

SENIOR LEADERSHIP PORTFOLIOS

2022 - 2023

Nicole Kurtz
Director of Education



Trina Henley
Executive Assistant and
Communication Services

- Chief Education Officer
- Chief Executive Officer
- Secretary/Treasurer to the Board of Trustees
- Multi-Year Strategic Plan
- Governance
 - Procedural By-Laws
 - Policies
 - Procedures
 - Board and Committee Meetings
- Catholic Education
- Spiritual growth of staff and students
- Equity and Inclusive Education
- Special Education (SEAC, PBIS, Accessibility)
- Partnerships and relationships with parishes, families and the community
- Indigenous Education (FNMI)
- Mental Health, Well-being, and Social Work
- Athletics and Healthy Active Living
- Communications, Corporate Branding, Media, and Public Relations
- School Year Calendar
- Senior Leadership Team
- Executive Council
- Director's Council
- Catholic Parent Involvement Committee
- School Councils
- Succession Planning

SCHOOLS
St. Thomas Aquinas High School

Alison Smith
Superintendent of Business Services,
Facilities and Planning Services



Lena Alexander
Executive Secretary

- Accounting and Budget
- Financial Services
- Corporate Planning
- Custodial Services
- Risk Management / Insurance
- Capital Planning
- Facilities Maintenance
- Community Use of Schools
- Energy Management
- Joint Health and Safety Committees
- Freedom of Information and Privacy Information Management
- Human Resource Services (Board)
- Information Technology Services (Board)
- Purchasing and payroll
- Union and Non-union Contract Management
- Audit Committee
- Budget Committee
- Staff Attendance Management
- Collective Bargaining
- Support Staff Liaison Committee
- New Hire Orientation and Employee Onboarding
- Facility Accessibility
- Staff Performance Appraisals
- Student Transportation
- COVID-19 Lead

Jamey Robertson
Superintendent of
Education



Cathy McQuillan
Executive Secretary

- Board Improvement Plan
- Safe and Supportive Schools
- Curriculum
- Instructional Technology Learning Lead
- Learning and Innovations Fund for Teachers (LIFT)
- Early Years and Child Care
- Experiential Learning
- Education, Quality and Accountability Office (EQAO)
- Mathematics Strategy
- Science, Technology, Engineering and Mathematics (STEM)
- New Teacher Induction Program (NTIP)
- Human Resource Services (instructional)
- Collective Bargaining
- OECTA/OPSEU Committees (Staffing and Liaison)
- Teacher and Principal Performance Appraisals and Professional Development
- Managing Information for Student Achievement (MISA)
- Creating Pathways to Success
- Student Attendance Management
- Specialist High Skills Major and Ontario Youth Apprenticeship Program
- French as a Second Language
- Outdoor Education
- Summer Learning Programs

SCHOOLS
École Ste-Marguerite Bourgeoys
St. John Paul II School
St. Louis Living Arts School
St. John School

Dedicated to Excellence in Catholic Education

