

**Eastern District P-12 School Steering Team
Minutes
November 15, 2016**

Present: Bridget Boutilier (HRSB Board Member), Jill Chaulk (HRSB), Carole DesBarres (Lakefront), Gareth Evans (HRM), Marie Fagan (HRSB), David Hendsbee (HRM), Peter Howitt (EECD), Jeannie Hubley (DMHS), Lisa Hutt (SHCS), , Joy Josey (Lakefront), Darrell MacDonald (EECD), Amy MacLeod (HRSB), Earl McMullin (HRSB), Marilyn Munroe (rep. MLA Lloyd Hines), Nancy O'Brien (Facilitator), Carolyn Prest (Lakefront), Ronnie Reynolds (DMHS), Wanda Scott (SHCS), , Amanda Smith (DMHS), Troy Smith (SHCS), (DTIR), DJ Johnson (student DMHS), Jill Chalk (Program),

Regrets: Marsha Mullen, Ron Kent, Gerard Costard (HRSB), Marc Gaudet (DTIR), Scott Ingram (HRM), Dan Sheehan (HRSB), Mike Treffler (DTIR)

Meeting called to order at 6:15 pm.

1. Call to Order; Welcome to new members: Chair
2. Approval of Minutes from October 25th, 2016
First - Joy Josey, Second - Ronnie Reynolds
3. Business arising from the minutes:
 - a. The Chair raised the question that the SST consider that they invite other members from community groups for fair representation (ie. Chamber of Commerce, Lions Club) and the team discussed it. The committee was informed that the minutes of these meetings are now posted for the public to read. A committee member read out the definition of the HRSB Steering Committee to give everyone an understanding of the roles and responsibilities of the committee. Lack of information to the community about what was happening in reference to the new school was raised and addressed.
4. Review of "Wish List" Any new items to add?
 - a. The Chair asked the team if there was anything missing from the list. One member made reference to whiteboards that can be moved in front of windows if necessary due to lockdowns and it was stated that these whiteboards are now standard equipment in new schools. Open green spaces and parking spaces for students, staff & community members was raised. The issue of coat hooks and lockers was brought up so that there are enough of them for all students. Another member raised the item of whiteboard tables for every classroom.

5. School Enhancement Latest status update:
 - a. The team was informed that the school enhancement report is in draft form and that it is expected to be sent to counsel by Dec or Jan 2017. The speaker could not speak to anything more on the report because it is in draft form and not finalized.

6. Report from School Visits on November 9:
 - a. Pictures were shared from the Transition Team and other members who visited various school sites in NS that were new, innovative, positive, welcoming, technological, inclusive, & reflected a 21st century classroom.
 - b. It was noted that another member that was on the visit had pictures that were not viewed by the SST and they will share at the next meeting.
 - c. Notes at the end of the slide show were discussed. These notes will be added to the wish list.

7. Design Process:
 - a. A question of student consultation was raised and it was stated that students will be able to collaborate with the team at some point on the school design from their perspective of what they think the school would look like. However, this is only in the idea form and it has not been brought forward to the SST for their motion. It was also noted that there is a link to the process curriculum design available and an SST member will provide that link to the Chair so it can be shared with the committee members.
 - b. A member asked if the SST watched the video's provided and the team said they did. It was also noted by this member that the purpose of their involvement in the process is to give solutions to the design of the school but the ideas must come from the SST especially the students that joined the team. They also noted that their priority is the impact on student learning and the standard is to prioritize where they can.
 - c. The designer proposal, "Request For Proposal" (RFP) will go out by Dec or early Jan 2017. One of the criteria is they must have school design experience. This process will take a month or more to choose a company and it is possible that the RFP may go out to designers outside of NS in order to get a designer with expertise in school design.
 - d. Next, the three phases of the design process was discussed:

The first phase is the schematic phase which could take 3-4 months to complete. This is a loose design which is simply to get an idea of what the school may look like. (changes can occur).

The second phase, (3-4 months) is termed the design development phase. This is the refining phase where the engineers begin the process of placing office spaces etc. into the design. During this phase they will ask teachers for their input.

The third phase is termed the working document phase where the design would go out for tender for companies to bid on.

It was noted that the first two phases is where the work is important and could possibly take the longest. The forecast to begin the construction phase (break ground) is in the spring of 2018.

The topic of enhancements was brought forward and this point was addressed in that enhancements must be brought forward during the first 3 phases if there are any because it changes things, if not this could affect funding and timelines.

The issue of parking was brought forward and it was addressed by a member in that there is a standard formula and it is determined by how many staff members, visitors, specialists, student parking (5 per classroom?). A question was raised about the parking formula in that because this school is rural and there is no public transportation available would there be more parking spots available? A member stated that the province aims to achieve a gold level with respect to the environment (LEAD school) in that regard, the purpose is to have limited asphalt. Green space and water consumption is also important. Currently, they have achieved “silver” status in some of our schools. Further, it is a points system and you get points for being more green.

The Chair said the SST will have an opportunity to revisit this issue again through-out the process. Furthermore, this issue is unknown until the designer/developer is chosen. Having DMHS still open and operational during the construction phase must be considered.

At this time, an SST member clarified the reasoning behind the team’s purpose for their visit to those other schools. They stated that it was to get a better understanding of a P-12 school with the understanding of what the transition will look like when the elementary school is blended into DMHS. Particularly what the challenges of bringing these students together before the school is built.

8. Student Representation School Design Project? Update:
 - a. Two students from DMHS were added to the SST.

9. New Business/ Next Steps:
 - a. Concerning enhancements for the school, a member asked a follow-up question to another member on what he needs to do before the report goes forward. In particular, “How long do you think it will take to debate the issue?” The reply was that it should go on the city council agenda in the next few meetings before the Christmas break. The needs assessment has occurred but it is still in the debate phase.
 - b. The size of the gym was discussed and it was stated that the gym will be the standard 8400 sq ft with bleachers. The issue of bleachers taking up space was discussed.
 - c. A member raised the question of installing a walking space on the outside of the gym?

- d. It was also noted by a member that DMHS is different from other urban schools because it is in a rural area and the community does not have access to other gym facilities while other High schools in urban areas have access. Therefore, DMHS is not the same as those other schools and it was felt that that point must be considered in reaching a decision.
- e. The response was that other gym schematic designs will be forwarded to the Chair & the SST to get a better understanding. But it was reaffirmed that the 8400-sq. ft. is really big.
- f. The final note was the acknowledgement of the teams pleasure to have a student represented at the meeting.

10. Date of Next Meeting: TBD

Adjournment: The Chair adjourned the meeting at 8:20 pm