

Ministry of Education

Capital Policy and Programs
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2012: SB9

MEMORANDUM TO: Senior Business Officials
Superintendents of Planning
Superintendents of Facilities

FROM: Nancy Whynot
Director
Capital Programs Branch

DATE: April 23, 2012

SUBJECT: Updates to data in School Facilities Inventory System

I am writing to outline required updates to data in the School Facilities Inventory System (SFIS) in order to ensure correct GSN calculations in the 2012-13 Estimates.

Highlights:

- Boards to update SFIS for all schools opening and closing 2012-13 by **May 18**
- Address information must be up-to-date, including geocoordinates
- OTG capacity verification for multi-SFIS schools

Boards are required to ensure SFIS data is accurate as it is critical in determining school board funding allocations, including the School Foundation Grant, grants with distance components, and School Operations and School Renewal. It is also critical to the Ministry's understanding of school board inventory.

In the past year and a half, the Ministry has worked with boards to correct and update key facility information, including determining schools that share a building or are on the same site (*2011: SB34 Campus Verification Updates*).

As a next step for May 18, 2012, the Ministry is focusing on new and closed schools for 2012-13, verifying school location information, and verifying On-the-ground (OTG)

capacity for multi-SFIS facilities. Further to this work, the Ministry is developing a plan to review other aspects of OTG capacity and to clarify certain areas of confusion regarding SFIS updates among boards.

New schools for 2012-13

By May 18, 2012, boards are to ensure that any school confirmed to open in 2012-13 has an SFIS record with the correct information in the “Opening Date” field. In advance of this date, boards are also to contact SFIS to request that the status for 2012-13 be changed to “Open.”

Boards are encouraged to input accurate room information in order to generate OTG. If the board is seeking to update existing OTG information for 2012-13, it may be necessary to contact SFIS.

Boards must create an SFIS record before a BSID number can be approved. SFIS and BSID data are used to determine the School Foundation ID.

Boards are reminded that any school in a newly constructed or purchased building requires a new SFIS number. SFIS will assign Campus and Building Identification Numbers to any new SFIS record. These IDs will be verified by the Ministry based on information about the location of the new school. SFIS entities that occupy the same site (defined as property or properties owned, leased or rented by a school board that are linked by a contiguous property line) are to have the same Campus ID. SFIS entities that occupy the same building are to have the same Building ID. Schools that occupy two facilities must have two records in SFIS.

Closed schools for 2012-13

By May 18, 2012, boards are to ensure that the “Closing Date” field is filled in correctly for any school that the board has confirmed will close before or during the 2012-13 school year. In advance of this date, boards with schools that will close by September 2012 are to contact SFIS to have the status changed to “Closed” for 2012-13.

Boards are reminded to contact SFIS to remove from their inventory SFIS records for buildings that have been demolished, and for schools in buildings that were leased and where the lease has ended.

Location

The address field in SFIS is intended to be the street address, with the up-to-date postal code assigned by Canada Post. Please review addresses to ensure this is the case.

Boards are also requested to review geocoordinates, particularly those for any unconfirmed coordinates. This is done with a GPS device at the main entrance to the school, or with a detailed internet mapping application. Boards will be sent a list of SFIS entities with unconfirmed geocoordinates.

Multi-SFIS facilities

Boards are reminded that the OTG capacity must be divided appropriately between multiple SFIS entities in the same building to ensure that the records are not double-counting OTG capacity or generating unwarranted Top-up funding.

Contacts

Please contact Christie Kapos at 416-325-7659 or christie.kapos@ontario.ca for any SFIS requests.

Original signed by:

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cc: Directors of Education