

**Ministry of Education**

Instruction and Leadership  
Development Division

**Inclusive Education Branch**

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**Ministère de l'Éducation**

Division de l'enseignement et  
du développement du leadership

**Direction de l'éducation inclusive**

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**MEMORANDUM TO:**

PIC Chairs and Co-Chairs

**FROM:**

Ruth Flynn, Director  
Inclusive Education Branch

**DATE:**

March 4, 2011

**SUBJECT:**

Parent Involvement Committee (PIC) Symposium  
Friday, April 8 – Saturday, April 9, 2011.

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In follow-up to the letter sent by the Honourable Leona Dombrowsky, Minister of Education, on January 6, 2011 inviting two members of your Parent Involvement Committee (PIC) to attend the upcoming PIC Symposium, I am pleased to provide further information with regard to registration, travel and accommodation arrangements for the Symposium.

The second annual PIC Symposium 2011 will take place the evening of Friday, April 8, 2011 and all day on Saturday, April 9, 2011. Entitled: "Parents – Partnerships in Action", the event will be held in the Macdonald Block at the Ministry of Education on 900 Bay Street in Toronto.

The Symposium will begin at 4:30 p.m. on Friday, April 8, 2011. There will be a variety of displays of interest to PIC members and an opportunity to meet with ministry staff. The formal program will begin at 6:00 p.m. with opening remarks by Minister Dombrowsky. There will be a full day of workshops, panels and dialogue beginning at 8:30 a.m. on Saturday, April 9, 2011 and ending at 3:30 pm.

Two members of your PIC may register online at [www.2011PICSymposium.com](http://www.2011PICSymposium.com) or by contacting Sherri Jordan of Eventfully Yours at 416-694-9884. The deadline for registration is March 21, 2011. Please note, given the security measures for after-hour access to the Macdonald Block, participants have to be formally registered in advance of the Symposium; there will be no on-site registration for this event.

Participants attending the PIC Symposium are responsible to make travel and accommodations arrangements with their school board. For the 2011 PIC Symposium, participants who live in excess of 75 kilometres from 900 Bay Street in Toronto, overnight accommodation will be covered for the night of Friday, April 8, 2011. For your reference, please find attached the Expense Claim Guidelines for the PIC Symposium 2011, based on the Government of Ontario's *Travel, Meal and Hospitality Expenses Directive*. Alcohol is not an eligible expense and cannot be included as part of any individual meal, travel, accommodation or hospitality expense.

If you have any further questions, please contact Sandy Yep at [sandy.yep@ontario.ca](mailto:sandy.yep@ontario.ca) or speak with him directly at 416-325-2819.

We look forward to meeting with you in April.

Sincerely,

Ruth Flynn

Attachments – PIC Expense Claim Guidelines

Cc: Director of Education, Supervisory Officers of Provincial Schools and School Authorities