



Celebrating Our Administrative Assistants/Secretaries April 23, 2014

It is a pleasure to once again express our appreciation to our Administrative Assistants and Secretaries for the work that they do to support our efforts to make our schools and offices so successful and welcoming.

These frontline personnel are most often the first face that visitors to our schools and central departments see, and the first voice that they hear on the phone. They provide information and assistance to those who seek help, they lend support to other staff, and they provide comfort and friendship to our students who are seeking a trusted adult for some reassurance.

They foster a caring and safe environment in our schools, and are an integral part of the offices in which they work.

On April 23rd, 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 thank you for your dedication to Catholic education, and to the students who are entrusted to our care.

Our hope is that today, and every day, you will feel supported and appreciated for the important work that you do.

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,

Angela Gauthier
Director of Education

Jo-Ann Davis
Chair of the Board