

HALIFAX REGIONAL SCHOOL BOARD
Eastern Passage High School
Site Review Recommendation

PURPOSE: To seek approval from the Board for selection of one of the three elementary schools in the Eastern Passage area to be renovated to create a High School.

BUSINESS PLAN GOAL: This report supports Business Plan Goal #3: To ensure schools are safe and maintained to high standards.

BACKGROUND: In April of 2012, the province announced a plan to invest \$15 million in the renovation of an existing Eastern Passage school to create a high school serving the students of Eastern Passage.

A Site Review Committee (SRC) was struck consisting of community members, school Principals, Vice-Principals, School Advisory Council (SAC) Chair persons, HRM Community and Recreation Services, HRSB School Administration, Program and Operations Staff. The mandate of the committee was to review the three existing elementary schools and provide a Site Review Report with a recommendation to the governing Board for a school to be renovated.

CONTENT: The Site Review Committee held four meetings which included a site visit of the three potential locations: Ocean View Elementary, Tallahassee Elementary and Seaside Elementary schools. The committee compiled logistical information on each school including building and grounds condition, existing enrolment, enrolment projections, school capacities, community impact and the advantages or disadvantages of each school if selected as the high school location. The data and recommendation are included in the Eastern Passage High School Site Review Report.

The ability to relocate students to adjacent schools during the renovation is another factor considered within the report. The schedule for delivery of this project is September 2014. In order to meet this targeted timeline, it will be necessary to temporarily relocate the students from the selected school to other adjacent schools, allowing full access and construction site control by the contractor.

It was hoped that the students at the recommended site could complete this year at their current school. However, it may be necessary to relocate the students to the other school(s) as early as April 2013 in order to accommodate the construction schedule.

The final grade configuration of the remaining elementary and junior high schools in Eastern Passage will be determined within the next year through a boundary review process.

COST: The cost of this renovation is \$15 million.

FUNDING: This project funding will be provided by the Province as an Additions/Alterations Capital project.

TIMELINE: The target date for the completion of the high school renovation is September 2014.

APPENDICES: Eastern Passage High School Site Review Report

RECOMMENDATIONS: Based on the enclosed review, the Eastern Passage High School Site Review Committee recommends that Seaside Elementary School be approved as the school to be renovated for creation of a high school within the community of Eastern Passage.

COMMUNICATIONS:

AUDIENCE	RESPONSIBLE	TIMELINE
Department of Education	Ron Heiman, Director Operation Services	Following Board Approval
HRSB Communications	Ron Heiman, Director Operation Services	Following Board Approval

From: For further information please contact Ron Heiman, Director Operations Services.
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To: Senior Staff: September 10, 2012
 Board: September 26, 2012

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Date last revised: Sept 16, 2012



EASTERN PASSAGE HIGH SCHOOL
SITE REVIEW COMMITTEE REPORT

September 26, 2012

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INTRODUCTION

Background

On April 2, 2012 the province announced a plan to invest in Eastern Passage students.

The province will fund up to \$15 million to renovate an existing Eastern Passage school to provide a grade 9 to 12 high school in Eastern Passage.

The Eastern Passage community has one junior high school and three elementary schools. As this renovation will be to an existing school, the Halifax Regional School Board (HRSB) will work with the Department of Education (DoE) and the Eastern Passage community to determine logistics associated with this project.

It is the intent of the Nova Scotia Government to have the Eastern Passage High School (EPHS) open to students at the start of the 2014-2015 school year with a design capacity of 600 students.

This review addresses the requirement by HRSB to determine which school is best suited, and ultimately recommended, for conversion to a High School. The review will also discuss the temporary and permanent relocation of the student populations associated with this project.

The Site Review committee meetings, site visits and subject-matter expertise from the HRSB staff & their associates provided the requisite information for the committee to arrive at its final recommendation.

Site Review Committee members:

- a. *Ron Heiman - HRSB Coordinator Maintenance (COMMITTEE FACILITATOR)*
- b. *Chris Northrup - HRSB Manager Special Projects*
- c. *Roger Keefe - HRSB Coordinator Custodial*
- d. *Joe Walsh - Principal, Tallahassee Community School*
- e. *Chris Smith - Vice-Principal, Tallahassee Community School*
- f. *Cheryl Highmore - Principal, Ocean View Elementary School*
- g. *Louise Henman-Poirier -Principal, Seaside Elementary School (COMMITTEE SECRETARY)*
- h. *Barb Gromick – Principal, Eastern Passage Education Centre*
- i. *Scott Hickman- Vice Principal, Eastern Passage Education Centre*
- j. *Joanne Syms - School Administration Supervisor, Unit 2 Schools*
- k. *Jerry Thibeau – HRSB Facilitator, Curriculum Implementation*
- l. *Heather Constantine - SAC Chair, Tallahassee Community School (COMMITTEE CHAIR)*
- m. *Tanya Manthorne - SAC Chair, Seaside Elementary School*
- n. *Dawn-Lea Geizer - SAC Chair, Ocean View Elementary*
- o. *Joyce Treen - Community Member*
- p. *Rhonda Power - Community Member*
- q. *Nicole Jackson - Community Member*
- r. *John Heseltine – Stantec*
- s. *Betty Lou Killen & Cathy Nearing – HRM Community and Recreation Services*

Purpose

1. The purpose of this site review is to compile and submit a written report to the Governing Board of the HRSB regarding the future EPHS. The report will contain the site review process, the strengths and weaknesses of each potential site, and the committee's final recommendation for the most suitable location.
2. It is intended that this report be advisory in nature only, with the final decision resting with the Governing Board of the HRSB.

METHODOLOGY

3. The methodology in this report consisted of multiple committee meetings and a site visit to all potential locations. During the Site Review Committee (SRC) meetings, information was provided by committee members regarding school building conditions, existing enrolment, enrolment projections, school capacities and impact to the community.
4. It is important to note that this process is unique to this particular project as it is not a Site Selection process, which is used to determine locations for new construction, nor is it a school review process, which is used to determine whether a school will close.
5. Community input was achieved through SRC membership by the School Advisory Council (SAC) Chairs at each of the three local elementary schools, and by three members of the Eastern Passage community.

CONSIDERATIONS

School Options

6. Given the limited time line and the fact that capacity exists within the existing school facilities, as well as the inherent structural value of the existing schools, the three existing elementary schools were the options for the site review committee to consider. These schools include Seaside Elementary, Ocean View Elementary and Tallahassee Community School - all located on the Eastern Passage Common. The local Junior High School, Eastern Passage Educational Centre, was not considered as a potential site as it is a P3 school (Public-Private Partnership) and revisions could impact the existing contract between the owner and DoE.

HRM Partnership

7. HRM was contacted by HRSB to advise of the project and seek confirmation of an enhancement by HRM. It is unknown at this time if a community enhancement will be recommended by HRM; HRM staff is considering the HRSB request and a decision on this matter is anticipated by December 2012 when the matter is presented to HRM Council.
8. All three potential site locations are on the Eastern Passage Common and as such the SRC liaised with HRM Community and Recreation Services to ensure consideration and compliance with the Nova Scotia Provincial Commons Act. The SRC was also provided with the field use of the Eastern Passage

Common and reviewed this information to ensure a good understanding of how any changes would impact these facilities.

9. HRM is presently performing an Environmental Site Assessment (ESA) for the Eastern Passage Common.
10. HRM Community and Recreation Services offered to investigate the potential for partnership in the temporary use of facilities at the Tallahassee Recreation Centre for relocation of students during construction.
11. There will be ongoing dialog with HRM Community and Recreation Services to determine potential for relocation of programs affected by the construction.
12. During the site visit of 10 July, Karen Clarke, Recreation Director of the Tallahassee Recreation Centre explained what each room was used for, including daycare, and how she planned to expand usage in the upcoming year. The Youth program currently has 50+ children enrolled.

Deferred Maintenance

13. Deferred maintenance is defined as the practice of postponing maintenance activities such as repairs or upgrades to buildings or infrastructure in order to meet budget funding levels or realign available budget monies.
14. A high level list of deferred maintenance items was provided for the three sites being reviewed. It was noted that the level of repairs at Seaside Elementary was significantly greater than those at Tallahassee Community School and Ocean View Elementary. In order to identify all building system and code deficiencies to be considered as part of the renovation scope of work, a detailed building condition report will be submitted by a consultant upon confirmation of the site to be renovated.

Enrollment

15. The HRSB uses Baragar Custom Planning Software for School Boards to provide population and enrollment projections to assist stakeholders in making data driven decisions related to Schools. The information contained in the attached reports are aligned using figures from the 2011/12 school year and are subject to change with enrollments in September of this year. Please see attached enrollment projections for all schools listed in this review below.
16. The following table highlights the potential impact that each school's enrollment population would have on the other Eastern Passage schools if that school was selected as the High School. This information was used when considering where students would be placed temporarily during the construction process. It also identified building condition requirements at each school to accommodate increased enrollment. One of the guiding principles of this discussion was to align student cohorts so that older children would be directed to EPEC and French Immersion students would be assigned to schools where this program is already in place.

Classroom Realignment Discussion

17. This discussion proposed temporary classroom and grade configurations for each school based on that school’s consideration as the possible high school location. **Note:** There will be a separate process for Boundary Review prior to the completion of the new school to identify permanent grade configurations of the elementary and junior high schools.

Seaside Elementary Option			
To Seaside Elementary	To Oceanview Elementary	To Tallahassee Community School	To Eastern Passage Education Centre
	Three (3) classes of Grade 5 English	a. One (1) classes of Grade 4 French Immersion b. One (1) class of Grade 4/5 French Immersion	a. Two (2) classes of Grade 5/6 - one English and one French Immersion b. Four (4) classes of Grade 6 English c. One (1) class of Grade 6 French Immersion
Notes: i. Will require the Learning Centre at Tallahassee Community School to move to another space within the school. ii. Will require minimum of one and possibly two portable classrooms for students temporarily until project completion. iii. Will allow French Immersion students to remain in schools with other French Immersion students & supports.			
Ocean View Elementary Option			
To Seaside Elementary	To Oceanview Elementary	To Tallahassee Community School	To Eastern Passage Education Centre
Five (5) classes of Grades P, 1 & 2		NIL	Seven (7) classes of Grades 2, 3 & 4
Notes:			
Tallahassee Community School Option			
To Seaside Elementary	To Oceanview Elementary	To Tallahassee Community School	To Eastern Passage Education Centre
Eight (8) classes of Grade 1 & 2 – English and French Immersion	Five (5) classes of Primary		Seven (7) classes of Grade 3 & 4
Notes: i. Three Portable classrooms would be required at Seaside Elementary ii. There is the potential to put students going to EPEC in one pod area			

PROCESS

18. The SRC was struck with members from various local stakeholders including the principals and vice-principals of the four (4) schools, SAC chairs of the three elementary schools, HRSB Operations, Program & School Administration department staff, HRM Community & Recreation Services staff and Eastern Passage community members.

19. A Facilitator, Mr. Ron Heiman, the Coordinator of Maintenance for HRSB Operations Services, was assigned to assist the committee with the site review process.

20. The Facilitator acted as the Chair for the first meeting held on 4 July 2012 at the HRSB Office with a chair and a Secretary selected from within the committee prior to the end of this initial meeting. The selected Chair was Ms. Heather Constantine, SAC Chair at Tallahassee Community School, and the selected secretary was Ms. Louise Henman-Poirier, Principal at Seaside Elementary School. The Chair was assigned to explore all options, voice concerns and present the report to the HRSB and the

Secretary was tasked with recording the minutes of the committee meetings and assisting with development of the final report.


21. Additionally, the site review process was explained to allow the SRC to better understand their role, with Terms of Reference distributed prior to the end of the first meeting.


22. A second meeting and site review of each potential location occurred on 10 July 2012. The principal and/or vice-principal of each potential site gave a walk-through of their respective location – including both the building and the school grounds. During these visits the advantages and disadvantages of each location were presented. As well, the Recreation Director for the Tallahassee Recreation Centre (co-located with Tallahassee Community School) provided a guided walk-through for the HRM portion of the facility, including the grounds.


23. The third meeting of the SRC took place on 8 August 2012 at the HRSB Office. The purpose of this meeting was to begin preparing a draft of the final report. Further discussion included enrollment impacts and HRM Enhancement process. A fourth meeting was scheduled to finalize the report and ensure maximum participation by members for the recommendation vote.

24. On 16 August 2012, the fourth and final meeting was held to review the final draft and determine the recommendation for the EPHS renovation site. The recommendation report will be presented to HRSB Senior Staff in early September 2012, with the report and presentation to the Governing Board of HRSB on 26 September 2012. Upon submission and presentation of the final report to the Governing Board of the HRSB, this group will become the School Steering Team (SST), with additional members from the Department of Education, a Project Manager, Design Consultant and other stakeholders. At that time standard operating Terms of Reference for a SST will apply.

OBSERVATIONS & FINDINGS

SITE #1 – SEASIDE ELEMENTARY	
	<p>Site Characteristics</p> <ol style="list-style-type: none"> 1. Square Footage = 44737 2. Constructed 1974 3. Capacity = 393 to 429 4. Current Enrolment 2011/12 = 321 5. Current Grade Range = English 05-06 French 04-06 6. 15 Classrooms, including: computer room, Art/ECO room, music room, band room, resource rooms, SLP, psychologist & guidance & core French coach office, Timeout/Calming areas, Learning Centre & Kitchen. 7. Library 8. Cafeteria 9. Junior High Sized Gym 10. HRM Tennis Courts
ADVANTAGES	DISADVANTAGES
<ul style="list-style-type: none"> • There is not currently any significant HRM Community and Recreation infrastructure directly adjacent to the school grounds. This provides greater flexibility for renovation design • This was formerly a Junior High and would be more suitable to renovate into a High School. • The site has had very little upgrade work since its switch from the local Junior High School. It is in need of repairs to address deferred maintenance and would be the most cost effective use of Capital Funds. • Current students of Seaside may return to a more traditional grade configuration. • Junior High Gym may be repurposed for a Fine Arts and Music program. • The school is on a Public Transit Route. • No additional spaces would be required at the other schools. 	<ul style="list-style-type: none"> • The tennis court (skating rink in the winter) would have to be relocated as it is adjacent to the current facility. • The front entry way does not have a line of sight from the office. • Topography – Elevation difference from back to front. • The existing sports field is far from the building. • The split level building and existing elevator present unique design challenges.
<p>Deferred Maintenance: Through- wall flashing replaced, window upgrade, rear exit doors replaced, electrical upgrade, washroom upgrade, boiler and burner replacement, floor tile replacement, ceiling tile replacement, and building controls upgrade.</p>	

SITE #2 – OCEAN VIEW ELEMENTARY	
	<p>Site Characteristics</p> <ol style="list-style-type: none"> 1. Square Footage = 44061 2. Constructed 1954 3. Renovated in 1989 4. Capacity = 470 to 510 5. Current Enrolment 2011/12 = 300 6. Current Grade Range = PR - 04 7. 17 Classrooms, including: computer room, art room, music room, several small rooms used for Resource, ELT – English teacher, Timeout/Work station area, Excel classroom, Learning centre (two rooms) . 8. Elementary sized gymnasium. 9. Library 10. Soccer Field and HRM Baseball Diamond adjacent.
ADVANTAGES	DISADVANTAGES
<ul style="list-style-type: none"> • A well maintained building. • Less impact to residential neighbours. • Unused capacity at Ocean View. 	<ul style="list-style-type: none"> • Topography - The elevation differences behind and to the side of the school would present significant challenges to expansion. • Single point of access. • Parking would be problematic • The field adjacent to the school limits flexibility of design. • Portable classrooms would be required at EPEC to accommodate some of this population.
<p>Deferred Maintenance: Windows leaking, rear exit doors replaced, and interior lighting upgrade</p>	

SITE #3 – TALLAHASSEE COMMUNITY SCHOOL	
	<p>Site Characteristics</p> <ol style="list-style-type: none"> 1. Square Footage = 64600 2. Constructed 1991 3. Capacity = 522 - 596 4. Current enrolment = 459 5. Current Grade Range =English PR-04 =French PR-03 6. 20 Classrooms, including: art room, High school sized gym), music room, several small rooms used for Resource, ELT – English teacher, ELT-French Immersion teacher, Learning centre and Cafeteria 7. High School Sized Gym (access to half of the gym during school hours) 8. Library 9. Community Center 10. Soccer Field, HRM Baseball Diamond, Playground and HRM Public Garden adjacent.
ADVANTAGES	DISADVANTAGES
<ul style="list-style-type: none"> • Well maintained building, there is less infrastructure and interior finishes that require upgrade at this school. • High School sized Gym. • The current site traffic design is very effective. 	<ul style="list-style-type: none"> • Tallahassee Community School is currently in a cost-share arrangement with HRM and reconfiguration of the facility may result in the renegotiation of current contracts. This site is working well as a Community Center. • Gym space shared with Community Center. • School is at full capacity now. • Impact of increased traffic volume would negatively affect the residential community. • Further additions to this school would negatively impact the existing site.
<p>Deferred Maintenance: Through- wall flashing repair, partial roof re-shingle, and controls system upgrade</p>	

Aerial View Showing Tallahassee Community, Ocean View and Seaside Schools**CONCLUSIONS**

25. It appears that the most fiscally responsible and efficient allocation of capital funds is through the renovation of Seaside Elementary as it has the greatest requirement for building and site improvements to address deferred maintenance.
26. There will be no significant renovations required at Ocean View Elementary and Tallahassee Community School to accommodate the relocation of students if Seaside Elementary is renovated.
27. The existing Community Center would be negatively impacted if Tallahassee is selected.
28. The temporary relocation of students, with appropriate grade alignments during the renovation construction process, is most easily accommodated by vacating Seaside Elementary School.

RECOMMENDATIONS

29. It is the recommendation of the SRC, by a unanimous vote, that Seaside Elementary School be designated as the site for renovation to accommodate construction of Eastern Passage High School (EPHS).