

Ministry of Education

School Business Support Branch
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Ministère de l'Éducation

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**2015: SB13**

MEMORANDUM TO: Directors of Education
Senior Business Officials

FROM: Cheri Hayward
Director
School Business and Support Branch

DATE: **April 29, 2015**

SUBJECT: **Shared Services Feasibility Studies and Initiatives**

Over many years, school boards and the Ministry have worked together to make efficient use of resources and share operational best practices to support student achievement and public confidence in education. The establishment of transportation consortia and Regional Internal Audit Teams (RIAT) across the province demonstrates this sector support.

School boards continue to show an interest in working together and recognize the potential for further collaboration through the recent Operational Review Refresh initiative, School Board Efficiencies and Modernization consultations, and a number of Council of Senior Business Officials (COSBO) Effectiveness and Efficiency (E&E) projects. Key projects to date include the Shared Services Feasibility Study of Eleven Eastern Ontario School Boards (2011) and the current Shared Services IT Project in partnership with the Educational Computing Network of Ontario (ECNO).

Moving forward, the Ministry believes there is an opportunity to work with school boards to explore local and regional options for shared service delivery models for a variety of operational functions performed by each individual board. Examples may include work order systems; custodial and school maintenance services; capital planning; energy management; payroll; server hosting; procurement; travel and expense management; and recruitment.

I am pleased to announce that \$750,000 in seed funding from the COSBO E&E funding allocation will be provided to support feasibility studies and/or to establish local and regional shared service projects to deliver select operational services. The COSBO E&E Advisory Committee will review and evaluate project applications. This funding will support projects beginning in the 2015-16 school year and is capped at:

- 50% of the cost of a feasibility study up to a maximum of \$25,000 per study;
- Up to a maximum of \$100,000 per project for implementation of a shared service initiative but not to exceed 50% of total project costs.

I will provide more details on the application process for funding for shared services feasibility studies and initiatives in the coming months. I look forward to working with you on this important initiative. If you have any questions, please contact me at 416-327-7503 or [by email](#).

Original signed by

Cheri Hayward
Director
School Business Support Branch