

## **Appendix A - 2021-22 Excellence in Education Administration Fund Program Guidelines**

### **OVERVIEW**

The ministry is continuing its focus on efficiency and excellence in education administration through the Excellence in Education Administration Fund (EEAF). The EEAF supports district school boards in reviewing their processes to identify opportunities for increased operational effectiveness, cost efficiency and optimal resource allocation.

Through the EEAF, district school boards would be required to prepare and provide a report to the Minister to:

- review all or a subset of the district school board's operations and provide recommendations; or
- implement previously developed recommendations that support the goals of the program.

Participation in the 2021-22 EEAF program is voluntary for district school boards that have previously completed a review or implementation through the 2019-20 Audit and Accountability Fund or the 2020-21 EEAF.

### **SCOPE**

District school boards may review all or specific areas of its operations, subject to the exclusions below. The recommendations or implementation plan must not recommend or result in any of the following:

1. Involuntary front-line job losses
2. Violation of any legislation, regulations or ministry policy directives
3. Violation of any local or central collective bargaining provisions
4. Introduction of or increases in fees to students or parents
5. Changes to the trustee governance structure or executive compensation framework.

### **REPORTING REQUIREMENTS**

1. The report must identify specific, actionable recommendations or the implementation of previously developed recommendations based on the scope requirements identified above.
2. If the report includes recommendations, the report must include an executive summary outlining the estimated costs, risks and cost savings associated with implementing each recommendation, where applicable.

3. If the report includes the implementation of previously developed recommendations, the final report must outline an executive summary of the implementation including its expected savings.
4. The district school board must provide a copy of the final report to the ministry by August 31, 2022.
5. The district school board must provide the ministry with a copy of any previously developed recommendations to be implemented, if applicable.

## **FUNDING**

District school boards may receive funding up to \$150,000 under the program. Participating district school boards will be reimbursed either an amount of up to:

1. \$150,000 for costs of independent third-party consultant (supported by invoices submitted to the ministry); or
2. \$50,000 for temporary staffing costs (with supporting documentation).

District school boards will be required to enter into a transfer payment agreement with the Province to receive funding.

## **PROCUREMENT PROCESS**

School boards must follow the district school board's own competitive procurement policy and the ministry's centralized procurement initiative directive.

School boards are expected to use an existing Ministry of Government and Consumer Services (MGCS) Vendor of Record (VOR) arrangement. Should a VOR not be used, then a Procurement Rationale Report Form must be submitted by the school board to [EDUProcurementReporting@ontario.ca](mailto:EDUProcurementReporting@ontario.ca) as well as to [EDULABFINANCE@ontario.ca](mailto:EDULABFINANCE@ontario.ca).

## **PROGRAM REQUIREMENTS**

District school boards must demonstrate that they met the following program requirements by providing the ministry:

- A. A completed "Preliminary Checklist" by November 30, 2021 which confirms the following:
  - The scope of the planned work is compliant with the scope requirements mentioned above.
  - The estimated costs and timelines to complete the planned work.
  - The selection of the independent third-party consultant complies with the procurement process specified above.

- B. A completed “Final Checklist” by August 31, 2022 which confirms the following:
- The scope of the actual work performed is compliant with the scope requirements mentioned above.
  - A final report was submitted to the ministry by August 31, 2022 and it is compliant with the reporting requirements specified above.
  - If requesting funding, documentation was submitted to the ministry to support the costs incurred to complete the work (e.g. invoices from the third-party consultant, agreements with temporary staff, etc.).

### IMPORTANT DATES

- September 1, 2021: Transfer payment agreements will be provided to all district school boards to ensure they can begin work on September 1
- November 30, 2021: If funding will be requested, district school boards must provide ministry staff a completed checklist indicating compliance with program requirements
- March 18, 2022: If funding will be requested, district school boards must provide ministry staff with progress update and estimated spending up until the end of March 2022 (to allow for the ministry to make proper year-end accruals)
- August 31, 2022: Final report due to ministry. If funding will be requested, district school board must request reimbursement of costs (by providing supporting documentation) and provide a completed checklist indicating report’s compliance with program requirements

### CONTACT INFORMATION

District school boards can direct EAAF questions to the following staff within the Financial Analysis Accountability Branch:

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