mid-December of each academic year. These preference sheets are considered over the period March to June of the current academic year when assigning vice principals to budgeted positions for the following academic year.
2. Enrolment fluctuations during September of a new academic year are closely monitored and this information is used to further inform conversations among the Senior Team regarding possible re-allocations. Respectful of budgetary limitations, intra-area vice principal re-allocations are reviewed in November and early December to address possible inequities primarily arising out of student enrolment changes. These decisions are made with a heightened sensitivity to the impact on school communities and cognizant of historical and current needs.

## D. EVIDENCE/RESEARCH/ANALYSIS

### Analysis of the subject matter

1. The Research Department produces an annual report in November (see Appendix A) which summarizes weighted enrolment figures for all elementary schools. This weighted enrolment figure is more informative than pupil count as it is informed by fluid demographic and local indexes. Our demographic index is updated via Statistics Canada databases. It was updated in May 2018 with a refresh scheduled for March 2020. The local index, consisting of areas such as special education, ESL and attendance-related needs, is updated annually in February.

### **SECONDARY SCHOOL VICE PRINCIPALS**

2. Staff track secondary enrolment at key dates throughout the year. Secondary vice principal allocations are linked to enrolment (see Table A below) and further informed by local community needs.

**TABLE A**  
**SECONDARY VICE-PRINCIPAL ALLOCATIONS 2019-2020**

<b>School Name</b>	<b>2019-2020 VP Allocation</b>	<b>2019-2020 Enrolment</b>
Bishop Allen Academy	2.00	1559
Bishop Marrocco/Thomas Merton	1.00	701
Blessed Cardinal Newman	2.00	991
Brebeuf College	2.00	882
Cardinal Carter Academy	1.67	794
Chaminade College	2.00	906
Dante Alighieri Academy	2.00	865
Father Henry Carr	2.00	879
Father John Redmond	2.00	1206
Francis Libermann	2.00	871
James Cardinal McGuigan	2.00	905
Jean Vanier	2.00	835
Loretto Abbey	2.00	898
Loretto College	1.00	424
Madonna	1.00	672
Marshall McLuhan	2.00	1089

Mary Ward	2.00	1033
Michael Power-St Joseph	3.00	1865
Monsignor Fraser College (All)	4.40	1029
Monsignor Percy Johnson	2.00	982
Neil McNeil High	2.00	855
Notre Dame High	1.00	688
Senator O'Connor	2.00	1331
St. Basil-The-Great	2.00	1288
St. John Paul II	2.00	1295
St. Joseph Morrow Park	1.00	457
St. Joseph's College	1.00	755
St. Mary	1.00	729
St. Mother Teresa	1.00	457
St. Oscar Romero	1.00	648
St. Patrick	2.00	796
<b>TOTAL FTE:</b>	<b>56.07</b>	

**ELEMENTARY SCHOOL VICE PRINCIPALS**

3. Based on thresholds and weighted enrolment figures, Senior staff use this information and their extensive knowledge of operational factors to review the data in November to consider possible changes in the composition of vice principal allocations.
4. Thresholds continue to be refined in consideration of GSN funding to meet budgetary requirements. Current elementary thresholds are being reviewed to ensure an equitable and efficient allocation of vice principals.
5. Staff consider the following factors when exploring possible re-allocations:
  - Demographic and local indexes and the related impact on weighted enrolment
  - Historical considerations – i.e. enrolment fluctuations linked to transiency or boundary changes
  - Recent exigent circumstances – i.e. safety concerns and police involvement, and the influx of newcomers
  - Student success initiatives requiring targeted support

- Level of principal experience in the role – need for possible vice principal support during first year transition
- Proactive succession planning – allocating .5 vice principal positions allowing one vice principal to benefit from serving in two communities
- Sensitivity to workplace accommodations, which can involve both the principal and vice principal.
- Providing a school community with stability given their exposure to rotating retired principal/vice principals covering for short-term leaves.

## **E. METRICS AND ACCOUNTABILITY**

1. The Senior Team is currently reviewing data provided by the Research Department and will use it to inform the potential re-allocation of vice principals.
2. The historic thresholds will be reviewed and updated to reflect current educational realities.
3. The Executive Superintendent of Human Resources will liaise with all field and central Superintendents to maintain a working knowledge of local factors that may impact vice principal allocations.

## **F. CONCLUDING STATEMENT**

This report is for the consideration of the Board

## Elementary Vice Principal Allocations – 2019-2020

## APPENDIX A

### CURRENT THRESHOLD (Under Review)

FTE 0.50 Vice Principal	FTE 1.00 Vice Principal	FTE 1.50 Vice Principal
415-554 enrolment	555-799 enrolment	800+ enrolment

School	Area	2019/2020 VP Allocation	2019 - 2020 Enrolment	Weighted 2019 - 2020 Enrolment
St. Jude	1	1	755	845
St. Andrew	1	1	729	816
St. Gregory	1	1	734	771
St. Benedict	1	1	620	667
Josyf Cardinal Slipyj	1	1	572	601
St. Angela	1	1	514	578
Father Serra	1	0.5	553	553
St. Eugene	1	0	485	500
Nativity of Our Lord	1	0	445	470
St. Marcellus	1	0	426	455
St. Stephen	1	1	416	450
Transfiguration	1	0	411	411
St. John Vianney	1	0	367	388
St. Roch	1	0	365	386
St. Dorothy	1	0	340	353
Holy Child	1	0	323	331
Venerable John Merlini	1	0	287	289
St. Maurice	1	0	274	288

**Elementary Vice Principal Allocations – 2019-2020**

**APPENDIX A**

<b>School</b>	<b>Area</b>	<b>2019/2020 VP Allocation</b>	<b>2019 - 2020 Enrolment</b>	<b>Weighted 2019 - 2020 Enrolment</b>
Msgr. John Corrigan	1	0	234	241
Mother Cabrini	1	0	198	199
All Saints	2	1.5	838	880
St. Bernard	2	1	699	778
Our Lady of Victory	2	1	702	777
Our Lady of Sorrows	2	1	705	727
St. Fidelis	2	1	617	652
Our Lady of Peace	2	1	633	649
Holy Angels	2	1	576	619
The Holy Trinity	2	1	571	603
St. Francis Xavier	2	1	546	590
St. Matthew	2	1	531	581
Immaculate Conception	2	1	517	559
St. John the Evangelist	2	0	482	527
St. Clement	2	0	477	477
St. Ambrose	2	0	434	434
St. Leo	2	0	377	377
St. Demetrius	2	0	278	281
St. Elizabeth	2	0	235	236
St. Louis	2	0	232	232
St. Mark	2	0	225	229
Santa Maria	2	0	218	222
St. Josaphat	2	0	152	158



## Elementary Vice Principal Allocations – 2019-2020

## APPENDIX A

School	Area	2019/2020 VP Allocation	2019 - 2020 Enrolment	Weighted 2019 - 2020 Enrolment
St. Jane Frances	3	1	700	779
St. Andre	3	1	687	773
St. Wilfrid	3	1	643	719
St. Robert	3	1	672	710
St. Augustine	3	1	608	669
St. Margaret	3	1	625	668
St. Conrad	3	1	626	665
St. Jerome	3	1	573	602
St. Simon	3	0.5	560	578
Blessed Sacrament	3	0.5	568	572
St. Raphael	3	1	523	552
St. Francis de Sales	3	0.5	489	550
St. Charles Garnier	3	1	495	541
Sts. Cosmas and Damian	3	0	389	423
O. L. of the Assumption	3	0	370	393
Regina Mundi	3	0	381	383
Blessed Margherita	3	0	346	361
St. Norbert	3	0	349	351
St. Charles	3	0	263	263
St. Martha	3	0	234	241
St. Paschal Baylon	4	1	732	805
St. Timothy	4	1	591	654
St. Bonaventure	4	1	581	596

**Elementary Vice Principal Allocations – 2019-2020**

**APPENDIX A**

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Precious Blood	4	1	459	502
St. Edward	4	1	453	456
St. Antoine Daniel	4	0	408	439
St. Isaac Jogues	4	0	341	362
Our Lady of Wisdom	4	0	358	360
Annunciation	4	0	347	358
St. Monica	4	0	337	352
St. Cyril	4	0	350	350
St. Gabriel	4	0	306	321
St. Agnes	4	0	305	316
St. Matthias	4	0	303	316
St. Gerald	4	0	295	308
St. Henry	4	0	267	270
St. Kateri Tekakwitha	4	0	242	250
St. Kevin	4	0	240	248
Blessed Trinity	4	0	207	213
Epiphany of Our Lord	4	0	192	202
Our Lady of Guadalupe	4	0	163	169
St. Nicholas of Bari	5	1	605	658
St. Cecilia	5	1	636	652
James Culnan	5	1	566	608
St. Thomas Aquinas	5	1	505	559
St. Pius X	5	0.5	519	519

**Elementary Vice Principal Allocations – 2019-2020**

**APPENDIX A**

<b>School</b>	<b>Area</b>	<b>2019/2020 VP Allocation</b>	<b>2019 - 2020 Enrolment</b>	<b>Weighted 2019 - 2020 Enrolment</b>
St. Clare	5	0	429	456
St. Helen	5	0.5	379	400
St. Vincent de Paul	5	0	330	330
St. Anthony	5	0	319	329
Stella Maris	5	0	319	321
St. Paul VI	5	0	302	313
St. John Bosco	5	0	311	311
D'Arcy McGee	5	0	281	290
St. Mary of the Angels	5	0	249	257
St. Alphonsus	5	0	246	249
Holy Family	5	0	233	240
St. Sebastian	5	0	227	230
St. Bruno - St. Raymond	5	0	200	206
St. James	5	0	186	193
St. Luigi	5	0	126	128
St. Rita	5	0	81	84
St. Brigid	6	1	661	694
Our Lady of Lourdes	6	1	569	633
St. John XXIII	6	0.5	452	489
St. John	6	0	429	434
Canadian Martyrs	6	0	355	375
O. L. of Perpetual Help	6	0	352	352
Holy Cross	6	0	345	349

**Elementary Vice Principal Allocations – 2019-2020**

**APPENDIX A**

<b>School</b>	<b>Area</b>	<b>2019/2020 VP Allocation</b>	<b>2019 - 2020 Enrolment</b>	<b>Weighted 2019 - 2020 Enrolment</b>
Holy Name	6	0	338	346
St. Anselm	6	0	341	341
St. Mary	6	0	320	328
St. Denis	6	0	295	295
Holy Rosary	6	0	289	293
Pope Francis	6	0	254	265
St. Joseph	6	0	230	236
St. Paul	6	0	207	216
St. Michael	6	0	162	166
St. Michael's Choir (Jr)	6	0	157	157
St. Francis of Assisi	6	0	129	129
St. Catherine	6	0	116	117
Bishop Macdonell	6	0	102	102
Holy Spirit	7	0.5	460	497
St. Lawrence	7	0.5	468	497
St. Nicholas	7	0	401	429
St. Albert	7	0.5	404	422
St. Victor	7	0	344	344
Bl. Pier Giorgio Frassati	7	0	344	344
St. Aidan	7	0	286	300
St. Barnabas	7	0	292	297
Prince of Peace	7	0	284	289
Sacred Heart	7	0	261	272

**Elementary Vice Principal Allocations – 2019-2020**

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<b>School</b>	<b>Area</b>	<b>2019/2020 VP Allocation</b>	<b>2019 - 2020 Enrolment</b>	<b>Weighted 2019 - 2020 Enrolment</b>
Our Lady of Grace	7	0	246	249
St. Sylvester	7	0	183	190
St. Florence	7	0	179	179
St. Bede	7	0	141	144
St. Elizabeth Seton	7	0	136	138
St. Gabriel Lalemant	7	0	132	134
St. Rene Goupil	7	0	106	108
St. Ignatius of Loyola	7	0	105	106
The Divine Infant	7	0	101	102
St. Marguerite Bourgeoys	7	0	98	98
St. Bartholomew	7	0	83	84
St. Maria Goretti	8	1.5	980	1084
Our Lady of Fatima	8	1	797	867
St. Brendan	8	1	558	558
St. Martin de Porres	8	0	449	500
St. Rose of Lima	8	0.5	448	490
St. Richard	8	0	426	447
St. Agatha	8	0.5	439	439
St. Thomas More	8	0	334	357
St. Boniface	8	0	326	350
Cardinal Leger	8	0	344	344
St. Dunstan	8	0	310	329
St. Barbara	8	0	307	326

## Elementary Vice Principal Allocations – 2019-2020

## APPENDIX A

School	Area	2019/2020 VP Allocation	2019 - 2020 Enrolment	Weighted 2019 - 2020 Enrolment
St. Joachim	8	0	298	305
St. Malachy	8	0	291	291
St. Columba	8	0	262	280
St. Edmund Champion	8	0	272	275
St. Ursula	8	0	253	255
St. Dominic Savio	8	0	243	246
St. Theresa Shrine	8	0	224	224
St. Jean de Brebeuf	8	0	212	213
Immaculate Heart of Mary	8	0	164	165
<b>TOTAL FTE:</b>		<b>49</b>		