

Ministry of Education

Toronto and Area Regional Office
 3300 Bloor Street West, Clarica Centre
 Suite 1610, Centre Tower
 Toronto ON M8X 2X3
 Telephone: (416) 325-6870
 Toll Free: 1-800-268-5755
 Fax: (416) 325-4153

Ministère de l'Éducation

Bureau régional de Toronto
 3300, rue Bloor Ouest, Centre Clarica
 Bureau 1610, Tour Centrale
 Toronto (ON) M8X 2X3
 Téléphone: (416) 325-6870
 Sans-frais: 1-800-268-5755
 Télécopieur: (416) 325-4153



MEMORANDUM TO: Directors of Education
 Director of Provincial Schools Branch
 Supervisory Officers and Secretary-Treasurers of School
 Authorities
 Student Success Leaders

FROM: **John De Fazio, Manager**
Toronto and Area Region

DATE: **October 5, 2006**

SUBJECT: **Student Success Teacher Training Sessions**

In a memorandum dated September 27, 2006, Kirsten Parker, Director of the Student Success/Learning to 18 Implementation, Training and Evaluation Branch, announced one-day regional training sessions across the province for the Student Success Teachers from your secondary schools. In the Toronto Region there will be two sessions:

Date of Meeting	Location	District School Boards attending
Friday, October 20	Renaissance Toronto Airport Hotel 801 Dixon Road, Toronto, On M9W 1J5 Phone: 416-675-6100	Toronto District School Board Toronto Catholic District School Board Bloorview Macmillan
Tuesday, October 24	Mississauga Convention Centre 75 Derry Road West Mississauga ON L5W 1G3 1-877-766-4613	Peel DSB Dufferin-Peel CDSB Halton DSB Halton CDSB Upper Grand DSB Wellington CDSB Provincial Schools

Each board team will consist of:

- a Student Success Teacher from each secondary school in the board,
- the Student Success Leader,
- the superintendent responsible for the Student Success Initiative within the board,
- and two secondary school principals.

Please complete and return the attached registration form by email to Paul Bertrand Education Officer at (paul.bertrand@edu.gov.on.ca) no later than **Friday , October 13, 2006** .

Expense Claim Information

The Ministry will reimburse district school board, school authority and provincial schools' 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 Paul Bertrand, Education Officer, in the Toronto and Area 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 Paul Bertrand, Education Officer, at 416 325-6835, or by e-mail at paul.bertrand@edu.gov.on.ca.

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

**EXPENSE CLAIM
 MINISTRY OF EDUCATION
 TORONTO AND AREA REGION
 STUDENT SUCCESS TEACHERS TRAINING**

District School Board/School Authority/Provincial School:

Date of training session:				
Location of training:			Contact person:	
Contact telephone:			Contact e-mail address:	
Number of participants attending:			Per diem supply coverage rate:	
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 Paul Bertrand, Education Officer, Toronto and Area Regional Office, by November 10, 2006.

