MEMORANDUM TO: Directors of Education

FROM: Richard Franz
       Director
       Research, Evaluation and Capacity Building Branch
       Student Achievement Division

       Bruce Shaw
       Director
       Leadership and Implementation Branch
       Student Achievement Division

       Denys Giguère
       Director
       French-Language Education Policy and Programs Branch
       French-Language Aboriginal Learning and Research Division

DATE: May 1, 2014

SUBJECT: Literacy and Numeracy Secretariat (LNS) Year End Report Back (YERB) Online Tool

As part of the Ministry of Education’s ongoing work to better understand the impact of its initiatives within school boards, the LNS requires district school boards (DSBs) to report back with respect to the LNS initiatives in which they participated for three primary purposes:

- implementation – to describe activities undertaken,
- financial accountability – to detail how LNS funding was spent, and
- programming – to determine and share lessons learned.

The Year End Report Back (YERB) provides an opportunity for DSBs to reflect on the good work they have undertaken throughout the year in improving student achievement. For the LNS, this exercise allows us to take stock of the successes and challenges throughout the province to better support our collaborative efforts in the coming year.

Enclosed is a document highlighting what the LNS has learned through last year’s Year End Report Back (YERB) data collection process (Appendix A), as well as instructions (Appendix B) and an accompanying form (Appendix C) for new user account registrations. Also attached is an updated User Guide (Appendix D).

Please share the enclosed documents with those in your organization responsible for completion of the reporting tool.
Thank you for continuing to work with us to support providing an overview of the impact of LNS initiatives across the province toward improving student learning and achievement.

Sincerely,

Original signed by                        Original signed by                        Original signed by

Richard Franz                             Bruce Shaw                                Denys Giguère

cc:    Mary Jean Gallagher, Chief Student Achievement Officer, and Assistant Deputy Minister, Student Achievement Division
       Judi Kokis, Team Lead, Research, Evaluation and Capacity Building Branch, LNS
       Jacqueline Herman, Team Lead, Research, Evaluation and Capacity Building Branch, LNS
       Debra Cormier, Team Lead, Leadership and Implementation Branch
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       Kathy Verduyn, Director, Field Services Branch
       Regional Managers, Field Services Branch