



April 2006

TO: SUPERINTENDENTS OF EDUCATION
PRINCIPALS OF INDEPENDENT SCHOOLS

Dear Colleagues:

Manitoba Education, Citizenship and Youth continues to support improved educational outcomes for all learners through improved educational planning and reporting. We appreciate your continued efforts in this regard. Increasingly, we use the information we receive from divisions and schools to inform our own priorities and plans.

We have reviewed the planning, reporting and evaluation process and wish to inform you about the 2006/07 school division and school requirements.

Division Reporting: Divisions are required to report annually on their plans to both their communities and the Department. The division has discretion over the format and timing of their report to the community. We do request that a copy be sent to the Department.

Reports to the Department are due by October 31st. A template is available on our website at <http://www.edu.gov.mb.ca/ks4/specedu/pie/index.html>. Although divisions are not required to use the template, it allows us to analyze and collate the information much more easily. Division reports include Student Services (page 3 of the template) and certain Categorical Grants (Aboriginal Academic Achievement, Early Behaviour Initiative, Early Childhood Development Initiative, Early Literacy Intervention and Early Numeracy) (page 4 of the template). Funding applications are no longer required each spring. Divisions will receive the funding for which they are eligible during 2006/07. If there are discrepancies between the intent of a grant and a division's report, Department staff will follow up with the division.

We require financial reporting on Categorical Grants and Student Services (page 5 of the template). We draw your attention to the following points:

- Divisions should be mindful of the change described in the 2006/07 Funding of Schools Handbook for the five categorical grant areas. It indicates that "unexpended grant amounts from 2005/06, if any, will be applied as a reduction against the funding allocation calculated for 2006/07". This does not apply to the Student Services area.

- As of 2006/07 the Early Behaviour Initiative Categorical Grant has been integrated into the new Student Services Grant and hence the submission for this grant should report only on 2005/06 results. It will be eliminated entirely next year.
- The Department has not defined which expenditures to include under Student Services. This decision rests with each school division at this time.

School Reporting: Schools also are required to report annually to their community and the Department. The school has discretion over the format and timing of the report to the community. We do request that a copy be sent to the Department.

Reports to the Department are due by October 31st. The template is unchanged and available on the web site (<http://www.edu.gov.mb.ca/ks4/specedu/pie/index.html>). All reports from public schools should be submitted as a package through the school division. There is also a web-based application that allows schools to share their reports online with other schools. See the web site for further information.

For further information, please contact the following staff:

- Divisional or School Planning and Reporting – Larry Budzinski, (204) 622-2254
- Aboriginal Academic Achievement Grant – Glen Rossé, (204) 945-8816
- Early Behaviour Initiative – Allan Hawkins, (204) 945-2757
- Early Childhood Development Initiative – Marilyn Robinson, (204) 945-6875
- Early Literacy Intervention – Allyson Matczuk, (204) 945-4687
- Early Numeracy – Diane Cooley, (204) 945-6017
- Student Services – Marilyn Taylor, (204) 945-7921

We wish to alert schools that beginning in 2007/08 for Grades K-6 we will be asking schools for brief information about their Healthy Kids-Healthy Futures policy. The same requirement will extend to Grades 7 to S4 schools in 2008/09. More information will be provided in the future.

We wish you continued success in the implementation of your initiatives and thank you for your commitment to improving educational opportunities for all learners. If you have any comments or ideas for improvement, please contact one of us.

Sincerely,



Joanna Blais
Acting Director
Program and Student Services



John VanWalleggem
Director
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c. Student Services Administrator

bc. Marilyn Taylor	Allyson Matczuk	Marilyn Robinson
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