



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	Click here to enter a date.

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

School Name	2019-2020 VP Allocation	2019-2020 Enrolment
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
TOTAL FTE:	56.07	

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