

Ministry of Education

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2024: SB23

Date: October 28, 2024

Memorandum to: Senior Business Officials

From: Andrew Yang
Director
Financial Analysis and Accountability Branch

Xiaofei Wang
Director
Education Modelling and Forecasting Branch

Subject: **2024-25 Revised Estimates (District School Boards)**

We are pleased to inform you that the 2024-25 Revised Estimates forms and instructions are now available in the [Education Finance Information System \(EFIS\)](#).

IMPORTANT REPORTING CHANGES FROM 2024-25 ESTIMATES

1. Updates Related to Principals and Vice-Principals

There are several updates to salary benchmarks and other funding elements related to the 2023-2027 Terms and Conditions of Employment Agreement between the Principals' and Vice-Principals' Associations (PVPs), Trustees' Associations, and the Crown.

- PVP funded salaries are being adjusted to reflect a 3 per cent increase for the 2023-24 school year and a 2.75 per cent increase for the 2024-25 school year.
- In addition, starting in the 2024-25 school year, a new provincial salary grid is being established and PVP funded salaries have been adjusted to reflect this new grid.

- Eligible schools will generate an allowance of up to \$2,500 for principals and up to \$1,500 for vice-principals where leadership recruitment and retention is a challenge. Allowances are to be shared evenly when there is more than one principal or vice-principal in a school. Amounts are pro-rated per school year where a principal or vice-principal has not been employed at the eligible school for the entire school year.
- Employee Life and Health Trust benefits funding amounts are being adjusted to reflect one-time payment amounts of \$1,176,536 for the 2023-24 school year and approximately 1% of annual funding for 2 years in respect of the 2024-25 school year.
- Investment in System Priorities (ISP) funding unspent from prior years will be available for local discussions between the PVPs and the local school board. Any unspent funds as of August 31, 2027, are to be returned to the Ministry of Education.

To implement the agreement, the following EFIS form changes have been made:

- Principal and vice-principal related benchmarks and table amounts have been updated.
- A new component has been added to the School Management Allocation for Principal and Vice-Principal Qualifications & Experience (Q&E) and Allowances.
- An item has been added to track school boards' planned spending on the Investment in System Priorities (ISP) for principals and vice-principals, within the Supports for Students Component under the Learning Resources Fund. The funded amount is the lower of the ISP table amount and the actual spending. Any underspending in 2024-25 will carry forward for school boards to spend on system priorities for principals and vice-principals in 2025-26.

2. Appendix H Changes

Following the engagement with the school boards in the spring, the reporting of staffing FTE (full-time equivalency) on Appendix H has been streamlined to improve staffing analysis and forecasting, and to reduce school board administrative reporting burden. Details of the updated reporting were provided in training materials in the S2324FIS task list within EFIS.

MINISTRY APPROVAL OF IN-YEAR DEFICITS

Under the *Education Act*, a school board shall not have an in-year deficit for a fiscal year unless authorized under Ontario Regulation 280/19, *Calculation of Maximum In-year Deficit*. A school board must seek Minister's approval if:

- The in-year deficit exceeds the lower of one per cent of the school board's operating allocation or the accumulated surplus for the preceding school year.
- The school board has an in-year deficit within the above noted threshold, but the school board does not submit an approved In-Year Deficit Elimination Plan

(IYDEP) that eliminates the in-year deficit within the required timelines as specified in the regulation.

- The school board is incurring an in-year deficit for a third consecutive year.

As a reminder, in-year deficit approval requests should be submitted at any time during the school year where the school board becomes aware that it has an in-year deficit requiring Minister's approval, including where an in-year deficit was approved earlier in the fiscal year but has increased since the approval.

SUBMISSION OF FINANCIAL REPORTS

Please submit your 2024-25 Revised Estimates through EFIS by **December 13, 2024**.

In addition, the following documents should be submitted by authorized users to the SharePoint site at [School Board Financial Reports](#) by **December 13, 2024**.

From School Board's Active EFIS Submission (in PDF)	Naming Convention
<ul style="list-style-type: none">• Certificate of the Director of Education, signed by the Director of Education and the Chair• Compliance Report• In-Year Deficit Elimination Plan, if required	DSB#_DSB Name_2024-2025 RE Supporting Docs

LATE SUBMISSIONS

It is important that school boards meet the due dates above as the information is needed for the interim reporting in the provincial budget. If the school board is unable to meet the reporting deadline due to extenuating circumstances, please contact your ministry financial analyst to discuss the need for an extension to the due date.

If the revised estimates' submission is not received by the due date, the ministry may implement cash flow withholding until the submission is received. The cash withholding amount is equal to a 50% reduction in the school board's regular cash flow. Upon submission of the revised estimates, the ministry will revert back to the normal monthly payment process and will include in the monthly payment the total amount withheld up to that point.

NOTICE

Some of the elements, plans and proposals set out in this memo and in the EFIS package can only take effect if certain regulations are made by the Minister of Education or the Lieutenant Governor in Council under the *Education Act* or other regulations as required. Such regulations have not yet been made. Therefore, the content of this memo should be considered to be subject to such regulations, if and when made.

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Financial reporting and related questions	Ministry Finance Officers		Contact information can be found on the FAAB website under the " Contact Us " section

Sincerely,

Original signed by

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cc: Directors of Education