



## REPORT TO

## STUDENT ACHIEVEMENT AND WELL BEING, CATHOLIC EDUCATION AND HUMAN RESOURCES COMMITTEE

### ADMINISTRATIVE SUPPORT FOR TRUSTEES

*"Ask and it will be given to you; seek and you will find; knock and the door will be opened to you. For everyone who asks receives; he who seeks finds; and to him who knocks, the door will be opened."*

**Matthew 7:7-8**

#### Created, Draft

October 27, 2015

#### First Tabling

November 4, 2015

#### Review

[Click here to enter a date.](#)

P. De Cock, Comptroller of Business Services & Finance

P. Matthews, General Legal Counsel

### RECOMMENDATION 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 rooted in the love of Christ. We educate students to grow in grace and knowledge and to lead lives of faith, hope and charity.*



G. Poole

Associate Director of Academic Affairs

A. Sangiorgio

Associate Director of Planning and Facilities

Angela Gauthier

Director of Education

## **A. EXECUTIVE SUMMARY**

This report responds to a request from Board to review and discuss the provision of additional administrative support services to the Board of Trustees. The provision of such administrative support services is funded by the Board Administrative and Governance Grant, in which there is an amount earmarked for Board Governance.

## **B. PURPOSE**

1. Arising from the from the Corporate Affairs, Strategic Planning and Property Committee meeting held on October 15<sup>th</sup> 2015, the Board identified the need to provide Trustees with additional administrative supports in order to accommodate the unique circumstances of trustees.

## **C. BACKGROUND**

1. During the Corporate Affairs, Strategic Planning and Property Committee held on October 15<sup>th</sup> 2015, the Board of Trustees approved the following motions:
  - a) That the following motion from the October 8, 2015 meeting of Student Achievement be rescinded: “that trustees be able to hire an external independent contractor not to exceed \$10,000”
  - b) That the Director assure the Trustees that any Trustee who requires accommodation as per Board policy and legislation that they be appropriately accommodated.
  - c) Direction to staff that a letter be sent to the Ministry from the Director and Chair to clarify misconceptions about the amount of \$26,000.
2. Included in the Education Act in Section 218.1 part (f), a member of a board shall, entrust the day to day management of the board to its staff through the board’s director of education. The provision of administrative support to trustees is thereby entrusted to the Director of Education and the associated cost is funded by the Board Administration and Governance Grant.

3. The Board approved the 2015-16 Budget Estimates during the Student Achievement Committee meeting held on June 4<sup>th</sup> 2015, in which the following Grant and Expenditure estimates are included:

<b>2015-16 Board Governance Grant and Expenditure Estimates</b>	
<b>Grant Allocations</b>	
Governance & Trustees' Association Fee	284,818
Board Administration Grant (\$856,107 - \$284,818)	571,289
<b>Total Grant Allocation</b>	<b>856,107</b>
<b>Expenditure Estimates</b>	
Honorariums	259,138
Administrative Support	120,000
Other Expenses	267,629
OCSTA Membership Fees	209,340
<b>Total Expenditure Estimates</b>	<b>856,107</b>

As per the 2015-16 Budget Estimates, TCDSB is compliant in the Board Administration & Governance Expenditure Category with a total funding allocation of \$23,953,062 and net expenses of \$20,908,046.

4. The 2015-16 Budget Estimates includes a budget provision for the following:
- i. One Central Administrative Support (1.0 Full Time Equivalent Position)
  - ii. Additional Administrative Support Provision (\$120,000)

## **D. EVIDENCE/RESEARCH/ANALYSIS**

**The following options are provided for discussion and final choice by the Board of Trustees:**

### **Option A: Hire Additional Administrative Officer (1.0 FTE)**

- 1.0 FTE Administrative Officer Position  
(\$70,000 inclusive of Benefits)
- Reserve for Supply Administrative Support as required to  
accommodate Trustees as needs arise  
(\$50,000)
- TOTAL ESTIMATED COST: (\$120,000)

### **Option B: Hire Additional Half-time Administrative Officer (0.5 FTE)**

- 0.5 FTE Administrative Officer Position  
(\$35,000 inclusive of Benefits)
- Reserve for Supply Administrative Support as required to  
accommodate Trustees as needs arise  
(\$85,000)
- TOTAL ESTIMATED COST: (\$120,000)

### **Option C: Do Not Hire & Maintain Reserve for Supply Administrative Support**

- Reserve for Supply Administrative Support as required to  
accommodate Trustees as needs arise  
(\$120,000)
- TOTAL ESTIMATED COST: (\$120,000)

## **E. STAFF RECOMMENDATION**

That the Board consider Option A as the desired model of Administrative Support for Trustees.