



Springhill Elementary School  
School Steering Team  
February 17, 2021 at 4:00pm via Zoom

**In Attendance**

1. Sheila Maddison-Alick, Principal for Junction Road and West End Elementary
2. Harold Delaney, SAC Chair for Junction Road and West End Elementary
3. Krista MacDonald, Parent of a student from West End Elementary
4. Angela McCormick, Councilor, Municipality of Cumberland County
5. Joe MacEachern, Executive Director of Finance and Facilities at EECD
6. Peter Howitt, Regional Executive Director, EECD Facilities
7. Darrell MacDonald, TIR Director, Education Facilities Project Services
8. Pedro Martinez, TIR Design Team Lead
9. Tyler Voeltz, TIR Project Manager
10. Vernon Taylor II, Family of Schools Supervisor for Chignecto Family
11. Chris Zwicker, Coordinator of Property Services
12. Ed Ingarfield, CCRCE Project Liaison
13. Dana Stewart, CCRCE Project Services Area Manager for Chignecto Family
14. Stephen Outerbridge, Consultant Design Leader, EXP
15. Melissa Wakefield, Project Architect, EXP
16. Debbie MacDonald, Facilitator/ Executive Assistant to the Director of Operational Services

**Welcome**

Debbie welcomed members and called the meeting to order at 4:00 p.m.

**Introductions**

Regrets from Chantelle Paris and Trista Ashe  
No additions to the agenda for today's meeting.

**Approval of Minutes for January 27, 2021**

Amendments to the previous minutes:

\*\*\*9.3 to 9.5 anchorage

\*\*\*Only the music room that is raised not the visual arts room. The visual arts room is ground level.

**Design Update/ Enhancement Process**

Darrell MacDonald – The design update and the enhancement process go hand in hand. We now have approval to move forward with a standard junior high gym.

Melissa - To discuss the site plan in detail.

The screen was shared to have a visual.

### **Access into the School**

The first driveway (bus loop) will accommodate a maximum of 5 buses and is located off Princess Street. A walkway will be provided around the perimeter for safe pedestrian travel. There will also be a bike rack and hopscotch area adjacent to the gym. A driveway will be available for parents to drop off students from the passenger side of their vehicle. At the back of the school there will be access for service providers such as garbage and utility vehicles. They are not permitted to access the grounds when children are outside playing.

Parking lot area numbers to be worked out including handicapped parking and charging stations. Where will the snow removal go? They could put it near the end and try to protect it. It was suggested to have rolling curbs for easier snow removal. There was discussion on adjusting the size of the bus loop to make it smaller.

### **Playground Committee - TBD**

If there is interest doing something different with the playground, a Playground Community may be formed to do fundraising. This will be considered in the future. Looking at what other schools have done may help with ideas for the playground. The Playground Committee could be any group, such as a parent group, home and school. This committee should be formed sooner than later to start the fundraising process. Designating the area is important. To be mindful of how close the play area is to the driveway. Balls rolling out in front of cars is a concern. A fence is to be considered around the Pre-primary/ play area. The sports field must be 50ft away from any water retention pond. The sports field should be closed in with a fence and modified because of students who are known to run as well as ATV's trying to get on the field after hours.

### **Floor Plan Interior- First floor**

As you enter the main door of the school, the secured reception area and administration will be located to the right. The Learning Center will be located at the end of the corridor out of the way of central activity. In this model the Pre-primary classrooms are adjacent to the administration office. There will be access to the outside play area from the Pre-primary classrooms, although they will use the main doors in the morning and after school. Stairwells will be located at both ends of the Learning Street. Coats and shoes will be stored in cubby's outside in the corridor hallway.

The universal washrooms are located by the Learning Street. Mirrors will be located outside of the bathrooms. There will be washrooms located in Pre-primary and primary classrooms.

The music room will be an elevated classroom/stage for performances. The cafeteria will be a large open area with one glass wall with a view of the outdoors. The cafeteria will seat 50% of the school – two lunch hours may be required. Maker Space will be located next to the itinerant rooms. It can be made into whatever shape is preferred and could be used as a maker zone. It will need to be compliant with the Fire Marshall codes. In previous designs they had circulation

space— pre-allocated furniture, etc. Free and clear for open use space. It can be done here in a similar fashion. We do need to maintain the circulation and fire exiting routes.

A custodial storage room is located directly off the cafeteria. As well food delivery and garbage removal can be picked up and dropped off at an allocated door. There is another storage room directly off the maker zone and visual arts area. It could be used as a common area storage. Preference would be to have storage in the staff area and the office space. Outside storage is available next to the pre-primary classrooms.

There will be a reading recovery / training room that will have a window on the same wall as seminar room. The seminar room can be used for training, meetings with parents and for restorative circles.

The gym has been expanded for gatherings with the appropriate number of exit doors. There will also be collapsible bleachers. Everything will need to be revisited for the gym expansion. Egress and access will be revisited. Access to washrooms is necessary. The solution is to have a pull out sliding metal divider to block off teaching areas during afterhours use. Four bathrooms will be needed for public events.

### **Upstairs Interior Design**

Going up the front stairs, the first area will be the staff room which is directly above the administration offices. Adjacent to the staff room is the main teacher storage room for the building. Com closets is in front of the teacher's storage and Multi-Purpose Learning Room 12 are for building communications and internet services. The main feature in the upstairs, is the library as it is part of the open Learning Street. It is available to all of the upstairs classrooms. There is also a quiet reading room. There can be changes in color/textures and supports to enhance that area. Design team will be reviewing movable furniture for that area based on what the students need. A sliding door option was discussed to enhance the quiet reading areas.

The elevator is located next to the stairwell directly across from Multi-Purpose Learning Room 7. There will be two Assistive care washrooms one upstairs located next to the universal washroom and one downstairs next to the Learning Center. There will be three iterant offices, one SchoolsPlus and PLC support/resource area.

### **The Enhancement Process**

The enhancement process has been approved to move forward to the size of a junior high gym. The municipality is going help contribute to the cost. Joe McEachern will speak at a future meeting regarding finances.

### **Closing Comments and Questions**

Items for discussion at the next meeting: Site planning for the play zone and finishes. Look at natural color palettes. Reviewing and obtaining school colors and a logo.

**Adjournment**

The meeting was adjourned at 5:30 p.m.

**Next Meeting**

The meeting will be held on March 10<sup>th</sup> at 4 p.m. via Zoom.