

**Ministry of Education**

Financial Analysis and  
Accountability Branch

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**Ministère de l'Éducation**

Direction de l'analyse et de la  
responsabilité financières

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Toronto (Ontario) M7A 0B8

**2021: SB14**

**Date:** July 7, 2021

**Memorandum To:** Directors of Education  
Senior Business Officials

**From:** Med Ahmadoun  
Director  
Financial Analysis and Accountability Branch

**Subject:** **2021-22 Excellence in Education Administration Fund**

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I am writing to provide you with further information about the Excellence in Education Administration Fund (EEAF) for the 2021–22 school year, also detailed in the attached EEAF Program Guidelines. The EEAF provides funding to school boards to look at modernization and transformation initiatives by reviewing their operations to assess potential opportunities and look at best practices.

**PROGRAM OVERVIEW**

In the 2021: B10 2021-22 Priorities and Partnerships Funding (PPF) memorandum, the ministry announced its continued focus on efficiency and excellence in education administration through the EEAF. The EEAF supports district school boards in reviewing their processes to identify opportunities for increased operational effectiveness, cost efficiency and optimal resource allocation.

In the 2021-22 school year, district school boards will provide a report to the ministry on:

- A review of all or a subset of the district school board's operations and provide recommendations; or

- The implementation of previously developed recommendations that support the goals of the program.

Though the EEF is applicable to all 72 district school boards, participation in the 2021-22 EEF 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 EEF.

## **SCOPE**

District school boards may review all or specific areas of its operations, subject to the exclusions below:

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

## **REPORTING REQUIREMENTS**

A completed “Preliminary Checklist” (see attached) 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 identified in the program guidelines, where applicable.

A completed “Progress Update” (see attached) on the EEF program review and estimated spending up to March 2022 by March 18, 2022.

By August 31, 2022:

- A copy of the final report.
- A copy of the previously developed recommendations that were to be implemented, if applicable.
- A completed “Executive Summary Template (see attached).
- A completed “Final Checklist” (see attached), including supporting documentation for the reimbursement of district school board costs.

Please submit these documents electronically to [EDULABFINANCE@ontario.ca](mailto:EDULABFINANCE@ontario.ca). Please use the following in the subject line: “2021-22 EEF - <2 digit school board number> <school board name>; for example, “2021-22 EEF 12 Toronto DSB”.

## FUNDING

District school boards may be eligible to receive funding up to \$150,000 under the program and are required to enter into a transfer payment agreement with the Province to receive funding. Transfer payment agreements will be provided to all district school boards on September 1, 2021 to support school boards in starting their EAAF program reviews.

## CONTACT INFORMATION

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

Name	Email	Phone
Kyle Paranuik	Kyle.Paranuik@ontario.ca	(437) 216-4638
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Sincerely,

Original signed by

Med Ahmadoun  
Director  
Financial Analysis and Accountability Branch

Enclosures:  
Appendix A - EAAF Program Guidelines  
Appendix B - Preliminary Checklist  
Appendix C - Progress Update  
Appendix D - Executive Summary Template  
Appendix E - Final Checklist