MEMORANDUM TO: Directors of Education

FROM: Mary Jean Gallagher
Chief Executive Officer &
Chief Student Achievement Officer
The Literacy and Numeracy Secretariat

DATE: December 3, 2008

SUBJECT: Mid-Year Progress Update

I am writing to provide you with some advanced notice of a meeting Literacy and Numeracy staff would like to have with you early in the New Year.

Last year, mid-year progress update conversations between LNS Regional Team Leaders and Directors focused on self-assessment through needs identification, goal setting, action planning, monitoring and adjustment. These conversations will take place again this year to provide a focus to the ongoing process of self-assessment for the purpose of mid-year adjustment. In response to feedback from the field about last year’s process, the mid-year progress update conversations will take place earlier in the year and information about the conversation topics will be shared in advance.

In order to prepare for the conversation, Directors may wish to consult with and invite to participate: senior staff, Supervisory Officers with school responsibilities, the SEF lead, the MISA lead and Research Officers as appropriate. Sources of information may include:

- a wide variety of student achievement data,
- EQAO achievement trends over time,
- professional learning initiatives,
- allocation and distribution of resources designed to impact on teaching and learning,
- and relevant demographic and contextual information.

Supervisory Officers may also wish to have conversations with principals about the achievement of students in their schools.

The Literacy and Numeracy Regional Team Leaders will be contacting Directors over the next few weeks to identify times in January when these conversations may be scheduled. Enclosed are two support documents to provide further detail and support your preparation. The first document includes the topic areas and guiding questions for discussion. The second is a document suggesting strategies to support predication of student achievement.
We value the continued partnership of Directors and school boards in our mutual efforts to improve achievement for all students.

Sincerely,

Mary Jean Gallagher

cc: EDU Deputy Minister
    EDU Assistant Deputy Ministers
    EDU Chief Research Officer
    EDU Regional Managers
    LNS Student Achievement Officers