
Ministry
of Education

Ministère
de l'Éducation

London Regional Office
217 York Street, Suite 207
2nd Floor West
London ON N6A 5P9
(519) 667-1440
1-800-265-4221

Bureau régional de London
217, rue York, bureau 207
2^e étage ouest
London ON N6A 5P9
(519) 667-1440
1 800 265-4221

September 27, 2006

MEMORANDUM TO: Directors of Education
Principals of School Authorities
Superintendents of Provincial Schools
Principals of First Nations Schools
Faculties of Education

FROM: Gerry Townsend
Regional Manager
London Regional Office

SUBJECT: **Discussions on the implementation of a draft comprehensive K-12 policy for English language learners and a workshop on *Many Roots, Many Voices: Supporting English language learners in every classroom. A practical guide for Ontario educators.***

The Curriculum and Assessment Policy Branch and The Literacy and Numeracy Secretariat have been working over the past year to develop policy and resources that will better support students who are in the process of learning the English that is required for school success.

In the spring 2006 the resource document *Many Roots, Many Voices: Supporting English language learners in every classroom. A practical guide for Ontario educators* was released. It is designed to support teachers, principals, and other education professionals at the elementary and secondary levels in working effectively with English language learners. It includes a rich source of practices and strategies that can be put to immediate use in the school and classroom, as well as an in-depth exploration of the English language learners and an annotated list of references and resources.

The Ministry of Education has also developed a draft comprehensive K-12 policy for English language learners and ESL/ELD Programs and Services. Input from a wide range of external stakeholders was considered and discussions with various Ministry of Education branches and representatives of other provincial and federal ministries took place in the development of this policy. The policy is scheduled for implementation beginning in September 2007.

In the London region, there will be two full-day sessions to provide an opportunity to:

- review the draft policy and provide input on its implementation, and
- receive training on *Many Roots, Many Voices* that can then be extended for other staff.

The sessions will be as follows:

Date of Session	Location	Participant
<p>October 19, 2006 9: 30 a.m. – 3:30 p.m.</p>	<p>Best Western Stoneridge Inn 6675 Burtwhistle Lane Highways 401 & 4 1-888-471-2378</p>	<p>Avon Maitland DSB Greater Essex County DSB Huron Perth Catholic DSB Lambton Kent DSB London District Catholic SB St. Clair Catholic DSB Thames Valley DSB Windsor-Essex Catholic DSB John McGivney Children’s Centre Provincial Schools Faculties of Education (University of Western Ontario & University Windsor) First Nations Schools</p>
<p>October 30, 2006 9: 30 a.m. – 3:30 p.m.</p>	<p>Chandelier Place Reception & Conference Centre 660 Barton Street Stoney Creek, Ontario 1-905-643-4291</p>	<p>Brant Haldimand Norfolk Catholic DSB DSB Niagara Grand Erie DSB Hamilton-Wentworth Catholic DSB Hamilton-Wentworth DSB Niagara Catholic DSB Waterloo Catholic DSB Waterloo Region DSB Provincial Schools Kidsability Niagara Peninsula Children’s Centre Faculties of Education (Brock University & Laurier/Nipissing University) First Nations</p>

Each district school board is invited to send up to eight staff members selected as follows:

FROM EACH DISTRICT SCHOOL BOARD
REQUIRED PARTICIPANTS (for each school board)
<ul style="list-style-type: none">▪ 1 supervisory officer with responsibility for ESL/ELD▪ 1 elementary principal▪ 1 secondary principal
ADDITIONAL PARTICIPANTS (up to a maximum of 5 in addition to those who are required) selected from the following categories:
<ul style="list-style-type: none">▪ Coordinator/consultant with responsibility for ESL/ELD▪ Board-level literacy leader▪ Board-level Student Success Leader▪ Elementary ESL/ELD resource teacher▪ Secondary ESL/ELD department head/teacher▪ Elementary classroom teacher▪ Secondary classroom teacher

Each school authority and each provincial school is invited to send one (1) representative to the appropriate training session. Each faculty of education and each First Nation school are invited to send one (1) or two (2) representatives to the appropriate training session. School authorities, provincial schools, faculties of education and First Nations schools should ensure that their staff representation is appropriate to the specific session.

Registration

The **Registration Form** for this discussion/workshop is attached. Please complete the attached registration form and send it either electronically to Marg Curto or Johanne Lapensee-Crimmins, Education Officers, at margaret.curto@ontario.ca or johanne.lapenseecrimmins@ontario.ca, respectively or by fax to 1-519-667-9769 no later than **October 10, 2006**.

The board contact will receive an electronic version of the draft ELL policy so that it may be shared with all participants prior to the session in order that all are prepared to answer the following questions: 1) What would be the impact of the implementation of this policy? 2) What can the Ministry do to support school boards in the successful implementation of this policy?

Expense Claim Information

The Ministry will reimburse district school board, school authority and provincial schools' participants 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 are to book and pay for their own accommodations/meals and then submit all bills to their own board for reimbursement. Each school board must then submit a *signed, original board*

invoice and itemized **Expense Claim** (template attached). Please attach a copy of all receipts to the school board invoice. Please forward these forms to Marg Curto or Johanne Lapensee-Crimmins, Education Officers, in the London Regional Office as soon as possible or by **November 30, 2006**.

Please note: Faculties of Education and First Nations schools are responsible for their participants' travel and accommodation costs. (Cost for First Nations representatives to attend the training session is \$40 per participant – payable by school cheque to the "Ministry of Education" upon registration.)

If you have any questions regarding any of the above information, please contact Marg Curto or Johanne Lapensee-Crimmins, Education Officers at 1-800-265-4221 or 1-519- 667-1440, extensions 240 and 252 respectively.

Your continued co-operation and support as we move together in strengthening programs and services for English language learners is appreciated.

Sincerely,

Original signed by

Gerry Townsend
Regional Manager
Ministry of Education
London Regional Office

Discussion on the implementation of a comprehensive
K-12 policy for English language learners
AND
Workshop on *Many Roots, Many Voices*
London Regional Office
REGISTRATION FORM

**Name of District School Board/School Authority/Provincial School/First Nations
School/Faculty of Education:**

Date: _____

Location: _____

Contact person: _____

Contact e-mail and telephone: _____

Please list the names of participants in the chart below and return the form to Marg Curto or Johanne Lapensee-Crimmins, Education Officers, London Regional Office, by fax at 1-519-667-9769 or by email at margaret.curto@ontario.ca or johanne.lapenseecrimmins@ontario.ca by **October 10, 2006**.

Name of Participant		Staff Position	
1		Supervisory officer	REQUIRED
2		Elementary principal	REQUIRED
3		Secondary principal	REQUIRED
4			Selected from among: <ul style="list-style-type: none"> ▪ Coordinator/consultant with responsibility for ESL/ELD ▪ Board-level literacy leader ▪ Board-level Student Success Leader ▪ Secondary ESL/ELD department head/teacher ▪ Secondary classroom teacher ▪ Elementary ESL/ELD resource teacher ▪ Elementary classroom teacher
5			
6			
7			
8			

**EXPENSE CLAIM
MINISTRY OF EDUCATION
ENGLISH LANGUAGE LEARNER: DISCUSSION AND WORKSHOP**

District School Board/School Authority/Provincial School _____

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 a signed, original board invoice on board letterhead and forwarded to Marg Curto or Johanne Lapensee-Crimmins, Education Officers, London Regional Office, by November 30, 2006.