

**OFFICE OF THE DIRECTOR OF EDUCATION**

5050 Yonge Street, Toronto, Ontario M2N 5N8

January 1, 2018

Peter Singh

Executive Officer

Information Technology Services

Dear Peter,

During the 2017-2018 school year, I would ask you to focus on the following key areas while fulfilling all of the duties of your position:

* Continue to modernize and improve TDSB’s IT infrastructure and network to expand wireless access in our schools, increase network capacity, and provide a robust, stable, efficient, and highly available computing environment for our students, educators and administrative staff.
* Assist in building and rolling out a PD plan for strategic and operational leaders that will help ensure that staff in key leadership roles across TDSB can develop the inspired, innovative and practical leadership skills required to support the implementation and continued success of TDSB’s Vision for Learning and other key initiatives.
* In collaboration with Manon Gardner, Jim Spyropoulos, Beth Butcher and educators and leaders across TDSB, provide strategic technology leadership to support TDSB’s Deep Learning, School Effectiveness Framework and Integrated Equity Framework initiatives, including increased support for innovative and transformational pedagogical practices and digital technology tools and resources in the classroom that will help our students develop key 21st global competencies, improve student well-being and equity and make every school an effective school.
* In collaboration with Carlene Jackson, continue to support digital transformation at TDSB by developing innovative new ways to digitize, automate and streamline our administrative systems and processes to improve business and operational efficiencies.
* Build and implement an innovative multi-year IT strategic plan and roadmap to help ensure that the IT Services department is fully aligned with the vision, mission and goals of the organization and that IT Services has the required staff, processes, technologies and collaborative partnerships in place to properly support TDSB’s Vision for Learning, Deep Learning, Integrated Equity Framework and Service Excellence initiatives.

* Continue to work with internal and external stakeholders and partners to help support the Integrated Equity Framework by identifying creative and innovative new ways to improve equitable access to devices and technology tools and resources by students and staff at TDSB.
* Working with Pat Rocco, Roula Anastasakos, Ross Parry, Uton Robinson, Steve Shaw and Carlene Jackson, develop a detailed plan to promote increased collaboration between departments performing IT related work at TDSB in order to improve governance, management and alignment of technology resources, processes and toolsets across the organization.

I ask that you collaborate intentionally and strategically with the following colleagues:

Carlene Jackson\*, Pat Rocco, Roula Anastasakos, Ross Parry, Uton Robinson, Steve Shaw, Manon Gardner (A)

Manon Gardner\* (B)

In order to achieve the following impacts for TDSB:

A. Align and integrate (where appropriate) all technology, research, information and teaching and learning services.

B. Deep learning supported by Technology.

Please develop an action plan with deliverables, measurements and budget and the date when

various aspects of the plan will be completed.

Thank you for your Executive leadership in TDSB.

Sincerely,



John Malloy

Director of Education

\*Lead