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Ontario

2011: SB20

MEMORANDUM TO: Directors of Education
Senior Business Officials

FROM: Didem Proulx

DATE: June 10, 2011

SUBJECT: School Board Administration and Governance Grant Advisory Group Data Collection

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This memorandum is to inform you that the data collection tools, developed by the School Board Administration and Governance Grant Advisory Group (Advisory Group) and the Ministry of Education are now available through EFIS. The Ministry is requesting that all school boards complete and submit the Data Collection Template and School Board Administration Survey/Guidelines and provide any necessary supporting information by July 15, 2011.

The Advisory Group was established in the Fall of 2010, to develop and implement a new funding approach for school board administration. The new funding approach will replace the current enrolment-based allocation approach with a functional model that better reflects the key cost drivers and cost structures of school boards, as determined by board-level data.

Unfortunately, the information currently collected by the Ministry on school board administration is too high level and aggregated. As a result, the level of detail is not sufficient to support the development of a credible successor model. To address this data gap, a Data Collection Template and School Board Administration Survey have been developed. These data collection tools are designed to capture accurate and detailed staffing, non-staffing and expense information, further broken down into eight core functions. The template has been field tested by eight school boards represented on the Advisory Group, and modified accordingly.

To make the completion of the Data Collection Template easier for your board, the Ministry has developed the School Board Administration Survey/Guideline to clarify what is requested and the purpose of the various tables. In addition, the Ministry has pre-populated some tables with data. Please review all the pre-populated data to ensure its accuracy and make any necessary changes.

Downloading the Data Collection Template and School Board Administration Survey/Guideline

School boards can download the pre-populated copy of their school board's School Board Administration and Governance Grant Data Collection Template and School Board Administration Survey/Guideline from EFIS.

After logging on to EFIS, go to the **Reports** (under **Submission**), then **Static Reports.**

Download the following two documents to your hard-drive:

1) School Board Administration Data Collection Template
2) School Board Administration Survey/Guideline

Submission of the Data Collection Template and School Board Administration Survey/Guideline

The Advisory Group is requesting that all school boards fill in the Data Collection Template and School Board Administration Survey. Once completed, school boards are asked to e-mail these two documents and *a copy of their administrative organizational charts* by **July 15, 2011** to the following mailbox:

board.admin.advisory@ontario.ca

Contacts

Questions relating to the Data Collection Template or School Board Administration Survey/Guideline should be directed to:

Andrew Bright at 416-325-2037 (andrew.bright@ontario.ca)
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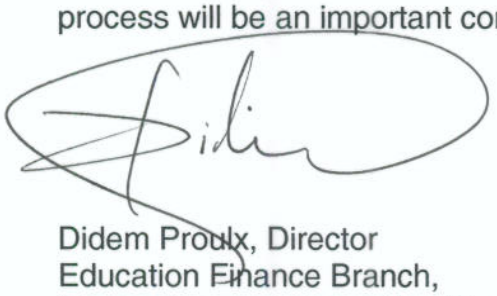
The goal of the Advisory Group is to ensure that the new funding approach developed for school board administration is based on data that reflects the realities facing school boards. Your assistance in ensuring that your board participates in this data collection process will be an important contribution to achieving this goal.



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