



THE EDUCATION CENTRE - AURORA

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September 1, 2018

Wanda Muirhead
Chief Financial Officer

Dear Wanda,

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.

In your role of Chief Financial Officer, you are responsible for developing a balanced budget for trustee approval. You oversee all financial practices within the board and the Information Technology department.

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 Chief Financial Officer.

- Lead the creation of department plans that align to the Director's Annual Plan and include all elements of a logic model inclusive of data and evidence.
- Collaborate with the Associate Director of Education, Schools and Operations to create a central process and database of volunteer Criminal Record Checks.
- Develop a budget development process that uses the creation of business cases that are evaluated based on their alignment to the Board's priorities, is transparent and understood by stakeholders. This process should be developed in draft form by the end of September for refinement and adoption at the commencement of budget development in January.
- Lead the development of a technical solution to ensure compliance of the necessary health and safety training for employees.
- Lead implementation of the K-12 engagement platform with support of Senior Manager, Corporate Communications.
- Develop a plan for a portal upgrade in collaboration with the Senior Manager, Corporate Communications.
- Collaborate with the Senior Manager, Corporate Communications to refresh the board's external and internal webpages.
- Collaborate with the Senior Manager, Corporate Communications and Manager, Corporate Secretariat and Trustee Services to develop a Trustee Portal that enables them to access electronic current and historic agendas and minutes.

- Collaborate with the Manager, Corporate Secretariat and Trustee Services to provide trustees 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 weekly meetings, I will ask that you provide updates to progress as appropriate.

Thank you for your leadership Wanda 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