

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
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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

Monique Châteauvert, Regional Manager
Ottawa Regional Office

DATE: Wednesday, January 24, 2007

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

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 the 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 meeting** will take place as follows:
Kemptville College, Purvis Hall, 830 Prescott St.
Kemptville ON K0G 1J0
Date: Wednesday, February 28, 2007
Time: 8:30 am – 4:00 pm

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. (See the attached registration form.)

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 required 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 meeting** will take place as follows:
Kemptville College, Purvis Hall, 830 Prescott St.
Kemptville ON K0G 1J0

Date: Tuesday, February 27, 2007

Time: 12:30 pm – 4:00 pm

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 Leonard, Education Officer at the Ottawa Regional Office at 1-800-267-1067 or 613-225-9210 extension 123 or by email at jim.leonard@ontario.ca or Shirley Rocque, Education Officer, by e-mail at shirley.rocque@ontario.ca or at extension 170.

Sincerely,



Bruce Drewett



Monique Châteauvert

/Attachments

Reimbursement Guideline

Submitting Expense Claims

School Boards / Authorities / Provincial and Demonstration Schools:

Individual participants submit their claim to their school board, who in turn will submit a **summary expense report**. School boards are required to retain copies of participants' receipts for all eligible accommodation, travel and meal costs for auditing purposes. School boards are required to submit all receipts, except for meals, to the Ministry. The summary expense report is to be sent to the Ministry of Education, Special Education Policy and Programs Branch, 2 Carlton St., Suite 710, Toronto, ON M5B 1J3, attn: Dina Awad.

A template will be sent to District School Boards and School Authorities to aid in the completion of the summary expense report.

Individual expense claims will not be accepted.

Participants' expenses will be reimbursed in accordance with policy as described in this chart below.

Type of Expense	Maximum Amount Eligible	Conditions
Mileage	\$ 0.40 per kilometre (Southern Ontario)	For participants traveling more than 200 kilometres round trip
Mileage	\$ 0.41 per kilometre (Northern Ontario)	For participants traveling more than 200 kilometres round trip in Northern Ontario
Breakfast	\$ 8.75	
Lunch	\$ 11.25	
Dinner	\$ 20.00	Cost for alcoholic beverages will not be reimbursed.
Airfare	Current economy fare	Flight to the regional meeting and return to original departure point in economy class only
Train / Bus Fare	Economy fare	Travel to the regional meeting and return to original departure point in economy class only
Hotel Accommodation		For participants who require overnight accommodation (more than 200km round trip from home to regional meeting)

If you have any questions regarding reimbursements, please contact:

Dina Awad
1-877-699-5431 (toll free) (only operational within Canada)
1-416-314-8282 (direct)
dina.awad@ontario.ca

**Registration Form - IEP Collaborative Review
Ottawa Regional Meeting**

Name of School Board/School Authority/Provincial School:

Contact Person: Name _____

Phone _____

Email _____

Please complete the chart below and submit it electronically or by fax to 613-225-2881 by Monday, February 12, 2007 to Jim Leonard at the Ottawa Regional Office.

SCHOOL BOARD REPRESENTATIVES

Name	Role (Supervisory Officer, Principal-Elementary or Secondary, Coordinator/ Consultant-Elementary or Secondary)
1.	
2.	
3.	

PARENT REPRESENTATIVES

Name
1.
2.

Please notify Jim Leonard at the Ottawa Regional Office if there are any changes regarding delegate names or numbers.