

# School Steering Team Minutes

## Meeting #1

Halifax South Peninsula School

Date: January 25, 2016

Location: LeMarchant-St. Thomas School

Attendees:

<b>Name</b>	<b>Organization</b>
Ron Heiman	HRSB (Operation Services)
Krista Stevens	TIR
Agnes Greer	HRSB (School Administration supervisor)
Tanya Whynacht	TIR
Marie Fagan	HRSB (Operation Services)
Peter Howitt	EECD
Karina Montalvo-Lagunes	TIR
David Jakeman	LMST (SAC chair)
Joanne Williams	HRSB (EXCEL)
Judy Obersi	LMST (SAC vice-chair)
Jeanne Boudreau	LMST (principal)
Cindy Littlefair	HRSB (elected Board member)
Maureen Banfield	HRSB (Program, Student Services)
Dan Sheehan	HRSB (Operation Services)
Tim Schaus	Facilitator

Guests: Joackim Stroink (MLA), Wayne Mason (HRM councillor), Paul Lafleche (TIR), Elwin Leroux (HRSB Superintendent)

1. Ron Heiman facilitated the meeting and began by speaking about the roles and responsibilities of the School Steering Team - that it is an advisory body that provides input to the design team. The Terms of Reference for the School Steering Team were introduced and distributed. (appendix #1 of Minutes)
2. In a circle meeting format, the following question was posed, "What are you hoping to achieve during this process?" Some of the responses were as follows:
  - World class school
  - Facility provides for experiential learning, high tech environment, outdoor classroom
  - Spaces for EXCEL services
  - Facility that provides for student success
  - Community-oriented building
  - Healthy building
  - Green building; appreciation for the environment
  - Outdoor garden
  - Incorporate the team's input into the design
  - Be careful the SST doesn't lose the big picture by becoming too involved in the minutia. Focus on what you influence/affect. Don't spend time on what you don't influence/affect.
  - Create a space for students to thrive
  - A school design that supports all students
3. Enhancements were discussed. At this time, HRM has indicated that they would not be supporting an enhancement (larger gym) at the school. Presently, a 5300 sq. ft. gym is planned for the school which is the norm for a new elementary school. Councillor Mason mentioned that he would bring forward to HRM Council a request to reconsider that decision. There is a window of time until the RFP closes (Feb. 24) and an enhancement could be included in it. Funding for an enhancement must be in place for it to be included.
4. The timeline for the project was discussed. At this time, it is expected that the design process could take up to 8 months, abatement would begin this summer and demolition of LeMarchant – St. Thomas would occur after that. The school could take 18 to 24 months for construction.
5. The RFP for a consultant/architect for the school was going out after the meeting and is online. <http://www.novascotia.ca/tenders/tenders/tender-details.aspx?id=60149225>  
Discussion centred on what was to be expected in a new school based a projected enrollment of 414 students. The RFP provides some of this information.
6. It was decided to hold the next meeting in a recently constructed school in order to see the design features and what comprises a new school facility of comparable size. The next meeting will be held at Waverley Memorial School.
7. In a circle meeting format people were asked for comments. Some comments from the end of the meeting included:
  - Want to understand what we are starting with as a school (specs) from the province
  - Focus on the potential of the facility; what it has to offer to our children
  - Thanks that kids stay in community while school constructed

Next meeting: Thursday, February 4, 6:00 pm at Waverley Memorial School

## **Halifax South P-6 School Steering Team (SST) Terms of Reference**

January, 2016

The School Steering Team (SST) is a group that is representative of the key stakeholders for the school community.

### **SST Role:**

- To work with the School Board, the Department of Education and Early Childhood Development and the Department of Transportation & Infrastructure Renewal throughout the design phases of the project to engage in discussion of the general floor plan layout of the building.
- The SST acts as an information source for the communities they represent, in order to provide an overall connection with the process.
- The SST is an “advisory” body and does not have “approval” authority.

The SST is a key advisory resource during the course of 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 diminishes because all design related decisions have been made. This phase is intended to be a simple documentation of those decisions for the purposes of communicating to construction contractors. The SST will have a role in assisting with some of the finer details regarding evaluation of colour schemes created by the design team. During this phase, the role of the SST is minimal and is focused mostly on receiving status reports on construction progress. If matters arise in the implementation of the project that have the potential to change or challenge its overall goals and objectives, the SST will renew its role as an advisory body, as per the earlier phases. The project’s design and construction management team (EECD, TIR & Board) will report back to the SST on a regular basis regarding the progress of the project’s implementation.

### **SST Membership:**

A typical SST includes the following representation:

- Facilitator – a third party consultant to chair the meetings
- Department of Education and Early Childhood Development
- Department of Transportation & Infrastructure Renewal
- Halifax Regional School Board Operations, Program and School Admin department staff
- School principal
- Key school staff members
- SAC co-chair(s)-parents
- Board member
- Halifax Regional Municipality staff (Planner and Community Recreation; the number of HRM staff may vary depending on whether a community enhancement is included in the project scope)

**Meetings:**

The SST committee shall determine meeting schedule at the first meeting. Typically these are evening meetings up to 2 hours in length.

The meetings will typically occur over a 4 to 8 month timeline, depending on the complexity of the project.

SST meetings are working meetings and are not public meetings.

Meetings may be held at the existing school or at central office.

**Minutes:**

Minutes are recorded and approved at subsequent meetings.

Approved minutes are the official record of the meeting discussions and will be posted on the HRSB web site after approval.