

Ministry of Education

Capital Policy and Programs
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Ministère de l'Éducation

Direction des politiques et des
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2016: SB03

MEMORANDUM TO: Senior Business Officials
Manager of Planning

FROM: Grant Osborn
Director
Capital Policy and Programs Branch

DATE: February 5, 2016

SUBJECT: Request for boards to update school data to support the
School Facilities Inventory Systems modernization
initiative

The Capital Policy and Programs Branch is currently working at replacing its School Facility Inventory System (SFIS) with a new capital information system. This project involves a complete redesign and replacement of the existing system with a solution that meets the continuously changing and growing business needs of the Ministry of Education and school boards. In addition, this new capital information system can assist the province to meet broader government initiatives.

As the next step in the SFIS modernization process we are requesting school boards to review and update data related to school facilities in SFIS that currently have zero or "null" average daily enrolment (ADE) listed in the database. These data updates will be based on new business rules that are detailed below in this memorandum and will apply going forward for schools that meet the criteria of having zero or "null" ADE.

One of the reasons the Ministry is asking school boards to update the information for these schools at this time is that the Community Hubs Secretariat is interested in undertaking an analysis of potential opportunities for school facilities with zero ADE to

be used as a community hub. The information we are collecting through this memorandum will assist the Secretariat complete that analysis.

It is important to note that the data updates we are requiring cannot be made in the existing SFIS. For that reason we will be sending a separate e-mail to each school board that will include a pre-populated EXCEL file where boards will make any necessary updates. Once updated, this template will be submitted to the Ministry.

Review and Update Facilities with the Status of “Open” and without Enrolment

The Ministry requires boards to review and make necessary updates to their status information on elementary or secondary school facilities that have an “Open” status and zero (0) or null ADE enrolment. For school facilities that fall into this category, please update these facilities’ status information based on the following criteria:

1. If the “Open” school is scheduled to open in the future, the Ministry requires boards to indicate which status, “Planned” or “Under construction”, is the most appropriate to describe the current situation. This follows the existing SFIS business practice.
2. If the facility has been sold, the Ministry requests boards to provide the appropriate documentation to confirm the sale explaining to whom the site was sold to and the date of sale. The information provided will allow for the SFIS status to be changed by the Ministry to “Sold” and the facility to be removed from the active view in SFIS. This follows the existing SFIS business practice.
3. If the facility has not yet been sold and is still under circulation, the Ministry requests boards to identify at what point the property is in the circulation process. Once the Ministry has received the details of where the board is in the circulation process the SFIS record status will be changed by the Ministry to “Under Circulation”. This is a new business practice that the Ministry implementing.
4. If the board intends to keep the facility for future board needs, or has not determined what it intends to do with the property, the Ministry requests boards to inform us. The change to SFIS will be recorded as a “Holding” status. In addition, the Ministry is requiring that the board identify the space available within the school for potential partners. There will be three options for boards to select in the template: fully available, partially available and not available. This is a new business practice the Ministry is implementing.

Review and Update Facilities with the Status of “Close”

The Ministry is changing its business practice for school facilities that currently have a status of “Close”. This “Close” status option is being eliminated and facilities that have

been closed by board will now have to be identified with the status either “Sold”, “Under Circulation” or “Holding”. When boards are reviewing their schools in the template that are classified with a status “Close” they will need to select the appropriate status and follow the process and data requirements identified above.

Review and Update Records Categorized as “Holding Land” or “Holding Facilities”

For SFIS records categorized as “Holding Land” (HLA) or “Holding Facilities” (HFA) the Ministry will automatically change the facility to “Holding”. As identified above, for facilities with a status of “Holding” boards will be required to identify the space available within the school for potential partners. There will be three options for boards to select in the template: fully available, partially available and not available.

Next Steps

As identified above, Ministry staff will communicate by email with each board that has records that do not meet the status requirements as outlined above. The Ministry will provide boards with an Excel spreadsheet identifying the data issue that needs to be corrected and/or updated by record. The Ministry is asking all boards to have their respective spreadsheets updated and returned to Matthew Anderson by email at Matthew.Anderson@ontario.ca as soon as possible and no later than March 31, 2016.

Ministry Contact

If you have questions or require additional information, please contact the Capital Analyst assigned to your board or, Alexandre Beaudin, Business Process and Project Manager, at 416-212-4818 or by email at Alexandre.Beaudin@ontario.ca.

Sincerely,

Original Signed By

Grant Osborn
Director
Capital Policy and Programs Branch