

Ministry of Education

Ministère de l'Éducation



Deputy Minister

Sous-ministre

Mowat Block  
Queen's Park  
Toronto ON M7A 1L2  
Telephone (416) 325-2600  
Facsimile (416) 327-9063

Édifice Mowat  
Queen's Park  
Toronto ON M7A 1L2  
Téléphone 416-325-2600  
Télécopieur 416-327-9063

**MEMORANDUM TO:**

Directors of Education  
Supervisory Officers of School Authorities  
Director, Provincial Schools Branch  
Supervisory Officer, Centre-Jules-Léger

**FROM:**

Ben Levin  
Deputy Minister

**DATE:**

January 25, 2007

**RE:**

**Report Reduction**

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I am writing to update you on the ministry's initiative to reduce both the number and complexity of information and reporting requests directed to School Boards.

A Report Reduction Initiative, lead by ADM Dominic Giroux and our Internal Audit Branch, has been launched through a Ministry working group comprised of senior branch representatives.

A thorough review is underway to reduce board workload associated with our reporting requirements, while still ensuring that fiscal and public policy requirements are addressed.

As a first step, we have taken measures to both reduce the number of reports required outside EFIS and OnSIS and streamline other reports requested, through consolidation, reduction in frequency or moving to web-based, simplified reporting mechanisms.

Going forward, boards will increasingly not be required to provide a report but instead a compliance signoff will be required by the Director of Education of each school board or Supervisory Officer of a school authority or provincial school, which means that Directors and appropriate Supervisory Officers are still accountable for compliance even if a report is not required. Transfer payment agreements will allow for subsequent compliance reviews as required. For example, you may recall that in 2005-2006, contract agreements on Community Use of Schools were replaced by such a compliance statement. Where appropriate, a similar approach will be used for funding supports outside the Grants for Student Needs (GSN).

The following illustrates a sample of current information requests in 2006-07 that the ministry has currently identified to be reduced or streamlined. These changes are to be effective this year and ongoing:

- Examples of reports to be eliminated:
  - NTIP Interim Progress Report (starting in 2008 and beyond).
  - Investment in Grades 4-6 Learning Resources and Materials report.
  - PPM 135: Health Foods and Beverages in Vending Machines.
  - Eight reports that were one-time only such as the OnSIS Plan for meeting requirement and Bullying Prevention Report.
  - Student Success: indicator data requests will be eliminated as this information will be ascertained from OnSIS once available.
  - Update to primary class size plan and secondary class size reports will be dropped once OnSIS is fully functioning.
  - The school facilities survey, which was a customer satisfaction instrument measuring the school condition from the perspective of various groups, is formally discontinued.
  - Dataform A4: this report has been an ongoing request from the Ministry of Labour to school boards and was a duplicate of data the Ministry of Education already collects. You have already received a letter in December from the Ministry of Labour informing you that this reporting requirement had been dropped.
  
- Examples of reports to be streamlined:
  - School Board Improvement Plans will include board improvement priorities, K-6 (Literacy and Numeracy) and 7-12 (Student Success). Plans are underway to see how special education reporting can be further integrated in the School Board Improvement Plans, to ensure that plans are more meaningful in regards to student performance.
  - Parent Engagement base funding: boards will report on base funding as part of the regular cycle of financial reporting.
  - Parents Reaching Out to Schools Grants for Schools: Currently Director of Education signs off on each school final report. This will be streamlined by having the Director of Education sign off on total expenditures; random school audits may be considered.
  - School Operations report: this report had been requested to be completed by boards by November 15<sup>th</sup> of each year, will be streamlined with financial statements.
  - OnSIS: October 06 data collection will be streamlined through the consolidation of five legacy reports (Minister's Reports, Course/Class Enrolment Report, Student Information System, Postal Code Report and Prior Learning Assessment and Recognition). Survey of Technology in Schools (Section M) will not be collected in 2006-07 and in the future will be collected every other year.
  - SIS final marks, enrolment confirmations, OnSIS 05-06 suspension and expulsion data, OnSIS Board Report – these reports will not be required separately, to be replaced through the regular OnSIS reporting.
  - French language boards are currently required to submit reports in three separate steps for initiatives sponsored under the Official Languages in Education agreement. This requirement will be streamlined to two (one final report and project deliverables), while data requirements will be simplified.

Clearly, information needs may evolve with various initiatives. The Ministry working group is developing guidelines to ensure that eventual requests for board reporting follow an established protocol prior to being communicated to school boards. Once finalized, this process is intended to facilitate our objective for streamlining reporting, and will complement our current MISA related initiatives.

I am confident that this is a great start in reducing our respective workloads and supporting school boards to focus on student achievement. I look forward to keeping you informed of our progress, seeking your input and feedback.

A handwritten signature in black ink, appearing to read "Ben Levin". The signature is written in a cursive, flowing style.

Ben Levin  
Deputy Minister

cc. Senior Management Group, EDU  
Frank Kelly, CODE