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

FROM: Kirsten Parker
Director
Student Success/Learning to 18 – Implementation, Training and Evaluation Branch

DATE: October 11, 2007

SUBJECT: Student Success Team Training, Fall 2007

Thank you for your continued leadership and support of the Student Success Strategy. This past spring we met with members of your secondary school Student Success Teams and your board’s Student Success Leader. These regional sessions were excellent opportunities for us to learn from school and board teachers and leaders about effective practices that are happening throughout the province and resources and support that we could provide.

To that end, this memorandum is to inform you of a one day ministry funded training session which boards will conduct with their secondary school Student Success Teams in the fall, between October and December. This fall training session, led by your Student Success Leader, will provide an opportunity for school based Student Success Teams in every secondary school to extend their knowledge about their roles and responsibilities and share successful strategies to further develop their team’s effectiveness.

There are five deliverables that each Student Success Leader and Director will be asked to sign off in February, 2008. These deliverables are as follows:

Each Secondary School Student Success Team will:
- Develop and use a system for monitoring and tracking students at risk,
- Execute a coordinated timeline that ensures there is a plan in place for students at risk,
- Clarify roles and responsibilities within the team,
- Execute a staff development and communications plan to encourage shared responsibility within the staff, and
- Measure its team effectiveness in improving student achievement.
The composition of the team from each secondary school attending the training will consist of, but is not limited to: the Principal, Student Success Teacher, Guidance and Special Education Leaders. The Ministry will provide funding for two full release days, meals and travel. At the recent Student Success Leaders Symposium, Student Success Leaders were briefed on the deliverables and ministry resources to support their work.

Thank you for your ongoing support of the many components of the Student Success Strategy, together we are making and have made a difference for so many Ontario students.

Yours truly,

Kirsten Parker

c: George Zegarac, ADM
   Dominic Giroux, ADM
   Grant Clarke, Director, SSLSPB
   Ginette Plourde, Director, FLEPB
   Kit Rankin, Director, FSB
   Beth Davies, Director, PSB
   Regional Managers, FSB
   Student Success Leaders