MEMORANDUM TO: Directors of Education
Secretary-Treasurers and Supervisory Officers of School Authorities

FROM: Joan Fullerton

DATE: April 27, 2007

SUBJECT: Invitation to Participate in the Barrie Regional Sessions:
Support for Implementation of the New Teacher Induction Program

Ontario’s New Teacher Induction Program (NTIP) recognizes the vital role teachers play in supporting student success. It provides beginning teachers with the professional development and individualized support they need during the critical first year of teaching. It also gives experienced teachers the opportunity to grow and deepen their professional practice through a new teacher mentoring process.

Ministry staff continue to visit school boards during this first full year of implementation in order to identify areas of need as well as effective practices. We believe that the successful implementation of the NTIP depends on strong collaborative relationships at the school, board, regional and provincial levels and common understanding of the NTIP expectations, outcomes, and effective practices.

In order to support school boards in their NTIP goal-setting and planning for the 2007-2008 school year, the ministry has developed a NTIP Implementation Continuum. This implementation continuum will serve as a self-assessment tool for school boards and will be an integral part of the 2007-2008 NTIP Plan template. The ministry will hold regional sessions, in a variety of formats, to assist school boards to familiarize themselves with the NTIP Implementation Continuum. These sessions will focus on effective practices, challenges and planning for next steps.
The Barrie region is inviting you to attend one of the following two sessions:

<table>
<thead>
<tr>
<th>Date(s) of Sessions</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Thursday, May 17, 2007</strong></td>
<td>Durham District School Board <em>(room TBD)</em></td>
</tr>
<tr>
<td></td>
<td>400 Taunton Road East</td>
</tr>
<tr>
<td></td>
<td>Whitby ON L1R 2K6</td>
</tr>
<tr>
<td></td>
<td>(905) 666-6318</td>
</tr>
<tr>
<td><strong>Tuesday, May 29, 2007</strong></td>
<td>Lion’s Gate Banquet Centre <em>(map attached)</em></td>
</tr>
<tr>
<td></td>
<td>386 Blake Street</td>
</tr>
<tr>
<td></td>
<td>Barrie ON L4M 1L3</td>
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<td></td>
<td>(705) 726-8967</td>
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</tbody>
</table>

Four (4) people from each district school board are invited to attend: NTIP contact person, NTIP superintendent and two other participants involved in the planning and/or implementation of the induction elements of your board’s NTIP. Literature on effective practices emphasizes the importance of strong relationships in the successful implementation of induction programs. As such, the ministry strongly recommends that boards include the federation representative from their NTIP Steering Committee as part of the team attending this session.

The school authorities are invited to send up to two (2) representatives: the designated NTIP superintendent and a principal. Up to two additional team members are welcome to attend; however, any travel and accommodation expenses for these additional participants will not be reimbursed by the ministry.

The attendance of your NTIP team at this session is appreciated. Please confirm their attendance by completing the participation form attached and submitting it to Mary Ellen Smith either by e-mail at Maryellen.Smith@ontario.ca or by fax at (705) 725-7635 or 1-800-471-2584, no later than Friday, May 4, 2007.

The ministry will reimburse travel expenses for four participants from each school board’s NTIP team and two participants from each school authority in accordance with the Ontario Management Board of Cabinet Travel, Meal and Hospitality Expense Directive.
If you require further information about the session, please contact Mary Ellen Smith at (705) 725-7634 or 1-866-896-3922. We look forward to continuing to work collaboratively with your board through the implementation of this initiative and to seeing your team at the upcoming Barrie Regional Session.

Joan Fullerton  
Regional Manager

Attachments

c. Designated NTIP Superintendents
   NTIP Program Contacts

   Paul Anthony, Director  
   Teaching Policy and Standards Branch

   Ginette Plourde, Director  
   French Language Education Policy and Programs Branch

   Kit Rankin, Director  
   Field Services Branch

   Gene Lewis, General Secretary  
   Elementary Teachers’ Federation of Ontario

   Greg Pollock, General Secretary  
   Ontario English Catholic Teachers’ Association

   Rod Albert, General Secretary  
   Ontario Secondary School Teachers’ Federation
Support for Implementation of the New Teacher Induction Program

School Board Participation Form
Barrie Region

SCHOOL BOARD: _____________________________________________

Date of Sessions and Locations:

- **Thursday, May 17, 2007**
  9:00 a.m. - 3:00 p.m. (9:00 a.m. - registration)
  Durham District School Board (room TBD)
  400 Taunton Road East
  Whitby ON L1R 2K6

- **Tuesday, May 29, 2007**
  9:00 a.m. - 3:00 p.m. (9:00 a.m. - registration)
  Lion’s Gate Banquet Centre (map attached)
  386 Blake Street
  Barrie ON L4M 1L3

Please list the names of your board’s NTIP team in the chart below and return this form to Mary Ellen Smith by e-mail at maryellen.smith@ontario.ca or by fax at (705) 725-7635/1-800-471-2584 by Friday, May 4, 2007.

<table>
<thead>
<tr>
<th>Name of Participant from NTIP Steering Committee</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Designated NTIP Superintendent</td>
</tr>
<tr>
<td>2.</td>
<td>NTIP Board Program Contact Person</td>
</tr>
<tr>
<td>3.</td>
<td>Please specify:</td>
</tr>
<tr>
<td>4.</td>
<td>Please specify:</td>
</tr>
<tr>
<td>5.</td>
<td>Please specify:</td>
</tr>
<tr>
<td>6.</td>
<td>Please specify:</td>
</tr>
</tbody>
</table>

Contact information for the designated NTIP superintendent:

Name: ____________________________ Telephone Number: ________________________

E-mail Address: ______________________
Support for Implementation of the New Teacher Induction Program

School Authority Participation Form
Barrie Region

SCHOOL BOARD: ____________________________________________

| Date of Sessions and Locations | Thursday, May 17, 2007  
9:00 a.m. -3:00 p.m. (9:00 a.m.- registration)  
Durham District School Board (room TBD)  
400 Taunton Road East  
Whitby ON L1R 2K6 |
|---------------------------------|---------------------------------------------------------------------|
| Tuesday, May 29, 2007           | 9:00 a.m. -3:00 p.m. (9:00 a.m.- registration)  
Lion’s Gate Banquet Centre (map attached)  
386 Blake Street  
Barrie ON L4M 1L3 |

Please list the names of your board’s NTIP team in the chart below and return this form to Mary Ellen Smith by e-mail at maryellen.smith@ontario.ca or by fax at (705) 725-7635/1-800-471-2584 by Friday, May 4, 2007.

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<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Designated NTIP Supervisory Officer</td>
</tr>
<tr>
<td>2.</td>
<td>Principal</td>
</tr>
</tbody>
</table>

Contact information for the designated NTIP Supervisory Officer:

Name: ___________________________ Telephone Number: _______________________
E-mail Address: ___________________________
IF TRAVELLING –

**HWY. 400 SOUTHBOUND:**
Take Duckworth St. Exit
Turn left onto Duckworth St.

**HWY. 400 NORTHBOUND:**
Take Duckworth St. Exit
Turn right onto Duckworth St.

THEN

Follow Duckworth to Grove St.
Turn left onto Grove St.
Follow Grove to the “T” intersection at Hwy 11 or Penetanguishene Rd
Turn right onto Penetanguishene Rd that becomes Blake St.
The Lions Gate Banquet Centre is on your right, a short way down the street
Memorandum

To: Directors of Education, District School Boards
Supervisory Officers and Secretary Treasurers of School Authorities
Director of Provincial Schools Authority

From: XXXXXX(NAME), Regional Manager
XXXXXX (LOCATION)
Regional Office

Date:

Subject: Invitation to Participate in the XXXXXX(DATE) Regional Session:
Support for Implementation of the New Teacher Induction Program

We cannot talk about raising student achievement without supporting the very people who make this happen. Ontario’s New Teacher Induction Program (NTIP) recognizes the vital role teachers play in supporting student success. It provides beginning teachers with the professional development and individualized support they need during the critical first year of teaching. It also gives experienced teachers the opportunity to grow and deepen their professional practice through a new teacher mentoring process.

Ministry staff continue to visit school boards during this first full year of implementation in order to identify areas of need as well as effective practices. We believe that the successful implementation of the NTIP depends on strong
collaborative relationships at the school, board, regional, and provincial levels and a common understanding of NTIP expectations, outcomes, and effective practices.

I am writing to inform you of our

Research and effective practice emphasize the importance of strong relationships in the successful implementation of induction programs. As such, the Ministry strongly recommends that boards include the federation representative from their NTIP Steering Committee as part of the team attending this session. The school authorities and the Provincial Schools Authority are invited to send up to two representatives: the designated NTIP superintendent and a principal.

I would very much appreciate the attendance of your NTIP team at this session. Please confirm their attendance by completing the participation form below and submitting this participation form to your Regional NTIP Education Officer, XXXXXXXXXXX (NTIP LEAD), at the XXXXX (LOCATION) District Office, either by email or by fax no later than XXXday, XXXXXXX XX, 2007.

The Ministry will reimburse travel expenses for four participants from each school board’s NTIP team and two participants from each school authority in accordance with the Ontario Management Board of Cabinet Travel, Meal and Hospitality Expense Directive

attached to this memo

XXXXXXXX XX. You may call the Reservations Department at XXX-XXX-XXXX and state that you will be attending the “New Teacher Induction Program (NTIP) Session” to receive the special group rate of $XXX.XX per night. Reservations should be made by XXX XX XX. Boards may include up to two additional participants; however, any travel and accommodation expenses for these additional participants will not be reimbursed by the Ministry [inclusion of this will vary from region to region].

If you require further information about the session, please contact XXXXXXXXXXX (NTIP LEAD) at the XXXXXXXXXXX (LOCATION) Regional Office.

By helping new teachers achieve their full potential, the New Teacher Induction Program supports Ontario’s vision of high levels of achievement for all students. Thank you for your support in this important initiative and w
An education system that aspires to unlock the potential of every student has to be a system that in turn unlocks the potential of the teachers within it. Ontario’s New Teacher Induction Program (NTIP) is the second step in a continuum of professional development for teachers to support effective teaching, learning, and assessment practices. As such, the NTIP depends on strong collaborative relationships at the school, board, regional, and provincial levels and a common understanding of NTIP expectations, outcomes, and effective practices.

In order to support school boards in their NTIP goal-setting and planning for the 2007-2008 school year, the Ministry has developed a NTIP Implementation Continuum. This implementation continuum will serve as a self-assessment tool for school boards and will be an integral part of the 2007-2008 NTIP Plan template. The Ministry will hold regional sessions, in a variety of formats, to have school boards familiarize themselves and work with the NTIP Implementation Continuum as a tool to support the development of their 2007-2008 NTIP Plans. The session will include discussion on effective practices as well as challenges, determining next steps, and planning. Based on specific feedback from school boards, the XXXXXXXX regional session will also include XXXXXXXXXXXXXXX [brief description to be tailored to specific session, if applicable].

Other participants involved in the planning and/or implementation of the induction elements of your board’s NTIP (e.g. personnel involved in planning and delivery of mentor training and other professional development, NTIP: Induction Elements regional training sessions held in early June 2006 were well-received by participants and provided board NTIP teams with the opportunity to build these relationships and to share ideas. As promised, we will continue our support to school boards during this first full year of
implementation in a variety of formats including regional training sessions for board NTIP teams. Based on information gathered from session feedback, site visits, NTIP final reports, and our recent regional teleconference, the focus of the XXXXX regional session will be on XXXXXXXXXXXX (to be tailored to specific session). The session will include discussion on effective practices as well as challenges, determining next steps, and planning.

Date:

Time:

Location:
Address: XXXXXX
Room #: XXXX

Four people from each district school board are invited to attend: the NTIP contact person, NTIP superintendent, and two Superintendents with responsibility for the NTIP, federation representative from your board’s NTIP steering committee, etc.

personnel involved in mentor training
We look forward to continuing to work collaboratively with your through the implementation of this initiative and to seeing your team at the XXXXX (DATE) session.

Sincerely,

XXXXXXXXX(NAME), Regional Manager
XXXXXXXXX (LOCATION)

cc. Designated NTIP Superintendents

NTIP Program Contacts

Paul Anthony, Director
Teaching Policy and Standards Branch

Ginette Plourde, Director
French Language Education Policy and Programs Branch

Kit Rankin, Director
Field Services Branch

Gene Lewis, General Secretary

Emily Noble, President
Elementary Teachers’ Federation of Ontario

Greg Pollock, General Secretary

Donna Marie Kennedy, President
Ontario English Catholic Teachers’ Association

Rod Albert, General Secretary

Rhonda Kimberley-Young, President
Ontario Secondary School Teachers’ Federation
Attachments:
Travel, Meal & Hospitality Expense Directive

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