

Ministry
of Education

Ministère
de l'Éducation

Ottawa Regional Office
1580 Merivale Road
Nepean ON K2G 4B5
(613) 225-9210

Bureau régional d'Ottawa
1580, chemin Merivale
Nepean ON K2G 4B5
(613) 225-9210

MEMORANDUM TO: Directors of Education
Supervisory Officers and Secretary -Treasurers of
School Authorities,
Faculties of Education,

FROM: Monique Châteauvert
Regional Manager

DATE: September 27, 2006

SUBJECT: **Discussions on the implementation of a draft comprehensive K-12 policy for English language learners and a workshop on *Many Roots, Many Voices: Supporting English language learners in every classroom. A practical guide for Ontario educators.***

The Curriculum and Assessment Policy Branch and The Literacy and Numeracy Secretariat have been working over the past year to develop policy and resources that will better support students who are in the process of learning the English language that is required for school success.

In spring, 2006 the resource document *Many Roots, Many Voices: Supporting English language learners in every classroom. A practical guide for Ontario educators* was released. It is designed to support teachers, principals, and other education professionals at the elementary and secondary levels in working effectively with English language learners. It includes a rich source of practices and strategies that can be put to immediate use in the school and classroom, as well as an in-depth exploration of the English language learners and an annotated list of references and resources.

The Ministry of Education has also developed a draft comprehensive K-12 policy for English language learners and ESL/ELD Programs and Services. Input from a wide range of external stakeholders was considered and discussions with various Ministry of Education branches and representatives of other provincial and federal Ministries took place in the development of this policy. The policy is scheduled for implementation beginning in September 2007.

There will be a full-day session to provide an opportunity to:

- review the draft policy and provide input on its implementation, and
- receive training on *Many Roots, Many Voices* that can then be extended for other staff.

Date	Location
Friday, October 20, 2006 9:00 a.m. – 3:00 p.m.	Kemptville College, Purvis Hall (613)258-8336 830 Prescott St. Kemptville, ON K0G 1J0

Each district school board is invited to send up to eight staff members selected as follows:

FROM EACH DISTRICT SCHOOL BOARD
REQUIRED PARTICIPANTS (for each school board)
<ul style="list-style-type: none"> ▪ 1 Supervisory Officer with responsibility for ESL/ELD ▪ 1 elementary Principal ▪ 1 secondary Principal
ADDITIONAL PARTICIPANTS (up to a maximum of 5 in addition to those who are required) selected from the following categories <ul style="list-style-type: none"> ▪ Coordinator/consultant with responsibility for ESL/ELD ▪ Board-level Literacy Leader ▪ Board-level Student Success Leader ▪ Elementary ESL/ELD resource teacher ▪ Secondary ESL/ELD Department Head/teacher ▪ Elementary classroom teacher ▪ Secondary classroom teacher

Each school authority is invited to send one Supervisory Officer or Principal.

Each faculty of education is invited to send one or two representatives at their own expense.

The **Registration Form** for this workshop/discussion is attached. Please list the names of participants in the chart below and return form to **Diane Jackson**, Ottawa Regional Office by e-mail to diane.jackson@ontario.ca or by fax to the Ottawa Regional Office at **1-613-225-2881** by **Friday, October 13, 2006**.

The board contact will receive an electronic version of the draft ELL policy so that it may be shared with all participants prior to the session in order that all are prepared to answer the following questions: What would be the impact of the implementation of this policy? What can the Ministry do to support school boards in the successful implementation of this policy?

The costs of supply coverage for classroom teachers (if applicable) and travel at the Ministry rate for school board participants will be paid by the Ministry. When required, accommodation costs and meals will also be reimbursed. (Participants are to book and pay for their own accommodations/meals and then submit all bills to their own board for reimbursement.) Each school board must then submit an **original, signed board invoice** and itemized **Expense Claim** (template attached). Please attach a copy of all receipts to the school board invoice and forward these forms to the Ottawa Regional Office to the attention of Diane Jackson by November 30, 2006.

If you have any questions regarding any of the above information, please contact Diane Jackson at 1-800-267-1067 or (613) 225-9210 ext. 115 or Jacques Torjman at ext. 136. Please advise the Regional Office contact of any special dietary needs.

Your continued co-operation and support as we move together in strengthening programs and services for English language learners is appreciated.

Monique Châteauvert
Regional Manager

Enclosures: Registration Form
Expense Claim Template

Discussion on the Implementation of a Comprehensive
K-12 Policy for English Language Learners
And
Workshop on *Many Roots, Many Voices*

Ottawa Regional Office

REGISTRATION FORM

Date: October 20, 2006

Time: 9:00 AM - 3:30 PM

Location: Kemptville College, Purvis Hall, 830 Prescott St. Kemptville, ON K0G

1J0

Name of School Board or School Authority: _____

Contact Person: _____

Contact E-mail and Telephone: _____

Please list the names of participants in the chart below and return form to Diane Jackson, Ottawa Regional Office, by email at diane.jackson@Ontario.ca or by fax to the Ottawa Regional Office at (613) 225-2881 by Oct. 13, 2006.

Name of Participant		Staff Position	
1		Supervisory Officer	REQUIRED
2		Elementary Principal	REQUIRED
3		Secondary Principal	REQUIRED
4			Selected from among: <ul style="list-style-type: none"> ▪ Coordinator/consultant with responsibility for ESL/ELD ▪ Board-level Literacy Leader ▪ Board-level Student Success Leader ▪ Secondary ESL/ELD department head/teacher ▪ Secondary classroom teacher ▪ Elementary ESL/ELD resource teacher ▪ Elementary classroom teacher
5			
6			
7			
8			

**EXPENSE CLAIM
MINISTRY OF EDUCATION
Ottawa Regional Office**

ENGLISH LANGUAGE LEARNER: DISCUSSION AND WORKSHOP

School Board/School Authority: _____

Date of Training Session:				
Location of Training:			Contact Person:	
Contact Telephone:			Contact e-mail address:	
Number of Participants attended:			Per diem supply coverage rate:	
Names of participants whose expenses are eligible for Ministry coverage	Travel (Total kms)	Travel claim (\$/km, 0.40 Southern Ontario and 0.41 Northern Ontario)	Supply Teacher Coverage Cost (for teaching staff at board rate)	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 a board invoice on board letterhead and forwarded to the Ottawa Regional Office to the attention of Diane Jackson, by November 30, 2006.

