

MEMORANDUM TO: Directors of Education
Secretary Treasurers of School Authorities

FROM: Don Young
Director, Information Management Branch

DATE: May 25, 2007

SUBJECT: MISA Memo 29
Managing Information for Student Achievement (MISA)

- Local Capacity Building
- OnSIS
- MISA Funding for 2007-08

Comment [caw1]: One memo was sent to each school board, authority or consortia

I am writing to update you on the MISA initiative and to provide you with details about funding for 2007-08.

Local Capacity Building

Significant capacity gains are being achieved as school boards and authorities continue to implement their MISA Local Capacity Building (LCB) plans. Across the province, boards and authorities are reporting improvements in the core capacity areas of technology, data management and human resources/training. Student management systems have been enhanced, decision support tools have been acquired, major efforts have been made to cleanse data and a considerable amount of staff training on data management and data analysis has occurred. The dialogue about student achievement at all levels has certainly been enriched as a result of your attention to local capacity building.

The MISA Professional Network Centres (PNCs) also continue to promote sharing of effective practices and provide useful forums for discussion about issues and opportunities related to evidence-informed decision making. The PNCs are also working with the Ontario Association of School Business Officials (OASBO) to examine important areas of interest relative to the privacy and security of data.

OnSIS

I would like to thank all board and school staff who worked diligently to submit data for 2005-06 through OnSIS. Your local capacity building efforts over the past year should pay dividends as you prepare to complete your 2006-07 submissions, however, all boards will need to make a concerted effort to meet reporting deadlines for this year. As you know, OnSIS reporting takes on added significance as the 2006-07 data will now be used for board funding purposes.

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We are taking the following steps to help ensure that you are able to meet your reporting requirements:

1. OnSIS Improvements: The Ministry Information Technology team will be implementing improvements to the OnSIS infrastructure and application. Several other refinements are also being made to increase the efficiency of the system and we will keep to a minimum any further enhancements to the system, beyond those that have already been scheduled, so as to promote greater stability.
2. Revised Collection Schedule: The deadline for submission of elementary panel data has been extended, along with the collection of suspension and expulsion data.
Please refer to the new collection schedule in Appendix A.

I would underline here the importance of October and March data, which are essential for funding purposes and must be submitted by August 31st, in addition to the June achievement data, which are required to support our Student Success and Literacy/Numeracy initiatives.

3. MISA Funding: I am pleased to report that \$20 million in total funding is being made available to school boards and authorities for MISA Local Capacity Building this year. As in previous years, these funds may be used to support OnSIS data submission-related activities. When added to the \$1.6 million that is also being provided to support PNCs this year, funding for MISA since its inception will total approximately \$85 million; \$40 million more than what had initially been targeted for this initiative.

More specifically, X has been allocated to X to support MISA LCB eligible activities in fiscal year 2007-08 (April 1, 2007-March 31, 2008). The first of two equal payments will be transferred to your board in October 2007. The second payment will be transferred in January 2008, but is conditional upon your board meeting the following deadlines as outlined in Appendix A:

Comment [caw2]: Again, board name goes here...

Comment [caw3]: Individual funding amounts go here...

- To be eligible for the entire second MISA LCB payment, your board must
 - i. Meet the August 31st deadline for the 2006-07 October and March student/educator data submissions
 - ii. Meet the deadlines for the 2006-07 June student/educator collection. There will be a one month window for late submissions for the June data in which boards will be eligible to receive partial funding on a sliding scale basis.
- **Please note that boards that do not meet the August 31st deadline will not be eligible for the second payment even if June data is submitted on time.**

The Transfer Payment Agreement also outlines the payment schedule and reporting requirements associated with this year's MISA funding.

4. Consultations: Senior Ministry officials will be scheduling meetings with directors of any school boards that are experiencing significant difficulties with their OnSIS submissions to help identify issues and possible strategies for their resolution. Strategies might include direct involvement of ministry staff, ministry participation in board meetings with vendors and further sharing of effective practices across boards. The Ministry also remains open to suggested refinements in our Help Desk operations.

To facilitate the preparation and submission of Year Three MISA Local Capacity Building plans, the previous planning template has been modified. Like the forecasting and reporting templates that were provided last year, this year's planning template allows you to outline the activities your board, authority or consortium will undertake in 2007-08; suggest anticipated results and predict their effect on capacity building; detail your partners and linkages; and outline the cost of implementing the plan (please note that the MISA Allocation "total" cell must equal your school board, authority or consortium's Year Three LCB allocation noted above).

Year Three MISA Local Capacity Building Plans and two signed copies of your Transfer Payment Agreement are due on June 20, 2007. All documents must be endorsed by the Director of Education (or Secretary-Treasurer in the case of school authorities). Please send an electronic version of your plan to Charlotte.Ward@ontario.ca and then send the signed hard copies of all documents to:

Charlotte Ward
Manager, Stakeholder Liaison
Ministry of Education
Information Management Branch
777 Bay Street, Suite 422
Toronto, ON M5G 2E5

Again, thank you for your ongoing commitment to the MISA initiative. We look forward to receiving your OnSIS submissions in a timely manner and to working with you to make Year Three MISA Local Capacity Building activities successful.

Sincerely,

Original signed by

Don Young
Director
Information Management Branch

Attachments

- cc. MISA Leaders
Superintendents of Business
Director, Communications Branch
Director, Field Services Branch
Director, Transfer Payments and Financial Reporting Branch
Director, Corporate Finance and Services Branch
Regional Managers, Field Services Branch
MISA Advisory Committee members
Assistant Deputy Ministers
Chief Student Achievement Officer & CEO, Literacy & Numeracy Secretariat
CIO, Community Services I&IT Cluster
Director, Business Solutions, I&IT Cluster
Executive Assistant, Deputy Minister's Office
- bcc. Director, Internal Audit

Appendix A

2006-07 OnSIS Data Collection Schedule

Data Collection	Original		Revised	
	Board Submission Start Date	Board Submission Deadline	Board Submission Start Date	Board Submission Deadline
Secondary Student/Educator Data Submissions: > June (Deadlines for full LCB funding) > June (Deadlines for partial LCB funding)	July 1, 2007	July 31, 2007	July 1, 2007	July 31, 2007 August 31, 2007
Elementary Student/Educator Data Submissions: > October/March > June, including elementary report card data (Deadlines for full LCB funding) > June, including elementary report card data (Deadlines for partial LCB funding)	April 1, 2007 July 1, 2007	May 30, 2007 July 31, 2007	April 1, 2007 August 1, 2007	August 31, 2007 September 30, 2007 October 31, 2007
Suspension/Expulsion 2006-07 Data Submissions	July 1, 2007	July 31, 2007	September 1, 2007	October 31, 2007
Night School and Continuing Education Data Submission	July 1, 2007	July 31, 2007	July 1, 2007	September 30, 2007
Summer School Data Submission	August 1, 2007	August 31, 2007	August 1, 2007	September 30, 2007
<p>Please Note: 2006-07 October and March Student/Educator Data Submissions will be used for board funding purposes and must be received in total for both panels no later than August 31, 2007. Boards that fail to meet this deadline will be ineligible to receive the second instalment of their MISA allocation regardless of the timeliness of their June data submissions.</p>				