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April 2011

To: Superintendents of School Divisions  
Secretary-Treasurers of School Divisions  
Student Services Administrators

Dear Colleagues:

**Subject: Categorical Grant/Divisional and School Plan Reporting**

A three year reporting cycle for Categorical Grant reporting was introduced in the fall of 2007. After reviewing the process and with feedback from the field, Manitoba Education decided to continue with the three year reporting process. The process supports accountability while increasing dialogue and collaboration between divisions and Manitoba Education. Below is a description of the 2011-2012 reporting requirements.

The Division Categorical Grant Reports (Appendix 1) consists of the Financial Report, which is submitted annually for each grant, and the written Outcomes Reports, which are submitted every third year for each categorical grant.

The Divisional, Student Services, and School Plan Reports requirements (Appendix 2) are similar. They are also submitted on a three year reporting cycle.

**Beginning 2011-12 reporting for the Healthy Schools Community-based Funding Grant** will be integrated into the existing categorical grant review process. Divisions scheduled to provide written reports during the upcoming year will now be required to include a Healthy Schools report using the Categorical Grant Report template. The Healthy Schools Grant will be included in discussions during the division visits. Previously, school divisions were required to report on their Healthy Schools Community-based Funding in June. Integrating the Healthy Schools Grant into our existing Categorical Grant Review will help streamline reporting and provide opportunities to coordinate Healthy Schools activities with other divisional initiatives. The funding process and administration for the Healthy Schools Grant will remain the same, only the reporting will change. You will be receiving more information from the Healthy Schools Initiative about this change shortly.

As in the past a Manitoba Education team visits each division on the same three year cycle. Please check the attached schedule (Appendix 3) to determine when your

division is scheduled to submit reports (the Outcomes Report and the Divisional and School Plan Reports) and when visits are scheduled.

During your scheduled year, a department team will meet with school division personnel with the goal of engaging in discussions focused on categorical grant areas, school division planning and other matters of mutual interest. You will be contacted in the fall regarding the specifics of the visit.

During the two years you are not scheduled to submit written reports divisions and schools are still required to submit a short report on the school and division's current priority areas by using a simple Web Survey. A link is posted on our Planning in Education website.

**The due date for submitting all reports to Manitoba Education is October 31<sup>st</sup>.** All reports will be reviewed and the information used to inform Manitoba Education planning. Manitoba Education will continue to monitor expenditures and provide program support.

Annual Reports to the Community are still required of all schools and school divisions.

The Manitoba Education website, <http://www.edu.gov.mb.ca/k12/specedu/pie/index.html>, provides electronic versions of all the templates. We ask that divisions collect and submit all school reports as one electronic package wherever possible. All reports will be reviewed and the summaries shared with divisions.

For further information about this initiative, please contact:

Larry Budzinski, Consultant, Student Services Unit, Room 411 27 - 2<sup>nd</sup> Avenue S.W., Dauphin MB R7N 3E5, at 204-572-5117, or [larry.budzinski@gov.mb.ca](mailto:larry.budzinski@gov.mb.ca).

Larry will be able to provide you with information regarding this process or direct you to the appropriate staff for specific grant information.

Sincerely,

*"original signed by"*

Darryl Gervais  
Director  
Instruction, Curriculum and Assessment  
Branch

*"original signed by"*

Florence Girouard  
Director  
Educational Support Services Branch

Enclosures: Appendix 1, Categorical Grants Reporting Process  
Appendix 2, Divisional and School Planning Process  
Appendix 3, School Division Reporting Schedule

- c. c.: Larry Budzinski, Consultant, Student Services Unit  
Rachel Soufi, Consultant, Educational Support Services Branch  
Lynne Mavins, Acting Director, Schools' Finance Branch  
Helen Robinson-Settee, Director, Aboriginal Education Directorate  
Marilyn Taylor, Coordinator, Program and Student Services Branch  
Joanna Blais, Director, Program and Student Services Branch
- t. c.: Aileen Najdich, Assistant Deputy Minister, Schools Program Division  
Jean-Vianney Auclair, Assistant Deputy Minister, Bureau de l'éducation française

## Categorical Grants Reporting Process

The categorical grant reporting process, which consists of a Financial Report and a written Outcomes Report for each grant, is a shared accountability between Manitoba Education and school divisions for results achieved in meeting the identified outcomes for each of the following grants.

**The Categorical Grant Review Financial Report<sup>1</sup> for each grant is to be submitted annually, whereas the written Outcomes Report<sup>2</sup>, containing the previous years' results and plans for the coming years, is submitted every third year.**

Below is a summary of the reporting requirements.

Grant Name	Reporting Requirements Cycle			
	Year 1	Year 2	Year 3	
	Financial Report	Financial Report	Financial report	Outcomes Report
English as an Additional Language	√	√	√	√
Aboriginal Academic Achievement	√	√	√	√
Early Start French, Basic French and Intensive French Grant	√	√	√	√
Early Childhood Development Initiative	√	√	√	√
Early Literacy Intervention	√	√	√	√
Early Numeracy Initiative	√	√	√	√
Education for Sustainable Development	√	√	√	√
Middle Years Experiential Learning	√	√	√	√
Healthy Schools Grant	√	√	√	√
Student Services Grant	*	*	*	√

\* Student Services financial reporting occurs through FRAME.

<sup>1</sup> The template for the Categorical Grant Review Financial Report can be found at:  
<[www.edu.gov.mb.ca/k12/specedu/pie/index.html](http://www.edu.gov.mb.ca/k12/specedu/pie/index.html)>

<sup>2</sup> The template for the Categorical Grant Outcomes Report form, please see page 4 of the 2010-11 Division Plan Template.  
<[www.edu.gov.mb.ca/k12/specedu/pie/index.html](http://www.edu.gov.mb.ca/k12/specedu/pie/index.html)>

## Divisional and School Planning Reporting Process

Full written School Division Plan Reports and School Plan Reports are required every third year. **Please check the attached schedule.**

In the intervening two years, schools and divisions complete a web survey of current educational priority and outcome areas. A link to the web survey is found on our website.

**Division and School Community Reports are required to be sent to the community annually.**

Below is a summary of the reporting requirements.

Report Name	Reporting Requirements Cycle		
	Year 1	Year 2	Year 3
Division Plan - Current Priorities and Outcomes Web Survey	√	√	
Full Division Plan Report (including Student Services Plan)			√
School Plan - Current Priorities and Outcomes Web Survey	√	√	
Full School Plan Report			√
Division Community Report	√	√	√
School Community Report	√	√	√

Templates and links can be found at the following website:

<[www.edu.gov.mb.ca/k12/specedu/pie/index.html](http://www.edu.gov.mb.ca/k12/specedu/pie/index.html)>

<b>School Division Reporting Schedule</b>			
<b>Scheduled Visit</b>	<b>2011-2012</b>	<b>2012-2013</b>	<b>2013-2014</b>
<b>Content</b>	<b>October 2011 Reports</b> On accomplishments for 2009-2010, 2010-2011, and plans for 2011-2012	<b>October 2012 Reports</b> On accomplishments for 2010-2011, 2011-2012, and plans for 2012-2013	<b>October 2013 Reports</b> On accomplishments for 2011-2012, 2012-2013, and plans for 2013-2014
	Independent Schools Division scolaire franco-manitobaine Hanover Lakeshore Lord Selkirk Louis-Riel Mystery Lake Park West Pine Creek Prairie Rose Red River Valley Rolling River Seven Oaks Swan Valley	Beautiful Plains Border Land Brandon Frontier Interlake Portage-la-Prairie Southwest Horizon St. James-Assiniboia Turtle River Western Winnipeg Whiteshell	Evergreen Flin Flon Fort La Bosse Garden Valley Kelsey Mountain View Pembina Trails Prairie Spirit River East Transcona Seine River Southwest Horizon Sunrise Turtle Mountain