

# **DUNCAN MACMILLAN HIGH FAMILY OF SCHOOLS P-12 FACILITY SITE SELECTION COMMITTEE**

## **Terms of Reference**

### ***Purpose***

The purpose to the Duncan MacMillan High Family of Schools P-12 Site Selection Committee (Site Selection Committee) is to identify three potential sites for the placement of a P-12 facility in the Duncan MacMillan High Catchment Area.

### ***Mandate***

The Site Selection Committee will serve as a forum to develop and evaluate potential sites for the placement of a P-12 school in the Duncan MacMillan High Catchment Area.

The Site Selection Committee will develop a report that will recommend three sites and outline the opportunities and constraints of these potential sites.

### ***Reporting***

The Committee reports to the Governing Board of the Halifax Regional School Board. Reports and recommendations will be forwarded to the Halifax Regional School Board for consideration of approval. The recommendation(s) of the Halifax Regional School Board will be forwarded to the Department of Education and Early Childhood Development for final approval of the building site.

### ***Committee Composition***

The Site Selection Committee will be comprised of ten members (6 voting and 4 non-voting) as follows:

- facilitator, Nancy O'Brien (non-voting)
- one (1) School Advisory Committee member from; Duncan MacMillan High School, Eastern Consolidated Elementary /Sheet Harbour Consolidated Elementary Schools, and Lakefront Consolidated Elementary School
- one (1) School Administrator from ; Duncan MacMillan High School, Eastern Shore Consolidated Elementary /Sheet Harbour Consolidated Elementary Schools, and Lakefront Consolidated Elementary School (non- voting members)
- Three (3) community members
- Halifax Regional School Board elected official for District 1, Bridget Boutilier

### ***Meetings***

The Boundary Review Committee shall meet weekly April through May 2014. Additional meetings as well as postponement of a meeting may happen at the discretion of the Chair in consultation with the Committee. The meeting place shall be alternated between school facilities within the Duncan High Family of Schools.

### ***Quorum and Voting Procedure***

The quorum for voting purposes shall be 4 of 7 voting members. A majority vote shall be considered 50% plus 1.

The process for voting shall be in compliance with HRSB Governing Board procedures and shall be an open vote with the vote count noted in the meeting notes.

### ***Facilitator***

The Superintendent will appoint a facilitator to work with the Site Selection Committee throughout the process.

The facilitator will serve as the Chair of the Committee. The facilitator will provide the Site Selection Committee with requested information and will assist in the development of the preferred sites and the report to the Governing Board.

### ***Officers***

The facilitator will serve as the Site Selection Committee Chair, a Vice-Chair, and Secretary shall be elected from among its members at the first meeting. The Vice-chair shall act as Chair in the absence of the Chair.

### ***Communications***

Upon meeting notes being approved at the subsequent meeting, they will be posted on the HRSB website. SAC representatives may forward this information to their communities. These meeting notes are the official communication of the Committee and as such should form the basis for public discussion.

### ***Meeting Process***

The Site Selection Committee is an extension of the HRSB Governing Board and as such the meeting process shall be in compliance with the HRSB bylaws.

***Staff Support***

Staff support will be provided from Halifax Regional School Board Operations Services and School Administration, Program Department, Nova Scotia Department of Transportation and Infrastructure Renewal, Department of Education and Early Childhood Development, and Halifax Regional Municipality.