

Ministry of Education

Financial Analysis and
Accountability Branch

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Ministère de l'Éducation

Direction de l'analyse et de
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2021: SB09

Date: May 4, 2021

Memorandum To: Business Administrators
Section 68 School Authorities

From: Med Ahmadoun
Director
Financial Analysis and Accountability Branch

Subject: **2021-22 Estimates Forms for Section 68 School Authorities**

I am pleased to inform you that the 2021-22 Section 68 School Authorities (school authorities) Estimates forms and related financial information is now available. The Excel forms, budget request form, pre-loaded variance report and the new supplemental COVID-19 form along with the instructions for completion will be provided to each school authority separately.

2021-22 Estimates Forms

School authorities are reminded to include all costs anticipated to be incurred during the upcoming school year in the 2021-22 Estimates submission. However, as per the 2021: B07 Planning for the 2021-22 School Year memorandum, school authorities should only budget for COVID-19 related expenses for the first half of the school year. Therefore, only the first half of the school year amounts for COVID-19 related expenses should be reported in the 2021-22 Estimates forms, variance report and budget request forms. School authorities are asked to complete a new Supplemental COVID-19 Form to identify the financial impact for the school authority if the COVID-19 related expenses were to continue for the second half of the school year.

Budget Approval Process for New Funding Requests

For any new budget requests, school authorities are asked to continue to submit the budget request forms to the ministry for approval. The request forms have been revised for the 2021-22 school year to include more comprehensive financial and non-financial information required for the budget approval decisions.

School authorities should continue to include funding requests for programs typically provided through the Priorities and Partnerships Funding (PPF) for district school boards in the budget request form and Estimates forms. School authorities should review the “Additional Funding” section below for further details on the types of programs that can be beneficial to address the School authorities’ students’ needs.

The ministry will review the requests and provide formal approval. School authorities should ensure that sufficient details and rationale are provided to support any new funding requests to facilitate the ministry’s review of the budget submissions and accelerate the budget approval process. The form must be submitted at the same time as the 2021-22 Estimates submission and to the same electronic mailbox at Estimates.met@ontario.ca.

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

Submission of Financial Reports

The 2021-22 Estimates are due to the ministry by June 30, 2021.

A complete submission package includes the following electronic documents:

- Estimates forms
- Variance report
- Supplementary COVID-19 form
- Budget request forms (if applicable)

These documents are to be emailed to Estimates.met@ontario.ca. 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 into the body of the email. To facilitate the management of our electronic filing, School authorities are asked to include the following text in the subject line of the email “2021-22 Estimates Supporting Documentation – School Authority Name”.

Additional Funding

The 2021: B10 *2021-22 Priorities and Partnerships Funding (PPF)* memorandum announcing the PPFs for the 2021-22 school year includes funding that is applicable to school authorities as follows.

Math Strategy Funding

The Math Strategy Funding includes funding to support the new four-year math strategy. The goals of this funding are to:

- Support the effective implementation of the new elementary math curriculum (grades 1 to 8) and de-streamed Grade 9 math course,
- Increase the performance of all students, including students with special education needs and students facing systemic barriers in their math learning (ex. Indigenous students, Black students and students in poverty).
- Continue to strengthen educator math content knowledge and pedagogy on the fundamentals of math,
- Build awareness for parents about what their children are learning in school, and
- Ensure that students, parents, teachers, and leaders have the support, tools and resources they need to advance student learning and confidence in math.

Each school authority is eligible to receive up to \$4,700 for this funding.

Math Strategy – Additional Qualifications Funding

Funding to subsidize Additional Qualifications (AQ) courses in math for educators. The goal of this program is to provide an incentive for more educators to complete math AQ courses. Certified teachers will be eligible to apply for a full subsidy up to \$650 from their school authority if they successfully complete the following AQ courses in math between September 1, 2021 and August 31, 2022:

- Mathematics, Primary and Junior – Part 1
- Mathematics, Primary and Junior – Part 2
- Mathematics, Primary and Junior – Part 3
- Mathematics, Grades 7 and 8
- Mathematics, Intermediate (ABQ)
- Mathematics, Senior (ABQ)
- Mathematics, Honours Specialist

School authorities are responsible for:

- Promoting the uptake of math AQ subsidies within their school
- Developing a process for administering the math AQ subsidies to certified teachers
- Collecting proof that the AQ course has been completed, such as the statement of completion from the course provider or a copy of the College of Teachers' Certificate of Qualification, showing that the qualification has been added
- Collecting proof of Federation membership from teachers in an Ontario teachers' federation (AEFO, ETFO, OSSTF or OECTA)
- Flowing subsidies directly to certified teachers
- Sending a ministry survey to educators who received math AQ subsidies from their school
- Completing all ministry reporting requirements

School authorities shall not promote providers of math AQs inequitably and shall carry out the project without a conflict of interest.

Parents Reaching Out Grant

The Parent Reaching Out Grants program provides funding to school boards and school authorities to work with parent stakeholder groups to lead projects with a focus on the identification and removal of barriers that prevent parents and families from participating and engaging fully in their children's learning. Each school authority is eligible to receive up to \$1,000 for this funding.

Well-Being and Mental Health Bundle Funding

The Well-Being and Mental Health Bundle Funding is intended to support school boards and school authorities in addressing local needs and priorities that promote student and/or staff well-being and mental health, including safe, healthy, inclusive and accepting learning environments. It can be used for activities, including:

- professional learning activities;
- capacity building sessions;
- engagement opportunities;
- program development and/or implementation; and/or,
- resources.

Each school authority is eligible to receive up to \$1,250 for this funding.

Learning and Innovation Fund for Teachers (LIFT)

The funds will enable school boards/authorities to support teacher collaboration, learning and sharing of effective practices within schools, within boards and across the province. Each school authority is eligible to receive up to \$3,000 for this funding.

If you require further information on the Estimates package, including the budget approval form or process, or on the additional funding noted above, please refer to the contacts listed in Appendix A.

Sincerely,

Original signed by

Med Ahmadoun
Director
Financial Analysis and Accountability Branch

Appendix A: Ministry of Education Contacts

For budget and general questions:

Financial Analysis & Accountability Branch Contact	Telephone and Email
Nigel Duquette Financial Analyst	(437) 216-2267 Nigel.Duquette@ontario.ca
Jonathan Hodge Finance Officer	(437) 216-2492 Jonathan.Hodge@ontario.ca

School Authority	Field Services Branch Contact	Telephone and Email
Bloorview School Authority	Melissa Weyland, Education Officer	(416) 302-5435 Melissa.Weyland@ontario.ca
Campbell Children's School Authority	Marie-Christine Lemenchick, Education Officer	(613) 225-7182 Marie-Christine.Lemenchick@ontario.ca
CHEO School Authority		
John McGivney Children's Centre School Authority	Joy Antoniuk, Education Officer	(519) 667-2034 Joy.Antoniuk@ontario.ca
KidsAbility School Authority		
Niagara Children's Centre School Authority	Virginia Rutledge, Education Officer	(519) 667-2026 Virginia.Rutledge@ontario.ca

For questions on programs listed under additional funding:

Program Name	Branch	Program Contact	Telephone and Email
Math Strategy Funding	Student Achievement Supports	Richard Keith, Policy Program Analyst	(416) 786-4403 Richard.Keith@ontario.ca
Math Strategy – Additional Qualifications Funding		Rany Danial	(647) 203-0904 Rany.Danial@ontario.ca
Parents Reaching Out Grant	Inclusive Education, Priorities and Engagement	Alyssa Chan, Manager	(416) 995-0556 Alyssa.Chan@ontario.ca
Well-Being and Mental Health Bundle Funding		Simon Côté, Manager	(647) 825-2420 Simon.Cote@ontario.ca
Learning and Innovation Fund for Teachers	Professional Teaching Policy and Standards Branch	n/a	LIFT@ontario.ca