MEMORANDUM TO: MISA Leaders

FROM: Don Young
Director
Information Management Branch

DATE: November 6, 2006

SUBJECT: MISA Memo 23
Managing Information for Student Achievement (MISA)
- MISA Leaders Day

We invite you to attend the upcoming MISA Leaders Day, which is intended to assist MISA Leaders in their ongoing efforts to build local capacity and strengthen evidence-informed decision-making practices within their school boards/authorities.

In advance of this meeting, we will be sending all MISA Leaders a short web survey asking for their input relative to the breakout sessions. This survey will also ask MISA Leaders their thoughts on what materials would be most useful to them in their role of providing leadership to the local capacity building efforts of school boards and authorities. Survey responses will help us to coordinate MISA-related activities, identify areas for improvement, and further strengthen collaboration efforts across the province.

The ministry will cover travel and lodging costs for the MISA Leader from every school board or authority.\(^1\) The date and location are as follows:

Date: November 30\(^{th}\), 2006
Location: The Sutton Place Hotel, 955 Bay Street, Toronto
Time: 9:30 – 4:00

Please contact Vera Xhabija by November 10, 2006 (telephone: 416-325-2605, or email: vera.xhabija@ontario.ca) to confirm your attendance.

\(^1\) Travel to and from session, as well as accommodations (if required) will be covered by the Ministry. Light refreshments, breakfast and lunch will be provided at the session. In order to be eligible for reimbursement, all expenses must be incurred in accordance with recently updated Management Board of Cabinet’s Travel, Meal & Hospitality Expenses Directive (attached). Requests for reimbursement must be submitted on Statement of Expenses forms (also attached) and original receipts must be provided to substantiate all claims.
I look forward to seeing you at the upcoming session.

Original signed by Don Young

Don Young  
Director  
Information Management Branch

cc. Directors of Education and Secretary-Treasurers of School Authorities  
   Director, Field Services Branch  
   Director, Communications Branch  
   Regional Managers, Field Services Branch  
   Russ Riddell, Deputy Minister's Office  
   Assistant Deputy Minister, Instruction and Leadership Development Division