

Ministry of Education

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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
Dean of Faculty of Education

FROM: Carlana Lindeman

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 that is required for school success.

In the 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
October 18, 2006	Nor'Wester Resort Hotel – 2080 Hwy 61 Thunder Bay, ON P7J 1B8 (807) 473-9123

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
<p>ADDITIONAL PARTICIPANTS (up to a maximum of 5 in addition to those who are required) selected from the following categories</p> <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 representative, either the supervisory officer or the 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 complete the form and send it to Pat Rose, Education Officer at pat.rose@ontario.ca or fax at 1-807-475-1550 or call 1-800-465-5020 Ext. 1308,

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 Pat Rose, Education Officer, at 1-800-465-5020 Ext. 1308 or 1-807-475-1308 or pat.rose@ontario.ca.

If you have any questions regarding any of the above information, please contact Pat Rose. As well, 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.

Carlana Lindeman
Regional Manager
Thunder Bay Regional Office

Enclosures: Registration Form
Expense Template

Discussion on the implementation of a comprehensive
K-12 policy for English language learners
AND
Workshop on *Many Roots, Many Voice*

Thunder Bay Regional Office

REGISTRATION FORM

Date: October 18, 2006

Time: 9:00 AM - 3:30 PM

Location: Nor'Wester Resort Hotel

Name of School Board: _____

Contact Person: _____

Contact E-mail and Telephone: _____

Please list the names of participants in the chart below and return form to Pat Rose, Education Officer, Thunder Bay, Regional Office, fax 1-800-475-1550 or pat.rose@ontario.ca by October 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
5			
6			
7			

8			department head/teacher <ul style="list-style-type: none">▪ Secondary classroom teacher▪ Elementary ESL/ELD resource teacher▪ Elementary classroom teacher
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**EXPENSE CLAIM
MINISTRY OF EDUCATION**

ENGLISH LANGUAGE LEARNER: DISCUSSION AND WORKSHOP

School Board _____

Date of Training Session: October 18, 2006				
Location of Training: Nor' Wester Resort Hotel		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- 0.41 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 Pat Rose, Education Officer. Thunder Bay Regional Office, before or by December 15, 2006.

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