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Ministry  
of Education

Ministère  
de l'Éducation

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October 23, 2006

**MEMORANDUM :** Directors of Education  
Student Success Leaders

**FROM :** Gerry Townsend  
Regional Manager  
London Regional Office

**SUBJECT:** **London Regional Office's Training Sessions for Board OSS  
and Grade 8 to 9 Transitions Planning Teams**

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A 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 begins at 12:00 p.m. and ends at 4:00 p.m. It will focus on the revised OSS policy and program requirements for September 2007. Day Two will start at 8:30 a.m. and 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
- the board's 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
- the board's Student Success Leader
- 1 Special Education/Resource representative
- 2 Grade 7/8 teachers
- 2 Grade 9 teachers, and
- 2 Student Success Teachers

In the evening of the first day of training, the board's Student Success Leader and Superintendent will meet to prepare for the Day 2 program. Dinner will be provided for this meeting.

In the London region there will be two sessions for its sixteen district school boards and the provincial schools.

<b>Date of Meeting</b>	<b>Location</b>	<b>District School Boards Attending</b>
<p><u>Tuesday November 14:</u>  <b>OSS Revisions</b>            (6 representatives)            12:00 p.m. to 4:00 p.m.</p> <p><u>Wednesday, November 15</u>  <b>Transitions Gr. 8 to 9</b>            (12 representatives)            8:30 a.m. to 3:00 p.m.</p>	<p>Four Points by Sheraton            1150 Wellington Road            London ON            1 519 681-0600</p>	<p>Brant Haldimand Norfolk Catholic DSB            DSB of Niagara            Grand Erie DSB            Hamilton-Wentworth Catholic DSB            Hamilton-Wentworth DSB            Niagara Catholic DSB            Waterloo Catholic DSB            Waterloo Region DSB            Provincial Schools</p>
<p><u>Thursday, November 16:</u>  <b>OSS Revisions</b>            (6 representatives)            12:00 p.m. to 4:00 p.m.</p> <p><u>Friday, November 17</u>  <b>Transitions Gr. 8 to 9</b>            (12 representatives)            8:30 a.m. to 3:00 p.m.</p>	<p>Four Points by Sheraton            1150 Wellington Road            London ON            1 519 681-0600</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</p>

Attached to this memorandum are registration forms for each of the two sessions. Please enter the names of your participants on the relevant form with the pertinent data: board name, date and location of the session, and forward to the attention of Jan McGraw, Education Officer, by e-mail ([jan.mcgraw@edu.gov.on.ca](mailto:jan.mcgraw@edu.gov.on.ca)) or by fax 1 519 667-9769 no later than Monday, November 6, 2006.

**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). Other meals 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 Jan McGraw, Education Officer, in the London Regional Office as soon as possible or by **December 1, 2006**.

Lunch will be provided for the OSS session and breakfast and lunch will be provided for the Transitions Grade 8 to 9 training.

If you have any questions or concerns, please contact Jan McGraw, Education Officer, at 1 800 265-4221, extension 236 or by e-mail at [jan.mcgraw@edu.gov.on.ca](mailto:jan.mcgraw@edu.gov.on.ca).

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

Sincerely,

***Original signed by***

Gerry Townsend  
Regional Manager  
Ministry of Education  
London Regional Office

**Ministry of Education**  
London Regional Office's

**OSS REVISIONS TRAINING SESSION**

Date:

Location: Four Points by Sheraton Hotel in London

District School Board:

Participant's Name	Participant's Position
1.	
2.	
3.	
4.	
5.	
6.	

**Ministry of Education**  
London Regional Office's

**TRANSITIONS Grade 8 to 9 TRAINING SESSION**

Date:

Location: Four Points by Sheraton Hotel in London

District School Board:

Participant's Name	Participant's Position
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	



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 Jan McGraw, Education Officer, London Regional Office, by December 1, 2006.**