

February 2007

To: Superintendents of Education  
Student Services Administrators  
Secretary Treasurers  
Categorical Grant Contacts in School Divisions

Dear Colleagues:

**Re: Revised Categorical Grant/Divisional and School Plan Reporting Processes**

In support of the recently announced revised Categorical Grant and School Plan Reporting processes in the 2007/08 school year, Manitoba Education, Citizenship and Youth (MECY) is collaborating with school divisions to make these reporting processes more efficient while meeting the shared need to collect and utilize information for continuous improvement.

The revised Categorical Grant and School Plan Reporting processes consist of a three year reporting cycle with visits to school divisions on a rotational basis. The visits will include a departmental team engaging in collegial discussions with school division personnel focused on categorical grant areas, school division planning and other matters of mutual interest. These changes will support accountability while increasing dialogue and collaboration between divisions and MECY.

The tri-annual written outcome reporting will be similar to the current annual reporting for division, school and several of the categorical grants. These outcome reports will now be required for English as an additional language and French language grants.

a) Revised Categorical Grants Reporting Process:

The categorical grant reporting process is a shared accountability between MECY and school divisions for results achieved in meeting the identified outcomes for each grant.

The revised reporting process applies to the following categorical grants:

Student Services Grant  
Aboriginal Academic Achievement  
Early Numeracy Initiative  
French Language Grants  
Education for Sustainable Development

Middle Years Experiential Grant  
Early Literacy Intervention Initiative  
English as an Additional Language  
Early Childhood Development Initiative

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	√	√	√	√
Basic French Grant	√	√	√	√
French Immersion Grant	*	*	*	√
Early Childhood Development Initiative	√	√	√	√
Early Literacy Intervention	√	√	√	√
Early Numeracy	√	√	√	√
Education for Sustainable Development	√	√	√	√
Middle Years Experiential Learning	√	√	√	√
Student Services Grant	*	*	*	√

\* Student Services and French Immersion financial reporting occurs through FRAME.

The financial report refers to the Categorical Grant Review Financial Report (please see revised form at <http://www.edu.gov.mb.ca/k12/specedu/pie/index.html>). Financial reporting will still be required annually to provide accountability for the grant funds and demonstrate that program expenditures are at least equal to the grant funds. The report has been streamlined to simplify expenditure reporting in the “other” category. Annual financial reporting will be required as at June 30 only, reporting on a budget or planned basis is discontinued.

b) Revised School Division/School Planning Reporting Process:

Full School Division Plan reports and School Plan reports are now required every third year rather than annually. In the intervening two years, schools and divisions will submit a list of current educational priorities and outcome areas. School division and school Reports to the Community as well as Categorical Grant Review Financial Reports are still required annually.

Below is a summary of the new reporting requirements.

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

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

MECY will hold regional orientation sessions during the 2006/07 school year to provide school divisions with an overview of the specific reporting process. The sessions will also afford the opportunity to discuss the proposed cycle, the interview format, and any refinements that may be advisable. A proposed schedule and interview format are attached.

Through the revised categorical grant and planning reporting process, MECY anticipates positive results including increased opportunities for collaboration, professional dialogue, sharing successful ideas, and overall improvements around planning, reporting and monitoring of the grants.

For further information about this initiative, please contact Larry Budzinski, Consultant, School Support Unit, 27-2<sup>nd</sup> Avenue S.W., Dauphin MB R7N 3E5, telephone: (204) 622-2254, e-mail: larry.budzinski@gov.mb.ca. Larry will be able to provide you information regarding this process or direct you to the appropriate staff for specific grant information.

Sincerely,

*Original signed by*

Anne Longston  
Assistant Deputy Minister  
School Programs

*Original signed by*

Jean-Vianney Auclair  
Assistant Deputy Minister  
Bureau de l'éducation française

*Original signed by*

John VanWalleghem  
Director  
Research and Planning

Attachments: Schedule of Interviews  
Sample Interview Questions

- c. Larry Budzinski
- Joanna Blais
- Steve Power
- Helen Robinson-Settee
- Marilyn Taylor