MEMORANDUM TO: Directors of Education
                Supervisory Officers and
                Secretary-Treasurers of School Authorities
                Principals of Section 68 School Authorities
                Director of Provincial and Demonstration Schools
                Superintendent of Centre Jules-Léger

FROM: Barry Finlay, Director
                Special Education Strategic Planning Branch

Jan McGraw, Team Leader
                London Regional Office

DATE: May 24, 2007

SUBJECT: School Board Team Training – Implementation of the
                Policy and Program Memorandum on Applied
                Behaviour Analysis

On May 18, 2007, you received a Policy and Program Memorandum (PPM) entitled
Incorporating Methods of Applied Behaviour Analysis (ABA) into Programs for
Students with Autism Spectrum Disorders (ASD) along with copies of Making a
Difference: From Evidence to Action, the report of the Ministers’ Autism Spectrum
Disorders Reference Group. As you are aware, the government is committed to ensuring
successful outcomes for all students, including students with ASD. George Zegarac,
Assistant Deputy Minister, in his memorandum to Directors of Education from May 23,
2007, has identified the need to provide supports to school boards to effectively
implement the PPM on ABA as one of the divisional priorities for 2007-2008.

School boards have developed successful practices in providing special education
programs and services to an increased number of students with ASD. The Ministry of
Education recognizes that these successful practices should be shared across the sector
and that school boards need additional supports to successfully implement the PPM on
ABA.

The Ministry of Education is pleased to invite a team from your school board to one of
seven regional sessions regarding implementation of the PPM. The one-day training will
be provided by Ministry staff in partnership with Geneva Centre for Autism.
The purpose of this training is to demonstrate how ABA methods can potentially benefit all students, especially students with ASD, as well as to provide practical support on how to implement the PPM at the school board level. School board teams will be provided with an opportunity to develop their own preliminary plans on implementation of the PPM and discuss them with their colleagues from other school boards in their region, Ministry and Geneva Centre for Autism staff.

Additional training opportunities will be offered over the summer and in the fall. Over the summer, school team training will be provided for up to 1,400 principals, teachers’ assistants, teachers and other staff directly working with students with ASD. In addition, the government has provided a grant of $2.75 million to Geneva Centre for Autism. The Centre has committed to use this investment to provide further team training on ABA approaches with school staff in the fall.

The London Regional session will take place as follows:
**Place:** Best Western Lamplighter Inn and Conference Centre
591 Wellington Road
London  N6C 4R3
519 681-7151 or call Toll Free 1.888.232.6747. info@lamplighterinn.ca
**Date:** Wednesday, June 6th, 2007
**Time:** 8:30 am – 4:00 pm
A continental breakfast, lunch and refreshments will be provided.

**Who should attend**
Each district school board is requested to send a team of 6-8 representatives. The Director of the Provincial and Demonstration Schools may select one representative from each site within the region. Each school authority may send one representative. School boards will determine the composition of the team they select to participate in this training.

School boards are encouraged to consider representation from the following groups as part of their school board teams: supervisory officers, principals, teachers, teachers’ assistants, Special Education Advisory Council representatives for autism, support personnel and School Support Program – Autism Spectrum Disorder consultants.

**Session agenda**
The session will include:
- a review of the PPM on ABA and Ministry perspective and expectations;
- a Q&A session on content of the PPM with Ministry staff;
- an interactive dialogue on ABA theory and description, including a general overview on how to adjust ABA to meet the needs of students;
- an opportunity for school board teams to review their own processes and practices and to develop a preliminary plan for implementation of the PPM on ABA; and
- an opportunity for school boards to share their implementation plans with other school boards in their region.
**Reimbursement Guideline**

The Ministry will reimburse approved expenses for school board teams as per the attached Reimbursement Guideline.

We look forward to your participation at these training sessions. If you have any questions concerning this training, please contact Vicki Corcoran (ext 222) or Janet Penner (ext 250) at the London Regional Office at (519) 667-1440 or by email at vicki.corcoran@ontario.ca or janet.penner@ontario.ca

Sincerely,

[Signature]

Original signed by

Barry Finlay

Jan McGraw

Attachments