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SUMMARY OF 2012 SB MEMORANDA**

**SB Memoranda are available on the Ministry of Education website:

http://faab.edu.gov.on.ca/SB_Memos_2012.htm

Memorandum	Subject	Content
SB1 January 9, 2012	Clarification of Documentation Required for Tuition Fee Exemptions and Guardianship Arrangements	The purpose of this memorandum is to clarify the documentation requirements pertaining to: (a) Tuition fee exemptions set out in subsection 49(7) of the Education Act; (b) Guardianship arrangements for the purposes of determining a student's "right to attend" a school of the board without the payment of a fee.
SB2 February 1, 2012	Calculation of 2011-12 Continuing Education and Day School Independent Study ADE	This memorandum provides details for compiling and reporting Continuing Education and Independent Study Equivalent Average Daily Enrolment, for purposes of the 2011-12 Financial Statements. As in previous years, school boards are required to complete the Course Lists for Grant Purposes and Enrolment Summary, using the appropriate ministry registers as the source for the data reported for funding purposes. These can be found at http://faab.edu.gov.on.ca/Enrolment.htm .
SB3 February 23, 2012	Condition Assessment Program: Preparing for Year 2	As boards are aware, the first year of the Ministry's five-year Condition Assessment Program is complete. The Ministry, Altus and its partner Stantec are pleased to report that 905 facilities were assessed at 39 boards. All boards were transferred to TCPSTM from ReCAPPTM and 67 boards have undertaken training on TCPSTM. This memorandum is intended to communicate with boards about next steps for Year 2. The assessment schedule for 2012 is attached. Next steps include: <ul style="list-style-type: none"> • Boards to select schools and prepare documents for assessments in a timely manner • Remaining draft reports for 2011 assessments will be sent to boards by February 24, 2012 • Altus to undertake data cleansing in TCPSTM from March 19 to 30, 2012 • Boards to focus on updating TCPSTM from now until March 30, 2012 • New assessment data is an opportunity to update Remaining Service Life
SB4 March 1, 2012	Green Schools Pilot Initiative- Next Steps	This memorandum is written to school boards participating in the Green Schools Pilot Initiative (GSPI) to request confirmation of GSPI financial expenditure and outline next steps, as the Ministry works to wrap-up this initiative.
SB5 March 30, 2012	March 31, 2012 Financial Reporting Requirements	The March Report is required from the school boards in order for the ministry to meet the province's requirements to consolidate broader public sector organizations into the province's audited financial statements. The objective of the 2012 March Report is to capture the asset and liability account balances as of March 31, 2012, 7 month revenues and expenses, supplementary notes information, government reporting entity inter-organizational balances, and finally the 7-month capital activity.

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SB6 April 5, 2012	Student Transportation – Grants for Student Needs, 2012-13	This memorandum outlines the funding for student transportation with respect to the 2012-13 GSN
SB7 April 16, 2012	2012-13 Estimates	The 2012-13 Estimates and instructions detailing the changes for this year are now available through the Estimates link on the Financial Reporting website.
SB8 April 20, 2012	Renewable Energy Funding for Schools: Next Steps	This memorandum outlines additional information for the <i>Renewable Energy Funding for Schools</i> program as it heads into its final months. This information will help boards wrap-up projects under this program and fulfill program requirements.
SB9 April 23, 2012	Updates to data in School Facilities Inventory System	This memorandum outlines required updates to data in the School Facilities Inventory System (SFIS) in order to ensure correct GSN calculations in the 2012-13 Estimates. 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. 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.”
SB10 May 16, 2012	2012-13 Estimates Forms for Section 68 School Authorities	This memorandum provides information on the 2012-13 Estimates forms for Section 68 School Authorities, as well as additional direction on the effective implementation of the government’s balanced budget plan which was announced in the spring Budget.
SB11 May 18, 2012	Ministry approval process for 2012-13 In-Year Deficit	In accordance with section 231 of the Education Act, school boards must seek the Minister’s approval for an in-year deficit that exceeds the lesser of: 1) the accumulated surplus from the preceding year or 2) one percent of the board’s operating revenue. The approval from the Ministry must be obtained prior to the final board’s approval of the budget.
SB12 May 25, 2012	2011-12 Student Transportation Survey	This memorandum provides instructions for boards to complete the 2011-12 Student Transportation Survey which is due at the Ministry by November 30, 2012.
SB13 June 7, 2012	2012-13 Estimates Forms – School Authorities	This memorandum informs school boards and school authorities that the 2012-13 Estimates Forms, Technical Paper – Addendum for School Authorities, and related instructions are available on the Financial Reporting website at http://faab.edu.gov.on.ca .

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SB14 June 18, 2012	2012-13 Primary Class Size Plan	The website at https://pcs.edu.gov.on.ca is now available to report the class organizations and enrolment projections for all elementary grades for the 2012-13 school year. The log-in and password to access the PCS website is unchanged from the previous year and instructions on the use of the web application are accessible from the Home page. School boards are encouraged to complete the plans as soon as possible, but no later than July 30, 2012.
SB15 June 27, 2012	2011-12 Enrolment Confirmation for Financial Statements Purposes	The 2011-12 day school enrolment review process will use the same application developed in previous years and the process is mainly unchanged from last year. In summary, the process consists of importing data from OnSIS, which after being confirmed, is imported into EFIS to provide a review of board data at a summarized level. Historical data from previous years can be viewed in the application in addition to the current year for comparative purposes.
SB16 June 27, 2012	Facility Partnerships Guideline Status Update and Survey	The Ministry is undertaking a survey of the implementation of the Facility Partnerships Guideline at school boards as a standard component of the policy development process. The Ministry has developed a web-based survey regarding school boards' policy and processes: http://fluidsurveys.com/s/FacilityPartnershipsGuidelineSurvey/langeng/ The Ministry requests that the survey be completed by September 14, 2012.
SB17 July 3, 2012	Condition Assessment Program Update	On June 29, 2012, VFA Canada purchased Altus Capital Planning and the Ministry's contract for the Condition Assessment Program, with the Ministry's approval. In accepting the assignment of the contract, VFA Canada has agreed to support all the deliverables of the Conditional Assessment Program. VFA Canada, based in Burnaby, British Columbia, has clients such as the Ontario Ministry of Health and Long-Term Care, Infrastructure Ontario, a variety of universities and colleges, and the British Columbia Ministry of Education. For these clients, VFA Canada offers a mix of services, including asset management software and facilities asset management and planning services.
SB18 July 11, 2012	Transition to Ontario Road Network	This memorandum concerns DMTI Spatial's Ontario road network that has been made available by the Ministry of Education to school boards and transportation consortia for a number of years. The ministry has decided to end its contract with DMTI and, as a result, the ministry is in the process of de-commissioning its use of DMTI's road network data. The Ministry will transition to the Ontario Road Network (ORN) through its membership in the Ministry of Natural Resources Land Information Ontario's Ontario Geospatial Data Exchange.

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SB19 August 30, 2012	2012-13 Enrolment Registers and Instructions	<p>The Day School Register Instructions have been updated to reflect policy and procedural changes, which include the following:</p> <ul style="list-style-type: none"> • English-language school boards are required to retain class timetables indicating the minutes of French instruction for schools offering Extended French and French Immersion programs. • The FTE of a pupil enrolled in classroom-delivered courses in two different school boards may exceed 1.00 to a maximum of 1.30; the FTE of a pupil enrolled in online courses in two different school boards may not exceed 1.00. These changes will be reflected in OnSIS. • If a secondary pupil has been absent for fifteen consecutive scheduled classes in a course without appropriate supporting medical documentation, the pupil must be withdrawn from the course on the day immediately following the last day of attendance. If the pupil no longer qualifies to be a full-time pupil as a result of this withdrawal, the pupil's enrolment status must be changed to "part-time", and the pupil's change in status must be recorded as an "internal transfer". • The FTE for a pupil enrolled in a cooperative education course will be determined on the basis of the credit value of the course.
SB20 September 10, 2012	Consultation – Ontario Regulation 191/11 of the Accessibility for Ontarians with Disabilities Act, 2005	<p>This memo is to bring to the attention of school boards a consultation that is currently being conducted by the Ministry of Community and Social Services (MCSS) related to the <i>Accessibility for Ontarians with Disabilities Act, 2005</i>. The outcome could affect the operations and construction of schools. Please note that the deadline for submitting comments to the MCSS is October 1, 2012.</p>
SB21 September 13, 2012	2011-12 Financial Statements Forms (DSBs)	<p>The 2011-12 Financial Statements, related guides and instructions are now available through the Financial Statements link on the Financial Reporting website at http://faab.edu.gov.on.ca/</p> <p>Key changes to the financial statements this year include:</p> <ul style="list-style-type: none"> • a change in the audit report from special purpose fair presentation to the general purpose compliance framework; • impact on retirement gratuities, banked sick days as well health and dental benefits resulting from the <i>Putting Students First Act, 2012</i>; and • the attestation for the Executive Office restraint.
SB22 October 1, 2012	2012-13 Revised Estimates	<p>The 2012-13 Revised Estimates and instructions are now available through the Revised Estimates link on the Financial Reporting website at http://faab.edu.gov.on.ca. Boards can access EFIS directly at https://efis.edu.gov.on.ca/login.asp.</p> <p>This memo highlights the key changes in the forms related to:</p> <ol style="list-style-type: none"> I. Employee Future Benefits in Budget compliance; II. Teachers' and Early Childhood Educators' (ECE) Qualification and Experience; and III. Benchmark changes.

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SB23 October 4, 2012	Provincial Policy Statement Five-Year Review – Public Consultation on Draft Policies and the Review Cycle for the Provincial Policy Statement	A consultation is currently being conducted by the Ministry of Municipal Affairs and Housing (MMAH), together with other ministries involved in land use planning, on the draft policies to ensure that the Provincial Policy Statement (PPS) provides effective policy direction to protect provincial interests and to obtain input on the current five-year PPS review period. The outcome of this consultation could influence municipal and provincial policies that may impact the operations and construction of schools. The deadline for submitting feedback on the questions contained in the consultation discussion document to the MMAH is November 23, 2012, and regional workshops are taking place between October 10, 2012 and November 7, 2012.
SB24 October 12, 2012	Release of the Updated Capital Analysis and Planning Template and Information on the March 2013 Long-Term Financing of Ministry-Supported Not Permanently Financed Capital Debt	<p>This memo is to provide school boards with information about the latest version of the Capital Analysis and Planning Template (CAPT) and the proposed timelines and submission requirements for boards to transition capital projects to long-term financing through the Ontario Financing Authority (OFA).</p> <ul style="list-style-type: none"> • The updated, board-specific CAPT is now available in EFIS • The CAPT is populated with the board’s most recent capital activity, including approvals to proceed, as of August 31, 2012 • Boards must update the CAPT to reflect their 2011-12 Financial Statements • The completed CAPT is to be submitted to the Ministry by December 14, 2012 • Long-term financing submission request forms are now part of the CAPT and are due December 14, 2012 • Projects must be substantially completed (95%) as at August 31, 2012 for OFA eligibility purposes. • OFA will flow funds to boards on March 15, 2013
SB25 October 24, 2012	2011-12 Financial Statement Forms for School Authorities (Isolate Boards)	The 2011-12 Financial Statement forms, related guides and instructions are now available through the Financial Analysis and Accountability Branch website at http://faab.edu.gov.on.ca/Financial_Statements.htm . School authorities are required to submit by December 14th, 2012
SB26 October 25, 2012	2011-12 Financial Statements Forms for Section 68 School Authorities	The 2011-12 Financial Statements forms for Section 68 School Authorities are now available at http://faab.edu.gov.on.ca . Section 68 School Authorities are required to submit by December 31, 2012.

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SB27 November 2, 2012	District School Board Enrolment Projections for 2013-14 to 2016-17	As part of the annual process of determining Grants for Student Needs (GSN) requirements for the upcoming 2013-14 school year, the Ministry is asking school boards to submit their enrolment projections by November 30, 2012 .
SB28 December 17, 2012	Transition Funding to Support School Board Benefit Plan Reforms	<p>The Ministry has announced \$10 million in transition funding to support school boards in implementing the benefit plan reforms included in the <i>Putting Students First Act, 2012</i>. The transition funding is intended to assist boards to make enhancements to payroll and HR systems and to train staff on new processes. School boards may incur costs associated with implementing the new terms of the benefit plans through:</p> <ol style="list-style-type: none"> 1. Integration of payroll and benefits systems. 2. Procurement of modifications to existing HR and payroll systems to develop the functionality required to process sick leave claims, adjust payroll for partially funded sick days and calculate sick leave balances. 3. Staff training to support system modifications.