



THE EDUCATION CENTRE - AURORA

60 Wellington Street West, Aurora, Ontario L4G 3H2

Tel: 905.722.3201 905.895.7216 905.727.3141 416.969.8131

Fax: 905.727.1931

Website: www.yrdsb.ca

September 1, 2018

Lisa Reinhardt, Manager
Corporate Secretariat and Trustee Services

Dear Lisa,

The Board of Trustees and the Senior Team have worked collaboratively with our community to renew our Strategic Plan. As a leadership team, we have aligned the Director's Annual Plan and Board Improvement Plan to meet the priorities and goals outlined by trustees. Additionally, we have successfully put into routine practice the Minister's Directions. In short, our leadership team is poised to align our efforts and work, to collaborate with precision and diligence to ensure positive outcomes are met for students, families and staff.

As the Manager of Corporate Secretariat and Trustee Services, you support trustees to enact their governance and oversight roles as outlined in the Education Act. You oversee the Board's Corporate Secretariat as designate for the secretary of the Board, who is responsible for oversight of the Board's official meeting records and all other responsibilities as outlined in the Education Act. Further, you provide trustee training and enable decision making to flow through the various committee structures.

To enhance our alignment of purpose, I am asking that you work on the following specific priorities during the 2018-2019 school year that complement your role as Manager of Corporate Secretariat and Trustee Services.

- Lead the creation of a department plan that is aligned to the Director's Annual Plan and include all elements of a logic model inclusive of data and evidence.
- Lead the development of a trustee orientation series and ongoing professional development for the new Board of Trustees. This should include equity training, human rights training, budget process, good governance, school site tours and an orientation to places of worship throughout York Region. You will need to work with trustees to assess learning needs and collaborate with various members of the senior team including, but not limited to, the Human Rights Commissioner, Senior Manager, Corporate Communications and Senior Manager, Legal, Legislative and Administrative Services.
- Develop and implement professional learning for senior team related to the roles and responsibilities of trustees.
- Develop and implement a communication guide for trustees and senior staff that includes sample scenarios. The guide should cite the [Education Act](#) and the [Good Governance Guide](#). It should be designed to support trustees to uphold their governance role with confidence and clarity.
- Develop a department graphic organizer that includes titles, roles and responsibilities to provide clarity of decision making within Corporate Secretariat and Trustee Services.

- Collaborate with the Associate Directors in the development of the Community Board Interaction Management Tool (RESOLVE) to ensure alignment to the Supporting Community Concerns policy and procedure.
- Develop a plan for reviewing Board Governance and decision making structures. The plan should include soliciting trustee and staff input and guidance related to how best to solicit strengths and needs of our current methods to share information with trustees and support effective decision making.
- Collaborate with the Senior Manager, Corporate Communications and Chief Financial Officer to develop a Trustee Portal that enables them to access electronic current and historic agendas and minutes.
- Collaborate with the Chief Financial Officer to provide trustees with technology that enables them to fulfill their role.
- Embed evidence gathering and monitoring in all elements of your practice.

I ask you to consider the above priorities and develop an implementation plan that includes timelines, outcomes and performance indicators. In our meetings, I will ask that you provide updates to progress as appropriate.

Thank you for your leadership Lisa and I look forward to working alongside you in the 2018-2019 academic school year.

Sincerely,

Louise Sirisko

Louise Sirisko
Director of Education
York Region District School Board