MEMORANDUM TO: Directors of Education

FROM: Don Young
Director
Information Management Branch

DATE: March 13, 2008

SUBJECT: Managing Information for Student Achievement (MISA)
- 2007-08 Local Capacity Building Financial & Progress Reports
- MISA Collaboration Space

The purpose of this memorandum is to outline next steps concerning MISA reporting and to share with you some exciting news about the new MISA Collaboration Space.

Financial & Progress Reports for 2007-08
MISA Financial and Progress Reports for the period April 1, 2007 to March 31, 2008 are due to the ministry by April 30, 2008. All reports must be endorsed by the Director of Education (or the Secretary-Treasurer in the case of school authorities). Reporting templates are appended as follows:

Appendix One: Reporting Template: 2007-08 Financial Reporting Template (unique template, pre-populated for each school board)

Appendix Two: Reporting Template: Outcomes & Measurement Methods by Core Capacity (generic template)

Appendix Three: Reporting Template: MISA Common Core Capacities Continuum (generic template)

Please send an electronic copy of Appendix One to Rob Terhune (Rob.Terhune@ontario.ca) and then send the signed hard copies of all three reporting templates to:
MISA Collaboration Space

I am pleased to announce the launch of the MISA Collaboration Space: https://www.collaboration.gov.on.ca/edu/misa_lcb. The Collaboration Space is intended to promote information sharing and joint efforts between MISA Leaders, Professional Network Centre (PNC) Executive Leads and ministry staff. It will be operated on a pilot basis for a period of one year.

The Collaboration Space includes discussion boards, a chat room, an interactive event calendar, Wiki pages that allow for terms and acronyms to be defined and refined as a reference for all, common folders to post and share files, and current ministry communications and documents. These tools will make it easy to share documents, engage in discussions and coordinate activities. As well, each PNC has its own access-restricted GroupSpace with its own discussion board and shared folders. The Collaboration Space is available in both official languages.

The Collaboration Space will be demonstrated at the upcoming MISA Leaders’ Event. Shortly thereafter, all MISA Leaders and PNC Executive Leads will receive an email containing their user name and password. Other individuals may also request access to the space by having their MISA Leader contact the site administrator, Rob Terhune, at rob.terhune@ontario.ca.

Once again, thank you for your ongoing commitment to the MISA initiative.

Sincerely,

Original signed by

Don Young
Director
Information Management Branch

Attachments

c. MISA Leader
   Sr. Business Official