

Ministry of Education

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Queens Park
Toronto ON M7A 1L2



MEMORANDUM TO: Directors of Education

FROM: Kit Rankin
Director
Field Services Branch

DATE: September 7, 2006

SUBJECT: **Final Report – 2005-06 Parent Involvement Funding**

With this memorandum, I am pleased to provide you with the following:

- documents and instructions for reporting on the *2005-06 Parent Involvement Funding* initiative
- information on the parent involvement allocations, grants programs and initiatives that are being established for the 2006-07 school year

Final Report – 2005-06 Parent Involvement Funding

Last March, in support of the new Ontario Parent Involvement Policy released in December 2005, school boards and school authorities received over \$4.6M in new investments to support enhanced parent involvement. As specified in contracts sent to you in March, the deadline for expenses on this allocation was set at August 31, 2006. The final date for reporting on the initiative is September 30, 2006.

We are therefore providing you with a template (Appendix 1) for reporting on expenses as part of the 2005-06 Parent Involvement Funding initiative. This template is also appended to the Ministry of Education's web-based reporting calendar.

In addition to this template, we have attached a short survey questionnaire (Appendix 2) which will be completed through a conversation between your office's designate and a member of our Regional Office staff.

The *Parent Involvement Survey* represents an opportunity for school boards, school authorities and the Ministry to engage in a dialogue about achievements and challenges in the first year of implementation of the Parent Involvement initiative. Results from this

process will enable the ministry to facilitate the sharing of success stories and good practices from across the province electronically and as part of regional and provincial symposia. Dates for these upcoming events will be provided in future correspondence.

The survey will also help inform further policy and program development. We will consult with school boards throughout this process, beginning this fall.

A list of “Questions and Answers” on the reporting process for 2005-06 Parent Involvement Funding allocation is appended to this memo (Appendix 3). All additional questions relative to the reporting process can be addressed to your Ministry of Education Regional Office.

2006-07 Parent Involvement Funding

For this school year, Parent Involvement funding will come through three main sources:

1. Mobilization and Outreach Allocation (\$500 per school) and Parent Involvement Committee Allocation (\$5000 +\$0.17 per school board) - delivered through transfer payment contracts

Further to a memorandum from Nancy Naylor, dated June 12, 2006 (*B8 Memo from Nancy Naylor, Education Funding for 2006-07, June 12, 2006, p.1.*), we are confirming that parent involvement funding for 2006-07 will be transferred to boards through transfer payment agreements for the new school year.

The 2006-07 transfer agreements will be sent to school boards in September 2006.

2. Application-based grant program for school initiatives to reach parents who may find involvement more challenging due to language, recent immigration, poverty, newness to the system, or other factors (\$1M).

As you know, in 2005-06, the Ministry transferred funds associated with this program and the program listed below (see item 3) to school boards as part of a special formula-based allocation.

However, in 2006-07, this program will be managed provincially as an application-based grant program. The Ministry will make grants available to school councils, through school boards, to support initiatives which enhance the participation of parents who face barriers to involvement.

The Interim Parent Involvement Advisory Board has provided advice to the Minister on the criteria and administration process for this grant. Additional information will be circulated widely in early fall.

3. Program to support provincial and regional projects aimed at enhancing parent involvement (\$0.75M).

This grant program will be available provincially to the broader education community, also on an application basis, to support projects aimed at enhancing parent involvement.

As with the school-based program, information on how to submit a project proposal will be widely circulated in early fall.

Throughout the year, new information and resources on parent involvement will be posted in the “Parent” section of the Ministry of Education web site. We invite you to visit this site at <http://www.edu.gov.on.ca/eng/parents/>.

I thank you for your continued support and collaboration in the implementation of this important initiative.

Original signed by

Kit Rankin

Encl.

c.c. Marie-France LeFort, Parent Engagement Office
Regional Office Managers

APPENDIX 1 2005-06 Parent Involvement Funding - _____ DSB (please insert name)

DUE: September 30, 2006

Final Report - Summary Page

Parent Involvement Funding – Report on costs incurred in the 2005-06 school year (September 1, 2005, to August 31, 2006)

Please check one of the two boxes below:

- All or a portion of the 2005-06 Parent Involvement Funding received by the school board was not spent by August 31, 2006.
- The total amount received by the school board as part of the 2005-06 Parent Involvement Funding initiative was spent by August 31, 2006.

I certify the information provided in the attached report is accurate for the purpose of the Final Report required under the Parent Involvement Funding 2005-06 Transfer Agreement. As per this Agreement, the school board is keeping and maintaining financial records and books of account relating to this initiative and shall make them available for inspection and audit at the Ministry's request during the term of the Agreement and for a period of seven years after its completion.

Director of Education (please print): _____ **Signature:** _____

Date: _____

Please fax a copy of this Final Report, no later than September 30, 2006, to the board's local Ministry of Education Regional Office, c/o the Regional Manager:

Toronto and Area Regional Office: (416) 325-4153
Barrie Regional Office: (705) 725-7635
Ottawa Regional Office: (613) 225-2881
Thunder Bay Regional Office: (807) 475-1550
London Regional Office: (519) 667-9769
Sudbury/North Bay Regional Office: (705) 564-4233

APPENDIX 1 2005-06 Parent Involvement Funding - _____ DSB (please insert name)

KEY FOCUS AREA #1 New Mobilization and Outreach by School Councils (\$500 per school)

This allocation, \$500 per school, allows school councils to support local communication with parents and contribute to increased parent involvement at the school level. As per Schedule A of the contract for Parent Involvement Funding 2005-06, school boards were to allocate this funding at the school level, on top of any existing allocation to school councils. School Councils were to approve expenditures for mobilization and outreach funded with this allocation.

- a. *Number of elementary schools in 2005-06:* _____
 - b. *Number of secondary schools in 2005-06:* _____
 - c. **Date of transfer of allocation to schools (month/year):** _____
 - d. **Total amount received by school board for this allocation*:** _____
- * Please refer to the Excel spreadsheet included in this package for the amount in question.
- e. **Total amount transferred by the school board to schools:** _____
 - f. **Total amount spent by schools by August 31, 2006:** _____
 - g. **Total unspent amount on August 31, 2006 (“d minus f”):** _____

If your board chose not to transfer \$500 to one or more schools, please indicate which schools did not receive their allocation, with a brief explanation of the reason.

APPENDIX 1 2005-06 Parent Involvement Funding - _____ DSB (please insert name)

**KEY FOCUS AREA #2 New Base Funding: Parent Involvement Committee
(\$5000 per school board + \$0.17 per student)**

This allocation helps cover expenses incurred to support an active parent involvement committee structure at the board level. For the purpose of this particular 2005-06 investment, school boards may also consider expenses incurred since the beginning of the school year (September 2005) that include an innovative approach to working with parents on an education priority.

Total amount received by school board for this allocation*: _____ * Please refer to the Excel spreadsheet included in this package for the amount in question.

Please add rows if necessary.

<p><i>A. Expense Category</i> Please describe: e.g. district meetings, inter-school communications, travel expenses, etc.</p>	<p>B. Expenses Incurred (\$)</p>	<p>C. Additional Details</p>
1.		
2.		
3.		
4.		
<p>TOTAL SPENT BY August 31, 2006</p>	<p>\$ XX</p>	
<p>TOTAL AMOUNT REMAINING IN ALLOCATION (if applicable)</p>	<p>\$XX</p>	

APPENDIX 1 2005-06 Parent Involvement Funding - _____ DSB (please insert name)

- KEY FOCUS AREA #3**
- Parents who may find involvement more challenging
 - Building school board and school council capacity to reach out to a more diverse group of parents

This allocation helps cover expenses incurred to build system capacity and support greater involvement of parents who find involvement more challenging due to language, recent immigration, poverty, newness to the system, or other factors. For the purpose of this particular 2005-06 investment, school boards may also consider expenses incurred since the beginning of the school year (September 2005) that include an innovative approach to working with parents on an education priority.

Total amount received by school board for this allocation*: _____ * Please refer to page 8 in Schedule A of the Transfer Agreement or the Excel spreadsheet included in this package for the amount in question.

IMPORTANT School boards must, at a minimum, account for total expenses incurred at board level, if any (e.g. board consultation, staff training sessions, etc.), and for total expenses incurred at school level (e.g. local parent events, development of information pamphlets, etc.). Please add rows if necessary.

A. Expense Category	B. Expenses Incurred (\$)	C. Additional Details (e.g. nature of activity or event, number of schools involved, number of participants, etc.)
1. Board-level expenses		
2. School-level expenses		
TOTAL SPENT BY August 31, 2006	\$ XX	
TOTAL AMOUNT REMAINING IN ALLOCATION (if applicable)	\$XX	

School Board Parent Involvement Survey

Survey Process

The Parent Involvement Survey is an opportunity for the Ministry of Education and school boards to engage in a dialogue on achievements and challenges in the first implementation year of the Parent Involvement initiative, announced in December 2005.

Results from this process will help inform policy/program development and the design of upcoming parent involvement initiatives.

Please review this survey and forward it to your board's designated parent involvement lead. A representative from the Ministry's regional office will contact the board in September to arrange a discussion to review themes and questions raised in the survey.

Thank you for your collaboration.

Name of School Board:	
School Board Parent Involvement Lead:	
<u>Survey completed by:</u>	
Name:	Title:
Email address:	Phone Number:
Date:	

A. Mobilization and Outreach by School Councils - \$500 per school	
1. a) Did your board allocate funds annually to school councils prior to the introduction of the \$500 <i>Mobilization and Outreach Grant</i> in 2005-06? b) If yes, please explain.	[<input type="checkbox"/>] Yes [<input type="checkbox"/>] No
2. Please describe three highly successful examples of activities, events or projects that school councils in your board have been able to complete with the \$500 <i>Mobilization and Outreach Grant</i> ? (Please name the school and provide a short description of the project). a) b) c)	
3. What do you perceive will be the greatest challenge and best opportunity for school councils as they work with these funds to increase communications with parents and enhance parent participation?	

B. Parent Involvement Committee (PIC) - \$5000 per school board + \$0.17 per student	
1. a) Has a <i>Parent Involvement Committee</i> of the school board been established?	[<input type="checkbox"/>] Yes [<input type="checkbox"/>] No
b) Please explain the process the board has used (intends to use) to establish the <i>Parent Involvement Committee</i> .	
<i>Note: if you've answered no to 1a), please go to question # 7 after question # 1b)</i>	
2. Please describe the membership of the <i>Parent Involvement Committee</i> .	
3. Does <i>the Parent Involvement Committee</i> include a majority of parents?	[<input type="checkbox"/>] Yes [<input type="checkbox"/>] No
4. Is it currently chaired by a parent?	[<input type="checkbox"/>] Yes [<input type="checkbox"/>] No

5. How often does/will your *Parent Involvement Committee* meet?

6. How has the allocation made available by the Ministry of Education for *Parent Involvement Committees* help your board establish such a committee?

7. How does (will) your board's *Parent Involvement Committee* seek out the advice and ideas of school councils, other parents and partners as it plans and implements strategies to involve more parents at the regional level ?

8. What do you perceive is (will be) the greatest challenge for your *Parent Involvement Committee*?

9. Would you be willing to share the *Parent Involvement Committee* guidelines, policies or terms of reference for your board?

Yes No

N/A

C. Reaching Parents Who May Find Involvement More Challenging

1. a) In your schools, are there groups of parents who are less involved in their childrens' education than they could be?

b) Do you have a sense of who they are, and of the reasons why they may find involvement challenging? If so, please describe.

c) Does your board have a plan to increase these parents' involvement? Please describe.

2. Please describe how your school board chose to allocate the formula-based grant it received for reaching out to parents who find involvement more challenging.
(e.g.: board-wide grant program, parent consultation, covered relevant expenses incurred since September 2005, etc.)

3. Please describe three highly successful examples of activities/events or projects that have been completed with this allocation? *(Please name the school if applicable and provide a short description of the project)*

a)

b)

c)

4. Is there anything else you would like us to share with us?

**Questions and Answers on the 2005-06
Parent Involvement Funding Allocation**

Q1 : Will school boards be allowed to keep unspent funds to complete 2005-06 activities beyond August 31, 2006?

School boards that report unspent funds (see appendix 1) will be asked to review the particularities of their situation with the Regional Office representative in September, and provide a plan outlining how remaining funds will be spent in support of the parent involvement initiative. A template for this plan will be provided by the Regional Office to school boards with unspent funds.

Q2 : If a school board did not spend their total allocation for 2005-06, are they still eligible for the remaining 5% of their allocation.

A: Boards who complete their contractual obligations as part of the 2005-06 Parent Involvement Funding allocation will be eligible to receive the remaining 5% of their allocation.

Q3 : Can our board obtain an extension of the September 30, 2006, deadline to submit our report?

A: Boards in that situation should inform their Regional Office that they intend to submit a late report and indicate when the report will be available. The late report could delay the payment of the next allocation for parent involvement.