

Instructions to Boards

Invitation to Participate in Principal Congress 2011

You are invited to identify principals to participate in Principal Congress 2011 by using the process described below. Please note principals must register by December 10, 2010.

Participants of the Principal Congress will include principals, supervisory officers, directors of education and leadership association representatives who are proactive, innovative system thinkers focused on developing and sharing solutions to the challenge of closing gaps in student achievement.

Considerations for Choosing Participants

Participants are 'system thinkers in action' who are practicing principals (i.e. working in a school) and are regarded as influential leaders by their peers. They should:

- have several years of experience as a principal;
- have an improvement and results focus;
- demonstrate a strong commitment to enhancing their own learning and the learning of others;
- display a positive approach to school leadership and a belief in its potential to improve schools; and
- be willing to 'roll up their sleeves' to help contribute to the success of Principal Congress 2011.

To the extent possible, your nominations should take the following into consideration:

- 1. Panel** – elementary and secondary
- 2. Geography** – urban, rural or mixed
- 3. Diversity** - Qualities and attributes consistent with Ontario's Equity and Inclusive Education Strategy –The dimensions of diversity include, but are not limited to, ancestry, culture, ethnicity, gender, gender identity, language, physical ability, race, religion, sex and sexual orientation.

Participant Registration for Principal Congress 2011

Participants are required to register online for the Principal Congress at:

www.principalcongress2011.com.

They must register no later than **December 10, 2010**.

If participants require overnight accommodation, they should book rooms by **January 11, 2011**. Rooms can be booked at the following website address: <https://resweb.passkey.com/go/principalcongress2011> or by phone at 1-866-540-4489. Participants should quote the Principal Congress 2011 upon booking in order to receive the special rate we have reserved. Note that rooms must be booked with the hotel by the participant personally.

District School Boards

The chart below indicates the number of congress participants allocated to boards.

Student Population	# of Congress Participants
Greater than 80,000	5
20,000 – 80,000	3
Fewer than 20,000	2

Non-amalgamated School Authorities

The following non-amalgamated School Authorities are invited to identify a principal to participate in the congress.

Non-amalgamated School Authority	# of Congress Participants
James Bay Lowlands Secondary School Board	1
Moose Factory Island District School Area Board	1
Moosonee District School Area Board	1
Penetanguishene Protestant SSB	1

Travel and Accommodations Expenses

The feedback from Principal Congress 2009 and 2010 participants confirms that the congress is an important Ontario Leadership Strategy (OLS) initiative that can be of significant value to principals and system leaders. Much can be learned when like-minded professionals are focused, engaged and committed to sharing their knowledge and expertise to help more of Ontario's students succeed.

Boards are responsible for covering the travel and accommodation costs of their participants (principals, supervisory officers, directors). Because of the connection of the congress to the OLS, boards may cover the costs of their participants with funding that was received for OLS initiatives.

Some boards, particularly those outside the Greater Toronto Area (GTA), will have participants with greater travel and accommodation costs than others. In order to allow for equity of participation, boards that require further financial assistance may also apply for an allowance as outlined in the chart below.

District School Board/School Authority Office (Based on distance from venue)	Amount of Allowance (per participant)
150 - 199 km	<i>Up to \$300</i>
200+ km	<i>Up to \$600</i>

Boards that are eligible for the allowance and choose to access these funds are required to submit a single invoice on behalf of their participants with signed assurance that all expenses being claimed are in compliance with Government of Ontario travel and accommodation expense claim guidelines. All original receipts must be retained for auditing purposes. The ministry will review and validate the invoice for compliance and will reimburse the board.

Invoices and copies of itemized original receipts from eligible boards are to be submitted no later than **10 business days** after the congress. Please submit to the attention of:

Frances Myre
Leadership Development Branch, Ministry of Education
13th floor, Mowat Block, 900 Bay Street
Toronto, Ontario, M7A 1L2

(416) 325-1073