



ST. CLAIR CATHOLIC
DISTRICT SCHOOL BOARD
Lighting the Way ~ Rejoicing in Our Journey

REPORT

SUBJECT: **ST. HELEN SCHOOL ACCOMMODATION REVIEW
FINANCIAL IMPLICATIONS**

SUBMITTED TO: **ST. HELEN SCHOOL
ACCOMMODATION REVIEW COMMITTEE**

DATE OF MEETING: **OCTOBER 1, 2002**

PREPARED BY: **JIM MCKENZIE**
Superintendent of Business

PRESENTED BY: **JIM MCKENZIE**
Superintendent of Business

REPORT:

St. Helen School Accommodation Review – Financial Implications

INTRODUCTION

The purpose of this report is to examine the financial impact of the potential closure of St. Helen School on the St. Clair Catholic District School Board. This will be accomplished by reviewing what changes, if any, would occur to Board revenues and expenditures by taking such an action and determining if ultimately there would be any net savings for the Board.

THE IMPACT OF DECLINING ENROLMENT – A SYSTEM PERSPECTIVE

The St. Clair Catholic District School Board (SCCDSB) like many other school boards across the Province is experiencing declining enrolment, a trend that will continue into the next decade. The rate of decline is that of an elementary school per year. The average size of our elementary schools in 2002-03 is 258 students, well below the provincial standard of 363 used to fund a full-time elementary principal.

Since 1998-99 the SCCDSB has closed six elementary schools and currently has two more under review for closure at the end of the current school year. When this process began in 1998-99, the average size of an elementary school was 247 students and if the Board were to close the two schools currently under review, the average size of our elementary schools in 2003-04 is projected to be 267 students. This does not represent a significant change from where the Board was five years earlier, despite closing more than 20% of its inventory of elementary schools. A difference of nearly 100 students would still exist between the Board's average and the provincial average used for funding a full-time elementary principal.

If the Board decides not to close the two schools currently under review then the average size of our elementary schools in 2003-04 is projected to be 250 students. This decline would continue and by the year 2006-07 the average size of our elementary schools would be 224 students (based on the Board's latest enrolment projections from the Long-Term Financial Plan dated November 2001).

The enrolment decline from 2002-03 to 2003-04 is estimated to be 242 students resulting in a reduction of grant revenues of approximately \$ 1,450,000. Using the average class size of 24.5 for elementary staffing purposes, approximately 10 fewer teachers will be required generating savings of approximately \$ 700,000. Another \$ 750,000 in savings will have to be generated from the Board's infrastructure. Savings generated from a school closure include the cost of the school Principal, secretary, other school office costs, custodial and maintenance operating costs, etc. The closure of two more schools would possibly generate half of the required savings with the balance to come from other sources.

The following is the annual and cumulative (in brackets) impact of the declining elementary enrolment (enrolment data based on Long-Term Financial Plan dated November 2001):

Year	Enrolment	Decline	Grant Reductions
1998-99	9,378	-----	--
1999-00	9,046	332	\$ 1,992,000
2000-01	8,762	284 (616)	\$ 1,704,000 (\$ 3,696,000)
2001-02	8,511	251 (867)	\$ 1,506,000 (\$ 5,202,000)
2002-03	8,249	262 (1,129)	\$ 1,572,000 (\$ 6,774,000)
2003-04	8,007	242 (1,371)	\$ 1,452,000 (\$ 8,226,000)
2004-05	7,737	270 (1,641)	\$ 1,620,000 (\$ 9,846,000)
2005-06	7,432	305 (1,946)	\$ 1,830,000 (\$ 11,676,000)
2006-07	7,185	247 (2,193)	\$ 1,482,000 (\$ 13,158,000)

Between 2002-03 and 2006-07 we expect a decline of approximately 1,064 students and in excess of \$ 6.4 million in annual grant revenues, of which \$ 3.1 million may be saved through teacher salary cost reductions, but leaving \$ 3.3 million to find through budget reductions in other areas.

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Declining enrolment is a system problem and our ability to reduce and consolidate elementary pupil places and dispose of our excess inventory of elementary school buildings will contribute to the future health and well being of the St. Clair Catholic District School Board. Closing schools in itself will not solve the problem. The Board must continue to be fiscally responsible and look for ways to achieve further system efficiencies.

BOARD REVENUES

The revenues of the Board can be divided into two groups: Ministry of Education “Grant Allocations” and “Other Revenues”. The Board no longer levies a mill rate to collect education taxes. The Province is now responsible for setting both the residential and commercial mill rates that are applied by the municipality to local property assessments for calculating the education tax portion of the municipal tax bill.

The Ministry of Education Grant Allocations calculated by the student-focused funding model are distributed to the school board through a combination of quarterly installments from the local municipalities for the education tax portion and the balance through monthly advances from the Ministry of Education. Ultimately the Ministry of Education is responsible for ensuring that the school board receives the total amount of the Grant Allocations calculated by the student-focused funding model.

The Ministry of Education’s “Grant Allocations” are detailed on Schedule A. The Board’s “Other Revenues” are outlined on Schedule B.

The Ministry of Education Grant Allocations are based on the new “Student-Focused Funding Model”. As the name would imply, the model is student-based and the majority of the grant calculations are enrolment driven.

Grant Allocations based on student enrolment include:

- Foundation Allocation
- Special Education Allocation (SEPPA portion)
- Language Allocation
- Remote and Rural Allocation (small demographic component)
- Learning Opportunities Allocation (early learning assistance portion)
- Early Learning Allocation
- Administration and Governance Allocation
- Declining Enrolment Adjustment
- School Operations Allocation
- School Renewal Allocation

There is a small portion of the School Operations Allocation and the School Renewal Allocation referred to as the “Top-Up Allocation” which is based on the actual physical plant. The closure of St. Helen School would result in a temporary loss of Top-Up Allocation funding of \$88,775 (St. Helen School - \$16,502, Gregory Hogan School - \$7,792, Sacred Heart School - \$47,367, St. Anne School - \$17,114). The entire amount would be lost to the Board for the first year following the school's closure, however as enrolment in the three receiving schools continues to decline in the future there will be a gradual recovery of a portion of this top-up funding.

Other than this one exception, the grant allocations to the Board that are based on student enrolment will not be affected should St. Helen School close. This is based on the assumption that the parents of St. Helen School want their children to continue to receive a Catholic education.

Grant Allocations that are not based student enrolment include:

- Special Education Allocation (ISA portion) – based on approved claims
- Small Schools Allocation – demographic and geographic factors

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- Learning Opportunity Allocation (Ministry table portion) – demographic factors
- Adult Education, Continuing Education and Summer School Allocation – program specific
- Teacher Qualifications & Experience Allocation – based on the teachers education and years of service
- Transportation Allocation – based on 1997 funding levels adjusted for changes in enrolment
- New Pupil Places Allocation – based on the physical plant and demographic factors
- Debt Charges Allocation – based on principal and interest payments for outstanding debt

All of these Grant Allocations are based on factors other than student enrolment. With the exception of the top-up allocations, none are specific to St. Helen School and would be affected should the school close.

“Other Revenues” of the Board are generally program-specific or related to the Board as a whole. None of these revenues would be affected by the closure of St. Helen School.

Overall Impact on Board Revenues

- ***Loss of Top-Up Allocation of \$88,775***
- ***None of the Board’s remaining revenues will be impacted by the closure of St. Helen School.***

BOARD EXPENDITURES

The Ministry of Education divides expenditures into classroom and non-classroom categories. These expenditure categories are detailed on Schedule C.

Expenditure categories not affected by the closure of St. Helen School because they are system-based in nature and scope include:

- Department Heads
- Coordinators & Consultants
- Continuing Education, Summer School & International Languages
- Administration (includes Trustees, Director & Supervisory Officers, Board Administration)
- New Pupil Places
- Other Capital and Approved Debt
- All Reserves

Expenditure categories not affected by the closure of St. Helen School because they are primarily student and/or teacher based include:

- a) Classroom Teachers and related expenditure categories of Preparation Time, Supply Teachers and Staff Development

Classroom Teachers and related categories encompass regular Classroom Teachers, French as a Second Language Teachers and Special Education Teachers.

If St. Helen School closes then the students will be relocated to other Catholic schools. This relocation should be relatively cost neutral when it comes to classroom teachers and their related categories. The Board will still be required to maintain the 24.5 to 1 average class-size ratio as defined by Ministry regulation. It will continue to provide the same level of French as a Second Language and it will provide Special Education Resource Teachers in keeping with the Board’s Special Education Plan for the distribution of resources across the system.

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b) Teacher Assistants

Teacher Assistants are predominantly assigned to Special Education pupils or a Special Education classroom. The relocation of pupils from St. Helen School to neighbouring Catholic schools should not affect the assignment of Teacher Assistants. These resources will continue to be distributed throughout the system in accordance with the Board's Special Education Plan.

Occasionally Teacher Assistants are employed where there are extremely large classes in Junior Kindergarten or Senior Kindergarten. These types of assignments are rare and would not likely be applicable in this situation. Large classes of JK and SK are generally divided into smaller classes and worked out within the Board's overall 24.5 to 1 class-size ratio.

c) Textbook, Learning Materials, Classroom Supplies & Equipment

This category has two major components: a school per pupil allocation and system-wide initiatives. The per pupil allocation will not be affected by the closure of St. Helen School as the students will relocate to neighbouring Catholic schools and the per pupil amount will follow them to their new school.

The system-wide initiatives in areas such as curriculum, art, music, sports council, textbook initiatives etc. will not be affected by the closure of St. Helen School as these programs and initiatives will continue to be implemented throughout the system.

Expenditure categories that are affected by the closure of St. Helen School include:

a) Classroom Computers

Classroom computer allocations are distributed to schools on a per pupil basis. There would not be any change regarding the allocation of resources for classroom computers if St. Helen School were to close. These resources would be allocated to the neighbouring Catholic schools receiving the former St. Helen School students based on their student populations.

The only exception would be that certain resources are maintained at the system level to manage the network. There would not be any need to expand, replace or maintain the network structure for St. Helen School should the school close. Chris Rivait, Manager of Information Services, has estimated the cost of maintaining this infrastructure of wiring, file servers, hubs and data lines at St. Helen School to be \$14,500 per year.

b) Professionals, Para-Professionals and Technicians

This category encompasses the following types of resources:

- Social Workers
- Speech Pathologists
- Computer Technicians
- Chaplains (secondary)
- Psychometric Services (external contracts)
- Lunch Hour Supervisors

With the exception of Lunch Hour Supervisors, these resources are system-wide in nature and would not be affected by the closure of St. Helen School.

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The expenditures for Lunch Hour Supervisors are school specific. There are three Lunch Hour Supervisors at St. Helen School with an annual cost of \$4,936.

c) Library and Guidance

This category has two components:

- Guidance Teachers (secondary)
- Library Technicians

The Guidance Teachers are for secondary schools and will not be affected by the closure of St. Helen School.

St. Helen School has a .50 FTE (full-time equivalent) site specific Library Technician. The annual budget cost including salary and benefits for a full-time (30 hours per week) Library Technician is \$30,216. This assignment would be eliminated with the closure of the school and generate savings of $(\$30,216 \times .50) = \$15,108$.

It is not anticipated that the relocation of students to neighbouring Catholic schools will have any impact on the need for additional Library Technician resources.

d) Principals and Vice-Principals

The school currently has a Principal assignment of 1.0 FTE. Based on our current allocation formula and the proposed redistribution of pupils, the system allocation for Principals and Vice-Principals will not increase. As a result, the current allocation would not be required and salary and benefits savings of \$98,982 would be generated.

e) School Office – Secretarial, Supplies & Services

The school currently has a secretarial assignment of 1.0 FTE (30 hours per week). This assignment would be eliminated with the closure of the school and generate salary and benefits savings of \$32,854.

Expenditures for school office supplies and services include telephone equipment and lines, fax machines, postage, office equipment and repairs. These costs would be eliminated with the closure of the school resulting in further savings of \$5,345.

f) Transportation

Kevin Fitzpatrick, Manager of Transportation, has outlined in his report a net increase in transportation costs of \$134,085 as a result of the proposed boundary changes and new service requirements with the closure of St. Helen School.

g) Operations & Maintenance (Schools)

Mat Roop, Manager of Plant, has detailed on Schedule D the operations and maintenance costs related to all schools in the district. These costs include custodial, maintenance, utilities and insurance. Mr. Roop has reviewed the potential impact on operations and maintenance costs of relocating the St. Helen School pupils to neighbouring Catholic schools. He has determined that there would not be an increase in costs at those schools.

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Schedule D indicates that \$150,943 can be saved in operations and maintenance costs with the closure of St. Helen School.

h) School Renewal

Mat Roop, Manager of Plant, has detailed on Schedule E the expected renewal costs for the next 5 years and 10 years for upgrading St. Helen School to a system standard if the school were to remain open. The projected 5-year cost is \$1,199,659 and the projected 10-year cost is \$1,218,888.

SUMMARY OF FINANCIAL IMPLICATIONS**Annual Operating Savings:****Expenditure Reductions**

Classroom Computers	\$14,500
Lunch Hour Supervisor	\$4,936
Library Technician	\$15,108
Principal	\$98,982
Secretarial	\$32,854
School Office – Supplies & Services	\$5,345
Transportation (increased costs)	-\$134,085
Operations & Maintenance – Schools	\$150,943
(A)	<u>\$188,583</u>

Revenue Reductions

Top-up Funding Grant	\$88,775
(B)	<u>\$88,775</u>

Net Annual Operating Savings (A) – (B) \$99,808

Potential 5 Year Savings:

Annual Operating Savings x 5	\$499,040
School Renewal Savings – 5 years	\$1,199,659
	<u>\$1,698,699</u>

Potential 10 Year Savings:

Annual Operating Savings x 10	\$998,080
School Renewal Savings – 10 years	\$1,218,888
	<u>\$2,216,968</u>

SCHEDULE A

Ministry of Education / Ministère de l'éducation

Name of Board/
Nom du conseil
Board Number/
No. du conseil

St. Clair Catholic DSB	
67040	
English	
Separate	

Section 1 - Summary of Allocation

Foundation Allocation - Elementary		CP0534						
	Base amount	8,245.00	X	\$3,480	28,692,600			
	Local Priorities			\$200	1,649,000			
1.1.1	Total - Foundation Allocation - Elementary					0600	30,341,600	1.1.1
Foundation Allocation - Secondary		CP0551						
	Base amount	3,673.50	X	\$4,231	15,542,579			
	Local Priorities			\$200	734,700			
1.1.2	Total - Foundation Allocation - Secondary					0601	16,277,279	1.1.2
1.2	Total Special Education Allocation				2.11	0602	8,684,119	1.2
1.3	Language Allocation				3.23	0603	1,399,475	1.3
1.4	Small Schools Allocation				4.3	0604	513,058	1.4
1.5	Remote and Rural Allocation				5.4	0605	1,068,936	1.5
1.6	Learning Opportunity Allocation				13.3	0606	969,114	1.6
1.7	Adult Education, Continuing Education and Summer School Allocation (including international languages)					0607	28,980	1.7
1.8	Teacher Qualification and Experience Allocation				6.12	0608	5,362,438	1.8
1.9	Early Learning Allocation				7.16	0609	0	1.9
1.10	Transportation Allocation				8.22	0610	5,052,167	1.10
1.11	Administration and Governance Allocation				9.5	0611	2,993,690	1.11
1.12	School Operations Allocations				10.5	0612	7,463,342	1.12
1.13	Declining Enrolment Adjustment				11.15	10007	623,752	1.13
1.14	SUBTOTAL: OPERATING (Sum of items 1.1.1 to 1.13)				16.4	0614	80,777,950	1.14
1.15	OMERs Contribution Savings (Item 15.10, Col. 8)				15.10	10001	535,743	1.15
1.16	TOTAL: OPERATING (Item 1.14 - 1.15)					0624	80,242,207	1.16
1.17	School Renewal Allocation				0635	1,289,562	1,289,562	1.17
1.18	New Pupil Places Allocation				11.28	0636	1,325,999	1.18
1.19	Outstanding Capital Commitments				11.49	0599	0	1.19
1.20	Debt Charges Allocation				11.54	0613	2,675,925	1.20
1.21	TOTAL ALLOCATIONS (Sum of Items 1.16 to 1.20)				12.4	0617	85,533,693	1.21
Deduct:								
1.22	2002/03 Estimated Tax Revenue (Item 14.12)					24,241,151	24,241,151	1.22
1.22.1	Less: Territorial District Adjustments (Item 14.14)					0	0	1.22.1
1.22.2	Net 2002/03 Estimated Tax Revenue (Item 1.22 less Item 1.22.1)						24,241,151	1.22.2
1.23	Fees Revenue (CP 0203)						0	1.23
1.24	Savings from strike or lock-out:							1.24
1.24.1	Salaries, wages and employee benefits that are not payable as a result of employees withholding their services or a lockout.	0618						1.24.1
1.24.2	Expenditure approved by the Minister that is attributed to the withholding of services by employees or a lockout.	0619						1.24.2
1.24.3	Net saving (Item 1.24.1 less Item 1.24.2) (Amount at Item 1.24.3 must be reported as transfer to reserve for strike savings, CP8411 AND as transfer from reserve from strike savings, CP0230)					0620	0	1.24.3
1.25	Total Legislative Grant					0621	61,292,542	1.25
	{Base for Grant Advances (Item 1.21 less (sum of Items, 1.22.2, 1.23 and 1.24.3)}							

SCHEDULE B

Ministry of Education / Ministère de l'éducation
67040 St. Clair Catholic DSB

Schedule 9 - Revenue Fund Schedule of Estimated Revenue - For the period from Sep 1, 2002 to Aug 31, 2003

FEES:			
Government of Canada - Day School	0201	82,599	
Boards outside Ontario	0202		
Individuals - Day School, Ontario Residents	0203		
Individuals - Day School, Other	0204		
Individuals - Continuing Education	0205	26,306	
Total			0206 108,905
TRANSPORTATION RECOVERIES:			
Other School Boards	0207		
Government of Canada	0208		
Other Sources	0209		
Total			0210 0
RENTAL REVENUE:			
Instructional accommodation & school sites - Other boards	0211		
Instructional accommodation & school sites - Other	0212		
Non-instructional accommodation -Other boards	0213		
Non-instructional accommodation -Other	0214		
Community use	0215		
Other	0216		
Total			0217 0
SALES OF PROPERTIES AND INSURANCE PROCEEDS:			
Sale of school sites and buildings	0218		
Sale of other buildings and sites	0219		
Sale of furniture and equipment	0220		
Sale of pupil transportation vehicles	0221		
Insurance claim proceeds re: capital appurtenances	0222		
Other capital recoveries	0223		
Total			0224 0
TRANSFER FROM OTHER FUNDS AND RESERVES:			
Transfer from Capital Fund	0225		
Transfer from Reserve for Working Funds	0226		
Transfer from Special Education Reserve Fund	0227		
Transfer from Pupil Accommodation Allocation Reserve Fund	0228		
Transfer from EDC Reserve Fund	0229		
Transfer from Reserve for Strike Savings	0230	0	
Transfer from Proceeds of Dispositions - Reserve Fund	0231		
Transfer from Reserve for Classroom expenditure	0285	111,749	
Transfer from Other Funds - non-capital reserve fund	0232		
Transfer from Improved Access for SpecEd Reserve Fund	0289		
Transfer from Other Funds - Capital reserve fund	0272		
Total			0233 111,749
OTHER REVENUE:			
Government of Canada - Employment Assistance Program	0234		
Government of Canada - Reimbursement D.N.D.	0235		
Government of Canada - Other (e.g., LINC)	0236		
Other school boards	0237		
Insurance claims re: other than capital appurtenances	0238		
Cafeteria income	0239		
Accrued interest on debentures	0240		
Interest earned on Capital Funds	0241		
Education Development Charges	0242		
Donations - to be applied to Classroom Expenditures	0243		
Donations - Other	0244		
Other: specify			
OECTA Salary Recovery		94,552	
CUPE Salary Recovery		15,108	
OMERS		535,743	
Total			0245 645,403
LOCAL TAXATION:			
Tax Revenue - on municipalities	0247	24,241,151	
- on unorganized territories	0248		
Total			0249 24,241,151
GOVERNMENT OF ONTARIO			
Legislative grants:			
Student focused grants	0250	61,292,542	
Grant for Isolate Boards	0252		
Grant for Section 68 Boards	0253		
Total			0254 61,292,542
OTHER OPERATING EXPENDITURE GRANTS:			
Provincial employment assistance programs	0255		
Grants in aid of education research	0256		
Literacy and Basic Skills	0257	76,000	
Tutors in the classroom	0258		
School Board restructuring	0259		
Textbooks	0260		
Teacher Training	0262		
Grants for early years learning materials	0281		
Other: specify			
OYAP Grant	0282	75,000	
	0283		
	0284		
Total			0264 151,000
Other Capital Expenditure Grants(specify):			
	0265		
	0266		
Prior years' grant adjustments (specify):			
	0267		
	0268		
Total			0269 0
SURPLUS (DEFICIT): - Prior Year			0270
TOTAL REVENUE (to agree with Total Expenditures)			0280 86,550,750

Schedule 10 - Revenue Fund Schedule of Estimated

Expenditures by Board- For the period September 1, 2002 to August 31, 2003

Expenditures Categories (as used in Uniform Code of Accounts)		Salaries & Wages	Employee Benefits	Staff Development	Supplies & Services	Replacement Furniture & Equipment	Capital Expenditure	Debt Charges & Interest	Rental Expenditure	Fees & Contractual Services	Other	Transfers to Other Boards	Total
		02	03	04	05	06	07	08	09	10	11	12	13
CLASSROOM													
Classroom Teachers	51	35,232,241	4,264,747		1,000		0		0	20,000			39,517,988
Occasional / Supply Teachers	52	865,707	0										865,707
Teacher Assistants	53	3,267,613	732,183										3,999,796
Textbooks, Learning Materials & Classroom supplies & Equipment	55				2,073,174	0	332,128		0	236,500	63,033		2,704,835
Classroom Computers	54				229,139	462,947	116,000		0	1,500			809,586
Professionals, Paraprofessionals and Technicians	56	1,451,852	213,653		97,500	0	10,000		0	58,400	0		1,831,405
Library & Guidance	57	1,097,373	185,438		29,100					41,450	0		1,353,361
Staff Development	58	88,500	0	393,723							0		482,223
NON-CLASSROOM													
Teacher's Preparation Time	60	4,583,950	559,196										5,143,146
Principals & Vice-Principals	61	3,291,297	340,500	40,000	0						0		3,671,797
Department Heads	67	140,000	0										140,000
School Office - Secretarial & Supplies	62	1,524,121	327,686	2,000	141,250	65,000	5,000		0	34,000		0	2,099,057
Coordinators & Consultants	59	732,482	60,314		110,800	15,000	0			11,000	18,500		948,096
Continuing Education, Summer School & International Language	63									124,404			124,404
ADMINISTRATION													
Trustees	64	45,000			46,600						52,500		144,100
Directors & Supervisory Officers	65	572,345	41,631										613,976
Board Administration including non-instructional operations, maintenance and capital	66	1,195,206	237,545	98,155	657,690	30,000	120,000		45,000	356,950			2,740,546
TRANSPORTATION													
Pupil Transportation (excl. transportation to/from provincial schools)	68	51,172	10,399							5,453,140			5,514,711
Transportation to/from provincial schools	69									121,318			121,318
PUPIL ACCOMMODATION													
Operations & Maintenance - Schools	70	3,835,316	831,645	14,700	2,766,692	30,000	120,000		3,000	223,260	2,000		7,826,613
School Renewal	71						1,462,062						1,462,062
New Pupil Places	72						1,325,999						1,325,999
Other Capital and Approved Debt	73							2,675,925					2,675,925
OTHER													
Other - Non-Operating Expenditure	78										434,100		434,100
Provision for:													
- Reserve for Working Funds	80												0
- Special Education Reserve Fund	81												0
- Pupil Accommodation Allocation Reserve Fund	82												0
- Reserve for Classroom Expenditure	87												0
- EDC Reserve Fund	83												0
- Reserve for Strike Savings	84										0		0
- Reserve Funds - Other Non-capital	85												0
- Proceeds of disposition Reserve Funds	86												0
- Improved Access for SpecEd Reserve Fund	88												0
- Reserve for Other Capital	89												0
TOTAL EXPENDITURE	90	57,974,175	7,804,936	548,578	6,152,945	602,947	3,491,189	2,675,925	48,000	6,681,922	570,133	0	86,550,750

<u>School Operating Cost Analysis</u>					
			SYSTEM TOTAL (2001/2002 budget year)	UNIT COST	ST. HELEN
# FTE STUDENTS	Oct 31/01 actual				288.5
MOE CAPACITY					302.0
BOARD CAPACITY (PORTABLES/RCM'S/BOARD RENOVATIONS INCLUDED)					302.0
% MET CAPACITY					95.53%
% BOARD CAPACITY					95.53%
SQUARE FEET INCLUDING PORTABLES / EXCLUDING DAYCARE		1,380,943			28,112
# FTE CUSTODIANS		66.31			1.50
# SQ. FT. / CUSTODIAN					18,741
SQUARE FEET / STUDENT - board capacity					93.09
<u>Operations impact</u>					
1 CUSTODIAL					
1 LABOUR		\$ 3,046,983	\$ 44,527	/FTE	\$ 66,791
1 SUPPLIES		\$ 289,000	\$ 0.2116	/SQ. FT.	\$ 5,949
1 OPERATIONS		\$ 317,600	\$ 0.2317	/SQ. FT.	\$ 6,513
TOTAL CUSTODIAL		\$ 3,653,583			\$ 79,253
Custodial Cost / Sq. Ft.					\$ 2.82
2 MAINTENANCE					
2 LABOUR		\$ 782,047	\$ 0.5726	/SQ. FT.	\$ 16,098
2 SUPPLIES/CONTRACTS		\$ 1,169,932	\$ 0.8567	/SQ. FT.	\$ 24,083
TOTAL MAINTENANCE		\$ 1,951,979			\$ 40,181
Maintenance Cost / Sq. Ft.					\$ 1.43
3 UTILITIES (2000/01 actuals for Hydro, Gas & Water)					
3 ENERGY		\$ 1,252,058			\$ 25,010
3 WATER					\$ 1,435
3 MAINT. + UTILITIES (CLOSED FACILITIES)			\$ 49,282		\$ 1,018
TOTAL UTILITIES		\$ 1,252,058			\$ 27,463
Utilities Cost / Sq. Ft.					\$ 0.98
4 OTHER					
4 INSURANCE		\$ 104,159	\$ 0.0754	/SQ. FT.	\$ 2,120
4 PROFESSIONAL FEES		\$ 94,600	\$ 0.0685	/SQ. FT.	\$ 1,926
TOTAL OTHER		\$ 198,759			\$ 4,046
Other Cost / Sq. Ft					\$ 0.14
TOTAL OPERATING COSTS		\$ 7,056,379			\$ 150,943
TOTAL OPERATING COSTS / Sq. Ft.					\$ 5.37
admin salary		\$ 678,222			\$ 14,013
dept chgs		\$ 23,413			\$ 484
admin exp		\$ 49,700			\$ 1,027
TOTAL ADMIN		\$ 751,335			\$ 15,524
Admin Cost / Sq. Ft.					\$ 0.55
TOTAL COST		\$ 7,807,714			\$ 166,467
Total Cost / Sq. Ft.					\$ 5.92

NOTE - The complete version of this report is available upon request.

School Facilities Capital Analysis

SCHEDULE E

Item	St. Helen			
	units	28,112	Expected costs within 5 years	Expected costs within 10 years
Roofing	28,112	Entire roof replaced in 1991. To be replaced in 2021	\$ -	\$ -
HVAC	28,112	No Fresh air system. A/C is by a few window units. Two boilers are original. New HVAC system is required.	\$ 702,800	\$ 702,800
Asphalt	-	Playground asphalt was recently replaced and is in excellent condition. Parking lot is gravel need to be paved. (Approx. 7000 sq. ft.) Drainage needs to be added.	\$ 20,000	\$ 20,000
Fencing	-	Fence is old. Needs to be replaced before 2007. 2400 linear feet.	\$ 24,000	\$ 24,000
Windows	-	New windows installed in 1994. Good for 30 years.	\$ -	\$ -
Exterior Doors	28,112	Doors are original, and still serviceable, however replacement is expected within 10 years.	\$ -	\$ 16,024
Portables	-	None	\$ -	\$ -
Minor Renovations - Paint, Carpets, Drapery, PA System	28,112	This school has not had a general minor renovation for over 10 years.	\$ 75,340	\$ 75,340
Major Renovations - Ceilings, Floor Tile, Doors, Hardware, Hooks, Chalk & Tackboards, Millwork, Plumbing, Electrical	28,112	This school has not had a major renovation except that the lights were replaced in 1994. Costing @ 50%	\$ 174,576	\$ 174,576
Handicap Accessible	1	Front entrance required	\$ 3,000	\$ 3,000
Gymnasium	-	Gym on the smallside. No stage or bleacher area (2240 sq. ft.) Okay condition.	\$ -	\$ -
Total Cost			\$ 999,716	\$ 1,015,740
Permits, fees & contingencies @ 20 %			\$ 199,943	\$ 203,148
Total Cost			\$ 1,199,659	\$ 1,218,888

NOTE - The complete version of this report is available upon request.

CAPITAL COST ANALYSIS FOR ST. HELEN SCHOOL – SARNIA

BACKGROUND

The “School Facility Capital Analysis” document was prepared in late 2001 as background information for the process of school consolidations. The data presented is accurate as of the date of preparation. This report addresses the significant assumptions made and provides additional information to support the costing data.

SIGNIFICANT ASSUMPTIONS

1. All costing is based on the School Board standard of work that is durable, practical and consistent with Provincial building codes.
2. Detailed architectural reviews are not available. The capital cost analysis for all of the Board’s facilities has been based on the plant department’s expertise and experience, history of previous construction activities and knowledge of their current condition.
3. The St. Helen School gymnasium has been identified as a potential issue due to its long, narrow shape and small size, however it has not been costed. The shape and size of the gymnasiums at the three receiving schools are considered better suited for athletic activities. The most recent gymnasium additions have cost approximately \$575,000 for a gym floor area of 3,150 sq. ft.
4. A total of 13 of 17 schools in Lambton County and 4 of 18 schools in Kent County are fully or partially ventilated and air-conditioned. All three of the proposed schools to be used for the relocation of the St. Helen School students are air-conditioned. When the original heating equipment in an older building needs to be replaced, the Board’s standard practice is to upgrade the system and provide proper heating, ventilation and air conditioning.
5. The capital analysis costs are based on the “Life Cycle Costing” of a typical school. These are Board established benchmarks.

COSTING DATA

1. The life cycle costing is based on a variety and blend of sources including:
 - experience with previous projects
 - consultation with contractors
 - industry standards i.e. RS Means
 - Plant Department standards

The unit pricing for minor and major renovations, windows and other minor elements is based on building floor area. These unit prices were derived through an exercise of estimating the approximate cost of each element for an average size school and relating that to the area of the building. See the attached typical school life cycle costing as well as the same document using RS Means data (an inventory costing standard).

2. The attached validation chart shows the conservative nature of the unit costing used. This chart compares information from RS Means (an industry inventory costing standard) and from our tender experience with recent renewal projects.

St. Helen School Capital Costing

Construction Dates:

1957	-	6,325	square feet
1959	-	4,850	square feet
1965	-	6,958	square feet
1966	-	3,510	square feet
1972	-	6,469	square feet
		<hr/>	
		28,112	square feet

Replacement Costs:

1.	HVAC		
		\$25.00/square foot	\$702,800
2.	Parking lot asphalt		
		7,000 square feet asphalt @ \$1.60/square foot = \$11,200	
		catch basins and drainage @ \$8,800	\$20,000
3.	Fencing		
		2,400 linear feet @ \$10.00/linear foot	\$24,000
4.	Exterior Doors		
		@ \$0.57/square foot	\$16,024
5.	Minor renovations of painting, carpets, drapery, public address system, etc.		
		@ \$2.68/square foot	\$75,340
6.	Major renovation of ceilings, flooring (other than carpet), interior doors, door hardware, coat hooks, chalk and tackboards, millwork, plumbing and electrical		
		@ \$12.42/square foot	
	Considering that some portions of the above elements have been replaced over the years, this costing is applied at a 50% level of \$6.21/square foot		\$174,576
7.	Front entrance doors made handicap accessible		\$3,000
			<hr/>
			\$1,015,740
		Permits, fees and contingencies	<hr/>
			203,148
		TOTAL	<hr/>
			\$1,218,888
			<hr/>

<u>Minimum Renewal Unit Costing Comparison:</u>				
<u>Component</u>		2001 Original Board - Unit Replacement Cost	2002 Renewal Project - Unit Replacement Cost	RSMMeans Standards - Unit Replacement Cost
Roof	Per Sq. Ft.	\$7.00	\$6.00	\$6.10
HVAC	Per Sq. Ft.	\$25.00	\$24.00	\$25.50
Asphalt	Per Sq. Ft.	\$1.60	\$2.68	
Fence	Per Sq. Ft.	\$0.58	\$0.70	
Window	Per Sq. Ft.	\$4.90		\$6.17
Exterior doors and locks	Per Sq. Ft.	\$0.57	\$0.86	\$0.87
Drainage	Per Sq. Ft.	\$0.39		
<u>Minor renovations</u>				
Paint	Per Sq. Ft.	\$0.61	\$1.10	\$1.13
Floor carpet	Per Sq. Ft.	\$0.44		\$1.08
Drapery	Per Sq. Ft.	\$1.10	\$1.15	
P/A	Per Sq. Ft.	\$0.53	\$0.57	\$0.86
Total		\$2.68		
<u>Major renovations</u>				
Ceiling	Per Sq. Ft.	\$2.80	\$3.00	\$3.72
Floor tile	Per Sq. Ft.	\$2.40	\$2.50	\$2.73
Doors&hdwe / hooks	Per Sq. Ft.	\$0.71	\$1.05	\$0.77
Chalk/tackboards	Per Sq. Ft.	\$1.10	\$1.13	
Millwork	Per Sq. Ft.	\$2.13		
Plumbing/wshrm/panels	Per Sq. Ft.	\$1.52		\$2.83
Electrical & lights	Per Sq. Ft.	\$1.76		\$2.45
Total		\$12.42		