



Celebrating Our Administrative Assistants/Secretaries April 24, 2013

The week of April 21st is Volunteer Appreciation Week, a time set aside to honour the many volunteers who support education in our schools, and the many members of our TCDSB community—parents, students, staff—who share their time and talents to make the world a better place for all.

Fittingly, Administrative Assistant or Secretaries' Day also falls within this week, celebrated this year on Wednesday April 24th.

Although our Secretaries and Administrative Assistants and other clerical staff are not volunteers, they play a central role in our schools and offices. They are often the first point of contact for students, parents and members of the community. They foster a welcoming environment in their places of work, and provide vital support to the administrators and others who rely on them on a day to day basis. They help us fulfill our mission of service, and are integral to the success of our school system. They dedicate their energy, enthusiasm and skills to ensuring that our schools and offices run smoothly and efficiently, and they are a trusted adult that our students know they can approach when they need assistance or support.

On April 24th, we thank all of our Secretaries, Administrative Assistants and clerical staff for the invaluable work that they do to support the goals of our Multi-Year Strategic Plan. We appreciate your commitment to Catholic education, and to the students who are entrusted to us.

We recognize the important role that you play in the fostering of caring and compassionate learning environments where our students can succeed.

On April 24th, and every day, our wish is that you will feel supported and appreciated by everyone you encounter, and that you will continue to feel inspired to be the best that you can be.

On behalf of the Trustees and Senior Team at the Toronto Catholic District School Board, we thank you and wish you all the best.

Sincerely,

Handwritten signature of Bruce Rodrigues in black ink.

Bruce Rodrigues
Director of Education

Handwritten signature of Ann Andrachuk in black ink.

Ann Andrachuk
Chair of the Board