

Ministry of Education

Barrie Regional Office
 2nd Floor, 20 Rose Street
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Ministère de l'Éducation

Bureau régional de Barrie
 20, rue Rose, 2^e étage
 Barrie ON L4M 2T2
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 SANS FRAIS : 1-800-471-0713
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**RMM: 12**

MEMORANDUM TO: Directors of Education
 Student Success Leaders

FROM: Sharon Bate
 Manager
 Barrie Regional Office

DATE: October 3, 2006

SUBJECT: **Training Session for Student Success Teachers,
 Barrie Regional Office**

A memorandum from Kirsten Parker, Director of the Student Success/Learning to 18 Implementation, Training and Evaluation Branch, dated September 27, 2006 announced one-day regional training sessions across the province for the Student Success Teachers in each of your secondary schools. In the Barrie Region the details of the session are as follows:

Date of Meeting	Location
Monday, October 23	Nottawasaga Inn 6015 Highway 89 Alliston ON L9R 1A4

Each board team will consist of:

- a Student Success Teacher from each secondary school in the board,
- the board's Student Success Leader
- the superintendent responsible for the Student Success Initiative within the board,
- two secondary school principals.

Attached to this memorandum is a registration form for the session. Please enter the names of your participants on the form with the pertinent data and forward to the attention of June Merkley, Education Officer, by e-mail to june.merkley@ontario.ca or by fax 1-705-725-7635 by **Monday, October 16, 2006.**

Expense Claim Information

The Ministry will reimburse each board participant 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 contact the Nottawasaga Inn directly at 705-435-5501 ask for "Conventions" at ext. 248 and book the reservation in their name under the Ministry of Education conference. Each participant will pay for their own accommodations/meals and then submit all bills to their own board for reimbursement. Each board will then submit an *original board invoice* and itemized Expense Claim (template attached). Please attach a copy of all receipts to the board invoice. Please forward these forms to June Merkley, Education Officer, Barrie Regional Office as soon as possible or by **Friday, November 3, 2006.**

The program is a full day session with breakfast available in the Riverview Dining Room from 7:00 a.m. until 8:15 a.m., registration beginning at 7:30 a.m., and a start time of 8:30 a.m. sharp.

If you have any questions or concerns, please contact June Merkley, Education Officer, at 1- 800 470-1147, or by e-mail at june.merkley@ontario.ca

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

Sharon Bate
Manager, Barrie Regional Office

BARRIE REGIONAL OFFICE
STUDENT SUCCESS TEACHERS TRAINING SESSION
Monday, October 22, 2006

District School Board: _____

Participant's Name	Participant's Position

**EXPENSE CLAIM
 MINISTRY OF EDUCATION: Barrie Regional Office
 STUDENT SUCCESS TEACHERS TRAINING**

District School Board:

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 an original board invoice and forwarded by October 31, 2006 to: June Merkley, Barrie Regional Office, Ministry of Education
 20 Rose St., Barrie ON L4M 2T2**

