

**Ministry of Education**  
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**MEMORANDUM TO:** MISA Professional Network Centre Executive Leads

**FROM:** Don Young  
Director  
Information Management Branch

**DATE:** October 11, 2006

**SUBJECT:** MISA memo # 22  
**Managing Information for Student Achievement (MISA)**

- MISA Professional Network Centre Executive Leads Day

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We are planning to host a MISA Professional Network Centre Executive Leads Day this fall. This day-long session will assist Executive Leads in their on-going efforts to build local capacity and strengthen the use of evidence-informed decision-making practices in their regions by allowing attendees to learn about the local capacity building work that is underway in neighbouring MISA Professional Network Centres.

The meeting will take place on October 30, 2006 from 9:00am – 3:30pm at the Courtyard Toronto Downtown located at 475 Yonge Street (near the intersection of Yonge & College). Onsite parking is available for \$4 hourly or \$25 daily.

The ministry will cover travel and lodging costs for the Executive Lead for each MISA Professional Network Centre as well as for two colleagues who are also involved in the administration/operation of the Centre.<sup>1</sup> Please contact Mike Wasylyk with the names of those who will represent your MISA PNC by October 20, 2006. He may be reached at 416-327-4243 or [Michael.Wasylyk@Ontario.ca](mailto:Michael.Wasylyk@Ontario.ca).

More details and the day's agenda will follow as soon as they are available. I look forward to seeing you at the upcoming session.

*Original signed by Don Young*

Director  
Information Management Branch

cc. Directors of Education  
Director, Field Services Branch  
Director, Communications Branch

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<sup>1</sup> Travel to and from session, as well as accommodations (if required) will be covered by the Ministry. Light refreshments and lunch will be provided at the session. In order to be eligible for reimbursement, all expenses must be incurred in accordance with recently updated Management Board of Cabinet's *Travel, Meal & Hospitality Expenses Directive* (attached). Requests for reimbursement must be submitted on *Statement of Expenses* forms (also attached) and appropriate receipts must be provided to substantiate all claims.