Appendix B - Preliminary Checklist   
2021-22 Excellence in Education Administration Fund

Complete and email this form to [EDULABFINANCE@ontario.ca](mailto:EDULABFINANCE@ontario.ca) by **November 30, 2021**.

1) District school board (DSB) contact information

|  |
| --- |
| DSB name |
| Contact person |
| Position title of contact person |
| Phone number |
| Email address |

2) Reporting requirement

DSBs are required to prepare and provide a report compliant with the 2021-22 Excellence in Education Administration Fund guidelines. Participation is optional for DSBs that have participated in either the 2019-20 Audit and Accountability Fund (AAF) or the 2020-21 Excellence in Education Administration Fund (EEAF).

For DSBs that have participated in either the 2019-20 AAF or the 2020-21 EEAF, will the DSB conduct a review or proceed with the implementation of previously made recommendations in 2021-22?

Yes  No  N/A

Is the DSB requesting funding under this program?

Yes  No  N/A

3) Project overview (if applicable)

|  |
| --- |
| Briefly describe the review or implementation of the process identified and its objectives and the expected outcome |
| Briefly describe the expected timeline of the review or implementation and final report |
| Describe the estimated costs of the review or implementation and final report. Note that reimbursement is limited to $150,000 for independent third-party consultants or $50,000 for temporary staffing. |

4) Confirmation

Is the DSB procuring an independent third-party consultant?

Yes  No  N/A

Will the selection of the independent third-party consultant comply with the DSB’s competitive procurement policy as well as the ministry’s centralized procurement initiative directive?

Yes  No  N/A

|  |
| --- |
| If no, explain why the selection was not compliant |

If a Ministry of Government and Consumer Services Vendor of Record arrangement was not used, check the box below as applicable.

As required, a Procurement Rationale Report Form was emailed to [EDUProcurementReporting@ontario.ca](mailto:EDUProcurementReporting@ontario.ca)

The following five items must not be recommended or be a result of the recommendation: 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.

Check the box below, as applicable:

The report will not recommend or result in any of the five items identified above.

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**Signed by the Director of Education Date signed**