Appendix E - Final Checklist (Revised)  
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.

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 an executive summary?

Yes  No  N/A

**(NEW)** Has the DSB submitted a completed Executive Summary Template (i.e., Appendix D)?

Yes  No  N/A

**(NEW)** Has the DSB submitted a copy of the previously developed recommendations that were to be implemented, if applicable?

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

|  |
| --- |
| If not, please provide an explanation and attach a Procurement Rationale Report, if required. |

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**