

Ministry of Education

Education Statistics & Analysis Branch
777 Bay Street
4th Floor, Suite 422
Toronto, Ontario M5G 2E5

Ministère de l'Éducation

Direction de la statistique
et de l'analyse de l'éducation
Bureau 422, 4e étage,
Toronto (Ontario) M5G 2E5



MEMORANDUM TO: <Director of Education Lead Board Name>
<Title Director of Education or Secretary/Treasurer>
<School Board or School Authority Name>

FROM: Taddesse Haile,
Director
Education Statistics and Analysis Branch

<Executive Lead Name>
<PNC Name>

DATE: June 18, 2014

SUBJECT: Managing Information for Student Achievement (MISA)

- Professional Network Centre (PNC) School Year Funding 2014-15
- Role of the PNC

Further to the ministry's memo of March 27, 2014 regarding *2014-15 School Year Education Programs – Other (EPO) Funding*, I am pleased to provide your school board with the 2014-15 MISA PNC School Year Funding documents.

Consistent with previous ministry school board / authority memoranda (2014:B5 and 2013:SB17), please note that starting with the 2014-15 school year, EPO MISA PNC funds are to be aligned within the *Grants for Student Needs (GSN)* financial reporting cycle (e.g. Estimates reporting in June, Revised Estimates reporting in December, and Financial Statements for previous school year in November), as is outlined here and in the attached *Managing Information for Student Achievement (MISA) Professional Network Centre (PNC) School Year Funding 2014-15 Project Agreement*.

This funding is being made available by the ministry to assist the MISA PNC in supporting and reflecting member board MISA local capacity building needs, decision making and goals with regards to targeting funds in one or more of the following priority funding areas:

- **Professional Learning** – promote evidence-based practice knowledge, skills and commitments into practice by providing networked professional learning opportunities;
- **Research & Evaluation** – support useful tools / services for the use of data analysis and guidance on research by brokering networked access;
- **Knowledge Mobilization (KM)** – manage the dissemination / encourage uptake of relevant knowledge to inform evidence-based practice in teaching, learning, and school improvement by creating / extending existing web-based networked KM environments i.e., PNC website and other social media

The ministry requests that you, as the Director of Education of the designated Lead Board, sign as the “Recipient” and return the attached Project Agreement by **June 30, 2014**. This includes the details of the MISA PNC’s 2014-15 proposed school year based projects / activities and how the MISA PNC intends to use the allocated funds as per sections A, B, D and F of the attached Appendix 1 to Schedule A, 2014-15 MISA PNC Planning and Reporting template. Please return these documents via email to Aimee.Chang@ontario.ca.

As specified in the Agreement, it is the Executive Lead of the MISA PNC who, in consultation with the “PNC Boards”, is responsible for overseeing that PNC Boards self-direct and assess Project Activity and the proper application of Project Activity Funds. They are also to be the primary contact with the ministry for this Project. These responsibilities include the completion and submission of reports (sections D, E and G of the attached Appendix 1 to Schedule A, 2014-15 MISA LCB Planning and Reporting template), endorsed by each “PNC Board” Director of Education and the “Recipient’s” Director of Education. These reports are due **December 15, 2014** and **June 15, 2015**.

Given the 2014-15 MISA PNC funding priorities and objectives, and considering the Role of the PNC (see attached), please advise whether a change in the PNC lead board and or Executive Lead is required for 2014-15.

A ministry review of the «Specify Region» 2014-15 MISA PNC Plan will be conducted in June and July. If the plan is accepted, the ministry will sign and return a fully executed copy of the Project Agreement. Funds are targeted to be paid by the ministry in two allocations: 70 percent in **September 2014** and 30 percent in **April 2015**. And all 2014-15 MISA PNC funding expenditures must be invoiced on or before **June 1, 2015**.

Should you have any questions/concerns, please contact Laura Wright, Policy and Program Analyst, MISA Liaison Group at (416) 325-4875 or by email at Laura.Wright@ontario.ca.

Thank you for your leadership and ongoing support of MISA.

Sincerely,

Original signed by

Taddesse Haile

Attachments

- MISA PNC School Year Funding 2014-15 Project Agreement template
- Appendix 1 to Schedule A, 2014-15 MISA PNC Planning and Reporting template
- Role of the PNC, updated April 2015
- List of MISA PNC websites, updated April 2015

c. MISA Leaders within PNC

Directors of Education of PNC Boards

Board Senior Business Official

Director, Education Research & Evaluation Strategy Branch

Director, Field Services Branch

Regional Managers, Field Services Branch

Director, French-Language Education Policy & Programs