

Ministry of Education

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MEMORANDUM TO: Supervisory Officers of School Authorities
Secretary-Treasurers of School Authorities

FROM: Kit Rankin
Director
Field Services Branch

DATE: September 7, 2006

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

The purpose of this memorandum is to provide you with the following:

- documents and instructions for reporting on 2005-06 Parent Involvement Funding
- information on the Parent Involvement allocations and 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 letters of agreement 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 on 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 Funds

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

1. Mobilization and Outreach Allocation (\$500 per school) delivered through letters of agreement

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.*)I, we are confirming that parent involvement funding will be transferred to school authorities through letters of agreements for the new school year.

The 2006-07 letters of agreement will be sent to school authorities in September 2006.

2. Application-based program being made available to school councils for school-based 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 authorities 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 and school authorities, 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 the 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 the 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

DUE: September 30, 2006

Final Report

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

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

This allocation, \$500 per school, allows school authorities to support local communication with parents and contribute to increased parent involvement at the school level. As per the letter of agreement for Parent Involvement Funding 2005-06, school authorities 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. **Total amount received by school authority for this allocation*:** _____
* Please refer to the Excel spreadsheet included in this package for the amount in question.
- b. **Total amount spent by August 31, 2006:** _____
- c. **Total unspent amount on August 31, 2006 (“a” minus “b”) :** _____

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 Letter of Agreement. As per this Agreement, the school authority 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.

Supervisory official (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
- North Bay/Sudbury Regional Office: (705) 564-4233

School Authority Parent Involvement Survey

Survey Process

The Parent Involvement Survey is an opportunity for the Ministry of Education and school authorities 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 Authority:	
<u>Survey completed by:</u>	
Name:	Title:
Email address:	Phone Number:
Date:	

Appendix 3

A. Mobilization and Outreach by School Councils - \$500 per school	
1. a) Did your school authority allocate funds annually to the school council 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 the activity, event or project that your school council has been able to complete with the \$500 <i>Mobilization and Outreach Grant</i> ? (Please provide a short description of the project).	
3. What do you perceive will be the greatest challenge and best opportunity for the school council as they work with these funds to increase communications with parents and enhance parent participation?	
B. Reaching Parents Who May Find Involvement More Challenging	
1. a) In your school, are there 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 school authority have a plan to increase these parents' involvement? Please describe.	
2. 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 authorities be allowed to keep unspent funds to complete 2005-06 activities beyond August 31, 2006?

School authorities 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 : Can our school authority obtain an extension of the September 30, 2006, deadline to submit our report?

A: School authorities in this 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.