



THE EDUCATION CENTRE - AURORA

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September 1, 2018

Jeff Fair, Senior Manager
Legal, Legislative and Administrative Services

Dear Jeff,

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 Senior Manager of Legal, Legislative and Administrative Services, you support the board in resolving legal and procedural matters and fulfill the role of the board's Notary Public. You identify effective practices for implementation to ensure the safety of students and staff and mitigate the liability of the board. You oversee the board's transportation services, access to information and records management and community use of schools.

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 Senior Manager of Legal, Legislative and Administrative Services.

- Lead the creation of a department plan that is aligned to the Director's Annual Plan and includes all elements of a logic model inclusive of data and evidence.
- Collaborate with the Associate Directors to re-vision the International Students Programme.
- Collaborate with the Associate Directors to make recommendations in regards to safety responses for opioid overdoses.
- Collaborate with the Associate Directors and staff to develop sound practices for the efficient use of technology as collaborative and operational tools.
- Collaborate with the appropriate Associate Directors and staff to develop and implement emergency protocols for each Central Education Centre.
- Co-lead with Associate Director of Education, Schools and Operations the review and re-visioning of the inclement weather protocol to enable system closure.
- Collaborate with Director's Council in the development of a professional development series for the senior leadership team that focuses on effective operational practices.
- Develop recommendations and an implementation plan that promotes and upholds privacy legislation.
- Collaborate with Manager, Corporate Secretariat and Trustee Services to develop and contribute to a trustee orientation series for the new Board of Trustees.

- Develop communication and protocols related to the newly designed transportation routes effective Fall 2018 to mitigate any risks associated with changes to vendors. In particular, develop a communication protocol that ensures the safety of new riders, students with English as a second language or students in kindergarten.
- Lead training and promotion of the use of Google in schools.
- 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 Jeff 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