

**Ministry of Education**

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**Ministère de l'Éducation**

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**MEMORANDUM**

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

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

**DATE:** October 30, 2006

**SUBJECT:** **Toronto and Area Region Board Training Sessions for  
OSS and Grade 8 to 9 Transitions Planning Teams**

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A memorandum from Kirsten Parker, Director of the Student Success/Learning to 18 Implementation, Training and Evaluation Branch, and Grant Clarke, Director of the Student Success/Learning to 18: Strategic Policy Branch, dated October 23, 2006 announced two-day regional training sessions across the province for board OSS and Grade 8 to 9 Transitions Planning teams. The memorandum also provided a copy of the agenda for the two training programs. Day One which begins at 12 noon and ends at 4:00 p.m. will focus on the revised OSS policy and program requirements for September 2007. Day Two (starting at 8:30 a.m.) will focus on Grade 8 to 9 Transitions training.

For the OSS session each district school board is invited to send a team of 6 representatives:

- 1 supervisory officer (preferably with responsibility for program and/or curriculum)
- 1 guidance leader
- 1 secondary school principal
- 1 elementary school principal
- the board's Student Success Leader, and
- 1 co-operative education representative

For the Transitions Grade 8 to 9 training, each district school board is invited to send a team of 12 representatives:

- 1 supervisory officer (preferably with responsibility for program and/or curriculum)
- 1 guidance leader
- 1 secondary school principal
- 1 elementary school principal
- the board's Student success Leader

- 1 Special Education/Resource representative
- 2 Grade 7/8 teachers
- 2 grade 9 teachers, and
- 2 Student Success Teachers

In the evening of the first day of training, the board's Student Success Leader and superintendent will meet to prepare for the Day 2 program. Dinner will be provided for this meeting.

In the Toronto and Area Region the training is scheduled as follows:

<b>Date of Meeting</b>	<b>Location</b>	<b>District School Boards</b>
Tuesday November 28  <b>OSS Revisions</b> (6 representatives) 12:00 to 4:00 p.m.	Doubletree International Plaza Hotel Toronto Airport 655 Dixon Road, Toronto, Canada M9W1J3 Tel: 416-244-1711	Toronto DSB Toronto Catholic CDSB Peel DSB Dufferin-Peel CDSB Halton DSB Halton CDSB Upper Grand DSB Wellington DSB Bloorview MacMillan S.A.
Wednesday, November 29  <b>Transitions Gr. 8 to 9</b> (12 representatives) 8:30 a.m. to 3:00 p.m.		

Please complete the attached registration form and email it to Paul Bertrand, Education Officer, at [pbertrand@ontario.ca](mailto:pbertrand@ontario.ca) no later than Friday, November 17, 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. Other meals 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 (if required) and then submit 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 December 15, 2006.

Lunch will be provided for the OSS session and breakfast and lunch will be provided for the Transitions Grade 8 to 9 training.

If you have any questions or concerns, please contact Paul Bertrand, Education Officer, at 416-325-6835 or by e-mail at [pbertrand@edu.gov.on.ca](mailto:pbertrand@edu.gov.on.ca).

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