July xx 2018

Address/contact details

RE: An Urgent Plea Regarding the Negative Impact of Ministry of Education Funding Freeze to CESBA

Saluation

My name is \_\_\_\_\_\_\_\_\_\_, I am \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (your board and your position).

I am writing you today with a dire sense of urgency. The non-profit organization CESBA (*The Ontario Association of Adult and Continuing Education School Board Administrators*) has been funded by the Ministry of Education continuously for 23 years. Their current Transfer Payment Agreement (TPA) expires on July 31, 2018, and the new TPA is currently frozen. If the new TPA is not established, CESBA will be forced to lay off staff as of August 1, 2018, and the entire organization to shut down by September 1, 2018.

CESBA is the sole provincial stakeholder for adult, alternative and continuing education in school boards. CESBA acts as a direct conduit for the Ministry of Education to the over 60 member school boards that deliver adult and continuing education (A&CE) programs. The learners that CESBA members support include new Canadians, adults with low literacy levels, those who have limited access to the job market and vulnerable populations who have not completed their secondary school education.

CESBA builds capacity of A&CE administrators through its member activities and has supported the Ministry of Education’s four stated goals for the Adult Education Strategy. Without CESBA, the Ministry would have no effective and direct communication to adult and continuing education Superintendents, Principals and Managers.

Ministry representatives have been present at CESBA Regional Meetings and training events across the province and have attended and presented at the CESBA’s annual Conference. The Minister of Education has been a special guest speaker at the Conference for the last number of years.

Without CESBA, adult and continuing education in Ontario will lose:

* the support and training of approximately 65 new administrators;
* a sharing and collaborative learning network of adult administrator and teaching staff;
* an easy and cost-effective method for the Ministry to promote policy and support implementation;
* a direct line of communication to A&CE Principals and staff across the province;
* a provincial conference promoting learning and skills for over 400 sector professionals.

I am fearful for the future of CESBA. Despite being a small organization, it fulfills a large role for the Ministry in adult education and the betterment of the population of Ontario. I am asking for your assistance in securing the organization’s funding to avoid a heavy loss for adult learners in this province.

Thank you for your attention.

\_\_\_\_\_\_\_\_ (Name)

\_\_\_\_\_\_\_\_\_\_\_\_ (Position)

\_\_\_\_\_\_\_\_\_\_\_\_\_(School Board)

\_\_\_\_\_\_\_\_\_\_\_\_\_(email address)

\_\_\_\_\_\_\_\_\_\_\_\_\_(Telephone number)

Cc: Martyn Beckett Assistant Deputy Minister (Acting) Student Achievement Division (Education)