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

FROM: Joan Fullerton
Regional Manager

DATE: September 28, 2009

SUBJECT: Curriculum Review - Social Studies, History and Geography
Canadian and World Studies
Regional Focus Group Sessions - October 28 and 29, 2009

Year 7 of the Curriculum Review process began this September. The review process for each discipline includes consultation through stakeholder information sessions and focus groups.

We are currently working in partnership with the Curriculum and Assessment Policy Branch of the Ministry of Education to offer one-day focus group sessions in October/November 2009 for representatives from school boards and school authorities. The purpose of the focus group sessions is to gather input from teachers, principals and board-level staff to review and revise the documents for Social Studies, History and Geography, Grades 1 to 8 and Canadian and World Studies (Geography, History, Civics, Economics, Law and Politics,) Grades 9 to 12.

Boards are invited to send ten (10) representatives with experience in the discipline(s) found within the documents. Proposed representation includes:

- Four (4) elementary teachers - Suggested representation may include: 1 primary, 1 junior and 2 intermediate. Ideally, teachers who have experience with two different grades and subjects within their divisions (representing primary Social Studies, junior Social Studies, 7 history/geography and 8 history/geography) will be included in this group.
- Six (6) secondary classroom teachers. One (1) person per subject area with expertise in more than one course and destination for Geography, History, Civics, Economics, Law and Politics.
Because of the large number of participants from each board, we have organized the training into two sessions as indicated in the following chart:

<table>
<thead>
<tr>
<th>Wednesday, October 28, 2009</th>
<th>Thursday, October 29, 2009</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30 a.m. (Registration and Continental Breakfast)</td>
<td>8:30 a.m. (Registration and Continental Breakfast)</td>
</tr>
<tr>
<td>9:00 - 3:30 pm</td>
<td>9:00 - 3:30 pm</td>
</tr>
<tr>
<td>Lions Gate Banquet Hall</td>
<td>Lions Gate Banquet Hall</td>
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<tr>
<td>386 Blake Street, Barrie</td>
<td>386 Blake Street, Barrie</td>
</tr>
<tr>
<td>• Bluewater DSB</td>
<td>• York Catholic DSB</td>
</tr>
<tr>
<td>• York Region DSB</td>
<td>• Bruce-Grey CDSB</td>
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<tr>
<td>• Simcoe Muskoka CDSB</td>
<td>• Simcoe County DSB</td>
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<tr>
<td>• PVNC CDSB</td>
<td>• Trillium Lakelands DSB</td>
</tr>
<tr>
<td>• Durham DSB</td>
<td>• Kawartha Pine Ridge DSB</td>
</tr>
<tr>
<td>• Faculties of Education</td>
<td>• Durham CDSB</td>
</tr>
</tbody>
</table>

Please list the names of participants on the attached registration chart and return to Bob Stones, Education Officer, by e-mail to robert.stones@ontario.ca or fax to 1-800-471-2584 by Monday, October 19, 2009.

Please note that participants should be prepared to discuss:

1. What are the strengths of the curriculum? Why?
2. Are there specific areas that need improvement? If so, what are they?
3. What impact, if any, would a specific proposed change have on the curriculum? For example, what needs to be considered within the grade? Within the discipline? Across other disciplines?

Board representatives may wish to discuss the questions above with their colleagues prior to the session.

Detailed information regarding the specific date, times and location of the Social Studies, History and Geography, Grades 1 to 8 and Canadian and World Studies (Geography, History, Civics, Economics, Law and Politics,) Grades 9 to 12 is below.

The Focus Group registration chart and the Expense Claim template are attached.

A map to the Lions Gate Banquet Centre is attached.
**Expense Claim Information**
The ministry will reimburse participants for the cost of:
- Travel (at the rate of $.40 per kilometre)
- Hotel accommodation if necessary (for participants traveling 200 kilometres or more return trip)
- For those requiring accommodation, one supper meal for the night of accommodation ($20.00/meal). Breakfast and lunch will be provided during the training for all participants.
- Supply teacher coverage, where required to cover classroom teachers, is at the board’s per diem rate.

Participants requiring over night accommodation are to book and pay for their own accommodations/meals and then submit all bills to their own board for reimbursement. Each board must then submit a signed, original board invoice and itemized Expense Claim (template attached) along with copies of all receipts. Please forward these forms to Bob Stones, Education Officer, in the Barrie Regional Office as soon as possible or by **Monday, November 30, 2009**.

If you require further information about the session, please contact Bob Stones at robert.stones@ontario.ca or 1-866-632-1602 or 705-725-7156.

We value the input from school boards and school authorities and thank you for your continued support.

Joan Fullerton  
Regional Manager

Attachments
Submitting Expense Claims

Individual participants submit their claims to their school boards. School boards are to retain the participants' original receipts for all eligible accommodation, travel and meal costs.

School boards are required to submit an invoice along with the Summary Expense Claim Form and photocopies of all receipts for eligible participants to the Barrie Regional Office within one month of the event.

Expense claims from individual participants will not be accepted.

Expenses will be reimbursed in accordance with Ministry travel guidelines as described in the chart below.

<table>
<thead>
<tr>
<th>Type of Expense</th>
<th>Maximum Amount Eligible</th>
<th>Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel</td>
<td>$ 0.40 per km</td>
<td>From place of employment to meeting site.</td>
</tr>
<tr>
<td>Breakfast</td>
<td>Itemized receipt up to $ 8.75</td>
<td>Not eligible if provided by ministry.</td>
</tr>
<tr>
<td>Lunch</td>
<td>Itemized receipt up to $11.25</td>
<td>Not eligible if provided by ministry.</td>
</tr>
<tr>
<td>Dinner</td>
<td>Itemized receipt up to $20.00</td>
<td>Eligible for participants staying overnight. Includes tax and gratuity, but not alcoholic beverages.</td>
</tr>
<tr>
<td>Accommodation</td>
<td>Receipt amount including tax and parking but not telephone calls.</td>
<td>For those traveling in excess of 100 km one way.</td>
</tr>
<tr>
<td>Supply Teachers</td>
<td>Reimbursement as per the school board per diem.</td>
<td>If required for teaching staff.</td>
</tr>
</tbody>
</table>

Please forward invoices to:

Bob Stones
Ministry of Education
Barrie Regional Office
20 Bell Farm Road, Unit #9
Barrie ON L4M 6E4

If you have any questions regarding reimbursements, please contact the Barrie Regional Office at 1-800-471-0713 or 705-725-7627.
Lions Gate Banquet Centre  
386 Blake Street  
Barrie  
(705) 726-8967

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