

Ministry of Education

Education Labour and Finance
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2024:SB09

Date: April 26, 2024

Memorandum To: Business Administrators
Section 68 School Authorities

From: Andrew Yang
Director
Financial Analysis and Accountability Branch

Subject: **2024-25 Estimates Forms for Section 68 School Authorities**

I am pleased to inform you that the 2024-25 Section 68 School Authorities (school authorities) Estimates forms and related financial information are now available. The Excel forms, budget request form and pre-loaded variance report along with the instructions for completion will be provided to each school authority separately.

Important Notes on 2024-25 Reporting

A. Change from Grants for Student Needs (GSN) to Core Education Funding (Core Ed)

As noted in memorandum 2024: B05, 2024-25 Core Education Funding (formerly Grants for Student Needs), changes have been made to the education funding formula formerly known as the GSN. While this does not change the budget approval process for section 68 school authorities, the estimates forms have been updated to reflect these changes where applicable, and school authorities should review the above-noted memorandum for reference when preparing their budgets.

B. Reporting of Labour Expenses Pending Collective Bargaining

As noted in memorandum 2024: B05, 2024-25 Core Education Funding (formerly Grants for Student Needs), the ministry has included a labour provision for unionized employees pending the outcome of central bargaining or arbitration proceedings. Consistent with the previous school year, school authorities should estimate a labour expense provision based on these increases and report it on Schedule 10, Other column on the Provision for Contingencies expense line. A document entitled “Labour Provision Summary”, which contains additional information, will be shared with school authorities separately.

Budget Approval Process for New Funding Requests

For any new budget requests, school authorities are asked to continue to submit the budget request forms to the ministry for approval.

The ministry will review the requests and provide formal approval. School authorities should ensure that sufficient details and rationale are provided to support any new funding requests. This information is needed to facilitate the ministry’s review of the budget submissions and to accelerate the budget approval process. The form must be submitted at the same time as the 2024-25 Estimates submission.

The budget request form can also be used for in-year budget requests. However, funding requests outside of the annual Estimates submission cycle should be limited to requests due to funding regulation changes and other unforeseen circumstances.

Funding Requests for Responsive Education Programs (REP)

School authorities should continue to include funding requests for programs typically provided through the Responsive Education Programs (REP) for district school boards, formerly known as Priorities and Partnerships Funding (PPF), in the budget request form and Estimates forms.

To support this exercise, the ministry has provided a listing of programs in the “REP That May Be Applicable to School Authorities” section below. School authorities should review the 2024:B06 2024-25 Responsive Education Programs (formerly Priorities and Partnerships Funding) memorandum to identify any programs that would be beneficial to address school authority student needs. School authorities may continue to submit funding requests for the REP programs transferred into the Core Ed, should the school authority identify a need.

REP That May Be Applicable to School Authorities:

- Cooperative Education Supports for Students with Disabilities
- Experiential Professional Learning for Guidance Teacher-Counsellors
- Licenses for Reading Intervention Supports
- Recognition of Experiential Learning for Credit (RELC)
- Special Education Additional Qualifications (AQ) Subsidy for Educators

Submission of Financial Reports

The 2024-25 Estimates are due to the ministry by June 28, 2024. School authorities are encouraged to submit early to facilitate the budget request review. A complete submission package includes the following electronic documents:

- Estimates forms
- Variance report
- Budget request forms (if applicable)
- PDF copy of the Certificate signed by the Chief Executive Officer

These documents are to be uploaded to the SharePoint site. If you require further information on the Estimates package, including the budget approval form or process, or on the additional funding noted above, please refer to the contacts listed in Appendix A.

Sincerely,

Original signed by

Andrew Yang
Director
Financial Analysis and Accountability Branch

Appendix A: Ministry of Education Contacts

For budget and general questions:

Financial Analysis & Accountability Branch Contact	Telephone and Email
Don Ma, Finance Officer	(437) 216-3197 Don.Ma@ontario.ca

School Authority	Field Services Branch Contact	Telephone and Email
Bloorview School Authority	Melissa Weyland, Education Officer	(416) 325-6857 Melissa.Weyland@ontario.ca
CHEO School Authority	Glenda Stevenson, Education Officer	Glenda.Stevenson@ontario.ca
Grandview School Authority		
John McGivney Children's Centre School Authority	Anne Elliott, Education Officer	(519) 667-2033 Anne.Elliott@ontario.ca
KidsAbility School Authority	Virginia Rutledge, Education Officer	(519) 667-2026 Virginia.Rutledge@ontario.ca
Niagara Children's Centre School Authority		

For questions on programs listed under Additional Funding:

Program Name	Branch	Program Contact	Email
Cooperative Education Supports for Students with Disabilities	Skills Development and Apprenticeship Branch	Hin Lun Lee, Senior Manager	HinLun.Lee@ontario.ca
Experiential Professional Learning for Guidance Teacher-Counsellors	Skills Development and Apprenticeship Branch	Hin Lun Lee, Senior Manager	HinLun.Lee@ontario.ca
Licenses for Reading Intervention Supports	Special Education / Success for All Branch	Arkadi Toritsyn	arkadi.toritsyn@ontario.ca

Program Name	Branch	Program Contact	Email
Recognition of Experiential Learning for Credit (RELC)	Skills Development and Apprenticeship Branch	Hin Lun Lee, Senior Manager	HinLun.Lee@ontario.ca
Special Education Additional Qualifications (AQ) Subsidy for Educators	Special Education / Success for All Branch	Baqir Syed & Peter Wong	Baqir.Syed@ontario.ca Peter.Wong2@ontario.ca