

Ministry of Education

Thunder Bay Regional Office
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 Thunder Bay ON P7E 6S9
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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
 Student Success Leaders

FROM : Carlana Lindeman

DATE : October 2, 2006

SUBJECT : **Training Session for Student Success Teachers**

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 Thunder Bay Region there will be one session:

Date of Meeting	Location
Wednesday October 11	Valhalla Inn 1 Valhalla Road Thunder Bay, ON P7E 6J1 807-577-1121 1-800-964-1121

Each district school 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.

The school authorities are to send the Student Success Leader.

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 Bob Greer, Education Officer, by e-mail bob.greer@ontario.ca or by fax 1-807-475-1550 no later than Thursday, October 5, 2006.

Expense Claim Information

The Ministry will reimburse participants for the cost of:

- Travel (at the rate of \$.41 per kilometre)
- Hotel accommodation if necessary (for participants travelling 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 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 Bob Greer, Education Officer, in the Thunder Bay 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 Bob Greer, Education Officer, at 1 800 475-5020, extension 1309 or by e-mail at bob.greer@ontario.ca.

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

Sincerely,

Original signed by

Carlana Lindeman
Regional Manager

EXPENSE CLAIM
MINISTRY OF EDUCATION: Thunder Bay Regional Office
STUDENT SUCCESS TEACHERS TRAINING

District School Board/School Authority:

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 (@ .41 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 Bob Greer, Education Officer, Thunder Bay Regional Office, by October 31, 2006.