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

**From:** John De Fazio, Regional Manager  
Toronto and Area Regional Office

**Date:** October 25, 2006

**Subject:** **Invitation to Participate in the November 8, 2006 Regional Session:  
Support for Implementation of the New Teacher Induction Program**

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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 will continue our support to school boards during this first full year of implementation in a variety of formats including regional training sessions for board NTIP teams. Based on information gathered from session feedback, site visits, NTIP final reports, and our recent regional teleconference, the focus of the TARO regional session will be on mentoring, e-learning, program evaluation, and data-gathering. The session will include discussion on effective practices as well as challenges, determining next steps, and planning.

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

**Date:** Wednesday, November 8, 2006

**Time:** 9:30 am – 3:00 pm

**Location:** **Address:** Peel District School Board Office  
5650 Hurontario Street, Mississauga  
(Hurontario St., south of Highway 401)

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 induction elements 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 and the Provincial Schools Authority are invited to send up to two representatives: the designated NTIP superintendent and a principal.

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, Jack Nigro, at the Toronto and Area Regional Office, either by email or by fax no later than Wednesday, November 1, 2006.

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.

If you require further information about the session, please contact Jack Nigro at the Toronto and Area Regional Office. 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 November 8 session.

cc. Designated NTIP Superintendents

NTIP Program Contacts

Paul Anthony, Director  
Teaching Policy and Standards Branch

Ginette Plourde, Director  
French Language Education Policy and Programs 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:

- Travel, Meal & Hospitality Expense Directive

# Support for Implementation of the New Teacher Induction Program

## School Board Participation Form

### Toronto and Area Regional Office

Name of School Board: \_\_\_\_\_

Date: Wednesday, November 8, 2006

Time: 9:30 am – 3:00 pm

Location: Peel District School Board Office  
5650 Hurontario Street, Mississauga  
(Hurontario St., south of Highway 401)

Please list the names of your board's NTIP team in the chart below and return this form to Jack Nigro at the Toronto and Area Regional Office by e-mail at [jack.nigro@ontario.ca](mailto:jack.nigro@ontario.ca) or by fax at 416-325-413 by November 1, 2006.

Name of Participant from NTIP Steering Committee	Position
1.	NTIP Board Program Contact Person
2.	Please specify:
3.	Please specify:
4.	Please specify:

Contact information for the designated NTIP superintendent:

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

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

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

# Support for Implementation of the New Teacher Induction Program

## School Authority/Provincial Schools Authority Participation Form

### Toronto and Area Regional Office

Name of School Authority/Provincial Schools Authority: \_\_\_\_\_

Date: Wednesday, November 8, 2006

Time: 9:30 am – 3:00 pm

Location: Peel District School Board Office  
5650 Hurontario Street, Mississauga  
(Hurontario St., south of Highway 401)

Please list the names of your board's NTIP team (all participants must be part of the NTIP Steering Committee) in the chart below and return this form to Jack Nigro at the Toronto and Area Regional Office by e-mail at [jack.nigro@ontario.ca](mailto:jack.nigro@ontario.ca) or by fax at 416-325-4153 by November 1, 2006.

Name of Participant	Position
1.	Designated NTIP Superintendent
2.	Principal

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

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

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