

**Ministry of Education**

Financial Analysis and  
Accountability Branch

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**Ministère de l'Éducation**

Direction de l'analyse et de la  
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**2022: SB16**

**Date:** April 25, 2022

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

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

**Subject:** **Additional information on reporting requirements for the  
2021-22 Excellence in Education Administration Fund**

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I am writing to provide you with further information regarding the final reporting requirements for the 2021-22 Excellence in Education Administration Fund (EEAF).

**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 to the ministry a report 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.

## **REPORTING REQUIREMENTS**

In [2021: SB14 2021-22 Excellence in Education Administration Fund memorandum](#), the ministry shared the reporting requirements for this program. The ministry has now updated the two templates for ease of completion and program measurement purposes.

Please submit the following 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 revised template attached)
- A completed “Final Checklist” (see revised template attached), including supporting documentation for the reimbursement of district school board costs

Please note that the final report must identify specific, actionable recommendations or the implementation of previously developed recommendations based on the scope requirements identified below.

- Recommendations-based: the report must include an executive summary outlining the estimated costs, risks and cost savings associated with implementing each recommendation, where applicable.
- Implementation of previously developed recommendations-based: the report must outline an executive summary of the implementation including its expected savings.

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

## **ADDITIONAL INFORMATION**

Re-attached for your convenience are the program guidelines, which remain unchanged, as well as a newly developed summary of general program requirements to support district school boards as they complete their EAAF projects.

## **CONTACT INFORMATION**

Should you have a question about the EEAF program or any of the requirements listed in this memo, please contact your ministry Financial Analyst.

Sincerely,

*Original signed by*

Med Ahmadoun  
Director  
Financial Analysis and Accountability Branch

### Attachments:

Program Guidelines (Appendix A) - unchanged  
Executive Summary Template (Revised Appendix D)  
Final Checklist (Revised Appendix E)  
General Requirements Summary (Appendix F) - new