



Education, Citizenship and Youth

Program and Student Services Branch
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March 2008

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

Dear Colleagues:

Re: 2008-09 Categorical Grant/Divisional and School Plan Reporting

Manitoba Education, Citizenship and Youth (MECY) in collaboration with school divisions, is working to refine the reporting process to be efficient while meeting the shared need to collect and utilize information for continuous improvement. As you know, last year, the categorical grant and the divisional and school plan reporting processes were revised. The process now involves a three year reporting cycle. Below is an overview of the current requirements.

The Division Categorical Grant Reports (Appendix 1) consists of the Financial Reports, which are submitted annually for each grant, and the written Outcomes Reports, which are submitted every third year for each grant as a part of the division report.

The Divisional, Student Services and School Plan Reports (Appendix 2) are similar to the previous annual plan reports for divisions and schools. They are submitted on a three year reporting cycle with visits to school divisions on a rotational basis.

Your division is scheduled to submit reports (the Outcomes Report and the Divisional and School Plan Reports) **and to be visited during the 2008-09 school year.**

During the visit a departmental team will meet with school division personnel with a goal of engaging in collegial discussions focused on categorical grant areas, school division planning and other matters of mutual interest. You will be contacted regarding the specifics of the visit. This process will support accountability while increasing dialogue and collaboration between divisions and MECY.

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

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

Reporting on nutrition policies is a school requirement. All schools are required to provide information about the development of their nutrition policies by filling in the school plan report template or providing that information on the web survey. The intent is to inform the Department on the status of policy development and the overall impact of this initiative.

The MECY web site, <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 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, 27-2nd Avenue S.W., Dauphin MB R7N 3E5, at (204) 622-2254, or <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,



Joanna Blais
Director

Attachments: Schedule of Interviews

- c. Larry Budzinski
Steve Power
Helen Robinson-Settee
Marilyn Taylor
Aileen Nadjuch
Florence Girouard

- bc. Anne Longston
Jean-Vianney Auclair

Categorical Grants Reporting Process

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

The Categorical Grant Review Financial Report¹ for each grant is to be submitted annually, whereas the written Outcomes Report² is submitted every third year.

Please note that a written outcomes report is now required for English as an Additional Language, Middle Years Experiential Learning, Education for Sustainable Development and Basic French Language Instruction grants.

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	√	√	√	√
Student Services Grant	**	**	**	√

* For more information, please see the *Grants for French Language Education* document at www.edu.gov.mb.ca/k12/finance/schfund/frgrants.html

** Student Services financial reporting occurs through FRAME.

¹ The template for the Categorical Grant Review Financial Report can be found at: www.edu.gov.mb.ca/k12/specedu/pie/index.html

² The template for the Categorical Grant Outcomes Report form, please see page 4 of the following document on web www.edu.gov.mb.ca/k12/specedu/resources/07-08Div_Plan_Template.doc

Divisional and School Planning Reporting Process

Full written School Division Plan Reports and School Plan Reports are required every third year. **Your division and schools are scheduled to send in these reports for the 2008 – 2009 school year.**

In the intervening two years, schools and divisions complete a web survey of current educational priority and outcome areas.

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 can be found at the following web site

<www.edu.gov.mb.ca/k12/specedu/resources/07-08Div_Plan_Template.doc>

<www.edu.gov.mb.ca/k12/specedu/resources/07-08School_Plan_Template.doc>