

Ministry of Education

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2016: B02

MEMORANDUM TO: Senior Business Officials

FROM: Gabriel F. Sékaly
Assistant Deputy Minister
Financial Policy and Business Division

DATE: **February 4, 2016**

SUBJECT: Syrian Newcomer Settlement in Ontario – Financial Reporting Requirements for Funding Purposes

The purpose of this memorandum is to provide you with information regarding funding and extraordinary expenses in relation to new students resulting from the resettlement of Syrian newcomers.

This is a follow-up to the memorandum of December 4, 2015, titled “Syrian Refugee Settlement in Ontario”, from Deputy Minister George Zegarac. As stated in that memorandum, it is a priority for the ministry, in partnership with the federal government, to ensure that school boards have the resources and support required to successfully integrate Syrian newcomers into our education system. To help meet this commitment, the ministry is now asking school boards to collect information about these new students and the programs and services provided to meet their needs.

As detailed below, the requested information relates to three areas:

1. 2015-16 GSN Funding For Transfer Payment Purposes
2. Tracking of Enrolment for the 2015-16 School Year
3. Tracking of Incremental Costs for the 2015-16 School Year

2015-16 GSN Funding For Transfer Payment Purposes

Syrian newcomers are being admitted to Canada with the status of “permanent resident”, as defined by Canada’s Immigration and Refugee Protection Act. This means

that any new students resulting from the resettlement will be identified as pupils of the board for funding purposes.

The 2015-16 Revised Estimates, which boards were to submit by December 15, 2015, will not reflect enrolment counts for these new students. The ministry is therefore providing school boards an opportunity to incorporate adjustments into their Revised Estimates post March 31, 2016. This will allow the ministry to update transfer payments by June 2016 – much earlier than the regular process, which would update transfer payments only after submission of the 2015-16 Financial Statements.

The ministry is asking school boards to complete a special EFIS form, **Template A - March 31, 2016 Syrian Newcomer Student Enrolment – By School and Grade (JK/SK, Grades 1 to 3, Grades 4 to 8 and Grades 9 to 12)**. A sample template is attached as Appendix A. This template will collect information relating to Syrian Newcomer students who have enrolled by March 31, 2016, but were not included in the 2015-16 Revised Estimates.

The template will be made available through the 2015-16 Revised Estimates forms in EFIS 2.0 as a new Task List entitled “Syrian Newcomer Adjustments”, see Appendix D.

Boards will be required to complete the template by **May 15, 2016**. This will allow the ministry to update transfer payments starting in June 2016.

On May 15, 2016, the ministry will lock this form for input and complete amendments to monthly transfer payments using current GSN rates and formulas.

Tracking of Enrolment for the 2015-16 School Year

As indicated in the Deputy Minister’s memorandum, the ministry will be working in partnership with the federal government on the implications of the resettlement of the Syrian newcomers. From the ministry’s perspective, it will be important to have a complete understanding of (1) when students who are Syrian newcomers entered the system during the 2015-16 school year, and (2) the programs and services for these students delivered or accessed by school boards.

The ministry is asking school boards to complete EFIS form **Template B – 2015-16 Syrian Newcomer Student Enrolment Summary – By Grade Categories and by Program**. This template, which is attached in Appendix B as a sample, tracks enrolment (headcount) by month based on grade and program for the 2015-16 school year.

Boards will be required to complete this template by **September 30, 2016**.

The template will be made available through the 2015-16 Revised Estimate forms in EFIS 2.0 as a new Task List entitled “Syrian Newcomer Adjustments”, see Appendix D.

Tracking of Incremental Costs for the 2015-16 School Year

The ministry recognizes that students who are Syrian newcomers may require additional supports from schools to address language proficiency needs and a wide range of other needs in areas such as extraordinary special education, social work, mental health and translation/interpreters. As school boards will incur additional expenses and may face cost pressures in providing appropriate programs and services that go beyond current planned programming and service levels, the ministry is asking boards to track these one-time or incremental extraordinary expenses.

For reporting purposes, the ministry is asking school boards to complete EFIS form **Template C – Report on Expenditures Related to Syrian Newcomer Students**. A sample template is attached as Appendix C.

Boards are required to submit a signed copy of the report by **September 30, 2016** to the following e-mail address.

revest@ontario.ca

The template will be made available through the 2015-16 Revised Estimates forms in EFIS 2.0 as a new Task List entitled “Syrian Newcomer Adjustments”, see Appendix D.

Summary of Key Requirements

| Requirement | Completion Date |
|-------------------------------------------------------------------------|--------------------|
| Template A - March 31, 2016 Syrian Newcomer Student Enrolment | May 15, 2016 |
| Template B - 2015-16 Syrian Newcomer Student Enrolment Summary | September 30, 2016 |
| Template C – Report on Expenditures Related to Syrian Newcomer Students | September 30, 2016 |

Ministry Contact

If you have any questions, or require additional information, please contact Jeffrey Lewis at 416-325-0607 or Jeffrey.Lewis@ontario.ca or your board's Financial Analyst.

Original signed by

Gabriel F. Sékaly
Assistant Deputy Minister
Financial Policy and Business Division

c.c. Directors of Education

Appendix A

TEMPLATE A - March 31, 2016 enrolment

Syrian Newcomer Student Enrolment By School and Grade - Elementary (FTE as of March 31, 2016)

| School Name | SFIS | Enrolment By Grade | | | | Total |
|--------------|------|---------------------|---------------------|---------------|---------------|-------|
| | | Junior Kindergarten | Senior Kindergarten | Grades 1 to 3 | Grades 4 to 8 | |
| School 1 | | | | | | 0 |
| School 2 | | | | | | 0 |
| School 3 | | | | | | 0 |
| School 4 | | | | | | 0 |
| School 5 | | | | | | 0 |
| School 6 | | | | | | 0 |
| School 7 | | | | | | 0 |
| School 8 | | | | | | 0 |
| School 9 | | | | | | 0 |
| School 10 | | | | | | 0 |
| School 11 | | | | | | 0 |
| School 12 | | | | | | 0 |
| Total | | 0 | 0 | 0 | 0 | 0 |

Syrian Newcomer Student Enrolment By School and Grade - Secondary (FTE as of March 31, 2016)

| School Name | SFIS | Enrolment By Grade | |
|--------------|------|--------------------------|-------|
| | | Grades 9 to 12 Full-Time | Total |
| School 1 | | | 0 |
| School 2 | | | 0 |
| School 3 | | | 0 |
| School 4 | | | 0 |
| School 5 | | | 0 |
| School 6 | | | 0 |
| School 7 | | | 0 |
| School 8 | | | 0 |
| School 9 | | | 0 |
| School 10 | | | 0 |
| School 11 | | | 0 |
| School 12 | | | 0 |
| Total | | 0 | 0 |

Syrian Newcomer Student Enrolment By Board (Headcount and FTE as of March 31, 2016)

| | Number of Full-Time Pupils | Number of Part-Time Pupils | FTE of Full-Time Pupils | FTE of Part-Time Pupils |
|------------------------------------|----------------------------|----------------------------|-------------------------|-------------------------|
| Junior Kindergarten (JK) | | | | |
| Senior Kindergarten (SK) | | | | |
| Grades 1 to 3 | | | | |
| Grades 4 to 8 | | | | |
| Elementary (21 years and over) | | | | |
| Grades 9 to 12 | | | | |
| Grades 9 to 12 High Credit | | | | |
| Grades 9 to 12 (21 years and over) | | | | |

Appendix B

TEMPLATE B - ENROLMENT BY MONTH AND PROGRAM

Day School Enrolment - Syrian Newcomer Students

Syrian Newcomer Student Enrolment By Month and Grade (Headcount)

| Months from December 2015 to August 2016 | Enrolment By Grade | | | | | | | Summer School | Total |
|------------------------------------------|---------------------|---------------------|---------------|---------------|--------------------------|--------------------------|-------|---------------|-------|
| | Junior Kindergarten | Senior Kindergarten | Grades 1 to 3 | Grades 4 to 8 | Grades 9 to 12 Full-Time | Grades 9 to 12 Part-Time | Other | | |
| December | | | | | | | | | 0 |
| January | | | | | | | | | 0 |
| February | | | | | | | | | 0 |
| March | | | | | | | | | 0 |
| April | | | | | | | | | 0 |
| May | | | | | | | | | 0 |
| June | | | | | | | | | 0 |
| July | | | | | | | | | 0 |
| August | | | | | | | | | 0 |

Syrian Newcomer Student Enrolment By Month and Program (Headcount)

| Months from December 2015 to August 2016 | Enrolment By Program | | | | | | Total |
|------------------------------------------|-------------------------|---------------------|------------------------|----------------|------------------|-----------------|-------|
| | English language boards | | French language boards | | FSL - Elementary | FSL - Secondary | |
| | ESL / ELD Elementary | ESL / ELD Secondary | PANA Elementary | PANA Secondary | | | |
| December | | | | | | | 0 |
| January | | | | | | | 0 |
| February | | | | | | | 0 |
| March | | | | | | | 0 |
| April | | | | | | | 0 |
| May | | | | | | | 0 |
| June | | | | | | | 0 |
| July | | | | | | | 0 |
| August | | | | | | | 0 |

Appendix C

TEMPLATE C - REPORT ON EXPENDITURES RELATED TO SYRIAN NEWCOMER STUDENTS

Report on Incremental Expenditures Related to Syrian Newcomer Students - 2015-16

| | |
|---------------------|--|
| Board Name: | |
| Board # | |
| LEAD CONTACT | |
| Name: | |
| E-mail: | |
| Phone Number: | |

Incremental Expenditures Details by Category

| Category | Cost (\$) | Comments |
|--------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------|
| Language Support | | |
| Translation services English as a Second Language French as a Second language | | |
| Special Education Needs and Mental Health Support | | |
| Mental Health Supports Special Education - Staffing Special Education - Other (please specify) | | |
| Regular and Summer School Programs | | |
| Regular Classroom staffing Regular program - other costs (please specify) | | |
| Summer school instruction costs | | |
| Other Costs | | |
| Administration costs School accomodation expenditures Physical health / vaccination assesments Transportation Other (please specify) | | |
| Total Cost \$ | - | |

I certify the above information is true and accurate.

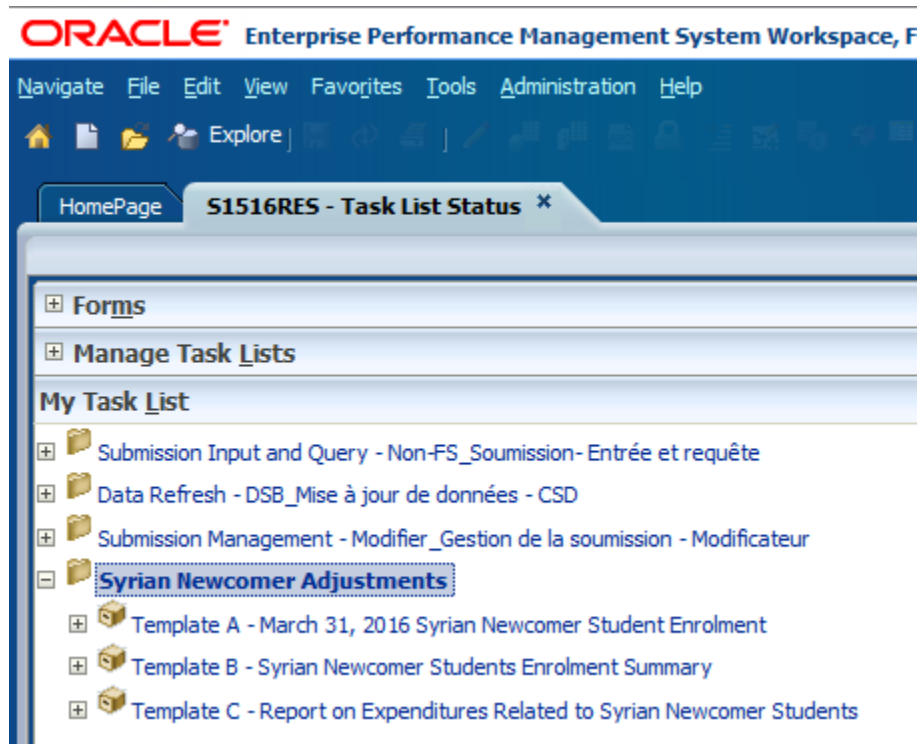
| | |
|----------------------------|-----------------|
| Superintendent of Business | Date |
| PRINT NAME | Contact Phone # |

Please Note:

- * All supporting documentation must be retained by the board and may be requested by the Ministry to verify the expenditures.
- * Please see memo 2016 : B02 for further details.

Appendix D – Additional Information

Location of Syrian Newcomer Forms in EFIS Task List



Information Collection Process

1. The templates will be available in EFIS 2.0 Revised Estimates forms for 2015-16.
2. Boards will complete the data entry in the forms and “save” their results, no activation of a new version will be required.
3. Ministry staff will lock the forms on the completion date and use the data to determine transfer payment adjustments and assess incremental and extraordinary costs.
4. Only the report from Template C (PDF report found under the Template C task) needs to be printed, signed and sent to the ministry e-mail address provided (revest@ontario.ca).