

**Chignecto-Central Regional School Board
Education Services/Operational Services Joint Committee Meeting
November 18, 2014**

The Joint Committee Meeting of the Education Services/Operational Services Committees was held in the Board Room at Central Office on Tuesday, November 18, 2014 at 6:00 p.m.

Members Present

Education Services Committee

Wendy Matheson-Withrow, Vice-Chair
Vivian Farrell, Chair
Jim Grue
Susan MacQuarrie

Operational Services Committee

Gordon Anderson, Chair
Adam Davies, Vice-Chair

Other Board Members in Attendance

Marilyn Murray
Mackie Ross

Trudy Thompson, Board Chair

Staff in Attendance

Scott Milner, Director of Education Services
Herb Steeves, Director of Operational Services

Lynn Blake, Recording Secretary
Debbie MacDonald, Operational Services

Regrets

Keith MacKenzie, Board Vice Chair

CALL TO ORDER

Chair Farrell called the meeting to order at 6:07 p.m.

ADOPTION / AMENDMENTS OF AGENDA

Moved by Adam Davies, seconded by Mackie Ross
THAT THE AGENDA BE ADOPTED.

MOTION CARRIED

APPROVAL OF MINUTES

Moved by Trudy Thompson, seconded by Adam Davies

THAT THE MINUTES OF THE OCTOBER 21, 2014, MEETING BE APPROVED AS CIRCULATED.

MOTION CARRIED

COMMUNICATION – CCRSB WEBSITE

Director Steves addressed the Members, referencing the *Nova Scotia Education and Early Childhood Department Guidelines and Criteria for a Hub School Model to Guide the Use of School Space* document and in particular, the Roles and Responsibilities section. This section includes that, “School boards will provide clarity on how they are implementing these Guidelines and Criteria, including the administrative procedures, processes, timelines for applications, and contact information, on board websites.” Therefore, a quicklink will be added to the left side of CCRSB’s website that opens a page with all the information relating to Hub School process, including but not limited to the Guidelines and Criteria, contact information, Minutes of the Joint Meetings and anything else that may be applicable during this process. The link should be available the beginning of December.

HUB PROPOSAL TIME LINE

Director Milner presented the proposed timeline, beginning with the meeting that Superintendent Clarke and Director Steeves had with hub school proponents on July 28, 2014, up to and including the point that the Board makes its decisions regarding the hub school proposals in April 2015. This timeline will assist proponents with planning and preparing their submissions for the Board. This shows that there are opportunities for three or four presentations, opportunity for significant communications with the proponents and that as soon as the Board receives concrete documentation and responses to the evaluation tool and criteria, the better the Board can inform and contribute to the work of the proponents.

The timeline will be made available on the website under the Hub School Quicklink.

CONFIRMATION OF SPACE AVAILABILITY

Director Steeves presented the floor plans of the three proposed hub model sites, identifying the access space capacity for each. In all three cases, allowances were made by each of the schools as they will now have many more functions in much smaller or single locations. Operational Services has requisitioned engineered-prepared drawings with dimensions as well as plot plans of the properties for each of the proponents to use with the planning and preparation of their submissions.

DRAFT HUB SCHOOL PROPOSAL SUBMISSION FORMAT AND EVALUATION TOOL

Directors Milner and Steeves reviewed the draft document that is being prepared for distribution to the proponents. *Part I: Guidelines and Criteria for a Hub School Model to Guide the Use of School Space* was prepared and previously circulated by DEECD.

Part II: Draft Hub School Proposal Submission Format and Evaluation Tool has been created using the aforementioned Guidelines. Part II clearly outlines the format that the Chignecto-Central Regional School Board will receive Hub School Proposals from identified community representatives, providing a template that the proponents should use when preparing their submissions. When reviewing Part II, the Board Members present agreed that the Evaluation Team should include an individual external to the Board and school's community.

Part III: Chignecto-Central Regional School Board Hub School Proposal Evaluation Tool is a work-in-progress and mirrors the Guidelines and Criteria set forth by DEECD. Directors Milner and Steeves reviewed each section of this evaluation tool which will assist with scoring the submitted proposals. Extensive feedback was provided to the Directors by Members regarding the layout and content to assist the completion of this tool.

This document will be reviewed with Board Members at the December 3, 2014 Committee-of-the-Whole for feedback. The finalized document will be made available on the website and forwarded to the proponents prior to the December 17, 2014, Joint Meeting of Education and Operational Services on. This will provide the proponents with information to assist with the preparation of their presentations for the Joint Meeting as well as give them the opportunity to prepare questions if clarification is required on any aspect of the document.

Chair Farrell called a recess at 8:15 p.m. The meeting resumed at 8:30 p.m.

The Members were asked to individually examine Part II and provide a weight to each criteria on a scale of 0 – least important to 5 – most important. The responses were collected and will be used by Directors Milner and Steeves to prepare the scoring guidelines. Director Milner then reviewed the scoring grid with the descriptors of the proposed scoring thresholds. The scoring grid will also be provided to the proponents and available on the website.

This document will ensure that proponents will know, whether their proposals are successful or not, that the decisions were made by the Board based on quantitative and qualitative information.

ADJOURNMENT

The meeting was adjourned by Adam Davies at 9:08 p.m.