MEMORANDUM TO: Directors of Education

FROM: Sandra Bickford
Director
Student Success Policy Branch

Patrick Keyes
Director (A)
Student Success Implementation Branch

DATE: March 9, 2017

SUBJECT: Deeper Conversations on Implementing the Highly Skilled Workforce through Expanding Career Awareness – Submitting Expenses

As a follow up to the memorandum of December 22, 2016 from Cathy Montreuil, Chief Student Achievement Officer/Assistant Deputy Minister of the Student Achievement Division, and Denys Giguère, Assistant Deputy Minister (A), French Language, Aboriginal Learning and Research Division, we would like to thank you and your teams for registering and participating for these sessions which have now been completed for this year. We look forward to building on this initial conversation over the next several years.

We are providing the following information to support expense claim reimbursement. Attached are the:

- Individual claim form template
- Individual claim form instructions
- Travel, Meal and Hospitality Directive
- Board invoice form

We are asking boards to reimburse all individual claims and submit one invoice along with supporting documents to the Lead Board administrator for your region (see Appendix A).

Please share these attachments with all participants from your board (school teams, board teams and representatives of Subject/Division Associations and Teacher Affiliates), along with the name of the person in your board to whom their claim should be submitted. Breakfast and lunch were provided at all of the sessions. Other submitted expenses must comply with the attached Travel, Meal and Hospitality Directive.
Individual claims must be printed and submitted in hard copy with original receipts attached. Once approved and paid, these claims must also be copied and attached to the board invoice submitted for payment.

On the board invoice, we ask you to please categorize your board’s expenses and list them on the invoice to lead boards using the following categories:

- Meals (if needed while travelling)
- Accommodations
- Teacher Release Time
- Travel costs

If you have any questions, please contact stephen.kelly@ontario.ca or debra.cormier@ontario.ca.

Sincerely,

Original signed by

Sandra Bickford  
Director  
Student Success Policy Branch

Patrick Keyes  
Director (A)  
Student Success Implementation Branch

C:  Sandra Bickford, Director, Student Success Policy Branch  
Patrick Keyes, Director, Student Success Implementation Branch  
Taunya Paquette, Director, Indigenous Education Office (EDU)  
Lillian Patry, Director, French Language Education Policy and Programs Branch  
Steven Reid, Director, Field Services Branch  
June Rogers, Director, Provincial Schools Branch  
Field Team Leads  
Regional Office Managers  
Regional Student Success Leads  
Student Success Leaders
Appendix A – Lead Board Administrators

Please forward your board invoice and all supporting documents (including individual claims) to the Lead Board Administrator in your region.

BARRIE REGION BOARDS:
Durham District School Board
Attention: Corinne Cregmule
400 Taunton Road East,
Whitby, Ontario  L1R 2K6

LONDON-EAST REGION BOARDS:
Hamilton Wentworth Catholic DSB
Attention: Kathleen Milligan
44 Hunt Street,
Hamilton, Ontario  L8R 3R1

LONDON-WEST REGION BOARDS:
Huron-Perth Catholic District School Board
Attention: Colleen Roulston
P.O. Box 70, 87 Mill Street
Dublin, Ontario  N0K 1E0

NORTHEAST REGION BOARDS:
Sudbury Catholic District School Board
Attention: Mary Chretien
165A D'Youville Street
Sudbury, Ontario  P3C 5E7

NORTHWEST REGION BOARDS:
Lakehead District School Board
Attention: Suzie Byerley
125 S Lillie Street
Thunder Bay, Ontario  P7E 2A3

OTTAWA REGION BOARDS:
Eastern Ontario Staff Development Network
Attention: Eleanor Newman
B137 Duncan McArthurer Hall, Queen’s University
511 Union Street
Kingston, ON  K7M 5R7

TORONTO REGION BOARDS:
Peel District School Board
Attention: Anne Lysy
5650 Hurontario Street
Mississauga, Ontario  L5R 1C6