

Ontario Curriculum Clearinghouse

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Curriculum
Services
Canada

*Service des
programmes d'études
Canada*



Ontario
Curriculum
Centre

*Centre
ontarien des
programmes d'études*



The
Curriculum
Foundation

*Fondation des
programmes d'études*



pdstore.com

Annual Report 1999/2000

"Excellence is our standard"

Vision

CSC is the leading standards agency for educational resources.

Mission

- CSC will provide professional services related to the evaluation, development, implementation, and accreditation of curriculum resources.
- CSC services and products will be valued worldwide.
- CSC will be responsive to the ever-changing needs of the educational environment.
- CSC will support excellence in learning in a responsible, trustworthy, and equitable manner.



Table of Contents

Report of the President and Executive Director	2
Board of Directors and Member Associations	7
Financial Statements for the Year Ended March 31, 2000	8

REPORT OF THE PRESIDENT AND EXECUTIVE DIRECTOR

By Kevin O'Connor, President and Chair, and Kathryn McFarlane, Executive Director

The Board of Directors is pleased to present the first Annual Report of **Curriculum Services Canada (CSC)** and its affiliates.

Ontario Curriculum Clearinghouse - Evolution

Ontario Curriculum Clearinghouse (OCC) was established in 1994, with a mandate to provide low-cost easy access to learning materials and to encourage the sharing and co-operative development of learning resources. By 1996, OCC had begun to evaluate print materials on behalf of the Ministry of Education and now serves the education community in Ontario as a standards organization. First reviewing K to 8 print resources, OCC went on to evaluate Grade 9 and 10 textbooks and graphing calculators. Since 1997, OCC's evaluation services have grown to include many types of projects. Of note is the peer review of Grade 9 and 10 secondary Course Profiles.

During fiscal 1999/2000, OCC evaluation services were expanded nationwide to enable us to serve the needs of commercial educational resource developers and publishers wishing to place professionally evaluated materials into the hands of classroom teachers throughout Canada. To manage this broader service, Curriculum Services Canada was formed.

Curriculum Services Canada and Affiliates - First Steps

Curriculum Services Canada (CSC) was incorporated in December 1999 as an independent, not-for-profit, educational standards agency, whose main activity is the evaluation of educational resources. Materials recommended by CSC are posted on our web site at www.curriculum.org. We also offer services that support our standards activities, including:

- teacher professional development
- funding of teachers' development of educational materials, and
- internet-based acquisition of educational materials for teachers, other educators, parents, students, and the general public.

Through all of these activities, we offer a full range of standards services.

CSC is the parent organization of *three affiliates*, all which serve education communities and support the evaluation of educational materials.

Ontario Curriculum Centre

CSC evolved from **Ontario Curriculum Centre (OCC)**, formerly Ontario Curriculum Clearinghouse, which serves the Ontario education community as an independent, charitable, not-for-profit organization. OCC has earned a reputation for professionalism, consistency, and fairness through participation in Ministry of Education projects. We evaluated Grade 9 and 10 textbooks within a ministry initiative this fiscal year and have managed a peer review process for Secondary School Course Profiles. The ministry also contracted OCC to review ILC (Independent Learning Centre) Crossover Courses (Gr.9 to 10) and Self-Study Elementary Courses and Elementary Curriculum Unit Planner materials.

OCC has recruited and trained almost 350 teachers and other educators to become evaluators and peer reviewers. These professionals have applied their skills to our many review projects and to the evaluation of commercial materials submitted by the private sector, government departments, not-for-profit organizations, and individual teachers. This activity has become an area of growth for OCC. It allows us to demonstrate social responsibility in schools by vetting materials that would otherwise be sent to classrooms without professional evaluation. Some of our clients in this area are Magic Lantern Communications Inc. (Ontario); BKM Research and Development Inc. (New Brunswick); Toronto Stock Exchange (Ontario); Centre for Addiction and Mental Health (Ontario); World Vision Canada; Renascent Foundation Inc (Ontario); Royal Bank (Canada); and Trifolium Books (Ontario).

The Curriculum Foundation

The Curriculum Foundation (TCF) was created to consolidate the charitable initiatives of CSC and OCC into a full-fledged education foundation. Through TCF, net income from CSC and its affiliates is added to personal and corporate donations to form the basis of an awards program.

As an independent, charitable Canadian Foundation, TCF's purpose is to grant awards to teachers for the development of high-quality classroom learning materials. This objective grew out of OCC's early experience and honours the spirit of its original mandate to encourage the sharing and co-operative development of learning materials across Ontario.

We recognized that while school boards could list their materials on the OCC web site, there were neither consistent standards for inclusion nor effective copyright controls. Thus, we made the difficult but critical decision to support high standards by gradually removing unevaluated materials from the site while simultaneously supporting teachers in the development of copyright-cleared, quality resources to replace them. The Curriculum Foundation provides support for this initiative by investing donations and net income into this development. The transition process is currently under way. Our goal is to list only materials that are reviewed and meet OCC/CSC standards. In this way teachers can have complete confidence in the materials offered on our site.

pdstore.com education network

pdstore.com education network, our third affiliate, is an independent, not-for-profit organization in development in 1999/2000 to fulfill another part of OCC's original mandate—to provide teachers with low-cost, easy access to resources. At present, teachers, parents, and others in the education community have great difficulty locating quality resources they can trust to embody current teaching and learning strategies and meet curriculum expectations, content requirements, and appropriate format and inclusiveness standards. Initially, **pdstore.com** will offer OCC-reviewed materials that meet these high standards for use in Ontario. As Curriculum Services Canada expands, resources of the same high quality, intended for use across Canada, will be offered.

Dedicated Web Site

Our dedicated web site at www.curriculum.org is a conscious decision to pull our organizations together electronically and to operate as a full-service learning resources site for teachers and others in education throughout Canada. Like all of our organizations, our web site is new and different. It was custom-developed with the guidance of focus groups of teachers in Ontario communities to help us serve our client groups better.

CSC and affiliates are dedicated to ongoing research and analysis to ensure that our services and activities continue to meet the needs of those we serve. Our decision to eliminate print communications is consistent with plans across Canada and at every level of education management to move to technology-based learning and communications.

1999/2000 Highlights

CSC

- ▶ A new **corporate identity** was created and presented to the Board for **CSC and its three affiliates**.
- ▶ New **CSC** measurement tools for non-print materials were developed by Review Services which invited top educators and technology experts to assist in establishing criteria for CD-ROMs, video, web sites and multi-media kits. These tools will be applied to the review of core and supplementary materials for commercial, government, NGO and organizational clients.
- ▶ **CSC** was honoured to be one of the first not-for-profit educational organizations in Canada to achieve **ISO 9002** (International Standards Organization) accreditation. This is a significant marketing asset, particularly as we expand our services across Canada and to the private sector. It assures those wishing to have their products evaluated by CSC for placement into Canadian school systems that we, as an organization, meet internationally recognized standards for internal operations and customer service.
- ▶ Regular head office meetings and a web-based communications system were established to ensure the growing contract staff is kept well informed.

OCC

- ▶ OCC managed a peer review process for 63 Grade 9 Course Profiles of approximately 150 pages each, mounted them in five electronic formats on dedicated pages on our web site, and produced a CD-ROM for distribution to Ontario schools. Over 50,000 teachers visited the site from the first postings in May, 1999, through June, July, and August.
- ▶ Grade 9 Textbooks and Graphing Calculators were reviewed within a ministry Call for Resources issued for five subject areas. We recommended for approval by the ministry only those that met Ontario curriculum standards. We continued to carry out our partnership agreement with our francophone counterpart—le Centre de leadership en éducation (le CLÉ)— to share tools and methods so that evaluation is consistent in English and French materials.
- ▶ OCC commenced an evaluation project to review 19 Elementary Curriculum Units created by teachers using the Elementary Curriculum Unit Planner.
- ▶ Investment was made in the creation of a web-based document management system to facilitate the distribution of electronic files amongst team of reviewers.
- ▶ Several meetings were held with the Bibliocentre to establish a partnership for the distribution of print materials to school systems. The Bibliocentre is funded by the Ministry of Training, Colleges and Universities to help college libraries provide services to faculty and students.

TCF

- ▶ **The Curriculum Foundation** was established and the board recruited its first Director, Terry Lynch, former Director of Simcoe County District School Board.
- ▶ The first **TCF** teachers' award was launched in memory of Janice Thomson, outstanding educator and staff member of the Ontario College of Teachers. We thank OCT for their generous partnership activities in this launch.

pdstore.com

- ▶ **pdstore.com** was established as the newest affiliate with a mandate to make it easier for the education community to locate and acquire classroom materials. The service is in development with the expectation for a launch in the 2000/01 fiscal year. Along with this initiative will be the introduction of a new database and dedicated server, bringing greater reliability and independence.

Significant Events

- ▶ Two meetings were held with the Minister of Education, one in April, 1999 with The Honourable Dave Johnson, and one in January, 2000 with The Honourable Janet Ecker. Both ministers were complimentary about the work that OCC has been conducting in the field of evaluation and expressed their firm commitment to ongoing support for our work with the ministry.
- ▶ CSC hosted a pan-Canadian meeting in February, 2000, inviting key curriculum leaders from every province and territory to discuss and come to terms with learning resources issues. Six provinces and two territories attended this inaugural meeting. Keen interest was expressed in continuing this initiative and in developing pan-Canadian standards for learning resource evaluation. CSC will hold a meeting in the new fiscal year with the goal of developing a measurement tool for Canadian standards.
- ▶ Following the outcome of a facilitated CSC board session with Pauline Laing, former Director of the ministry's Curriculum Branch, to develop Vision and Mission statements, 'staff' held a two-day planning session to set operational goals and strategies for the next fiscal year.
- ▶ The first new organization budgets and strategic plans were presented to the Board in March, 2000. Lynda Bell, Chair, Business Advisory Committee, hosted a meeting of external people at a feedback session on the Strategic Plan and Budget.
- ▶ CSC expanded its virtual staff to nine freelance web-support and curriculum-support personnel including Gina Melvin, Business Administrator, full-time staff, and three contract Directors: Pauline Beggs, Review Services; Terry Lynch, The Curriculum Foundation; and Byron Patchett, Marketing and Operations.
- ▶ OCC participated in training sessions through CODE for the Grade 9 Secondary Course Profile Project.
- ▶ Through INFORMA research, CSC conducted focus groups of teachers and principals to assess our corporate presence and the effectiveness of our web site in Ontario schools. Many actions have been taken as a result and the new web site design has evolved through the feedback from these sessions.
- ▶ We were disappointed that a proposal was requested for CSC to review materials for Alberta Learning (the Alberta ministry of education) but was subsequently not accepted.
- ▶ Our marketing area held a session with CERC (Canadian Educational Resources Council) to gain support for the marketing of their products on the new pdstore.com web site.
- ▶ The Executive Director gave a presentation on CSC's evaluation services to the Canadian Western Protocol four provinces and three territories.
- ▶ OCC held several meetings with OPHEA (Ontario Physical and Health Educators Association) to explore a partnership. This is ongoing.
- ▶ A presentation was made to EIC (Education Improvement Commission), and favourably received, to demonstrate our ability to save school systems learning resource dollars through the power of bulk purchasing. We were disappointed that we could not come to a mutual agreement on terms for a partnership with Central Store around software to manage school purchasing.
- ▶ We attended ERDI (Education Research and Development Institute) as guests to assess the value to CSC of meeting with key Canadian educators in a bi-yearly focus group session.

Financial Picture

The demands of expansion and new development resulted in an in-year deficit of \$343,816 which was offset by an incoming balance at the beginning of the year of \$508,719, leaving a balance at the end of the year of \$164,903. Further deferred revenue of \$441,584 will be applied to Expenses in the new fiscal year and is not reflected in this fiscal. The new organizations will be working toward full cost-recovery over the next two fiscal years—2000/2001 and 2001/2002.

Board of Directors

The Board of Directors of Ontario Curriculum Clearinghouse, its Bylaws and Policies, became the Board of Directors of Curriculum Services Canada, with governance responsibilities not only for CSC but also for its three new affiliates. CSC is proud of the strength that board members bring to their positions. Five key education associations are members of CSC: Council of Ontario Directors of Education (CODE), Ontario Catholic School Trustees' Association (OCSTA), Ontario Catholic Supervisory Officers' Association (OCSSA), Ontario Public Supervisory Officials' Association (OPSOA), and Ontario Public School Boards' Association (OPSBA).

Four additional positions on the CSC Board of Directors are filled by the private sector (three), and the volunteer community sector (one).

The Board has been pleased to welcome two guests from the Ministry of Education— Janice Crawford, Education Officer, Curriculum and Policy Assessment Branch; and Cheryl Carson, representative of the minister's office (April and May, 1999).

The Board of Directors held five meetings and one Annual General Meeting in this fiscal year and dealt specifically with re-organization and expansion issues throughout the year. Kevin O'Connor, President and Chair, was recognized for his five years of dedicated service to the board. CSC is indebted to the support of its member organizations and corporate and community representatives, all of whom volunteer their time and expertise to the fiscal management of CSC and its affiliates.

The membership of the Board of Directors has remained stable throughout the year with one position added—Bill Mugford, Senior Partner, Blake, Cassells & Graydon LLP—and one change in the OPSBA representative—Beth Cooper, School Trustee, Greater Essex, and Vice-President, Western Regional Council, OPSBA (Ontario Public School Boards' Association), replacing Andrew Lam.

The Board identified the issue of Quality Governance as a high priority and established an *ad hoc* committee to begin the process of reviewing and rewriting board policies. The Committee recommended that the board commence a process towards a renewal of policies and consideration of general governance issues.

CSC thanks the Board of Directors for their dedicated leadership during a challenging and exciting year of growth and change.

1999-2000 Board of Directors and Member Associations

Board of Directors* – April 1, 1999 to March 31, 2000

Lynda Bell	Private Sector	<i>Executive Committee Member</i>
Beth Cooper	OPSBA	Elected June 18, 1999
Louise Ervin	OCSTA	
Walter Gowing	Community	<i>Executive Committee Member</i>
John Kutcy	Private Sector	
Andrew Lam	OPSBA	Served Until May 20, 1999
Trudy Lum	OPSOA	<i>Vice President; Executive Committee Member</i>
Bill Mugford	Private Sector	Elected June 18, 1999
Kevin O'Connor	OCSOA	<i>President and Chair; Executive Committee Member</i>
Fred Sweeney	CODE	

*All Directors served a full term unless otherwise noted

Member Associations

Council of Ontario Directors of Education (**CODE**)
Ontario Catholic School Trustees' Association (**OCSTA**)
Ontario Catholic Supervisory Officers' Association (**OCSOA**)
Ontario Public School Boards' Association (**OPSBA**)
Ontario Public Supervisory Officials' Association (**OPSOA**)

Ontario Curriculum Centre

Financial Statements

March 31, 2000

Table of Contents

Auditors' Report	1
Financial Statements	
Statement of Financial Position	2
Statement of Operations	3
Statement of Changes in Net Assets	4
Statement of Cash Flows	5
Notes to Financial Statements	6 - 7

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Auditors' Report

To the Members of Ontario Curriculum Centre

We have audited the statement of financial position of Ontario Curriculum Centre as at March 31, 2000 and the statements of operations and changes in net assets and cash flows for the year then ended. These financial statements are the responsibility of the Centre's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance that the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the Centre as at March 31, 2000 and the results of its operations and its cash flows for the year then ended in accordance with generally accepted accounting principles.

The financial statements as at March 31, 1999 and for the period then ended were audited by other auditors who expressed an opinion without reservation on those statements in their report dated May 18, 1999.

Moore Stephens Cooper Molyneux LLP
Chartered Accountants

Toronto, Ontario
May 15, 2000

Statement of Financial Position

March 31, 2000

	2000	1999
Assets		
Current		
Cash and cash equivalents	\$ 525,819	\$ 358,405
Accounts receivable	74,720	147,978
Prepaid expenses	1,436	1,157
	601,975	507,540
Capital assets (note 3)	93,832	16,367
	\$ 695,807	\$ 523,907
Liabilities		
Current		
Accounts payable	\$ 89,320	\$ 15,188
Deferred revenue	441,584	-
	530,904	15,188
Net Assets		
Unrestricted	71,071	492,352
Invested in capital assets	93,832	16,367
	164,903	508,719
	\$ 695,807	\$ 523,907

The accompanying notes are an integral part of these financial statements.

Statement of Operations
for the year ended March 31, 2000

	2000	1999
Revenue		
Project revenue	\$ 1,685,480	\$ 976,915
Interest and other revenue	41,152	41,483
	1,726,632	1,018,398
Expenses		
Projects	1,536,590	374,880
Staff contracts	125,250	100,637
Operating support	68,953	43,257
Consulting and legal	36,512	23,450
Board meetings	24,377	9,566
Services	3,448	36,735
Bank charges	1,673	8,994
Loss on disposal of assets	-	1,301
Amortization	20,009	3,663
	1,816,812	602,483
Excess of (expenses over revenue), revenue over expenses before business development	(90,180)	415,915
Business development	241,150	-
ISO certification	12,486	-
	253,636	-
Excess of (expenses over revenue), revenue over expenses	\$ (343,816)	\$ 415,915

The accompanying notes are an integral part of these financial statements.

Statement of Changes in Net Assets
for the year ended March 31, 2000

	Unrestricted	Invested in capital assets	2000 Total	1999 Total
Balance, beginning of year	\$ 492,352	\$ 16,367	\$ 508,719	\$ 92,804
Excess of revenue over expenses (expenses over revenue)	(323,807)	(20,009)	(343,816)	415,915
Investment in capital assets	(97,474)	97,474	-	-
Balance, end of year	\$ 71,071	\$ 93,832	\$ 164,903	\$ 508,719

The accompanying notes are an integral part of these financial statements.

Statement of Cash Flows
for the year ended March 31, 2000

	2000	1999
Cash flows from operating activities		
Cash receipts from members and activities	\$ 2,241,196	\$ 884,942
Cash paid to suppliers and employees	(1,976,308)	(605,816)
	264,888	279,126
Cash flows from investing activities		
Additions to capital assets	(97,474)	(4,162)
Increase in cash	167,414	274,964
Cash and cash equivalents, beginning of year	358,405	83,441
Cash and cash equivalents, end of year	\$ 525,819	\$ 358,405

The accompanying notes are an integral part of these financial statements.

1. Purpose

Ontario Curriculum Centre (“OCC”) is a standards organization with its main function being the evaluation of learning materials on behalf of clients like the Ministry of Education, non-government organizations, commercial publishers and developers and individuals. As well, OCC provides services to support its standards activities, including hosting a web site catalogue of learning resources, providing awards to teachers for the development of classroom materials, and offering related professional development activities. OCC was established as Ontario Curriculum Clearinghouse in 1994 and is now an independent, not-for-profit, charitable organization. During 1999 an application was filed with the Ministry of Consumer and Commercial Relations to change the name of the organization from Ontario Curriculum Clearinghouse to Ontario Curriculum Centre. OCC is one of three affiliates operating under a parent organization, Curriculum Services Canada, which together offer a full service in the area of learning resource evaluation. OCC is a registered charity under the Income Tax Act and accordingly is exempt from income taxes, provided certain requirements of the Income Tax Act are met.

2. Summary of Significant Accounting Policies

Cash equivalents

For the purpose of the statements of cash flows, the Centre considers cash equivalents to be cash and short-term investments with original maturities of three months or less. The Centre has adopted the requirements of CICA 1540 in preparing the statement of cash flows.

Included in cash and cash equivalents is:

	2000	1999
Cash	\$ 225,699	\$ 72,959
Term deposits	300,120	285,446
	\$ 525,819	\$ 358,405

Capital assets

Capital assets are recorded at cost. Amortization is provided using the following :

Furniture and fixtures	-	20% declining balance
Computer equipment	-	20% declining balance
Website development	-	33% straight line

Revenue recognition

Grants and donations from all sources are recorded as revenue in the accounts when funds are received as there are no specific restrictions on the use of these grants and donations. Project grants are recorded as deferred revenue in the accounts when the funds are received. These grants are recognized as revenue when related disbursements are incurred. Revenue from fees, contracts and sales of education materials is recognized when the services are provided or the goods are sold.

Investment income is recognized when earned.

3. Capital Assets

			2000	1999
	Cost	Accumulated Amortization	Net Book Value	Net Book Value
Furniture and fixtures	\$ 7,919	\$ 4,421	\$ 3,498	\$ 13,137
Computers	39,458	18,102	21,356	3,230
Website development	82,774	13,796	68,978	-
	\$ 130,151	\$ 36,319	\$ 93,832	\$ 16,367

4. Uncertainty Due to the Year 2000 Issue

The year 2000 issue arises because many computerized systems use two digits rather than four to identify a year. Date-sensitive systems may recognize the year 2000 as 1900 or some other date, resulting in errors when information using year 2000 dates is processed. In addition, similar problems may arise in some systems which use certain dates in 1999 to represent something other than a date. Although the change in date has occurred, it is not possible to be certain that all aspects of the year 2000 issue affecting the entity, including those related to the efforts of customers, suppliers, or other third parties, will be fully resolved.



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