

**Ministry of Education**  
Special Education Policy and  
Programs Branch  
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**Ministère de l'Éducation**  
Direction des politiques et des programmes  
de l'éducation de l'enfance en difficulté  
Bureau 710  
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Toronto ON M5B 1J3



**MEMORANDUM TO:** Directors of Education  
Supervisory Officers and  
Secretary-Treasurers of School Authorities  
Principals of Section 68 School Authorities  
Director of Provincial and Demonstration Schools  
Superintendent of Centre Jules-Léger

**FROM:** Bruce Drewett, Director  
Special Education Policy and Programs Branch

Joan Fullerton, Regional Manager  
Barrie Regional Office

**DATE:** February 2, 2007

**SUBJECT:** **IEP Collaborative Review - Regional Meetings**

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On October 12, 2006, the Deputy Minister issued a memorandum entitled **Special Education Transformation Initiatives**. At that time, all school boards and Provincial and Demonstration Schools were requested to submit Individual Education Plans (IEPs) and Provincial Report Cards (PRCs) for five elementary and five secondary students. These documents are currently being reviewed by the Special Education Policy and Programs Branch (SEPPB) and the Field Services Branch (FSB) of the ministry.

Further to this initial step, SEPPB in collaboration with FSB will be conducting a series of regional meetings to enhance leadership capacity with respect to the development, implementation and monitoring of Individual Education Plans and to ensure the connections among the student's IEP, the Ontario curriculum and the PRC. These connections are essential in order to measure student achievement for students with special education needs and to be accountable to parents for student progress. This review aligns with the Ministry's Leadership Strategy to enhance competencies and practices for Ontario's principals and vice-principals. More specifically, this review addresses instructional and accountability leadership development.

The Ministry of Education is pleased to invite you to send representatives from your board to one of eight regional sessions for the purpose of participating in this review process.

The **regional meetings** will take place as follows:

<b>March 30, 2007</b> Simcoe Muskoka Catholic District School Board, Education Centre 8:30 a.m. – 4:15 p.m.	<b>April 12, 2007</b> Kawartha Pine Ridge District School Board, Education Centre 8:30 a.m. – 4:15 p.m.
<ul style="list-style-type: none"><li>• Bluewater DSB</li><li>• Bruce-Grey CDSB</li><li>• Simcoe County DSB</li><li>• Simcoe Muskoka CDSB</li><li>• York Region DSB</li><li>• York CDSB</li><li>• Penetanguishene PSSB</li><li>• Parry Sound RCSS</li></ul>	<ul style="list-style-type: none"><li>• Kawartha Pine Ridge DSB</li><li>• Trillium Lakelands DSB</li><li>• PVNC</li><li>• Durham DSB</li><li>• Durham CDSB</li><li>• Campbell Children’s School Authority</li></ul>

**Who should attend**

Each district school board is requested to send three representatives. The Director of the Provincial and Demonstration Schools will select one representative from each site within the region. Each school authority will send one representative. Please complete the attached Registration Form and return it to Jim Sirdevan by **March 15, 2007**.

School board representatives should include:

- the Supervisory Officer with responsibility for special education;
- the Principal with responsibility for the oversight of IEPs. (If the board does not have a principal in this role, it should send the Coordinator or Consultant with program leadership responsibility for IEPs);
- a School Principal representing a different panel from the Principal (or Coordinator/Consultant) noted above.

A continental breakfast, a light lunch and refreshments will be provided.

Representatives are asked to bring a copy of *Individual Education Plans: Standards for Development, Program Planning, and Implementation* (2000), *The Individual Education Plan (IEP): A Resource Guide* (2004), and *Transition Planning: A Resource Guide* (2002) to the meeting. These documents are available at: <http://www.edu.gov.on.ca/eng/parents/speced.html> .

The session will include:

- a review of the ministry’s expectations for the development and implementation of IEPs;
- a collaborative review of samples of IEPs and PRCs which were submitted to the ministry;
- an opportunity for school boards’ leadership to review their own IEP processes and practices based on the collaborative discussion and to devise a preliminary improvement action plan;
- a large group debriefing focussing on common trends;
- an opportunity to discuss how the ministry may be able to provide further assistance (e.g., professional development, electronic tools, etc.,) with respect to IEPs and the reporting of measurable student achievement to parents.

**Parent Meeting for Input to the Collaborative Review**

Each district school board is requested to invite its Special Education Advisory Committee (SEAC) to choose two parent representatives to attend a half-day meeting on the afternoon prior to the regional meeting. The SEAC representative will be required to provide a parent perspective to the their respective school board’s IEP review process. These parents may or may not be SEAC members. The Supervisory Officer (or his/her designate) is invited to attend this parent meeting as an observer.

In order to inform the discussion, the parent representatives should be asked to bring a copy of their child’s 2005-2006 IEP, his/her June 2006 report card and his/her 2006-2007 IEP to the session.

The **parent meetings** will take place as follows:

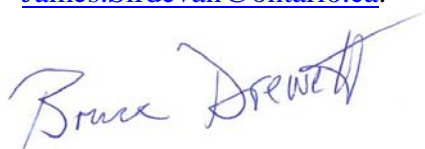
<b>March 29, 2007</b> Simcoe Muskoka Catholic District School Board, Education Centre 12:30 p.m. – 4:00 p.m.	<b>April 11, 2007</b> Kawartha Pine Ridge District School Board, Education Centre 12:30 p.m. – 4:00 p.m.
<ul style="list-style-type: none"> <li>• Bluewater DSB</li> <li>• Bruce-Grey CDSB</li> <li>• Simcoe County DSB</li> <li>• Simcoe Muskoka CDSB</li> <li>• York Region DSB</li> <li>• York CDSB</li> <li>• Penetanguishene PSSB</li> <li>• Parry Sound RCSS</li> </ul>	<ul style="list-style-type: none"> <li>• Kawartha Pine Ridge DSB</li> <li>• Trillium Lakelands DSB</li> <li>• PVNC</li> <li>• Durham DSB</li> <li>• Durham CDSB</li> <li>• Campbell Children’s School Authority</li> </ul>

A light lunch and refreshments will be provided.

**Reimbursement Guideline**

The ministry will reimburse approved expenses for board staff and parents per the attached Reimbursement Guideline.

We look forward to your participation at the IEP Collaborative Review meeting. If you have any questions concerning this meeting, please contact Jim Sirdevan, Education Officer, at the Barrie Regional Office at (705) 725-7156 or 1-866-632-1602 or by e-mail at [James.Sirdevan@ontario.ca](mailto:James.Sirdevan@ontario.ca).



Bruce Drewett



Joan Fullerton

Attachments