

St. Joseph's-Alexander McKay Elementary School

Steering Team (SST) Meeting

Meeting Minutes #4 – via MS Teams

Date: May 24th,2022 **Time:** 2:00-4:00 pm

Attendees:

Name	Organization
Peter Wicha	Facilitator, HRCE
Amy Hunt	Acting Principal, St. Joseph's-Alexander McKay Elementary
Suzy Hansen	Parent & SAC Member, St. Joseph's-Alexander McKay Elementary
Creighton Barrett	Parent & SAC Member, St. Joseph's-Alexander McKay Elementary
Matt Neville	Parent, Urban Planner & SAC Member, St. Joseph's-Alexander McKay Elementary
Paul Lenarczyk	Parent, Educator & SAC Member, St. Joseph's-Alexander McKay Elementary
Vince Vandenbrink	Parent & Architect
Cheyenne Gorman-Tolliver	Acting Vice Principal, St. Joseph's-Alexander McKay Elementary
Cory Schlievert	Project Director, Strategic Policy & Research, EECD
Darrell MacDonald	Director of Education Facilities Project Services, DPW
Pedro Martinez	Design Team Leader, DPW
Robin Parsons	Project Manager, DPW
Roger Tulk	Project Manager, Stantec
Leif Fuchs	Lead Designer/CA, Stantec
Kavita Khanna	Director of Operations, HRCE
Matt Flewwelling	Capital Manager, HRCE
Jill Chauk	Facilitator, Curriculum implementation, HRCE
Margaret Firlotte	Early Literacy Support / Reading Recovery, St. Joseph's-Alexander McKay Elementary
Katie Mott	Classroom Teacher, St. Joseph's-Alexander McKay Elementary

1. Call to order

- a. Facilitator Peter Wicha called to order the St. Joseph's-Alexander McKay Elementary (SJAM) SST meeting #4 at 2:30 pm, May 24th, 2022
- b. SST Terms of Reference (Appendix A)

2. Where are we now? Demolition timeline, etc. Public Works Project Manager

a. Cory Schlievert, Project Director, Strategic Policy & Research, EECD

The education department is transforming the delivery of child care per its agreement with the federal government. As a part of this transformation, the minister has approved a pilot project to add a childcare center to the school. It will be operated by the North end day care in the first floor of the new school's building.

The design details of the child care center in the new school are being worked on right now.

In order to accommodate the new child care center and also to address the growth pressure in the community, the department has approved an addition of another floor in this school, this will add additional classrooms for this school

Q. – PL: How does it work in combination with the Excel Before & After School Program

A. - CS: Operating details will be confirmed amongst the school administrators, Excel and the child care operator.

Q. - CB: Would like to understand the impact on the total number of spaces for the school kids?

A. - CS: Additional classrooms have been added to this school with a fourth floor based on the feedback received from the SST.

b. Schematic Design Update – Stantec

School Design has incorporated the fourth floor and did not reflect the child care operator in the design yet.

The play area in the new school needs to be reconfigured, including potentially play area on the rooftop, to ensure that all the requirements have been met.

The design consultants walked the SST attendees through the revised design.

There is total of 22 classrooms in this school from PP-6, in addition to the new day care center.

3. Questions and Answers

AH: 2022/23 school year, we have 17 P-6 classes and 2 PP classes. Happy to see additional classrooms including the rooftop additions.

Q: PL: Need to confirm that the story telling wall is still a part of the new design.

A: LF: Yes, none of the design components have been changed as a part of the scope addition.

Q: MN: with the integration of the childcare center, the outdoor spaces will be utilized for dedicated play area for infants, toddlers and pre-primary kids. There is pressure on the outdoor spaces and the requirements on parking as there may be spaces available on the streets for teachers and other resources.

A: LF – Unfortunately not enough space to add parking on this site due to space constraints and is up to the other groups to discuss mitigation strategies.

Q: AH/CT- Parking space not adequate for the staff. Can the school receive support from HRM so the staff could have community parking permit that allows them to park on the street and focus on teaching? Parking will be a challenge if the parents park in the staff parking space. Could HRM help with the regular access to the school through the Needham regularly. Could the teachers take the classes to the Needham to regularly.

A: LF – That's a great idea, as there could be creative solution for parking. There needs to be a solution for parking for the daycare parents drop off.

A: LF – next steps to follow up with HRM?

A: DM – Can be included in the conversation with HRM around temporary parking

Q: CB – Need to make sure that there is sufficient space available for the growing need of this school and the classes are within the class caps.

A: LF – Design upgraded to include additional classrooms (5 new classrooms added) to ensure that there is sufficient capacity.

A: DM - There is a graded formula to determine the school's capacity and DM needs to confirm the total capacity of this school, probably in the 415-420 range.

A: LF – the original requirement for this school was to accommodate 370 students, there has been since an addition of 2 classrooms and with 4th floor addition there is potentially more teaching spaces

Q: PW – With the new design changes, is there a timeline update?

A: CS – the timelines are being assessed right now, as there are several other external factors as well, such as supply chain disruptions, labour market shortage etc.; once confirmed, an update will be shared with the SST members and school community.

Q: AH – SAC requesting timelines for the new build as the parents are concerned about the timelines and how long they can expect the students to be bussed to the temporary school.

A: CS – As soon as the info is available, we'll ensure that its shared with the SST members and community.

Q: MN – Is there an engagement with the students, parents or wider community on this project, given this is a social asset?

A: DM – have not had any targeting meeting completed with the community members except for the adjacent neighbors. Currently there are no plans to do so, however can be accommodated to have information sessions.

A: LF – We have gathered info from the teachers during staff meetings, will be great to include the parents and communities as well.

A: AH – Staff feel that they have had the opportunity to provide input and it will be great to get an update for the community. It may be good to have info sessions with the community members as people are excited and will appreciate the opportunity to see more info.

A: CS – EECD will work with DPW and HRCE to post SST meeting minutes and updates on HRCE's website as the project progresses.

Q: CB – Will the SST receive the revised schematic update?

A: RT – New information, plans are being developed and will be shared appropriately.

A: CS – EECD will work together with HRCE to develop materials to share.

Q: MN – There is a tremendous amount of opportunity to engage the community in a more meaningful way to engage the community to help build a more successful project.

A: CS – Good feedback and we will consider it.

Q: PL – Managing expectations with timelines, any update the timelines being communicated to the parents?

A: CS – There are a lot of factors that are influencing the project's schedule and we want to have a firm projected completion date and better understand the impacting factors before communicating more broadly. We will make every effort to gather this information provide an update to the SST and community in a timely manner.

A: DM – Right now is a volatile construction market, and its challenging to predict the construction industry.

Q: CB – Any improvement to the area at the current SJAM play structure at the current school?

A: AH – Something for HRCE and HRM can work through?

A: KK – Typically a decision is made at the school level. Amy and KK to connect offline to discuss further.

Q: CT – would HRCE ops be involved in the impact from the daycare

A: impact on the operations will be reviewed and included in the scope of Operations.

Q: PL – Demolition was supposed to have been completed by February however the structure still exists in May, Why can't we communicate the update on timelines to the community?

A: PW – Cory and her team is working on a response to the timelines.

A: CS – An information package will be prepared to share with the SST, and an update will be sent to the parents subsequently.

4. Other Updates:

AH – Per the School naming process, SJAM received responses back from the community and there are four names on the top and it will be shared with the community again to rank these options.

- St. Joseph's Alexander McKay
- SJAM
- Viola Desmond
- Northend elementary

5. Closing comments

CB: We have confidentially received the draft schematics in the past so SST members can review, ask follow-up questions, etc. We went through the design rather quickly today, it would be helpful to see the latest designs in that information package.

6. Next meeting – TBD

7. Adjournment

Meeting adjourned by Peter Wicha at 3:45 pm on May 24.
Minutes approved by HRCE, EECD and DPW

APPENDIX A – Terms of Reference

St. Joseph's-Alexander McKay Elementary PP-6 School Steering Team (SST) Terms of Reference

The St. Joseph's-Alexander McKay Elementary School Steering Team (SST) is a group that represents stakeholders for the school community.

Role

- To work with the Regional Education Centre or Conseil scolaire acadien provincial (EC), the Department of Education & Early Childhood Development (EECD) and the Department of Transportation & Infrastructure Renewal (TIR) throughout the design phases of the project to provide input into developing the general floor plan layout and the overall design of the building.
- The SST acts as a key resource to gather input and provide information to the school communities they represent to enable a public connection to the school project.
- The SST is an advisory body, it does not have authority to approve project changes.

SST Membership

- Sponsor Group (members from EC, EECD, TIR)
- One (1) School Principal and Vice Principal from; St. Joseph's-Alexander McKay Elementary
- School Advisory Council Chair or Designate, Teacher(s), SAC Member(s), Parent(s)

SST and Sponsor Group Responsibilities

The SST is a key advisory resource for the Sponsor Group during the project. It will be most active during the conceptual and design development phases where prioritization of items is required.

During the construction documentation phase, the role of the SST changes as all design related decisions have been made and the SST becomes more focused on receiving status reports of construction progress.

If, however, matters arise in implementation of the project that have the potential to change the project goals and objectives, the SST will continue in its role as an advisory body.

The Sponsor Group will provide the SST with regular project status updates.