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

FROM:  
Karen Gill  
Director  
Curriculum and Assessment Policy Branch

DATE:  
October 28, 2014

SUBJECT:  
Professional Learning Session for School Leaders:  
School Improvement Planning for Literacy, Grades 7-12

Based on demand from the sector, the Ministry of Education’s Curriculum and Assessment Policy Branch is hosting a professional learning session focused on adolescent literacy improvement planning for Grades 7-12.

The recent K-12 Literacy and Numeracy/Mathematics Learning Sessions provided opportunity to support board teams in improving student learning and close achievement gaps in K-12 literacy and mathematics. The focus was on how educators can support students with persistent achievement challenges. For adolescent literacy, particular attention is directed at achievement of students in applied courses.

This professional learning will highlight the role that principals play in leading adolescent literacy improvement in their schools. With this in mind the focus will be on:

- analyzing a variety of sources of data, including EQAO results; and
- building, implementing and monitoring literacy action plans to support students with persistent achievement challenges, including students in applied courses.

We invite boards to select teams that consist of up to five school administrators and which include both elementary and secondary principals and/or vice-principals.

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<th>Boards/School Authorities in the region of:</th>
<th>Date</th>
<th>Location</th>
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<tr>
<td>Thunder Bay, Sudbury and Barrie</td>
<td>November 26 (Wednesday)</td>
<td>Toronto</td>
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<td>Toronto, Ottawa, London East and London West</td>
<td>November 27 (Thursday)</td>
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School boards will be reimbursed for travel beyond 100km each way, accommodation and meals beyond what are provided at the learning session. Please see the Board Registration form for registration details. A completed registration form should be submitted by November 7th via email to: kayeappleby@sympatico.ca

Thank you for your partnership and commitment to support the teaching and learning of adolescent literacy. If you have further questions, please contact JoAnne Folville at joanne.folville@ontario.ca or Heather Walters at heather.walters@ontario.ca.
Karen Gill

Attachments:

cc:  K. Verduyn, Director, Field Services Branch
      R. Franz, Director, Research, Evaluation and Capacity Building Branch
      B. Shaw, Director, Leadership and Implementation Branch
      Rob Andrews, Director, SS/L18, Implementation, Innovation and Support Branch
      Regional Managers
      Provincial Schools Branch
**Professional Learning Session for School Leaders, Grades 7-12:**

*School Improvement Planning for Literacy, Grades 7-12*

Thunder Bay, Sudbury and Barrie Regions - November 26, 2014
Toronto, Ottawa, London East and London West Regions - November 27, 2014

**Session Logistics and Location**

| **LOCATION:** | Doubletree by Hilton Toronto Downtown  
108 Chestnut Street  
Toronto, Ontario  
M5G 1R3 |
|---------------|------------------------------------------------------|
| **TIMES:** | Both sessions will begin at 8:30 a.m. and conclude by 4:00 p.m.  
*Please note: The session on November 27th is a repeat of the previous day’s session.* |
| **HOTEL RESERVATIONS:** | Accommodation expenses will be covered by the ministry for participants who live more than 100 km distance from the venue.  
Reservations must be made by participants directly with the hotel.  
To make reservations online, you may use this link: **Ministry of Education Literacy Meeting**  
Alternately, call, fax or e-mail as follows:  
Direct Line  416-599-0555  
Toll-free  800-668-6600  
Fax  416-597-6351  
E-mail  reservations@torontodoubletree.com  
When making reservations guests should refer to the **Ministry of Education – Literacy Meeting** in order to avail the special group block rate of $159 per night.  
Reservations must be made by **Tuesday November 11th, 2014** to be guaranteed both availability and rate.  
If the reservation is cancelled within 24 hours of arrival, a one night room and tax will be charged. |
| **BREAKFAST AND LUNCH:** | Continental breakfast and buffet lunch will be provided at the sessions. |
| **EXPENSES:** | Expense claim forms will be provided to participants on the day of the session. |
**Professional Learning Session for School Leaders, Grades 7-12:**
*School Improvement Planning for Literacy, Grades 7-12*

Thunder Bay, Sudbury and Barrie regions - NOVEMBER 26, 2014
Toronto, Ottawa London East and London West regions - NOVEMBER 27, 2014
TORONTO, ONTARIO

**BOARD REGISTRATION FORM**

Please indicate the name of a board contact that will send registration information for all participants. The contact person may or may not be a member of the team.

**School Board/School Authority:** ____________________________________________

**Board/School Authority Contact Name:** ______________________________________

**Phone:** ______________________  **E-mail:** ___________________________________

Each board is invited to send five participants including one system leader with responsibility for instructional leadership of school leaders and four school administrators (elementary and secondary).

School boards will be reimbursed for travel beyond 100km each way, accommodation and meals not provided during the learning sessions.

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**PLEASE NOTE:**

- Participants should make arrangements for their own accommodations.

The board contact person is asked to:

- complete and forward this registration form for the board team;
- forward all relevant information such as time, location, material requirements, etc. to members of the team; and
- be the primary contact for all related correspondences to and from the ministry.

Please return your completed registration by November 7th via email to: kayeappleby@sympatico.ca