



September 8, 2023

Stacey Zucker

Associate Director, Modernization and Strategic Resources Alignment

Subject: 2023-24 Letter of Responsibility for Modernization and Strategic Resource Alignment

Dear Associate Director Stacey Zucker,

Thank you for your continued service to the Toronto District School Board (TDSB) as the Associate Director responsible for Modernization and Strategic Resource Alignment. The TDSB, along with many other school boards, has undergone unprecedented change these last few years, yet our focus on our students and their achievement remains resolute. The year ahead presents an opportunity to promote joy, engagement, and belonging in our schools to create the foundation for academic achievement and student success. To support this important work, we will require an unwavering focus on results which directly impact academic achievement, in preparation for the continued success of our students in life and work. The Associate Director will advance the TDSB Vision for Learning and Vision for Service, as well support the achievement of provincial education priorities, by transforming the TDSB into a higher performing, more responsive and more accountable organization.

To achieve this, I am asking that you focus on the following key areas for the 2023-24 school year:

- Deliver a Capital Revitalisation Strategy to the Board of Trustees, and monitor the implementation of the strategy and effective use of the Facility Conditions Index for renewal funding to renew and modernize learning and working environments.
- Initiate a review to modernize business services.
- Effectively lead teams to implement and achieve the goals of Year 2 of the Administrative Site Review.
- Continue to lead the development of the Board's Operating Budget for 2023-24, working with the Board of Trustees, Financial Budget & Enrolment Committee, and other stakeholders.
- Continue to strengthen relationships between TDSB and Toronto Lands Corporation staff, and support day-to-day collaboration as appropriate to achieve shared goals.



This is in addition to:

- Working collaboratively with the senior team and central leaders diligently and effectively to contribute to the development, implementation, and monitoring of operating and departmental budgets.
- Providing effective oversight by working with Superintendents, Principals, Vice-Principals, and central leaders to create the conditions for student and staff safety and well-being, and achievement, and effective service delivery.
- Supporting effective governance, working closely with Trustees and the Board of Trustees.
- Responding effectively to board decisions and fulfilling the duties of your position.

Thank you for your exemplary leadership and service to the TDSB.

Regards,

A handwritten signature in black ink, appearing to read 'C Russell-Rawlins'.

Colleen Russell-Rawlins
Director of Education
Toronto District School Board