

**OFFICE OF THE DIRECTOR OF EDUCATION**

5050 Yonge Street, Toronto, Ontario M2N 5N8

November 1, 2018

Lori Barnes,
Executive Officer,
Governance and Board Services

Dear Lori,

During the 2018-2019 school year, I would ask you to focus on the following key areas while fulfilling all of the duties of your position:

* Working with the Associate Directors, provide leadership and support to senior staff in effective governance practices through the introduction of learning modules in the Leadership Capacity Plan
* Working with the Director of Education and Board Chair, develop and implement a Trustee Orientation Program, materials and other learning opportunities to promote effective governance
* Explore Self-Assessment Tools with the Board of Trustees to measure and improve governance practices for Board and Board Standing Committee meetings
* Provide leadership and advice to all trustees to support effective governance practices for the Board
* Ensure best practice by continually refining processes to support trustees and Director’s Council both prior to and during Board Standing and Board Meetings to advance the business of the board in an efficient, transparent and accountable manner
* Working with Director’s Council members, strategically prioritize policy, procedure and Board Committee reports to facilitate successful completion of the Action Plans aligned with the Board’s Multi-Year Strategic Plan over the next four-year period
* Oversee all aspects of the Board’s Governance and Policy Committee, including support for the Committee Chair, Vice-Chair and senior staff
* Working with the Associate Director of Equity, Well-Being and School Improvement, guide the governance aspect of the Board’s Community Advisory Committee Review to increase understanding, improve practice and ensure that CAC’s have a significant role in board policy review and the development of and advocacy for the Board’s MYSP.
* Enhance the Board’s Policy Development and Management process to;
	+ give meaningful voice to students, staff and the school community
	+ implement the Board’s equity assessment tool for all policy and procedure review
	+ develop a more effective strategy to communicate policy and procedure revisions and expected outcomes regarding student achievement and wellbeing and the Board’s commitment to equity
* Infuse service excellence into the culture of Governance and Board Services, including participation in a pilot project with Legal Services to have staff visit schools and connect in a more meaningful way to students and other staff.

Please work with all trustees, Director’s Council and Senior Team on a regular basis, and collaborate strategically and intentionally with the following colleagues; Carlene Jackson/Craig Snider, Manon Gardner, Colleen Russell-Rawlins, Kathy Witherow, Ross Parry, Leola Pon, Jim Spyropoulos and Andrew Gold, as well as Executive Staff Leads for Board Committees.

Thank you for your Executive leadership in TDSB.

Sincerely,



John Malloy

Director of Education