

Ministry of Education
Special Education Policy and
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Ministère de l'Éducation
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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

Paul Ménard, Regional Manager
Sudbury-North Bay Regional Office

DATE: February 5, 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:

Place: Holiday Inn, 1696 Regent Street, Sudbury ON P3E 3Z8

Date: April 4, 2007

Time: 8:15 am – 4:15 pm

Room Reservations: Participants requiring accommodation may make reservations by calling the Holiday Inn at (705) 522-3000 and using the group reference code Ministry of Education IEP.

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 to discuss their children's IEP. The SEAC representative will be encouraged to provide a parent perspective to 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 are 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. Bill O'Hallarn will contact board representatives to plan the dates, and times and locations of said meetings.

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 Bill O'Hallarn at the Sudbury-North Bay Regional Office at (705) 497-6890 (1-800-461-9570) or by email at bill.o'hallarn@ontario.ca.

Sincerely,



Bruce Drewett

Paul Ménard

Attachments