MEMORANDUM TO: Directors of Education  
Supervisory Officers and Secretary-Treasurers of School Authorities  
Director of the Provincial Schools Branch  
Supervisory Officer of Centre Jules-Léger  

FROM: Avis E. Glaze  
Chief Student Achievement Officer of Ontario & CEO  
The Literacy & Numeracy Secretariat  

DATE: September 5, 2007  

SUBJECT: Revised Timelines, Schedule and Number of Participants for the Principals’ Symposium on Diagnostic Process  
September 17 & 8, 2007  

Welcome back to a new school year. We hope that you had a relaxing and refreshing summer break. We are looking forward to our work with you as we continue our partnership to improve student learning.

Many directors across the province have called us to indicate that they would like to send additional principals to this year’s symposium on *The School Effectiveness Framework: A Collegial Process for Continued Growth in the Effectiveness of Ontario Schools*. As well, in the process of planning the symposium we decided to provide an opportunity for principals to have additional time on this important aspect of their role as instructional leader. As a consequence, we have booked a larger room and now invite each board to send three rather than two principals to the symposium. Another change that we have made is to begin our principals’ symposium at noon on September 17th rather than at dinner. This additional time will allow us to delve more deeply into The School Effectiveness Framework.

Please take note of the following details which include a new start time and a guest speaker at 12:30. Your cooperation is appreciated for a prompt arrival.

**Location:** Sheraton Parkway Hotel  
600 Highway 7 East  
Richmond Hill, ON  
Phone: 905-881-2121  

**Revised Start Time:** 11:30 for lunch on Monday, September 17  

**Guest Speaker:** 12:30 p.m.  

**End Time:** 3:45 p.m. on Tuesday, September 18
Each board is now invited to send three principals to the symposium rather than two. The principals’ councils have already invited the principal team leaders who are part of the Leading Student Achievement Initiative. Members of the Leading Student Achievement Initiative should respond to their principals’ council regarding attendance at this event. The LNS will cover accommodation and meals at the symposium.

The introduction of The School Effectiveness Framework will be webcast on September 28th at 4:00 p.m. to enable all principals in the province to have first hand information about the diagnostic process. The webcast can be accessed from the Curriculum Services Canada website at www.curriculum.org.

The agenda for the symposium is as follows:

**Monday, September 17th**
- 10:30 a.m. Registration
- 11:30 a.m. Lunch
- 12:30 p.m. Luncheon Speaker
- 2:00 p.m. Student Achievement: Provincial Perspective Taking Stock and Next Steps
- 6:00 p.m. Dinner

**Tuesday, September 18th**
- 7:30 a.m. Breakfast
- 8:30 a.m. Overview - The School Effectiveness Framework
  - Breakout Session A
  - Delving Deeper into the Framework
- 1:00 p.m. Breakout Session B
  - The School Self-Evaluation Process
  - The Implementation Guide
- 3:45 p.m. Adjournment

Please fax (416-325-8565) or e-mail the name of the additional representative from your board to Nina Chahal (nina.chahal@ontario.ca). The deadline for school boards to identify their three participants is Tuesday, September 11, 2007.

We are pleased to be able to act upon your feedback and look forward to your participation in this important event.

Sincerely,

Avis E. Glaze

cc: EDU Deputy Minister OTF Secretary General
    EDU Assistant Deputy Ministers AEFO Director General
    EDU Regional Managers ETFO General Secretary
    Frank Kelly, CODE OECTA General Secretary
    Deans, Faculties of Education OSSTF General Secretary
    OPC Executive Director ADFO Director General
    CPCO Executive Director