

**Ministry of Education**

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**Ministère de l'Éducation**

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**MEMORANDUM TO :** Directors of Education  
Student Success Leaders  
Supervisory Officers and Secretary Treasurers  
of School Authorities

**FROM :** Dr. Carlana Lindeman

**DATE:** October 30, 2006

**SUBJECT:** **Thunder Bay Regional Office Training Sessions Board 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 Transitions Grade 8 to 9 training.

For the OSS session each district school board is invited to send a team of six 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

School authorities are invited to collectively send one representative for the region.

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

School authorities are invited to collectively send one representative for the region.

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

The details of the sessions are:

<b>Date of Meeting</b>	<b>Location</b>
<u>Tuesday November 21:</u> <b>OSS Revisions</b> (6 representatives) 12:00 to 4:00 p.m.	<b>VALHALLA INN</b> 1 Valhalla Inn Road Thunder Bay ON P7E 6J1
<u>Wednesday November 22</u> <b>Transitions Gr. 8 to 9</b> (12 representatives) 8:30 a.m. to 3:00 p.m.	<b>VALHALLA INN</b> 1 Valhalla Inn Road Thunder Bay ON P7E 6J1

Attached to this memorandum are registration forms for each of the two sessions. Please enter the names of your participants on the relevant 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](mailto:bob.greer@ontario.ca) or by fax 1 807-475-1550 no later than **Friday, November 10, 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 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 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 board invoice. Please forward these forms to Bob Greer, Education Officer, in the Thunder Bay Regional Office as soon as possible or by **December 1, 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 Bob Greer, Education Officer, at 1- 800-465-5020, or by e-mail at [bob.greer@ontario.ca](mailto:bob.greer@ontario.ca) .

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

Sincerely,

Carlana Lindeman  
Regional Manager

Ministry of Education  
Thunder Bay Regional Office

**OSS REVISIONS TRAINING SESSION**

Date: Tuesday November 21, 2006

Location: VALHALLA INN, 1 Valhalla Inn Road,  
Thunder Bay ON P7E 6J1

School Board:

Participant's Name	Participant's Position
1.	
2.	
3.	
4.	
5.	
6.	

**Ministry of Education**  
Thunder Bay Regional Office

**TRANSITIONS Grade 8 to 9 TRAINING SESSION**

Date: Wednesday November 22, 2006

Location: VALHALLA INN, 1 Valhalla Inn Road,  
Thunder Bay ON P7E 6J1

School Board:

Participant's Name	Participant's Position
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	



<b>Name of participant whose expenses are eligible for Ministry coverage</b>	<b>Travel (Total kms)</b>	<b>Travel claim (@ .41 per km)</b>	<b>Supply Teacher Coverage Cost (Only for teaching staff)</b>	<b>Accommodation and meal costs at Ministry rate (Only if more than 200 km return trip)</b>
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 December 1, 2006.**