

Ministry of Education

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2020:SB12

Date: August 12, 2020

Memorandum to: Secretary Treasurers of School Authorities (Isolate Boards)

From: Doreen Lamarche
Executive Director
Education Finance Office

Subject **2020-21 Estimates Forms for School Authorities (Isolate Boards)**

2020-21 Estimates Forms

I am pleased to inform you that the 2020-21 Estimates forms and related instructions for isolate boards are available. The Excel forms, along with the instructions for completion and the Technical Paper Addendum for Isolate Board School Authorities will be provided to each isolate board separately.

Funding Information

For district school boards, changes to the 2020-21 Grants for Student Needs (GSN) were announced in memorandums [2020:B08 Grants for Student Needs \(GSN\) Funding for 2020-21](#); [2020:B11 Investments to Support School Reopening in Response to the COVID-19 Outbreak](#) and [2020:B04 Budget Planning Information for 2020-21](#). 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/eng/policyfunding/funding.html>.

For isolate boards, the Technical Paper Addendum for Isolate Boards includes specific funding items unique to isolate boards and the Estimates forms reflect these adaptations.

Funding for Online Incident Reporting Tool

The Provincial Working Group on Health and Safety is composed of representatives from school boards, teacher federations, education worker unions and the government and has a mandate to review system-wide health and safety issues and make recommendations to support their resolution.

The working group has examined options regarding implementation of online reporting tools to allow for the collection of more accurate and consistent data related to workplace violence and serious student incidents in schools. This data will inform the work of Joint Health and Safety Committees (JHSC) and school administrators as they respond to incidents of violence in the workplace and serious student incidents, respectively.

To this end, the ministry will reimburse isolate boards for the cost of implementing an online incident reporting tool, up to \$10,000. In order to access this funding, isolate boards are asked to:

1. Purchase an online incident reporting system which meets the specifications outlined in Appendix A attached.
2. Complete and sign the two attached attestation Schedules:
 - a. Schedule I: Attestation that the funds provided by the ministry are to be solely used to implement the online health and safety incident reporting system
 - b. Schedule II: Attestation that the online health and safety incident reporting system meets the specifications outlined in Appendix A
3. Provide proof of payment for the purchase of an online incident reporting system. Examples of acceptable forms of proof of payment include a remittance advice, cleared cheque, or evidence of a completed banking transaction. Please note that if the cost of the tool includes a subscription or other annual fee, the ministry will only reimburse costs related to the 2020-21 school year.

Should you require clarification or further detail please contact Lynda Coulter at (416) 617 5565 or Lynda.coulter@ontario.ca, Director, Labour Relations – Operations, Education Labour and Finance Division.

Balanced budgets and ministry approval for in-year deficit

Isolate boards are expected to balance their budgets in 2020-21. However, an isolate board may incur an in-year deficit up to the lower of one per cent of the board's operating revenue or the accumulated surplus for the preceding school year, consistent with the requirements as they are set out in Ontario Regulation 280/19. If an isolate board anticipates an in-year deficit greater than one per cent of its operating allocation, Minister approval will be required.

This regulation also requires isolate boards who are incurring an in-year deficit less than one percent of their operating allocation to submit a plan/resolution with the Estimates submission. The plan must show the elimination of the adjusted in-year deficit within two

years. Note that if the board had submitted a plan last year, it must update it to show the elimination of the adjusted in-year deficit by next year.

Submission

The electronic version of the Estimates is to be emailed to estimates.met@ontario.ca by **October 9, 2020**. 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 in the body of the email. To facilitate the management of our electronic filing, isolate boards are asked to include the following text in the subject line of the email “*2020-21 Estimates Supporting Documentation – [Isolate Board Name]*”.

Notice

Some of the elements and proposals set out in this memo and in the Estimates forms can only take effect if certain regulations are made by the Minister of Education or the Lieutenant Governor in Council under the *Education Act* or other regulations as required. Such regulations have not yet been made. Therefore, the content of this memo should be considered as subject to such regulations, if and when made.

Contacts

If you have any questions related to the completion of the Estimates package, please contact Elain Kwan at (437) 216-4454 or elain.kwan@ontario.ca or Desiree Archer at (437) 216-3946 or desiree.archer@ontario.ca.

Sincerely,

Doreen Lamarche
Executive Director
Education Finance Office

cc: DSAB Supervisory Officers, DSAB External Auditors

Attachments: Appendix A: Required System Specifications for the Online Violent Incident Reporting Tool
Schedule I: Statement of Attestation and Conformity to the Ministry of Education’s Financial Requirements
Schedule II: Statement of Attestation and Conformity to the Ministry of Education’s System Specifications Requirements

Appendix A: Required System Specifications for the Online Violent Incident Reporting Tool

System Specifications

Funding would be available to isolate boards to support the purchase and implementation of an electronic incident reporting system that:

1. Is an online occupational Health and Safety incident reporting system in the language of the workplace
2. Aligns with the Provincial Working Group Roadmap for standardized reporting for isolate boards pursuant to the MOL OHS Reporting Criteria
3. Provides an electronic incident reporting system for:
 - a) Employee workplace violent incidents
 - b) Supervisor workplace violent incident investigations
 - c) Automated supervisor notifications
 - d) Reporting to the JHSC
 - e) Fatality or critical injury reporting
4. Can be customized to incorporate:
 - a) EDU Safe Schools Incident Reporting (SSIR)
 - b) EDU OnSIS reporting
 - c) WSIB reporting
5. Can be extended to incorporate EDU Safe School Reporting to Deliver Standardized Reporting for School Boards such as the Safe Schools Incident Report (SSIR)
6. Is a common sector wide solution
7. Is proven in the sector and has initial capacity including the following:
 - a) Provides an incident reporting system which includes:
 - Employee's Report of a Workplace Violent Incident
 - Supervisor's Workplace Violent Incident Investigation Report
 - Supervisor's Accident Investigation Report
 - Workplace Violence Risk Assessment
 - Non-School Based System
 - Reporting both JHSC and Union Reporting
 - Maintains reporting compliance with Occupational Health and Safety Act (OHS)
 - b) Includes an incident reporting system that is designed to collect details of an employee workplace violent incident including, but not limited to:
 - Affiliation
 - Type of Violent Incident

- Lost Time Injury
 - Repeat Offense
 - Incident Location
 - Assailant
 - Weapons Involved
 - Incident Details
- c) Searchable by report type:
- Employee Workplace Violence
 - Supervisors Workplace Violence Investigations
- d) Ability to filter report searches by:
- Assailant
 - Injuries
 - School/Building
 - Date & Time of Incident
 - Affiliation-Victim Information
 - Type of Violence
 - Location of Incident
 - Multiple Victims
 - Sought Medical Assistance
 - Repeat Offense-Lost Time Injury
 - Weapons Used
- e) Provides Auto-email notifications for:
- Workers
 - Supervisors
 - Superintendents
 - Occupational Health & Safety Department
- f) Reporting Capabilities:
- Provides Summary of Reports Submitted
 - System Generates Custom Report

SCHEDULE I: STATEMENT OF ATTESTATION AND CONFORMITY TO THE MINISTRY OF EDUCATION'S FINANCIAL REQUIREMENTS

The _____ (the "board")
(Name of the isolate board)

and the Ministry of Education (the "ministry") entered into an agreement for the board to confirm and implement a common online health and safety incident reporting system.

Financial Spending Obligations:

- a) I certify that the receipts provided to the ministry reflect only the incremental cost of purchasing the online incident reporting system and not anything additional.

- b) The board's spending records are subject to audit by the ministry, or other entity, upon the request of the ministry.

Supervisory Officer:

(Signature)

(Printed name)

Date: _____

Once completed, please send this attestation to: Lynda Coulter at Lynda.Coulter@ontario.ca

SCHEDULE II: STATEMENT OF ATTESTATION AND CONFORMITY TO THE MINISTRY OF EDUCATION'S SYSTEM SPECIFICATIONS REQUIREMENTS

The _____ (the "board")
(Name of the isolate board)

and the Ministry of Education (the "ministry") entered into an agreement for the board to confirm and implement a common online health and safety incident reporting system.

System Specifications Obligations:

- a) I certify that the board has purchased an online incident reporting system that meets the specifications outlined in Appendix A (attached).
- b) The board's online incident reporting system is subject to inspection by the ministry, or other entity, upon the request of the ministry in order to verify compliance with this attestation.

Chief Executive Officer:

(Signature)

(Printed name)

Date: _____

Chief Information Officer or equivalent:

(Signature)

(Printed name)

Date: _____

Health and Safety Manager or equivalent:

(Signature)

(Printed name)

Date: _____

Once completed, please send this attestation to: Lynda Coulter at Lynda.Coulter@ontario.ca