

**Ministry of Education**

13<sup>th</sup> Floor  
Mowat Block  
Queen's Park  
Toronto ON M7A 1L2

**Ministry of Children  
and Youth Services**

14<sup>th</sup> Floor  
56 Wellesley St. W.  
Toronto ON M5S 2S3

**Ministère de l'Éducation**

13<sup>e</sup> étage  
Édifice Mowat  
Queens Park  
Toronto ON M7A 1L2

**Ministère des Services  
à l'enfance et à la jeunesse**

14<sup>e</sup> étage  
56, rue Wellesley  
Toronto ON M5S 2S3



**MEMO TO:** Cluster Leaders

**FROM:** Barry Pervin  
Assistant Deputy Minister (A)  
Instruction and Leadership Development Division  
Ministry of Education

Aryeh Gitterman  
Assistant Deputy Minister  
Policy Development and Program Design Division  
Ministry of Children and Youth Services

**DATE:** April 7, 2008

**SUBJECT: Student Support Leadership Initiative: Planning and Reporting  
Template**

---

On February 6, 2008 a memo was sent from the Deputy Ministers of the Ministries of Education and Children and Youth Services requesting your participation in the Student Support Leadership initiative with a goal to establish or enhance local partnerships through collaborative planning, coordination and referrals that will more effectively meet the needs of students in your communities. We are now writing to provide you with a Planning Template for completion in order to access funding for Year 2 (2008/09).

Twenty-nine geographic clusters of neighbouring school boards and coordinating community agencies have been identified to work together to provide collective leadership and champion the development of local partnerships to meet the needs of students.

Leadership is a critical requirement for developing collaborative partnerships between school boards, schools and community service providers. Through leadership, local partners will be able to:

- share expertise;
- improve decision-making through effective planning mechanisms;

- establish or enhance referral mechanisms and effective case management practices;
- increase access to appropriate services and supports for students and families;
- improve a student's and family's ability to understand, navigate and use the services and supports available to them; and
- improve service outcomes for students using mental health supports.

Each cluster is required to complete and submit a Planning Template in order to obtain funding for Year 2 (2008-09). To assist clusters with this process, we will be providing regional training sessions to facilitate the completion of the template and address any questions or concerns clusters may have. Please find attached a Planning Template which outlines the type of information your cluster will be required to provide. Accompanying materials will be distributed at the training sessions. Information about the regional training sessions will be forwarded to you by your regional offices.

The Planning Template focuses on the areas of leadership, partnership building and client service. Your cluster is being asked to assess how the school boards and community agencies are currently working together, including formal and informal linkages. This should include the identification of existing successful practices or programs and resources which benefit students, and any issues or challenges faced by the cluster in partnership building. In addition, the final section of the template requires clusters to identify their approach and activities to achieve the three **Provincial Goals** established for this initiative. Your cluster may choose to add to these goals if it is felt that they are essential to meeting the cluster's mandate.

- **Strategies/Actions** will identify the short and long term strategies/actions to reach each goal.
- **Performance Measures** will indicate how you will measure your progress toward each goal.
- **Timelines** will outline when each goal will be achieved.

In the Letter of Intent, clusters identified a Lead school board to be responsible for its funding allocations. These Lead school boards will be required to submit their cluster's Planning Template, which has been agreed upon and signed by all cluster members, to Glenn Court, Senior Policy Advisor, Ministry of Education at (416) 325-3489 or [glenn.court@ontario.ca](mailto:glenn.court@ontario.ca) by **May 30, 2008**.

Planning Templates will be reviewed by the Ministries of Education and Children and Youth Services and, upon approval, a Transfer Payment Agreement for 2008-09 funding (Year 2) will be sent to the Lead school board. For subsequent funding, clusters will be required to demonstrate that they have made progress on their approved plans. One of the considerations in evaluating cluster plans will be their ability to address the sustainable leadership for the cluster's work beyond the three year term of this initiative.

We thank you for your continued support in helping Ontario students reach their full potential at all stages of their development.

---

Barry Pervin

---

Aryeh Gitterman

cc: EDU/MCYS Regional Offices