

Terms of Reference - School Steering Team (SST) **New School Construction – Springhill Pre-Primary-Grade 6**

Background: A new school is being constructed to consolidate both Junction Road Elementary School and West End Memorial Elementary School within one facility covering Grades from Pre-Primary through Grade 6. The Province, through the Department of Education and Early Childhood Development (EECD), determines the School Space Allocation Program and how it will meet the NS Public School Programs (PSP).

In order to expedite the overall project schedule, an existing school design has been chosen to be implemented and will be modified, with the assistance of the School Steering Team, to most effectively address the specific needs of the new Springhill elementary school. The Department of Transportation and Infrastructure Renewal (TIR) manages the design and construction processes on behalf of EECD. The Province utilizes the provincial Design Requirements Manual (document DC350) for a comprehensive description of the design requirements for educational facilities. It can be accessed at <http://gov.ns.ca/tran/works/dc350.asp>.

Composition: Includes representatives of the key stakeholders for the school communities including;

- School Advisory Council Chair(s) from the Junction Road and West End Memorial Schools.
- Principal of Junction Road/West End Elementary Schools, or designate.
- Parent of a student(s) attending Junction Road Elementary School.
- Parent of a student(s) attending West End Memorial Elementary School.
- Municipality of Cumberland - Councilor representing new school catchment area.
- Regional Director, EECD Facilities.
- TIR Design Team Lead.
- TIR Director, Education Facilities Project Services.
- TIR Project Manager
- CCRCE Family of School Supervisor
- CCRCE Coordinator of Property Services or designate
- CCRCE Project liaison
- CCRCE Property Services Area Manager
- SST meeting Facilitator
- Ad hoc members if/as required

Role: The SST is an advisory body only with respect to the scope of work and project priorities within the new school's planning and fiscal designations. This includes providing input and advice on such issues as:

- background and cultural information of the consolidating facilities
- how the school Space Allocation Program's components can be configured to optimize the building's ability to support student learning and educators in how to most effectively guide students in their learning endeavours
- communicating information from the SST meetings to the community's stakeholders they represent
- acting as an advisory resource to CCRCE and the province should matters arise during the implementation of the project which could change its objectives.

Frequency of Meetings:

It is anticipated the frequency of meetings will be greatest during the beginning phase and be substantially less following design completion and during the tendering and construction phases.