MEMORANDUM TO: Directors of Education
Secretary-Treasurers of School Authorities
Director, Provincial Schools Branch
Director, French Language Policy and Programs Branch

FROM: Bruce Drewett
Director
Special Education Policy and Programs Branch

Bill Bryce
Regional Office Manager
London Regional Office

DATE: October 2, 2007

SUBJECT: Regional Professional Development Sessions for *Shared Solutions: A Guide to Preventing and Resolving Conflicts Regarding Programs and Services for Students with Special Education Needs*

In early October, 2007, all school boards, school authorities and provincial and demonstration schools will be receiving copies of *Shared Solutions: A Guide to Preventing and Resolving Conflicts Regarding Programs and Services for Students with Special Education Needs*. This resource guide provides insight, strategies and practical examples of effective communication, positive school climates, conflict prevention and conflict resolution. The guide is designed to be a hands on resource for parents and educators that provides information about programs and services for students with special education needs, and functional conflict prevention and resolution strategies and tips.

Each school board, school authority and provincial and demonstration school will receive an initial allocation of the resource guide, including 40 copies for school board administrative staff and three copies for each school. I would request that upon receipt of these copies, that you please distribute them to your schools. If you require extra copies please request them from Publications Ontario on the Ministry of Education’s public website located at [http://www.publications.serviceontario.ca/ecom/](http://www.publications.serviceontario.ca/ecom/).

The resource guide is currently available on the Ministry of Education’s website at: [http://www.edu.gov.on.ca/eng/general/elemsec/speced/shared.pdf](http://www.edu.gov.on.ca/eng/general/elemsec/speced/shared.pdf)
I would request that each member of your Special Education Advisory Committee (SEAC) be provided with a copy of the resource guide in addition to those provided to school board staff.

In order to maximize the effective use of *Shared Solutions* by parents and educators, the Ministry will be providing one day professional development sessions for parents and educators hosted by each of the Ministry’s Regional Offices. One provincial French language session has also been arranged. The professional development sessions will include a keynote speaker on effective communication, and conflict prevention and resolution. The sessions will include presentations on the key strategies found in the guide, along with facilitated discussion and role-playing exercises for educators and parents. All of the sessions will take place during October and November, 2007. The date and location for your regional session is:

**Date:** Monday, November 5, 2007

**Time:** 8:45 a.m. to 4:00 p.m.

**Location:** Holiday Inn St. Catharines  
2 North Service Road  
St. Catharines, Ontario  
(905)934-8000

*A block of rooms has been set aside under the name of Ministry of Education – Special Education. Please advise your participants to request those rooms if they are making reservations.*

**Cut off date to book hotel rooms:** 14/10/2007

In order to maximize the potential of these sessions to influence the integration of conflict resolution strategies in school boards into each classroom, it is requested that each school board send the following representatives to the regional sessions:

- two parents nominated by their Special Education Advisory Committee (SEAC)
- a representative from the Parent Involvement Committee at your school board
- an educator responsible for professional development in your school board
- a Principal or Coordinator of Special Education
- the Superintendent responsible for special education
- a member of a community agency involved in providing services to your school board

Provincial and Demonstration Schools and school authorities may send two delegates per location.

Reasonable travel and accommodation expenses will be reimbursed in accordance with Government of Ontario policies and procedures. Please see the attached reimbursement guidelines.
If you have any questions, please speak to Janet Penner in your regional office. Janet can be reached at 1-800-265-4221 or janet.penner@ontario.ca. Please submit your registration form by Monday, October 15, 2007 to janet.penner@ontario.ca.

Thank you for your ongoing efforts to support students, including those with special education needs.

Original signed by

Bruce Drewett

Bill Bryce

Attachments