



REPORT TO

REGULAR BOARD

CONSIDERATION FOR THE RE-ALLOCATION OF ELEMENTARY VICE PRINCIPALS

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

Created, Draft	First Tabling	Review
January 2, 2020	January 23, 2020	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 review weighted enrolment figures and current thresholds to address any disparities that exist in the allocation of existing Vice Principals (VP) at the elementary level. The report provides changes in the current allocation of elementary VPs and operational considerations, which will further inform this annual process.

The cumulative staff time required to prepare this report was 10 hours

B. PURPOSE

1. At the December 12, 2019, Regular Board Meeting, Trustees approved the following motion:
 - i) *That the Staff address the aforementioned disparities at the elementary level immediately adhering to weighted enrolment figures outlined in this report;*
 - ii) *That staff report to Board in January on the recommendations of their pending review on threshold levels and any changes in VP allocations at the elementary & secondary levels from those outlined in this report; and*
 - iii) *That Staff update Trustees on VP allocations across our Board on an annual basis in March of each year.*
2. This report provides Trustees with some immediate changes to the current allocation of elementary VPs. It also outlines updated variables, which will be used to calculate elementary weighted enrolment figures. This will inform elementary VP allocations (based on new thresholds) on a go-forward basis.

C. BACKGROUND

1. The allocation of elementary and secondary vice-principals is impacted by GSN funding, budgetary restrictions, enrolment fluctuations, and informed by local circumstances. The number of vice-principals allocated to the system is determined during the Spring budget-setting process.

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 awareness of historical and current needs.
3. For staffing purposes, 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.

D. EVIDENCE/RESEARCH/ANALYSIS

1. Every November, the Research Department provides an assessment of weighted enrolment figures for all elementary schools. This weighted enrolment figure is different than pupil count as it is informed by fluid demographic and local indexes, hence providing more qualitative information about a school. The demographic index is updated via Statistics Canada databases. It was last updated in May 2018 with a refresh scheduled for March 2020. The local index, consisting of areas such as special education, English as a Second Language, and attendance-related needs, is updated annually in February.

ELEMENTARY SCHOOL VICE PRINCIPALS

2. To immediately address current VP allocation disparities, staff have reviewed weighted enrolment figures and opted to change the existing composition of VP allocations. As a result, the following changes will take effect before January 31, 2020:
 - i. The one full-time (FTE 1.0) VP allocation at St. Edward C.S. will now be shared with St. John The Evangelist C.S. (0.5 VP allocation at St. Edward C.S. and 0.5 VP allocation at St. John The Evangelist C.S.).

- ii. A new FTE 1.0 VP allocation will be introduced for the balance of this school year. This will result in FTE 0.5 VP allocations added to St. Martin de Porres C.S. and another FTE 0.5 VP allocation at another school to be determined over the next two weeks based on further consultation. The interim funding source (Feb. 1 – June 30, 2020) for this position will be accrued savings from unfilled budgeted vacancies relating to academic instruction/leadership. The status for this position for the 2020/2021 academic year will be re-assessed during the budget-setting process.
3. Senior staff will use a revised formulaic approach to establish benchmark weighted enrolment figures for each elementary school on a go-forward basis.
4. These new weighted enrolment figures will be guided by revised eligibility thresholds, which are informed by GSN funding to meet budgetary requirements. The goal is to budget for an equitable and efficient allocation of vice-principals for the 2020-2021 academic year and beyond.
5. Allocation thresholds will be immediately reviewed, and new parameters will be established to govern the elementary VP allocation process for the 2020-2021 academic year. Threshold parameters will be designed with a heightened awareness of GSN funding changes and the need to efficiently allocate these resources subject to all of the factors cited in this report. In light of the link to variable GSN funding and the fluid nature of factors, threshold parameters are subject to change.
6. Staff will continue to consider the following factors when exploring possible operational 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 the first-year transition.

- Proactive succession planning – allocating FTE 0.5 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 will continue to review data provided by the Research Department and will use it to inform the potential re-allocation of vice-principals on an annual basis.
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.
4. The Executive Superintendent of Human Resources will update Trustees if VP re-allocations are required during the academic year.

F. CONCLUDING STATEMENT

This report is for the consideration of the Board.