

**Ministry of Education**

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**MEMORANDUM TO :** Directors of Education  
Principals of Schools with Grades 9 to 12  
Student Success Leaders

**FROM :** George Zegarac  
Assistant Deputy Minister  
Strategic Planning and Elementary/Secondary  
Programs Division

Dominic Giroux  
Assistant Deputy Minister  
French-Language Education and  
Educational Operations Division

**DATE :** May 30, 2007

**SUBJECT :** Principals and Vice-Principals Professional Learning

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The Ministry of Education in partnership with l' Association des directions et directions adjointes des écoles franco-ontariennes (ADFO), the Catholic Principals' Council of Ontario (CPCO), and the Ontario Principals' Council (OPC) are committed to providing professional learning opportunities during the 2007-08 school year that will help school administrators continue to provide a high calibre of leadership and support for students and staff. As we work together to develop new approaches and programs that offer students a wider variety of choices and opportunities, we recognize that principals and vice-principals play a key role in providing leadership to the system. We are committed to facilitating the continued growth of the skills, knowledge, attitudes and practices of school administrators with a specific focus on Student Success / Learning to 18. To that end we are working with the principals associations to develop professional learning programs for school administrators on Student Success and we see the potential for partnership with the Institute for Education Leadership in the future.

One area that has been identified by all of the participating organizations as needing immediate attention is timetabling support. Principals and vice-principals of schools with grades 9 to 12 may be able to use the assistance of experienced individuals with timetabling skills and the knowledge of the current educational initiatives to better design timetables to meet the needs of all students in their schools, especially those students deemed to be at risk. ADFO, CPCO and OPC have brought together a cadre of experienced high school administrators to provide direct

assistance with the design of 2007-08 school timetables. This professional support will be available as required, either on site, by phone or other method as decided by the participants. Administrators will be receiving additional information from their respective associations on how to participate in this opportunity. In addition, the associations will be requesting input and examples based on effective school timetabling practices currently in place.

The enhancement of skill development for principals and vice-principals in the technical aspect of school timetabling is intended to support increased capacity for them to address the more adaptive problems related to providing differentiated programs and pathways that lead to positive outcomes for all students.

The Student Success/Learning to 18 initiative has been one of the most positive programs in support of success for all students in the province. We continue to hear from administrators about the outstanding programs that they offer to their students. We anticipate that the opportunity to work with you in providing professional learning opportunities on Student Success will enhance the work you do every day in your school.

We look forward to working with you in the 2007-08 year and beyond.

Sincerely,

*Original signed by*

George Zegarac  
Assistant Deputy Minister

*Original signed by*

Dominic Giroux  
Assistant Deputy Minister

and on behalf of:

Nil Parent, President ADFO  
Blair Hilts, President OPC  
Don Rait, President, CPCO

c. Kirsten Parker, Director  
Grant Clarke, Director  
Ginette Plourde, Director  
Kit Rankin, Director  
Regional Managers