

**Ministry  
of Education**

**Ministère  
de l'Éducation**

London Regional Office  
217 York St. - Suite 207  
2nd Floor West  
London ON N6A 5P9  
(519) 667-1440  
1-800-265-4221  
FAX (519) 667-9769

Bureau régional de London  
217, rue York - bureau 207  
2<sup>e</sup> étage ouest  
London ON N6A 5P9  
(519) 667-1440  
1 800 265-4221  
Télécopieur (519) 667-9769

**Memorandum To:** Directors of Education, District School Boards  
Supervisory Officers and Secretary Treasurers of School Authorities

**From:** Gerry Treble  
Team Leader  
London Regional Office

**Date:** January 18, 2007

**Subject:** Invitation to Participate in the March 7, 2007 London Regional NTIP Session

---

An education system that aspires to unlock the potential of every student has to be a system that in turn unlocks the potential of the teachers within it. Ontario's New Teacher Induction Program (NTIP) is the second step in a continuum of professional development for teachers to support effective teaching, learning and assessment practices. As such, the NTIP depends on strong collaborative relationships at the school, board, regional and provincial levels and a common understanding of NTIP expectations, outcomes and effective practices.

*NTIP: Induction Elements* regional training sessions held in early June 2006 were well-received by participants and provided board NTIP teams with the opportunity to build these relationships and to share ideas. As promised, we have continued our support to school boards during this first full year of implementation in a variety of formats including regional teleconferences and training sessions for board NTIP teams. Based on information gathered from session feedback, site visits, NTIP final reports and the two London regional teleconferences held in the fall of 2006, the focus of the London Regional NTIP Session will be on mentor training to support job-embedded learning. The session will include a discussion on effective practices, as well as anticipating challenges, determining next steps and planning for the future.

I am writing to inform you of our training session to be held for the London Region:

**Date:** Wednesday, March 7, 2007  
**Time:** 8:45 am – 4:00 pm  
**Location:** Best Western Stoneridge Inn and Conference Centre  
6675 Burtwistle Lane  
London, Ontario  
N6L 1H5  
519-652-6022

From Highway 401, take Colonel Talbot Road/Highway 4 South (Exit 177A,). The Stoneridge Inn is located at the intersection of Highway 401 and Highway 4 on the southwest side.



Four people from each district school board are invited to attend: the NTIP contact person and three other participants involved in the planning and/or implementation of the mentoring element of your board's NTIP (e.g. Superintendent with responsibility for the NTIP, federation representative from your board's NTIP steering committee, personnel involved in mentor training). Research and effective practice emphasize the importance of strong relationships in the successful implementation of induction programs. As such, the Ministry strongly recommends that boards include the federation representative from their NTIP Steering Committee as part of the team attending this session. The school authorities are invited to send up to two representatives: the principal and one other participant involved in the planning and/or implementation of the mentoring element of NTIP.

I would very much appreciate the attendance of your NTIP team at this session. Please confirm their attendance by completing the participation form below and submitting this participation form to your Regional NTIP Education Officer, Rebecca Menzies, at the London Regional Office, either by email or by fax **no later than Monday, February 19, 2007**.

The Ministry will reimburse travel expenses for *four* participants from each school board's NTIP team and two participants from each school authority in accordance with the Ontario Management Board of Cabinet Travel, Meal and Hospitality Expense Directive attached to this memo. Boards may include up to two additional participants; however, any travel and accommodation expenses for these additional participants will not be reimbursed by the Ministry.

If you require further information about the session, please contact Rebecca (Becky) Menzies, Education Officer, or Jim Martin, Education Officer, at the London Regional Office. Becky can be reached at 519-667-1440 or 1-800-265-4221, ext. 231 or via e-mail at [rebecca.menzies@ontario.ca](mailto:rebecca.menzies@ontario.ca). Jim Martin can be reached at 519-667-1440 or 1-800-265-4221, ext. 240 or via e-mail at [jim.martin@ontario.ca](mailto:jim.martin@ontario.ca).

By helping new teachers achieve their full potential, the New Teacher Induction Program supports Ontario's vision of high levels of achievement for all students. Thank you for your support in this important initiative and we look forward to seeing your team at the March 7, 2007 session.

Sincerely,

*Original signed by*

Gerry Treble  
Team Leader  
London Regional Office

cc. Designated NTIP Superintendents

NTIP Program Contacts

Paul Anthony, Director  
Teaching Policy and Standards Branch

Kit Rankin, Director  
Field Services Branch

Gene Lewis, General Secretary  
Elementary Teachers' Federation of Ontario

Greg Pollock, General Secretary  
Ontario English Catholic Teachers' Association

Rod Albert, General Secretary  
Ontario Secondary School Teachers' Federation

Attachments:

- Registration Form
- Travel, Meal & Hospitality Expense Directive

**London Regional NTIP Session:  
Support for Implementation of the New Teacher Induction Program**

**District School Board/School Authority Participation Form**

Name of School Board/School Authority:

\_\_\_\_\_

Date: Wednesday, March 7, 2007  
 Time: 8:45 am – 4:00 pm  
 Location: Best Western Stoneridge Inn and Conference Centre  
 6675 Burtwistle Lane  
 London, Ontario  
 N6L 1H5  
 519-652-6022

Please list the names of your board's NTIP team in the chart below and return this form to Rebecca (Becky) Menzies and Jim Martin at the London Regional Office by e-mail at [rebecca.menzies@ontario.ca](mailto:rebecca.menzies@ontario.ca) and [jim.martin@ontario.ca](mailto:jim.martin@ontario.ca) by **Monday, February 19, 2007**.

Name of Participant from NTIP Steering Committee	Position
1.	<input type="checkbox"/> NTIP District School Board (DSB) Program Contact Person <input type="checkbox"/> School Authority (SA) Principal (Check one)
2.	DSB or SA participant - Please specify position:
3.	DSB Participant - Please specify position:
4.	DSB Participant - Please specify position:
5.**	DSB Participant - Please specify position:
6.**	DSB Participant - Please specify position:

**\*\* Please note: Any travel and accommodation expenses for these additional participants will not be reimbursed by the Ministry.**

**Comment [g1]:** Do we want to include space for additional participants at boards expense or do we want this to only go through regional offices?

**Contact information for the designated NTIP superintendent:**

Name: \_\_\_\_\_

Phone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_