

**Ministry of Education**

The Literacy and Numeracy  
Secretariat

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**Ministère de l'Éducation**

Le Secrétariat de la littératie  
et de la numératie

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**MEMORANDUM TO:** Directors of Education  
Supervisory Officers and Secretary-Treasurers of  
School Authorities  
Director of the Provincial Schools Branch  
Supervisory Officers of Centre Jules-Leger

**FROM:** Avis Glaze  
Chief Student Achievement Officer and CEO  
The Literacy and Numeracy Secretariat

**DATE:** March 23, 2007

**SUBJECT:** July Coaching Institute 2007: Learning and Teaching Together

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The Literacy and Numeracy Secretariat (LNS) is continuing its commitment to support district school boards in their ongoing work to improve student achievement. Many district school boards are currently using in-school leaders, facilitators or coaches to embed professional learning in the classroom and to support all educators in making more precise instructional decisions. These literacy and numeracy leaders require opportunities to deepen their understanding of the content in literacy and numeracy and dialogue with each other about successful practices in the role. In August 2006, in response to requests from the field, the LNS offered their first coaching institute.

On July 4 and 5, 2007, in addition to the summer programs offered in partnership with school boards and federations and in response to requests from the teams who attended the 2006 Institute, the LNS will be offering *Coaching Institute: Learning and Teaching Together*.

The 2007 Institute will consist of two days of learning and sharing effective practices for teams representing every district school board. Over the two days the sessions will:

- provide specific input on knowledge and skills required for both building professional relationships and going deeper in content;
- examine the provincial context for building literacy and numeracy leadership at all levels;
- facilitate focused conversations for board teams;

- provide opportunities for participants to give input to the LNS on provincial needs and perspectives.

Registration information is attached to this memorandum. Please complete the registration materials and forward them by Tuesday May 8, 2007 to Tayo McEwen at [tayo.mcewen@ontario.ca](mailto:tayo.mcewen@ontario.ca). If you have any questions or comments, please contact Judith Taylor at [judith.taylor@ontario.ca](mailto:judith.taylor@ontario.ca) .

To view the archived material from the Coaching Institute for Literacy and Numeracy Leaders 2006, go to [www.curriculum.org/LNS/coaching/index.html](http://www.curriculum.org/LNS/coaching/index.html).



Avis E. Glaze

cc: EDU Assistant Deputy Ministers  
EDU District Office Managers  
LNS Student Achievement Officers  
CODE Executive Director  
OPC Executive Director  
CPCO Executive Director  
ADFO Executive Director  
ETFO General Secretary  
OECTA General Secretary  
AEFO General Secretary

## **Appendix A – 2007 Coaching Registration Details**

### Registration Details:

Where: Hilton Hotel, Toronto  
145 Richmond Street West  
Toronto ON  
Tel: 416 869 3456

When: July 4 & 5, 2007 (a detailed agenda will be provided after receiving registration forms)

Who: Participation in the institute is voluntary; boards may choose to send teams based on their allotment. (see attached Appendix B). The team should consist of school based literacy and/or numeracy lead teachers/coaches, one individual from the central office who is responsible for both the professional learning and the coordination of the coaches/facilitators and one senior administrator.

\*Each School Authority and Provincial School may send one teacher leader to the institute.

How: Please register (using attached Appendix B) providing names and contact e-mail addresses for all team members. Individuals will be notified with agenda details but each district school board is asked to identify one person as a contact.

Note the following:

- only costs fitting within Ministry expense guidelines will be covered
- travel costs for all participants will be covered when the most cost effective mode of transportation is selected
- meals will be provided as part of the institute
- accommodation will be provided Tuesday, July 3 and Wednesday, July 4 for participants who are travelling more than 100 kilometres

**PLEASE RETURN THE ATTACHED FORM BY TUESDAY MAY 8, 2007 to  
Tayo McEwen at [tayo.mcewen@ontario.ca](mailto:tayo.mcewen@ontario.ca)**

# Registration Form

**Coaching Institute 2007: Learning and Teaching Together**

**Board:**

**Contact Person:**  
**E-mail Address:**

**Business Phone:**  
**Summer Phone:**

**Team Members**  
**(use separate sheet to list additional names)**

**Number of people on team: \_\_\_\_\_**

Name and e-mail address	Business Phone	Area of interest Please check appropriate box(es)	Hotel (room required)
		<input type="checkbox"/> Literacy <input type="checkbox"/> Numeracy <input type="checkbox"/> Primary <input type="checkbox"/> Junior <input type="checkbox"/> SO**	<input type="checkbox"/> July 3 <input type="checkbox"/> July 4
		<input type="checkbox"/> Literacy <input type="checkbox"/> Numeracy <input type="checkbox"/> Primary <input type="checkbox"/> Junior <input type="checkbox"/> SO	<input type="checkbox"/> July 3 <input type="checkbox"/> July 4
		<input type="checkbox"/> Literacy <input type="checkbox"/> Numeracy <input type="checkbox"/> Primary <input type="checkbox"/> Junior <input type="checkbox"/> SO	<input type="checkbox"/> July 3 <input type="checkbox"/> July 4
		<input type="checkbox"/> Literacy <input type="checkbox"/> Numeracy <input type="checkbox"/> Primary <input type="checkbox"/> Junior <input type="checkbox"/> SO	<input type="checkbox"/> July 3 <input type="checkbox"/> July 4
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		<input type="checkbox"/> Literacy <input type="checkbox"/> Numeracy <input type="checkbox"/> Primary <input type="checkbox"/> Junior <input type="checkbox"/> SO	<input type="checkbox"/> July 3 <input type="checkbox"/> July 4

**\*A rooming list will be established.**

**\*\*Supervisory Officer**

PLEASE RETURN THIS FORM BY TUESDAY MAY 8, 2007 to  
Tayo McEwen at [tayo.mcewen@ontario.ca](mailto:tayo.mcewen@ontario.ca)

**Appendix B – Board Teams**

	<b>Team Allocations</b>
<b>London Region</b>	
Avon Maitland District School Board	4
Brant/Haldimand-Norfolk Catholic District School Board	4
Grand Erie District School Board	6
Greater Essex County District School Board	6
Hamilton-Wentworth Catholic District School Board	5
Hamilton-Wentworth District School Board	8
Huron Perth Catholic District School Board	4
Lambton Kent District School Board	5
London CDSB (English-language #38 Catholic District School Board)	5
Niagara Catholic District School Board	5
Niagara District School Board	8
St Clair Catholic District School Board	4
Thames Valley District School Board	13
Waterloo Catholic District School Board	5
Waterloo Region District School Board	7
Windsor-Essex Catholic District School Board	4
<b>North Eastern Region</b>	
Algoma District School Board	4
District School Board Ontario North East	4
Huron-Superior Catholic District School Board	4
Near North District School Board	4
Nipissing-Parry Sound Catholic District School Board	4
Northeastern Catholic District School Board	4
Rainbow District School Board	4
Sudbury Catholic District School Board	4
<b>Ottawa Region</b>	
Algonquin & Lakeshore Catholic District School Board	4
Catholic District School Board of Eastern Ontario	4
Hastings & Prince Edward District School Board	4
Limestone District School Board	5
Ottawa-Carleton Catholic District School Board	6
Ottawa-Carleton District School Board	9
Renfrew County Catholic District School Board	4
Renfrew County District School Board	4
Upper Canada District School Board	7
<b>North Western Region</b>	
Keewatin-Patricia District School Board	4

Kenora Catholic District School Board	4
Lakehead District School Board	4
Northwest Catholic District School Board	4
Rainy River District School Board	4
Superior North Catholic District School Board	4
Superior-Greenstone District School Board	4
Thunder Bay Catholic District School Board	4
<b>Barrie Region</b>	
Bluewater District School Board	4
Bruce-Grey Catholic District School Board	4
Durham Catholic District School Board	4
Durham District School Board	9
Kawartha Pine Ridge District School Board	7
Peterborough Victoria Northumberland and Clarington Catholic District School Board	4
Simcoe County District School Board	8
Simcoe Muskoka Catholic District School Board	4
Trillium Lakelands District School Board	4
York Catholic District School Board	9
York Region District School Board	13
<b>Toronto and Area Region</b>	
Toronto Catholic District School Board	14
Toronto District School Board	31
Dufferin-Peel Catholic District School Board	9
Halton Catholic District School Board	4
Halton District School Board	5
Peel District School Board	12
Upper Grand District School Board	5
Wellington Catholic District School Board	4