

1. Hall School Building Committee Meeting 3/4/2015 Agenda

Documents: [MEETING 2 3-4-15.PDF](#)

2. January 7, 2015 Meeting Minutes

Documents: [MEETING MINUTES NO. 001 - OPA HALL ES BUILDING COMMITTEE01-4F.PDF](#)

3. Architect Review Of Work To Date And D.O.E. Input

Documents: [MEMORANDUM ENROLLMENT PROJECTIONS 030315_2.PDF](#)

HALL SCHOOL BUILDING COMMITTEE

Date: Wednesday, March 4, 2015

Time: 6:00 p.m.

Location: Hall School Library

AGENDA

1. Approval of Minutes –January 7, 2015 Meeting
2. Architect Review of Work to Date and D.O.E. Input



Building Committee MEETING MINUTES - No. 001

Meeting: Hall School Building Committee **Date:** January 7, 2015 **Time:** 6:30 PM

Location: Hall School Gymnasium, Portland, ME
Project: Hall Elementary School

Notes and observations were made by Allison Towne DiMatteo

The following is a summary of the issues discussed in the order presented:

Meeting Agenda: *Copy of agenda attached*

Action/Date Responsible Party	Item No.	Item
<i>Attendees</i>		<i>List of Attendees at end of Minutes</i>
New Business		
	1.	Introductions and sign-in.
Motion passed unanimously.	2.	Motion by Building Committee ("BC") to elect Laurie Davis as Vice Chair of the Building Committee.
Staff will create a Doodle Poll	3.	Scheduling of future meeting dates was discussed <ul style="list-style-type: none"> • Critical dates are 8/3/2015 City Council meeting, (1st read), followed by 2nd read and vote at 8/17/15 City Council meeting. • Doodle Poll will be created in order to assess general availability and specific meeting dates • Expectation is two meetings per month from February through July. The second meeting may or may not be needed • Meeting length goal is two hours or less. • In the case of inclement weather, assume that the meeting will be held unless an e-mail from Anita Lachance is received that announces a cancellation.

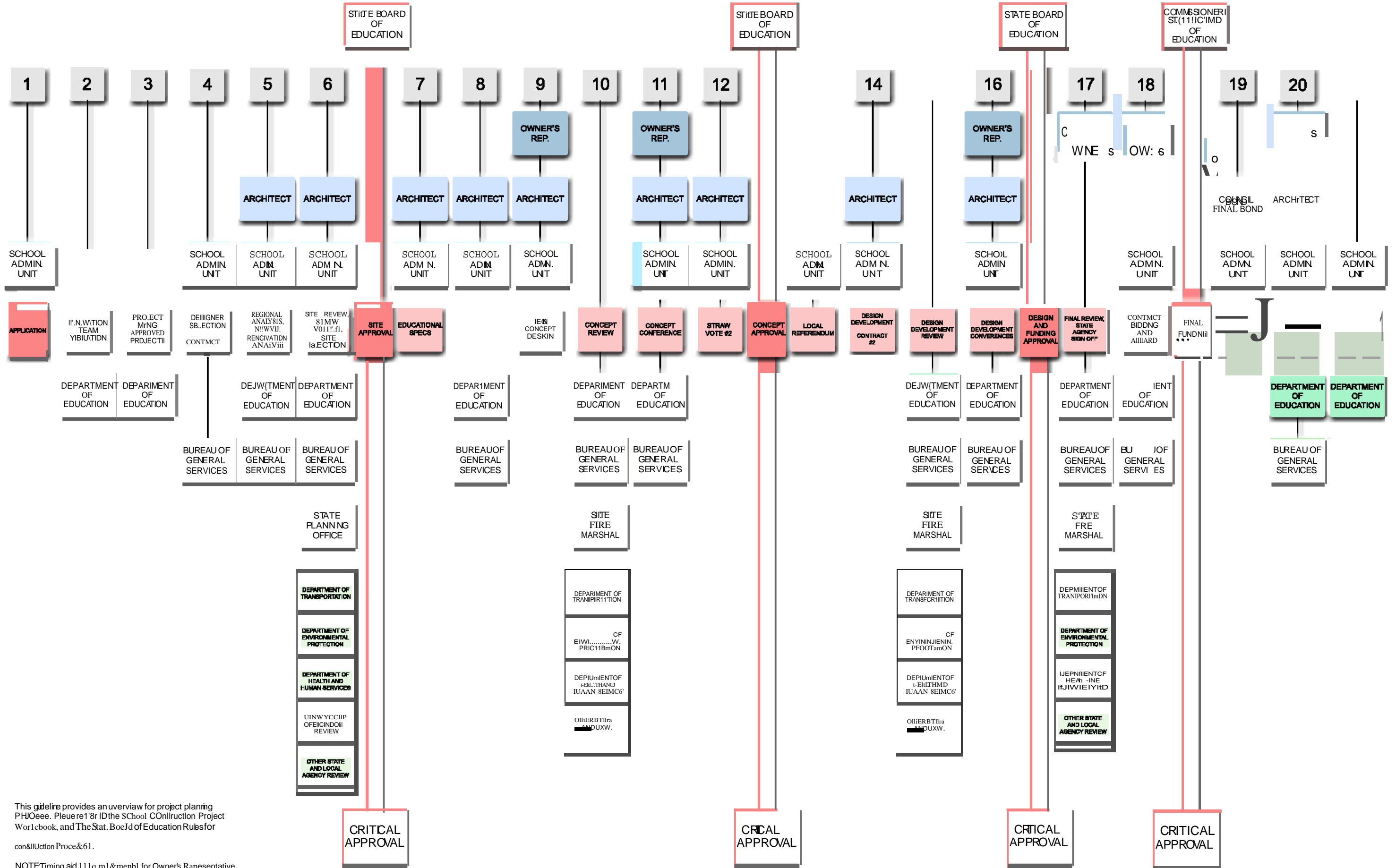
Action/Date Responsible Party	Item No.	Item
	4.	BC expectations were discussed. Attendance at meetings is important in order to have a quorum (8 members constitute a quorum) and in because important decisions will be made at each meeting. If a member cannot make two meetings per month, he/she should consider resigning. Anita Lachance (ARL@portlandmaine.gov) is the person who should be notified if a member is unable to make a meeting.
Draft Plan of Organization is attached.	5.	The Plan of Organization was discussed. <ul style="list-style-type: none"> • Motion to accept the Plan of Organization (passed unanimously) • Discussion of amending Article II.C.v and II.C.vi to raise the change order amount requiring BC approval from \$20,000 to \$50,000. • Motion to amend the Plan of Organization (passed unanimously) • Motion to accept the Plan of Organization as amended (passed unanimously)
Process chart handout is attached.	6.	Overview by Oak Point (“OPA”) of the State of Maine Department of Education’s 21-step review and approval process chart for Major Capital School Construction. Currently the project is on Steps 5/6, but other steps can be worked on concurrently.
PPS	7.	Educational Specifications (“Ed Specs”) were discussed. Portland Public Schools (“PPS”) is currently forming the committee who will write the Ed Specs.
Flow chart handouts are attached.	8.	Flow charts for the Site Approval Process and Concept Approval Process were presented by OPA. <ul style="list-style-type: none"> • A request was made to attach a timeline to the sequence of the process for the next building committee meeting (See Item 13).
OPA	9.	A request was made that all prior work relevant to the Hall School project that was done for the Buildings for Our Future project be posted on the project website, for BC member review prior to the next BC meeting.
City/PPS Staff	10.	A draft Communications Plan needs to be developed regarding how social and traditional media will be utilized to get information to the public. <ul style="list-style-type: none"> • All BC meetings are public and information can be shared. • PTO may want to raise money to support communications such as signs, etc. • Utilize Channel 3 (public access TV)
City Staff	11.	USGBC LEED Certification was discussed. <ul style="list-style-type: none"> • East End School was designed before the City passed an ordinance requiring LEED Silver as a minimum certification • OAES was given a donation to cover the cost of LEED certification

Action/Date Responsible Party	Item No.	Item
		<ul style="list-style-type: none"> The State does not cover the cost of LEED certification as part of the project Staff will determine whether a state-funded school project (with possible locally funded enhancements) is subject to the LEED certification requirement in the City's ordinance.
PPS	12.	PPS to confirm if the School Board has approved the Concept Approval package prior to the City Council and State Board of Education, does the Board need to vote again on sending the project to referendum.
OPA	13.	A one-page sheet with a more detailed timeline for BC meetings, public meetings, School Board and State Board of Education votes was requested.
	14.	Meeting agenda and meeting handouts should be made available on the BC website prior to meetings, in time for BC member review. A link to the BC website should be included in all e-mail correspondence.
	15.	Subcommittees may be appropriate for certain aspects of the project (playground, color selection, building naming were mentioned as examples on past projects).
OPA/PPS	16.	Public forum is anticipated for late January.
	17.	Meeting adjourned at 8:30pm.
END OF MEETING MINUTES		

The above items are true to the best of the writer's knowledge. If there are any errors or omissions, please notify Allison Towne DiMatteo of Oak Point Associates, at the next scheduled meeting. If no corrections or additions are noted at that time, these minutes will become a permanent record of the preceding. If corrections or additions are made, these changes will be noted in the minutes of the next scheduled meeting.

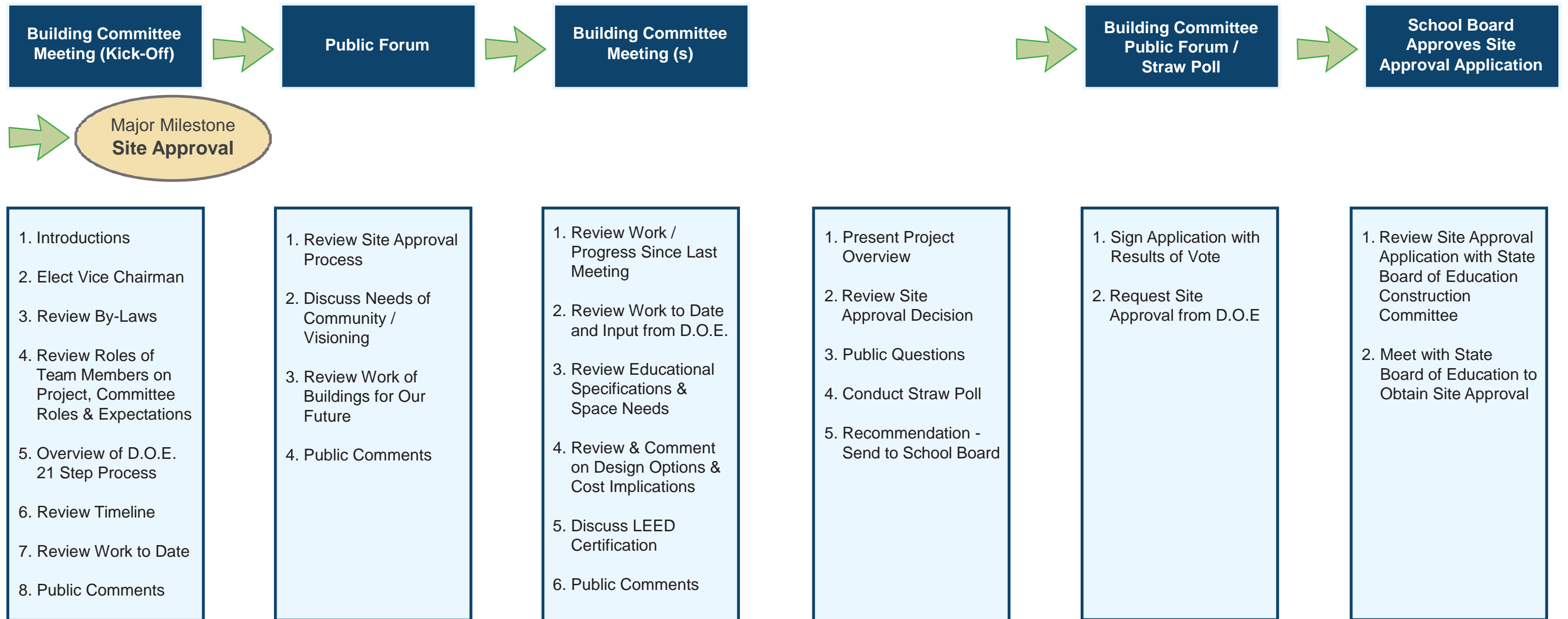
MAJOR CAPITAL SCHOOL CONSTRUCTION

Review and Approval Process Chart

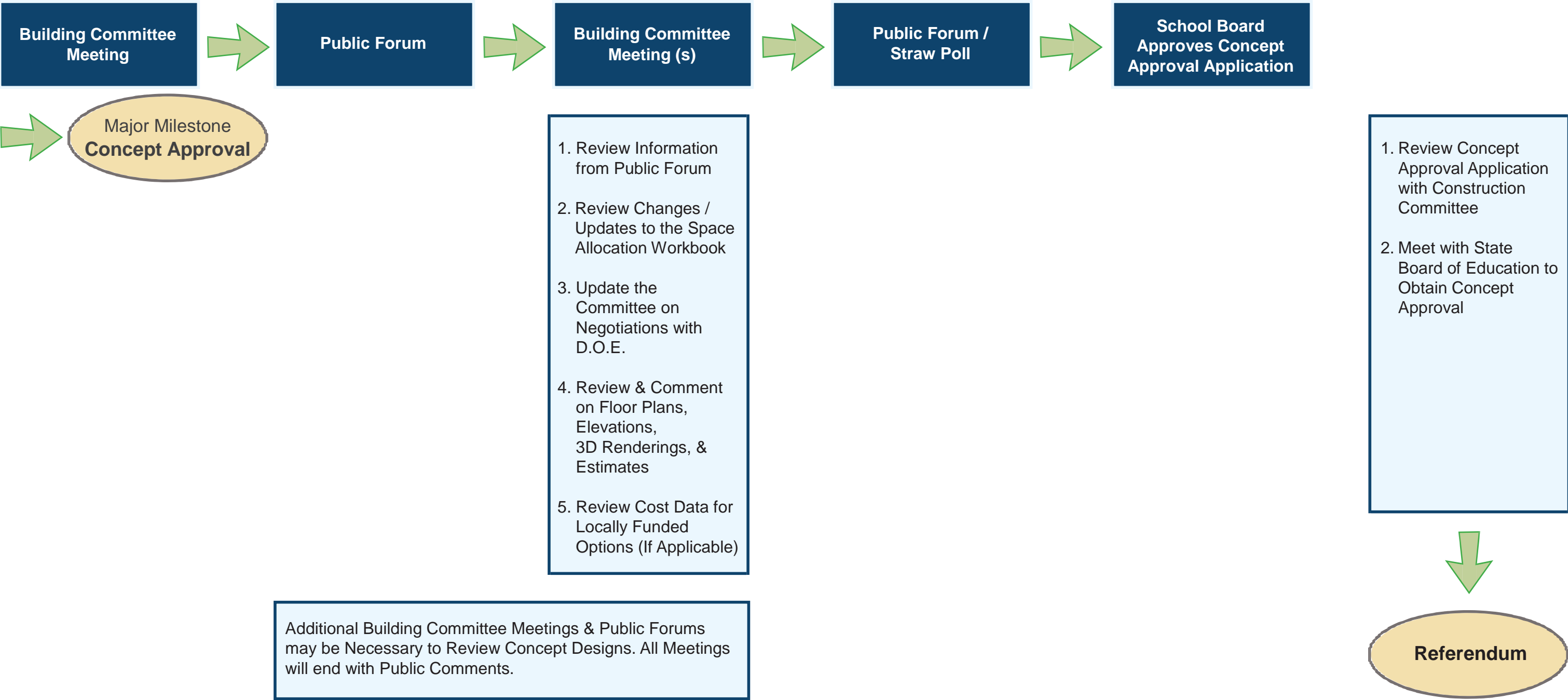


This guideline provides an overview for project planning. Please refer to the School Construction Project Workbook, and The State Board of Education Rules for Construction Process 61.
 NOTE: Timing and involvement for Owner's Representative may vary.

Site Approval Process



Concept Approval Process



1. Review Site Selection (Recap)
2. Present Educational Specifications & Discuss Building Program
3. Review Space Allocation Workbook
4. Discuss Program Relationships, Adjacencies
5. Review & Comment on Bubble Diagrams, Floor Plans, Massing, & 3D Renderings from Buildings of Our Future
6. Discuss LEED Certification Process
7. Public Comments

1. Review Site Selection and Concept Approval Process(Recap)
2. Review Educational Specifications, Space Needs & Programs
3. Discuss Community Program Needs
4. Public Comments

1. Present Project Overview
2. Review Educational Program / Space Allocation
3. Present Floor Plans, Elevations, & 3D Renderings
4. Public Questions
5. Conduct Straw Poll
6. Recommendation - Send to School Board

1. Sign Application with Results of Vote
2. Request Concept Approval from D.O.E



OAK POINT
ASSOCIATES

architecture
engineering
planning

MEMORANDUM

To: Anita LaChance, Director of Recreation and Facilities Management

Subject: District Enrollment Projections

Project Name: Hall Elementary School

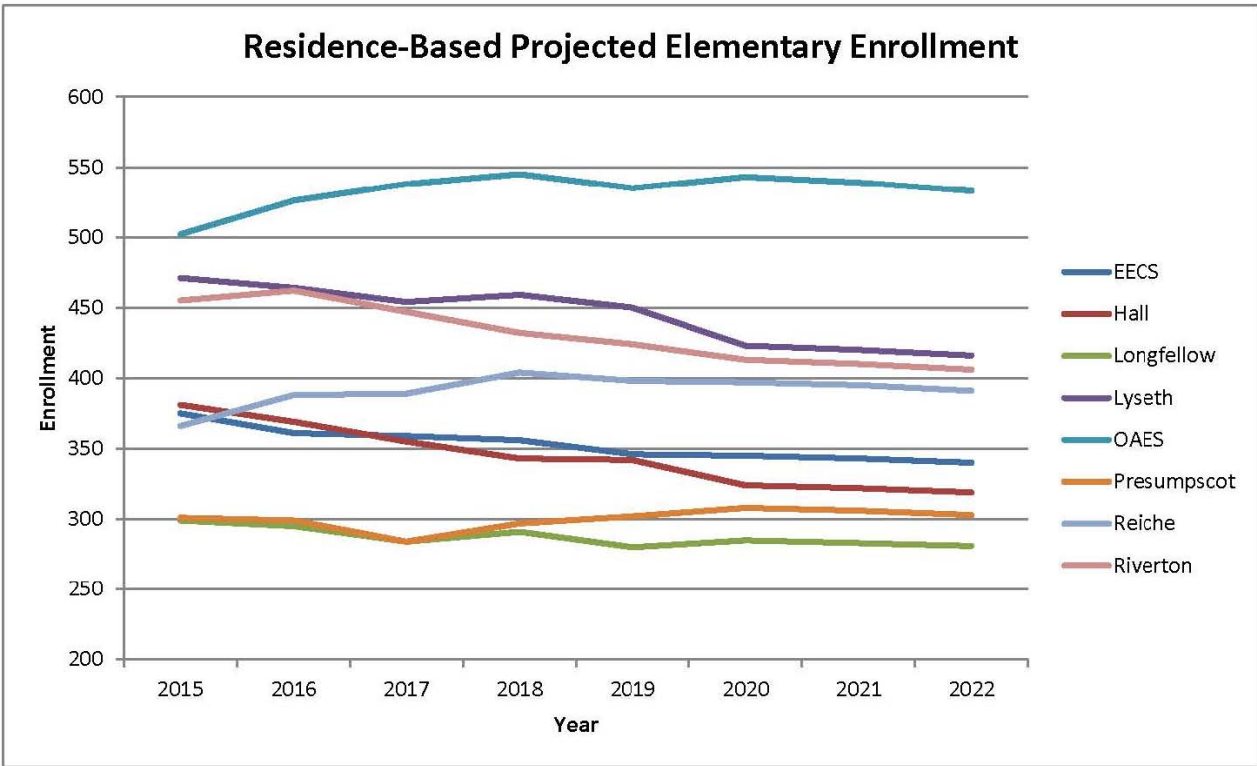
Date: March 03, 2015

We have recently received the 2014/2015 enrollment projections from Davis Demographics (DDP). The projections utilize the Maine State Department of Health reports for birth data in the city as well as historical student data that was provided by Portland Public Schools and planned residential developments in the city as reported by the Portland Planning Department.

The live birth rate for the city is compared to the incoming kindergarten class five years later. This comparison establishes the annual “capture rate” which is utilized in the preparation of long term projections. Earlier enrollment projections from 2012/2013 showed a one-year spike in the capture rate which, if held long-term, could have resulted in a gradual increase in the overall district population. The latest projections, and two more years of data, indicate that the birth capture rate spike has not held and current trends predict a decrease in student population-- 6,987 students in 2014 to 6,846 in 2022, a drop of 2% over that time period.

The enrollment projections further break down the overall district enrollment for K-5 students into individual school districts. The projections are “residence-based”, which means they are based upon where students reside, not necessarily where they attend school. DDP calculates residence-based projections in the belief that the best way to plan for future facilities changes is to know where the next group of students will be residing, not necessarily which school they are currently attending. Since these projections are based upon where students reside, the figures used as a base for each school’s resident population may differ from the actual reported enrollment for each school. An “attendance matrix” is provided in the enrollment projections report in order to gauge the effect of out-of-district student enrollment.

Five of the eight mainland elementary schools show a projected decrease in resident students between the current enrollment and 2022: Longfellow Elementary (-9.5%), Hall Elementary (-16.2%), Lyseth Elementary (-11.7%), Riverton (-10.7%) and East End Community School (-9.5%). An increase in students is projected at Ocean Avenue Elementary School (+6.2%) and Reiche Elementary School (+6.8%). Presumpscot Elementary School is projected to have a relatively stable student population.



Residence-Based projections by school

As part of the 21-step State process for school project construction, a regional analysis is required to ensure that school districts are planning comprehensively for the best long-term solution. For most municipalities, this means reaching out to neighboring towns to understand if a shared solution might be mutually beneficial. For a large city with multiple schools within the district, like Portland, this might mean reviewing long-term capacities across several elementary school districts to see if a regional solution might make sense to explore. Given the declining resident student population in the Hall School district, a decision will need to be made by Portland Public Schools and the City, working with DOE as a partner, whether to build a smaller school than initially planned, move district boundaries, or consider other options for a more comprehensive regional solution.

While everyone has been working extremely hard to bring the Hall school project to the voters in a November 2015 referendum, the due diligence to explore and debate these options will take additional time.