MEMORANDUM TO: Directors of Education
Secretaries of School Authorities
Principals of Provincial Schools

FROM: Avis Glaze
Chief Student Achievement Officer
The Literacy and Numeracy Secretariat

DATE: November 3, 2006

SUBJECT: $10 Million Investment in Junior Grades Student Learning Resources and Materials

We are pleased to announce additional funding to boards for the purpose of purchasing student learning resources and materials to strengthen literacy and mathematics instruction in the junior grades. Feedback from the field and provincial achievement data indicate that there is still a need to provide additional supports in this area. Therefore, the Literacy and Numeracy Secretariat will provide $10 M province-wide to increase the resources available in junior classrooms across Ontario.

We sincerely thank you for your efforts to improve student achievement. Your on-going input and recommendations have helped us to sharpen our focus and direct support and resources effectively. During our visits to your boards and schools, you have shared with us your concern that junior classrooms still do not have all the resources needed to deliver effective classroom instruction. These additional funds will allow boards and schools to strategically identify areas of need in their junior classrooms. It is expected that achievement data will be carefully analyzed and disaggregated to inform decisions when purchasing resources. In order to improve achievement and achieve equity of outcomes, special attention must be given to ensure that resources and materials purchased appeal to a wide range of interests, abilities and cultures. Children should see themselves in the resources in their classrooms. Attached to this memo is a suggested framework that will assist you as you select learning resources.

This investment in junior grade learning resources and materials has specific purchase and reporting requirements, which are described below. As you are aware, this funding is in addition to the annual Foundation Grant allocation.
**Funding**
Board funding will be based on the projected enrolment data for 2006-2007. Specific allocations are outlined in the attached chart.

Boards are asked to direct these funds to the purchase of literacy and mathematics student learning resources, instructional materials and textbooks in the Grades 4 to 6. Boards are encouraged to consult the Trillium List (www.edu.gov.on.ca/trilliumlist), the reports of the expert panels and the “Guide to Effective Literacy Instruction 4-6, Volume 1” when selecting learning resources. You may also wish to consult Volumes 2 – 8 of the “Guide to Effective Literacy Instruction 4 – 6, as they are released from now to March 31, 2007.

**Timelines and Reporting Requirements**
School boards must make their purchases by March 31, 2007 and report back to the Ministry by April 30, 2007. Boards will be asked to submit a brief electronic report on actual 2006/2007 expenditures to The Literacy and Numeracy Secretariat. The report-back form will record total expenditures as well as the types of learning resources purchased. A sample report-back form is provided below; however, the web-based form may differ slightly from the example provided.

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**Sample Report-Back Form**
For the
$10 M Investment in Grades 4-6 Learning Resources and Materials

<table>
<thead>
<tr>
<th>Eligible Learning Resources</th>
<th>Types of Literacy Resources*</th>
<th>Types of Mathematics Resources*</th>
<th>Types of Literacy Resources*</th>
<th>Types of Mathematics Resources*</th>
<th>Targeted Groups**</th>
<th>Total Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ministry Approved Textbooks</td>
<td>Sample</td>
<td>Sample</td>
<td>Sample</td>
<td>Sample</td>
<td>Sample</td>
<td>Sample</td>
</tr>
<tr>
<td>Supplementary learning resources</td>
<td>Sample</td>
<td>Sample</td>
<td>Sample</td>
<td>Sample</td>
<td>Sample</td>
<td>Sample</td>
</tr>
</tbody>
</table>

**Total Expenditure =**

**Allocation =**

**Variance =**

* For example: print-based materials, software, video, multi-media, resources that reflect the ethno cultural reality of schools, math manipulatives, dual-language books, books on tape, large print books.

** For example: boys, students with special education needs, Aboriginal students, English language learners, struggling readers, specific cultural groups, etc.

Further information will be sent to boards regarding the electronic report-back and instructions on accessing the website.
Auditing Requirements
The completed report-back form, signed by the Director of Education/Secretary of the School Authority/Principal of the Provincial School must be included in a dedicated file along with all required documentation as outlined below.

All recipients will be responsible for maintaining proper financial records, books of account and relevant information relating to the purchases of these learning resources. This documentation shall be made available for inspection and audit by the ministry or its agents, at the ministry’s request, for a period of seven years following this initiative.

Should you have any questions regarding this investment in junior student learning resources please contact Ruth Mattingley, Senior Executive Officer at The Literacy and Numeracy Secretariat at 416-325-9963 or ruth.mattingley@ontario.ca.

We thank you for your efforts to direct additional support for literacy and numeracy to students in Grades 4 to 6. Our collective efforts will result in improved achievement for this group of students.

Sincerely,

Avis E. Glaze

Cc: EDU Assistant Deputy Ministers
    Regional Office Managers
    Director Field Services Branch