

**Ministry of Education**

Financial Analysis and  
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**Ministère de l'Éducation**

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**2018: SB13**

**MEMORANDUM TO:** Business Administrators  
Section 68 School Authorities

**FROM:** Med Ahmadoun  
Director  
Financial Analysis and Accountability Branch

**DATE:** June 8, 2018

**SUBJECT:** 2018-19 Funding Updates and Estimate Forms for  
Section 68 School Authorities

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This memo provides updates for Section 68 School Authorities for the 2018–19 school year, including:

- Trustee Honoraria
- Education Programs - Other
- Budget Approval Process for New Funding Requests
- 2018-19 Estimates Forms

## **Trustee Honoraria**

As previously announced in the [Ministry of Education 2017 Government Engagement memorandum](#) dated March 26, 2018, the ministry has amended Ontario Regulation 357/06 – Honoraria for Board Members under the Education Act. As a result, Section 68 School Authorities may provide a maximum honoraria amount of \$5,400 for their board members, \$6,300 for their vice-chair and \$8,100 for their chair, effective for the term of office beginning on December 1, 2018.

The honoraria amount should be included in the annual estimate submissions to the Ministry of Education, which is due on July 31 of each year.

Please note that Section 68 School Authorities will need to establish an honorarium policy in order to pay honoraria to their trustees. Unlike other boards, the regulation

does not require Section 68 School Authorities to have this policy in place by October 15.

## Education Programs - Other

As previously announced in the [2018-19 School Year Education Programs – Other \(EPO\) Funding](#) (2018:B07) memorandum dated March 26, 2018, I am writing to outline the EPO funding allocations currently available to the Section 68 School Authorities in 2018-19.

To facilitate the school authority’s budget planning for the 2018-19 school year, the following table illustrates the maximum allocation per school authority by initiative:

| Program Allocation   | Maximum Amount per School Authority (\$) |
|--|--|
| A. Innovation in Learning Fund                                       | Refer to <i>Appendix A</i>               |
| B. Renewed Math Strategy   | \$3,650                                  |
| C. Well-Being: Safe, Accepting and Healthy Schools and Mental Health | \$20,000                                 |

If you require further information about these initiatives, please refer to the contacts listed under “Program Areas” in Appendix B.

## Budget Approval Process for New Funding Requests

For any new budget requests, Section 68 School Authorities are asked to submit a budget request form to the ministry for approval. It is applicable to all new budget requests funded under the Grants for Student Needs (GSN) and various EPOs. The form must be submitted at the same time as the 2018-19 Estimates submission and to the same electronic mailbox of [Estimates.met@ontario.ca](mailto:Estimates.met@ontario.ca).

The purpose of the form is to enhance the budget approval process with detailed documentation of new funding requests and approvals. The ministry will assess the business purpose of the requests and provide formal approval. This new process will increase the transparency and accountability of the funding process and provide valuable insights into the operational needs of Section 68 School Authorities. The template for the budget request form will be sent separately to each Section 68 School Authority directly including detailed instructions on completing the form.

The budget request form can also be used for in-year budget requests. However, funding requests outside of the annual Estimates submission should be limited to funding regulation changes and other unforeseen circumstances.

If you require further information on the budget approval form or process, please refer to the contacts listed under “Field Services Branch” or Financial Analysis and Accountability Branch” in Appendix B.

## 2018-19 Estimates Forms

I am pleased to inform you that the 2018-19 Estimates forms for Section 68 School Authorities are now available. The Excel forms, along with the instructions for completion and a pre-loaded variance report template will be provided to each authority separately.

Please include all costs anticipated to be incurred during the upcoming school year in the 2018-19 Estimates submissions.

The main changes to the forms this year are listed below:

| Form     | Changes  |
|----------|--|
| Expenses | <ul style="list-style-type: none"><li>• Report the trustee honoraria amount under Administration – Trustees (Line 64), salaries &amp; wages (column 2).</li></ul>  |
| Staffing | <ul style="list-style-type: none"><li>• Report the full time equivalency (FTE) of the following positions as of October 31<sup>st</sup> and March 31<sup>st</sup>:<ul style="list-style-type: none"><li>○ Vice-chair</li><li>○ Chair</li></ul></li><li>• “Weekly Hours to Calc. 1 FTE” columns are removed as the information is no longer required.</li></ul> |

### Submission of Financial Reports

The Estimates are due to the ministry by July 31, 2018 so that the budget review can be completed and ministry approval issued before the start of the school year. In the event that the Estimates are filed after this date, cash flow penalties may be implemented to reduce the Section 68 School Authority’s regular cash flow by 50%. Upon submission of the Estimates, the ministry will revert back to the normal monthly payment process and will include the total amount withheld up to that point in the monthly payment.

The electronic version of the Estimates, the variance report and the budget request form are to be e-mailed to [Estimates.met@ontario.ca](mailto:Estimates.met@ontario.ca). Paper documents are no longer required to be mailed to the ministry. In the same email please include a PDF copy of the Certificate signed by the Chief Executive Officer. Please do not insert any of the attachments to the body of the email. To facilitate the management of our electronic filing boards are asked to include the following text in the subject line of the email “2018-19 Estimates Supporting Documentation – S68 Name”.

If you have require any further information on the Estimates package, please refer to the contacts listed under the “Financial Analysis and Accountability Branch” in Appendix B.

*Original signed by*

Med Ahmadoun  
Director  
Financial Analysis and Accountability Branch

**Appendix A**  
**Innovation in Learning Fund: Maximum EPO Amount**

| Section 68 School Authority                         | Maximum EPO Amount |
|---|--------------------|
| Bloorview School Authority                          | \$34,177           |
| Campbell Children's School Authority                | \$15,527           |
| John McGivney Children's Centre School Authority    | \$17,935           |
| KidsAbility School Authority                        | \$16,762           |
| Niagara Children's Centre School Authority          | \$19,245           |
| Ottawa Children's Treatment Centre School Authority | \$16,052           |

## Appendix B Ministry of Education Contacts

Program Areas:

| Education Program – Other (EPO)                                   | Contact                                      | Telephone and Email  |
|---|--|--|
| Innovation in Learning Fund                                       | Safa Zaki,<br>Provincial Policy Lead         | 416-325-2092<br><a href="mailto:safa.zaki@ontario.ca">safa.zaki@ontario.ca</a>                 |
| Renewed Math Strategy   | Jasun Fox,<br>Senior Manager<br>(Acting)     | 416-325-4391<br><a href="mailto:Jasun.Fox@ontario.ca">Jasun.Fox@ontario.ca</a>                 |
| Well-Being: Safe, Accepting and Healthy Schools and Mental Health | Christopher Cully,<br>Policy/Program Analyst | 416-325-7990<br><a href="mailto:Christopher.Cully@ontario.ca">Christopher.Cully@ontario.ca</a> |

Field Services Branch:

| Section 68 School Authority                         | Contact   | Telephone and Email  |
|---|---|--|
| Bloorview School Authority                          | Michael Wallace,<br>Education Officer   | 416-325-2723<br><a href="mailto:Michael.Wallace@ontario.ca">Michael.Wallace@ontario.ca</a>           |
| Campbell Children's School Authority                | Linda Kuehr,<br>Education Officer   | 705-725-7632<br><a href="mailto:Linda.Kuehr@ontario.ca">Linda.Kuehr@ontario.ca</a>                   |
| John McGivney Children's Centre School Authority    | Joy Antoniuk,<br>Education Officer<br><br>Virginia Rutledge,<br>Education Officer | 519-667-2034<br><a href="mailto:Joy.Antoniuk@ontario.ca">Joy.Antoniuk@ontario.ca</a>                 |
| KidsAbility School Authority                        |   | 519-667-2026<br><a href="mailto:Virginia.Rutledge@ontario.ca">Virginia.Rutledge@ontario.ca</a>       |
| Niagara Children's Centre School Authority          |   |  |
| Ottawa Children's Treatment Centre School Authority | Michele Tatartcheff<br>Education Officer  | (613) 225-4635<br><a href="mailto:Michele.Tatartcheff@ontario.ca">Michele.Tatartcheff@ontario.ca</a> |

Financial Analysis and Accountability Branch:

| Name                               | Telephone and Email  |
|------------------------------------|--|
| Teresa Wang,<br>Financial Analyst  | (416) 327-5754<br><a href="mailto:Teresa.Wang@ontario.ca">Teresa.Wang@ontario.ca</a>       |
| Jonathan Hodge,<br>Finance Officer | (416) 314-2958<br><a href="mailto:Jonathan.Hodge@ontario.ca">Jonathan.Hodge@ontario.ca</a> |