

Ministry of Education

Ministère de l'Éducation

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MEMORANDUM TO: Directors of Education
Supervisory Officers and Secretary-Treasurers of School
Authorities

FROM: Ruth Flynn
(A) Director
Policy and Program Branch

DATE: May 8, 2007

RE: *Healthy Schools – Reporting Template for Secondary School
Student Engagement Funding*

As you are aware, in December 2006, the Ministry of Education announced that it would be providing funding for secondary student engagement initiatives related to healthy schools. To better engage the creativity of secondary students, the ministry allocated \$1,000 per secondary school to school boards and authorities.

School boards, school authorities and principals were asked to direct the funds towards activities that focused on one of the health-related topics areas identified in the *Foundations for a Healthy School* framework (a copy is available for download on the ministry's web site, www.edu.gov.on.ca/eng/policyfunding/healthyschools.html).

As noted in the December 20, 2006 memo to school boards and authorities, this funding can be used for:

- **meeting expenses** (e.g. materials, facilities);
- **communication materials** (e.g. posters, signs, audio-video material, web design);
- **student training** (e.g. attending or hosting a conference); and
- **human resources** (e.g. services of experts/speakers).

Funds cannot be used for staff salaries or to purchase goods for which the ministry currently provides funding (e.g. textbooks).

Attached please find the reporting template and instructions that will allow boards and authorities to report to the ministry on how the Secondary School Student Engagement Funding for Healthy Schools was spent. This template and instructions will also be made available as part of the reporting calendar for school boards and authorities at <http://calendar.edu.gov.on.ca/>.

School boards and authorities must spend the secondary school student engagement funding by June 30, 2007.

School boards and authorities are required to submit two copies of the reporting template(s) to the Ministry of Education by September 28, 2007: one signed hard copy of their completed template(s), either by fax or mail; and, one forwarded electronically (via e-mail).

Hard copy (*either by fax or mail*) to:

**Policy and Program Branch
c/o Healthy Schools: Secondary School Student Engagement Reporting
Ministry of Education
15th Floor, Mowat Block, 900 Bay Street
Toronto, ON M7A 1L2
Fax: 416-325-4344**

Electronic copy to:

healthy.schools@ontario.ca

Should you have any questions regarding the reporting templates or process please contact Chris Kotz at (416) 325-7151 or by e-mail at christopher.kotz@ontario.ca.

Thank you for your ongoing efforts to help students lead healthy, active lives.

Sincerely,



Ruth Flynn
(A) Director

c. Regional Managers, Ministry of Education