

Ministry of Education**Barrie Regional Office**

20 Bell Farm Road, Unit #9
Barrie ON L4M 6E4
Telephone: (705) 725-7627
INWATS: 1-800-471-0713
Fax: (705) 725-7635 or 1-800-471-2584

Ministère de l'Éducation**Bureau régional de Barrie**

20, rue Bell Farm, Bureau n° 9
Barrie ON L4M 6E4
Téléphone : (705) 725-7627
SANS FRAIS : 1-800-471-0713
TÉLÉCOPIEUR : (705) 725-7635 ou 1-800-471-2584

**RMM: 14**

MEMORANDUM TO: Directors of Education
Student Success Leaders

FROM: Joan Fullerton
Regional Manager

DATE: October 7, 2009

SUBJECT: **Regional Capacity Building Sessions for Secondary School Principals – Barrie Region**

In his September 1, 2009 memorandum to directors, David Euale, Director of the Student Success/Learning to 18: Implementation, Training and Evaluation Branch, announced that regional learning sessions for English-language school board secondary school principals would be offered in the fall. The purpose of these sessions is to have informative and interactive discussions that include a presentation of board and provincial data, a review of Student Success initiatives and programs and a review of new resources and current supports available to secondary principals as instructional leaders in their schools. Other topics for the day include: data literacy; needs assessment; tracking, monitoring and reporting of the implementation of Student Success strategies, assessment for, of and as learning; student attendance; credit intervention and recovery; the Applied/Academic achievement gap; and research considerations.

The Barrie regional session will be held on **Friday, October 23rd at the Nottawasaga Inn and Convention Centre in Alliston**. The session will begin at 9:30 a.m. with registration beginning at 8:45 a.m. The session will end at approximately 3:30 p.m., a morning and afternoon break and lunch will be provided.

District School Board teams should include:

- The principal of each board secondary school;
- One or two supervisory officers who support the educational leadership and program in the secondary panel;
- Elementary principal representatives (2 for boards with less than 100 elementary schools; 4 to 6 for boards with 100+ elementary schools);
- The MISA lead for the board;
- The Student Success Leader.

Please complete the attached registration form and return it electronically to Mary Ellen Smith, Education Officer at MaryEllen.Smith@ontario.ca no later than **Friday, October 16th**.

The Ministry of Education will reimburse expenses of board representatives attending the session in accordance with ministry guidelines. Expenses for over night accommodations may be claimed only by those board representatives who must travel more than 100 kilometres one way to attend the session. Participants are asked to contact the hotel directly if over night accommodations are needed. Those requiring accommodation may claim a maximum of \$20.00 for dinner the night before the session. Each accommodation expense and meal claim must be accompanied by original receipts.

Mileage claims for individuals travelling by car will be reimbursed by the ministry rate of \$.40 per kilometre for travel to and from the session.

Board representatives are asked to consider, if possible, travelling with others attending the event as ways of minimizing costs. Your consideration of this request would be greatly appreciated.

The board's Student Success Leader will facilitate the expense claims for their district school board. The claim of each board will consist of two parts:

- A board invoice that summarizes the expenses for accommodations and travel of its entire delegation;
- An itemized expense sheet recording the delegate's name, the nature of the expense, and the total expense claim per individual. Copies of the original receipts for hotels and meals must be attached to this expense form.

Student Success Leaders are asked to forward their board's expense claims to Mary Ellen Smith by **Friday, November 27, 2009**.

We look forward to your secondary school principals and other leaders' participation in this session which is focused on increasing the leadership capacity of school administrators.

Thank you for your support of this initiative.



Joan Fullerton
Regional Manager

Attachment