

Ministry of Education

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Ministère de l'Éducation

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**2018: SB21**

**TO:** Secretary Treasurers of School Authorities (Isolate Boards)

**FROM:** Romina Di Pasquale  
Director  
Labour and Finance Implementation Branch

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**DATE:** October 29, 2018

**SUBJECT:** 2018-19 Estimates Forms for School Authorities (Isolate Boards)

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### **2018-19 Estimates Forms**

I am pleased to inform you that the 2018-19 Estimates forms and related instructions for school authorities (isolate boards) are available on the Financial Reporting website at <https://efis.fma.csc.gov.on.ca/faab>. From the home page, please click on the Estimates link.

The forms implement the Grants for Student Needs (GSN) changes announced in memorandums 2018:B06 and 2018:SB09, and updates announced in memorandum 2018:B14. Key changes to the forms include:

- Supporting Students: Career Counselling, Student Mental Health and Well-being (formerly Preparing for Success in High School): A new input field in Schedule 13 for Grade 7 to 8 enrolment data to calculate funding for the Intermediate Supplementary Amount: *Supporting Students in Career Counselling, Student Mental Health and Well-being* in Section 1.1 (Pupil Foundation Allocation), Section 7 (Teacher Qualifications and Experience Allocation), and Section 16 (Declining Enrolment Allocation). This funding can be used to support career counselling as well as student well-being in either the elementary or secondary panel, and student mental health in keeping with the boards' mental health strategy.
- Special Education Allocation: New components have been added to Section 2:

- Multi-Disciplinary Supports Amount within the Differentiated Special Education Needs Amount.
  - Applied Behaviour Analysis Training, board and per-pupil amounts, within the Behaviour Expertise Amount.
  - Starting in 2018-19, the SEA/SIP claim process for isolate boards is identical to district school boards in that submissions will be reviewed by the Student Support and Field Services Division for approval. These claims no longer need special approvals committee review.
- School Bus Rider Safety Training: Elementary isolate boards are eligible for funding to support two safety training sessions – for Junior Kindergarten to Grade 3 and Grades 4 to 8 – through the Student Transportation Allocation (Section 9). Boards should report the number of sessions held to receive the funding.
  - Program Leadership Allocation (PLA): A new Section 10 tab is added for the Program Leadership Allocation calculation within the School Board Administration and Governance Allocation. Funding is provided upon hiring of the leads and is based on the expenses up to the calculated allocation. The funding will be enveloped, in that the funding must be spent globally on leads' salary, benefits, travel and professional development.
    - Four leads previously funded through other allocations within the GSN have been moved to the PLA, including: Technology Enabled Learning and Teaching Contact line (removed from Section 10); and, the Assistance for Student Success base amount, School Effectiveness Framework amount, and Mental Health Leader Amount (removed from Section 13).
    - 50 per cent of the Indigenous Education Lead funding in the Per Pupil Amount (PPA) has been transferred to the new PLA as shown in Section 18.
    - Schedule 5.1 has been updated to assign any deferred revenues to offset any salary and benefits of the Mental Health Leader incurred in 2018-19 prior to use of 2018-19 PLA funds.
  - Indigenous Education Allocation: Section 18 has been updated as 50 per cent of the Indigenous Education Lead funding in the PPA has been transferred to the new PLA for the Indigenous Education Lead's salary and benefits. Funding from the PPA can be used in addition to the amount in the PLA for the Indigenous Education Lead salary and benefits. Any PPA funding not used for the Indigenous Education Lead salary and benefits is expected to be used for Board Action Plan expenses.
  - Remedial Literacy and Math / Literacy and Math Outside the School Day: New lines have been added to Schedule 12 for enrolment of day school adult students and high credit students and continuing education students enrolled in Continuing Education or summer school remedial literacy and/or math classes or courses. This enrolment will be funded through the Continuing Education and Other Programs Allocation in Section 6.

Details of the funding model are outlined in the [Technical Paper](#), found on the ministry's public website at <http://www.edu.gov.on.ca>. The Technical Paper Addendum for School Authorities includes specific funding items unique to isolate boards.

## **Submission**

The Estimates are due to the ministry by December 17, 2018. In the event that the Estimates are filed after this date, cash flow penalties may be implemented to reduce the school authority's regular cash flow by 50 percent. 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 is to be emailed 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 on 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 – [Isolate Board Name]".

## **Contacts**

If you have any questions related to the completion of the Estimates package, please contact Elain Kwan, at (416) 326-9923 or [elain.kwan@ontario.ca](mailto:elain.kwan@ontario.ca).

*Original signed by*

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