

Ministry of Education

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Ministère de l'Éducation

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**RMM: 13****MEMORANDUM TO:** Directors of Education
Student Success Leaders**FROM:** Sharon Bate
Regional Manager
Barrie Regional Office**DATE:** October 26, 2006**SUBJECT:** **Training Sessions, Board OSS and Grade 8 to 9
Transitions Planning Teams - Barrie Regional Office**

The memorandum from Kirsten Parker, Director of the Student Success/Learning to 18 Implementation, Training and Evaluation Branch, and Grant Clarke, Director of the Student Success/Learning to 18: Strategic Policy Branch, dated October 23, 2006 announced two day regional training sessions across the province for board OSS and Grade 8 to 9 Transitions Planning teams. The memorandum also provided a copy of the agenda for the two training programs. Day One which begins at 12 noon and ends at 4:00 p.m. will focus on the revised OSS policy and program requirements for September 2007; Day Two (starting at 9:00 a.m.) will focus on Transitions Grade 8 to 9 training.

For the OSS session each district school board is invited to send a team of 6 representatives:

- 1 supervisory officer (preferably with responsibility for program and/or curriculum)
- 1 guidance leader
- 1 secondary school principal
- 1 elementary school principal
- board Student Success Leader, and
- 1 co-operative education representative

For the Transitions Grade 8 to 9 training, each district school board is invited to send a team of 12 representatives:

- 1 supervisory officer (preferably with responsibility for program and/or curriculum)
- 1 guidance leader
- 1 secondary school principal
- 1 elementary school principal
- board Student Success Leader

- 1 special education/resource representative
- 2 Grade 7/8 teachers
- 2 grade 9 teachers, and
- 2 Student Success Teachers

Immediately following the OSS training session the board's Student Success Leader and superintendent (where applicable) will meet to receive information about the Transitions training session on the following day.

The details for the sessions are as follows:

Date of Meeting	Location
<p><u>Tuesday November 7</u> OSS Revisions (6 representatives) 12:00 to 4:00 p.m.</p>	<p>Nottawasaga Inn 6015 Highway 89 Alliston ON L9R 1A4</p>
<p><u>Wednesday, November 8</u> Transitions Gr. 8 to 9 (12 representatives) 9:00 a.m. to 3:00 p.m.</p>	<p>Nottawasaga Inn 6015 Highway 89 Alliston ON L9R 1A4</p>

Attached to this memorandum are registration forms for the 2 sessions. Please enter the names of your participants on the forms with the pertinent data and forward to the attention of June Merkley, Education Officer, by e-mail to june.merkley@ontario.ca or by fax 1-705-725-7635 by **Wednesday, November 1, 2006.**

Expense Claim Information

The Ministry will reimburse each board participant for the cost of:

- Travel (at the rate of \$.40 per kilometre)
- Hotel accommodation if necessary (for participants traveling 200 kilometres or more return trip)
- For those requiring accommodation, one supper meal for each night of accommodation (\$20.00/meal). Breakfast and lunch will be provided during the training for all participants.
- Supply teacher coverage, where required to cover classroom teachers, is at the board's per diem rate.

Participants who are booking accommodations for the evening of November 7 are to contact the Nottawasaga Inn directly at 705-435-5501 ask for "Conventions" at ext. 248 and book the reservation in their name under the Ministry of Education conference. Each participant will pay

for their own accommodations/meals and then submit all bills to their own board for reimbursement. Each board will then submit an *original board invoice* and itemized Expense Claim (template attached). Please attach a copy of all receipts to the board invoice. Please forward a separate invoice for each of the two sessions with the appropriate attachments to June Merkley, Education Officer, Barrie Regional Office as soon as possible or by **December 1, 2006.**

Lunch will be provided for the OSS session in the Riverview Dining Room beginning at 12:00 noon. The session will begin promptly at 1:00 p.m..

The program for the second day is a full day session with breakfast available in the Riverview Dining Room from 7:15 a.m. until 8:45 a.m., registration beginning at 7:30 a.m., and a start time of 9:00 a.m. sharp.

If you have any questions or concerns, please contact June Merkley, Education Officer, at 1- 800 470-1147, or by e-mail at june.merkley@ontario.ca

Thank you for your continued support of the Student Success Initiative.

Sharon Bate
Manager, Barrie Regional Office

**BARRIE REGIONAL OFFICE
OSS TRAINING SESSION
Tuesday, November 7, 2006**

District School Board: _____

Participant's Name	Participant's Position

**BARRIE REGIONAL OFFICE
TRANSITIONS TRAINING SESSION
Wednesday, November 8, 2006**

District School Board: _____

Participant's Name	Participant's Position

EXPENSE CLAIM
MINISTRY OF EDUCATION: Barrie Regional Office
STUDENT SUCCESS TEACHERS TRAINING

District School Board:

Date of training session:				
Location of training:			Contact person:	
Contact telephone:			Contact e-mail address:	
Number of participants attending:			Per diem supply coverage rate:	
Name of participant whose expenses are eligible for Ministry coverage	Travel (Total kms)	Travel claim (@ .40 per km)	Supply Teacher Coverage Cost (Only for teaching staff)	Accommodation and meal costs at Ministry rate (Only if more than 200 km return trip)
Sub-totals:				
			Total:	

**The Expense Claim is to be attached to an original board invoice and forwarded by December 1, 2006 to: June Merkley, Barrie Regional Office, Ministry of Education
20 Rose St., Barrie ON L4M 2T2**

