MEMORANDUM TO: Directors of Education

FROM: Ruth Flynn, Director
       Inclusive Education Branch
       Sharon Stuckless, Manager
       Parent Engagement Office

DATE: February 9, 2010

SUBJECT: Transfer of Funds for School Council Parents Reaching Out Grants

Strong parent engagement means improved student achievement. Good schools become better with engaged, involved parents.

The purpose of this memorandum is to inform you of the transfer of funds to your board from the Parent Engagement Office for the approved Parents Reaching Out (PRO) Grants for School Councils will be occurring on March 18, 2010.

Transfer of Funds

The total amount which will be transferred to your board for the Parents Reaching Out Grants for Schools is $XXX. School boards, in turn, are asked to allocate these funds to individual school accounts.

The list of schools in your board with their respective allocations that have been approved for the 2009-2010 PRO Grants for School Councils is attached.

Report Back Requirements

As per the 2009-10 School Council Parents Reaching Out Guidelines, and Terms and Conditions, applicants are required to provide a report back confirming expenditure of grant funds as well as results that were achieved to enhance parent engagement. Further to this, project must be completed and all funds expended by September 30, 2010; this will provide an extension for the completion of the grant initiative from the earlier date of June 30, 2010.
School councils are required to submit a report for the completed project by October 30, 2010, representing an extension from the original date of August 31, 2010. The information will be submitted on line and the form can be accessed by going to http://education.factorial.ca and entering the number of the PRO Grant application.

All receipts are to be filed according to board policy. As government funded projects are subject to audit, these records must be retained for seven (7) years.

Please note that a signed declaration was also required (signed by XX and XX) to accompany the grant applications. Please ensure all declaration forms have been provided for each project and forwarded to the Parent Engagement Office.

The Parent Engagement and Regional Offices would like to express their appreciation for the support and assistance from your board and schools. The response to Parents Reaching Out Grants initiative was overwhelmingly positive, with over 2,000 schools submitting applications. Your support for parent engagement and your assistance in both facilitating the process and relaying the results to principals and school councils is much appreciated.

Please contact Sharon Stuckless at 416 314-7328 or by email sharon.stuckless@ontario.ca if you have any questions.

Thank you,

Original Signed by

Ruth Flynn
Director
Inclusive Education Branch

Original Signed by

Sharon Stuckless
Manager
Parent Engagement Office

Attachment: List of approved PRO School Council proposals