

Ministry of Education

Deputy Minister

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MEMORANDUM TO: Directors of Education

FROM: Kevin Costante
Deputy Minister

DATE: October 20, 2009

SUBJECT: Format of Director's Annual Reports

As you know, last year you were advised of minimum requirements for Directors' annual reports in order to encourage the sharing of consistent information across the system about the important work in which we are all engaged. This memorandum is to remind you that again this year the Ministry of Education expects Directors to include the information listed below in their annual report to the board that is due at the first board meeting in December. While some requirements are identical to last year, some have been amended for enhanced clarity. In addition, a requirement regarding *Ontario's Equity and Inclusive Education Strategy* has been added.

Please ensure the posting of your annual report on your board website by January 31, 2010. The ministry's website will continue to feature links to the annual reports (<http://www.edu.gov.on.ca/eng/policyfunding/annual/index.html>).

Requirements:

1. Most recent board enrolment data from October of the current school year (including both FTE and head count) and demographics, including number or proportion of learners whose first language (the language first spoken at home other than English or French) is not the language of instruction and the proportion or number of self-identified First Nation, Métis and Inuit students if available.
2. Percentage of primary classes at 20 students or fewer, using data from October of the current school year.

3. Latest results for your board on each EQAO assessment, as well as the results of each of the previous five years, including for each assessment:
 - a. The board's result
 - b. The provincial result
 - c. The highest board result among the 60 English-language boards or the 12 French-language boards
 - d. The lowest board result among the 60 English-language or the 12 French-language boards

Please find attached charts that show the highest, lowest and provincial average board level EQAO results to assist you. There is no requirement to present your board's EQAO results in this format.

4. Using method 1 and excluding cases where EQAO data has been suppressed, the latest results for your board on each EQAO assessment, as well as the results of each of the previous five years, including for each assessment:
 - a. The board's result
 - b. The board's result for boys
 - c. The board's result for girls
 - d. The board's result for students with special needs (excluding gifted)
 - e. The board's result for English language learners or ALF/PDF students
5. Using the most recent data available, the percentage of students who have completed 16 credits as of June 30 of their second year in high school. This includes all students at the end of their second year and also includes students taking K courses.
6. Specific measures pursued in the past year to improve outcomes for students with low levels of achievement and for low-performing schools.
7. Notable accomplishments in student, parent and community engagement.
8. An indication of whether the board is on track to achieve by 2011 the government's target of 75% on EQAO assessments for grade 6 reading, grade 6 writing and grade 6 mathematics (as per the trend line of its 2004 to 2009 results on each of these three assessments) – and, if not, what additional measures the director plans to introduce in the next twelve months to reach the target by 2011.
9. Successful programs implemented to serve students unable to attend regular school programs; i.e. programs for students in care, custody or treatment, for suspended or expelled students.

10. As required by Ontario's Equity and Inclusive Education Strategy regarding the review or development of an equity and inclusive education policy, including a religious accommodation guideline by September, 2010, the status of the:
 - a. Review or development of existing equity and inclusive education policies
 - b. Engagement of parents, and consultation with diverse communities and stakeholders
 - c. Establishment of a process and indicators so that progress can be monitored in future years

In addition to these minimum requirements, to address the diverse needs of your communities, we recognize that you will also include in your report notable accomplishments and information and data of particular interest to your board.

I would also like to note that the ministry is aware of potential areas of overlap between requirements for Directors' annual reports and other forms of reporting such as the requirement in Bill 177 for directors to report on the progress of board multi-year plan. The ministry will explore opportunities for greater alignment in these areas in the 2009-10 school year.

Regional offices look forward to receiving and reviewing this information. Thank you for continuing to support this new format of Director's annual reports, reinforcing our shared ownership of the government's three key goals in education: to improve student achievement; reduce gaps in student outcomes; and increase confidence in publicly-funded education.

Kevin Costante

Attachments

cc: Executive Leadership Team
EDU Directors and Regional Managers
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