Appendix E - Final Checklist  
2021-22 Excellence in Education Administration Fund

Complete and email this form to [EDULABFINANCE@ontario.ca](mailto:EDULABFINANCE@ontario.ca) by **August 31, 2022**.

1) District school board (DSB) contact information

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

2) Reimbursement details

DSBs are eligible for reimbursement of actual expenses incurred up to $150,000 for the costs of an independent third-party consultant or $50,000 for temporary staffing costs.

What type of costs is the DSB requesting reimbursement for?

Independent Third-Party Consulting  Temporary staffing  No reimbursement requested

|  |
| --- |
| Enter the total amount of reimbursement requested, subject to the maximums set out above |

Has the DSB included all relevant invoices or other documentation to support the reimbursement request with this form?

Yes  No  N/A

|  |
| --- |
| If all documentation to support the reimbursement is not attached, please explain why |

3) Confirmation

Has the DSB submitted a final report to the ministry that identifies specific, actionable recommendations or the results of the implementation of previously developed recommendations?

Yes  No

If yes, does the final report include a [report back/executive summary]?

Yes  No  N/A

Did 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

The DSB confirms that the report or implementation of previously developed recommendations did not recommend/ will not result in any of the following:

Involuntary front-line job losses

Not recommended/will not occur  Recommended/may occur

Violation of any legislation, regulations or ministry policy directives

Not recommended/will not occur  Recommended/may occur

Violation of any local or central collective bargaining provisions

Not recommended/will not occur  Recommended/may occur

Introduction of or increases in fees to students or parents

Not recommended/will not occur  Recommended/may occur

Changes to the trustee governance structure or executive compensation framework.

Not recommended/will not occur  Recommended/may occur

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