

Excellence in Education Administration Fund Program Guidelines for District School Boards

OVERVIEW

The ministry is continuing its focus on efficiency and excellence in education. To support this, the ministry has established the Excellence in Education Administration Fund. School boards may apply for funding to engage an independent third-party consultant to either:

- Review all or a subset of a school board's operations and provide recommendations to the school board or
- Assist the school board in implementing previously developed recommendations from a former review.

These recommendations must consist of specific and achievable action plans or best practices that school boards can implement to increase efficiency or improve service delivery.

To allow for sufficient time for ministerial approval and completion of work, it is expected school boards will submit an application no later than November 30, 2020.

The final recommendations must be received by the school board or the recommendations must be implemented by the school board prior to the submission of a final report to the Ministry of Education, no later than July 30, 2021.

School boards must also request reimbursement of costs incurred by August 13, 2021.

SCOPE

School boards may request the consultant review all or specific areas of its operations, subject to the exclusions below. This program will encourage school boards to review their processes to identify opportunities for increased operational effectiveness, cost efficiency and optimal resource allocation. Recommendations or action items must be achievable and specific. School boards may also request the consultant to implement previously developed recommendations that support the goals of the program.

The consultant's report or implementation must not recommend or result in any of the following:

1. Involuntary front-line job losses
2. Violation of any legislation, regulations or ministry policy directives
3. Violation of any local or central collective bargaining provisions
4. Introduction of or increases in fees to students or parents
5. Changes to the trustee governance structure or executive compensation framework

If the consultant is engaged to provide recommendations, the report must include a one-page summary outlining the estimated costs and risks associated with implementing each recommendation. If the consultant is engaged to implement previously developed recommendations, the final report must outline a summary of the implementation including its expected results.

School boards will be required to provide an update to the Ministry of Education at a future date on the implementation status or outcomes of any of the recommendations received.

REVIEWERS / COMPETITIVE PROCUREMENT PROCESS

School boards must follow the school board's own competitive procurement policy as well as well as the ministry's centralized procurement initiative directive.

School boards are expected to use an existing MGCS Vendor of Record (VOR) arrangement:

1. OSS-00515254 - Internal Audit Services (Expiry date October 31, 2020)
2. Tender-7434 - Management Consulting Services (Expiry date June 15, 2022)

Should a VOR not be used, then a Procurement Rationale Report Form must be submitted by the school board to EDUProcurementReporting@ontario.ca as well as to Med.Ahmadoun@ontario.ca.

School boards may use the same vendor for both the development and implementation of recommendations.

ELIGIBILITY CRITERIA

To be eligible for funding, the following criteria must be met:

1. Board of Trustees have been informed of and are in support of the proposal;
2. An independent third-party consultant compliant with the school board's competitive procurement policy must be engaged;

3. Work must result in a report that identifies specific, actionable recommendations or implementation of recommendations based on the scope requirements identified above;
4. The school board must provide a copy of the final report to the ministry;
5. The school board must provide the ministry with a copy of any previously developed recommendations to be implemented, if applicable;
6. The school board's application must be reviewed and approved by the ministry;
7. Final report must be submitted.

FUNDING

School boards may apply for up to \$150,000 in funding under the program. However, the ministry may approve additional funding on a case-by-case basis depending on the scope of review or the number of school boards participating, in the case of a joint submission.

Participating school boards will be reimbursed for the lesser of:

1. the actual engagement costs incurred (net of the GST/HST Public Service Bodies' Rebate), supported by invoices submitted to the ministry, and
2. the funding amount approved by the ministry.

School board staff may assist in the development or implementation of the recommendations, but only costs incurred to engage the external consultant are eligible for reimbursement. Equipment or other costs will not be reimbursed.

School boards will be required to sign a transfer payment agreement before engaging the consultant. For joint submissions, the lead board will be responsible for signing the transfer payment agreement and receiving reimbursement on behalf of the joint applicant school boards.

APPLICATION PROCESS

School boards must submit a completed application electronically to Med.Ahmadoun@ontario.ca within the note deadlines.

Where multiple boards make a joint submission, only one application should be submitted to the ministry by the lead school board.

IMPORTANT DATES

November 30, 2020	School boards should submit applications before this date to allow sufficient time for approval and completion
July 30, 2021	Deadline for submission of final report
August 13, 2021	Deadline for reimbursement request, including supporting invoices

CONTACT INFORMATION

School boards can direct Excellence in Education Administration Fund questions to Med.Ahamadoun@ontario.ca or (416) 326-0201.