

Office of the Acting Associate Director

Business Operations and Service Excellence

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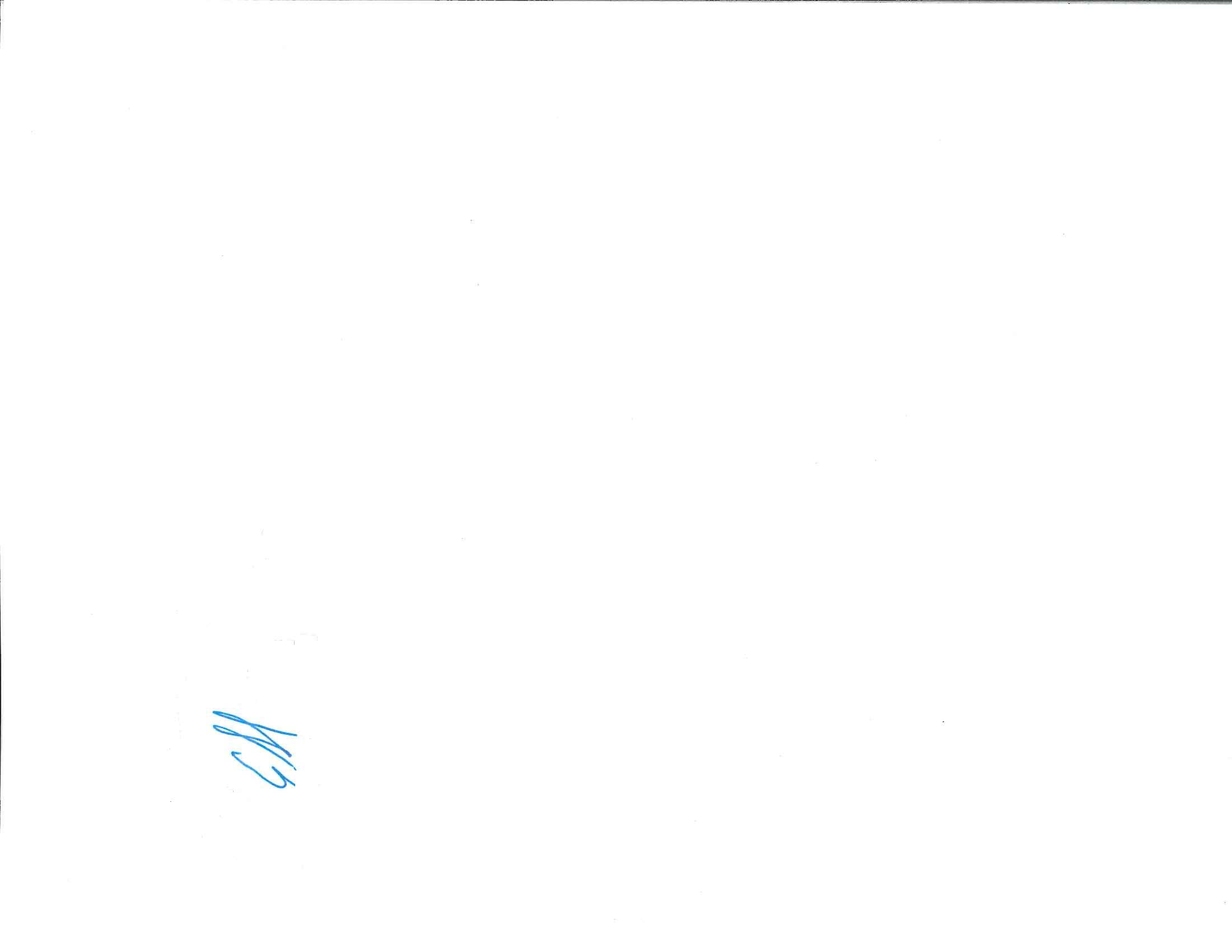
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1 November 2018

Leola Pon  
General Counsel  
Legal Services  
  
Dear Leola Pon,  
  
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:

* Develop and manage improvements for the provision of strategic internal and external legal services based on principles of service excellence, modernization, cost efficiency, and effectiveness;
* Develop and implement strategies and resources to support the professional learning and strategic legal needs of Senior Team;
* Identify opportunities and actions for the Legal Services team to learn, experience and implement measures to support TDSB’s Multi-Year Strategic Plan; and
* Support the Governance Committee with Lori Barnes, Ross Parry and John Malloy.

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,

Craig Snider

Acting Associate Director

Business Operations and Service Excellence