

# Ontario

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**Ministry  
of Education**

**Ministère  
de l'Éducation**

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(613) 225-9210**

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**MEMORANDUM :** Directors of Education  
Student Success Leaders

**FROM :** Monique Châteauvert  
Regional Manager  
Ottawa Regional Office

**DATE :** October 2, 2006

**SUBJECT :** **Ottawa Regional Office's Training Sessions for Student  
Success Teachers**

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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 Ottawa region there will be one such session for the nine district school boards within the region:

<b>Date of Meeting</b>	<b>Location</b>	<b>District School Boards attending</b>
<b>Wednesday, October 18</b>	R.A. Centre 2451 Riverside Drive Ottawa, ON (613) 733-5100	Algonquin & Lakeshore Catholic DSB Catholic DSB of Eastern Ontario Hastings & Prince Edward DSB Limestone DSB Ottawa-Carleton Catholic DSB Ottawa-Carleton DSB Renfrew County Catholic DSB Renfrew County DSB Upper Canada DSB

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; and
- 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: board name, date and location of the session, and forward to the attention of Michael Laurie, Education Officer, by e-mail ([michael.laurie@ontario.ca](mailto:michael.laurie@ontario.ca)) or by fax 1-613-225-2881, no later than Thursday, October 12, 2006.

## Expense Claim Information

The Ministry will reimburse district school board participants 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 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 a *signed, original board invoice* and itemized Expense Claim (template attached). Please attach a copy of all receipts to the school board invoice. Please forward these forms to Michael Laurie, Education Officer, in the Ottawa Regional Office as soon as possible or by **October 31, 2006**.

The program is a full-day session with coffee and a continental breakfast available at 8:00 a.m. and a start time of 8:30 a.m.

If you have any questions or concerns, please contact Michael Laurie, Education Officer, at 613-225-9210 or toll free at 1-800-267-1067, extension 151 or by e-mail at [michael.laurie@ontario.ca](mailto:michael.laurie@ontario.ca).

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

Monique Châteauvert



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

**District School Board:** \_\_\_\_\_

<b>Date of training session:</b> WEDNESDAY, OCTOBER 18, 2006				
<b>Location of training:</b> R.A. Centre Ottawa		<b>Contact person:</b>		
<b>Contact telephone:</b>		<b>Contact e-mail address:</b>		
<b>Number of participants attending:</b>		<b>Per diem supply coverage rate:</b>		
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 a signed, original board invoice on board letterhead and forwarded to Michael Laurie, Education Officer, Ottawa Regional Office, by October 31, 2006.**